

## **The ACTR National Post-Secondary Russian Essay Contest Instructions for Submitting Essays and Student Waivers**

All essays must be submitted as specified here:

1. Group the essays by Category AND Level, e.g., A1, B3, C2, etc.
2. Scan the essays in the same group, such as A1, as ONE single PDF file, and save it with a file name exactly like this: **A1 Essays\_[YOUR INSTITUTION]**, e.g. **A1 Essays\_Moscow State University**. This file should contain only the A1 essays and no other essays from any other category or level. Do this for each Category-Level of essays that you have.
3. Sort the "Student Declarations and Waiver" forms into two groups: 1) Students who AGREED to allow their essays to be used for research, organized within by Category-Level and 2) Students who DECLINED, organized within by Category-Level.

Scan and save all of the "Student Declarations and Waiver" forms from GROUP 1 as one PDF file with a file name exactly like this: **Student Waiver Agreed\_[NAME OF YOUR INSTITUTION]**, e.g. **Student Waiver Agreed\_Moscow State University**.

Scan and save all of the "Student Declarations and Waiver" forms from GROUP 2 as a separate PDF file with a file name exactly like this: **Student Waiver Declined\_[NAME OF YOUR INSTITUTION]**, e.g. **Student Waiver Declined\_Moscow State University**.

4. Attach the files to an email and send to the address listed on our website (<http://www.actr.org/national-post-secondary-russian-essay-contest-npsrec.html>). The files will automatically be uploaded to Box.

**Failure to use the correct file naming convention or incorrectly filing an essay will result in automatic disqualification of the misfiled essay.**