1. What is a Payroll Register Detail Report (PRDR)?

All applicants must obtain a Payroll Register Detail Report (PRDR) from their payroll department. The report documents the total number of hours of employment, the effective dates of employment and may show salary information.

2. What if my employer will not provide the PRDR?

It is the program’s preference that applicants submit the report. If it is not possible to obtain the report, a letter from the human resources manager on company letterhead may be submitted for consideration. The statement must include the applicant’s position, list the total number of hours worked, the effective dates of employment, the manager’s original signature and contact information.

3. Can any documents be submitted under separate cover?

Applicants may not submit ANY documents under separate cover.

4. Can I use an assumed name on the application?

All applicants must use their legal name because the application is a legal document.

5. What if my personal statement and other responses exceed the space allowed?

All responses must be completed in the space allowed following the instructions for length (for example 300 – 500 words, 100 words). If a plus sign appears in the bottom right corner of the box you are typing your responses in, then you have exceeded the space allowed for the response. Words that are typed after the plus sign appears cannot be viewed by those reviewing the application. Do not attach additional sheets to complete your responses.

Please note that the FAQ’s may be updated throughout the application cycle as necessary.