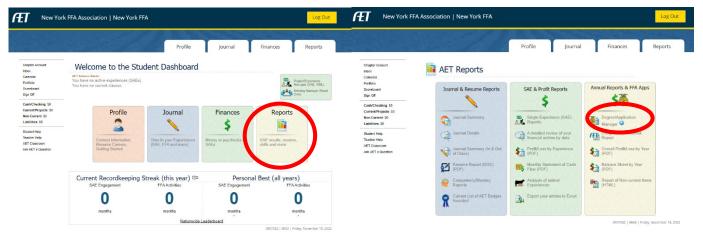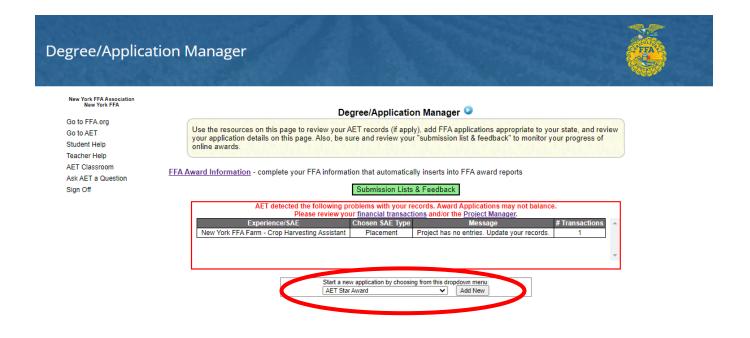# Completing the STATE STAR Application

The State Star Application has a new look and feel BUT all the requirements to obtain the degree are the SAME as before. Use this guide to complete a State Star Application for the 2023 Awards Season and beyond.

1. Start a new application. Any application started in AET prior to September of 2022 will need to be updated into the new format. From the student dashboard, a new application can be created by selecting REPORTS and the DEGREE/APPLICATION MANAGER.

2. Locate the dropdown menu under "Start a new application by choosing from this dropdown menu:" Select AET STAR AWARD" and click the "Add New" button.
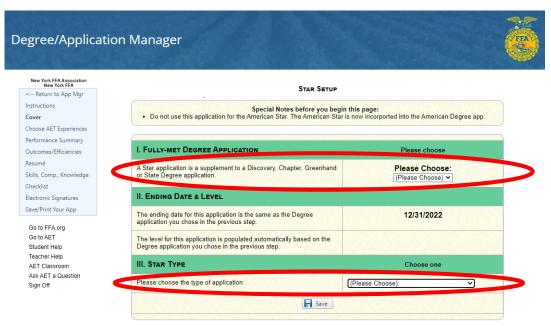
3. The award application has been created. To complete the application or see missing requirements, select "Application" in the left hand column.

4. A Fully-Met degree application must be completed prior to completing the STAR award application. Select the State Degree application that the STAR award corresponds to and select the type of STAR application (Farmer, Agribusiness, Agricultural Placement, or Agriscience)
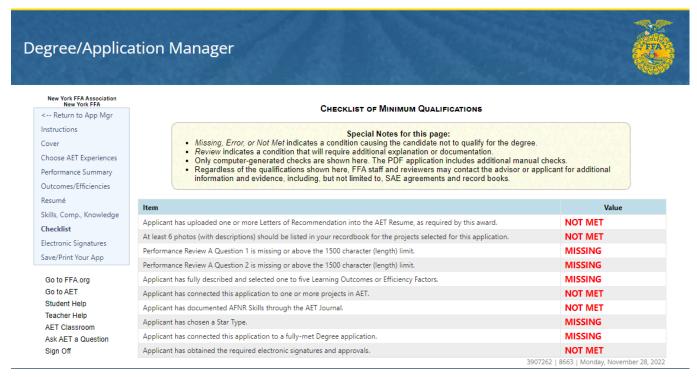
5. Next, the AET experiences that you would like to include in the STAR application are to be selected. Projects must match the application type chosen on the cover page. Utilize the "Save Selections" button load projects into the application.

6. Utilize the Checklist to ensure all application requirements are met. Remember to include pictures and letters of recommendation.

7. Uploading photos is found in the Project/Experience Manager. Photos can be uploaded and included as journal entries or as files. A description/caption is required for each photo.

Photos as journal entries:

Ensure that the selected project in the journal entry matches the project(s) selected in AET STAR Application

Photos as File: Upload photo and then select "EDIT" to add a description.

8. Upon completion of all award application requirements and electronic signatures, the chapter ADVISOR must add the award application to the award submission list in the AET reports tab.

Important Notes for Required Items for STAR Award Application
- o Letters of Recommendation - NY Requires 3 Letters or Recommendation
  - o All applications must include a letter of recommendation from the Agriculture Instructor
  - o If selected award area is Placement, please include at least one recommendation from one employer
  - o Letters of Recommendation must be a PDF to upload properly
- o At least 6 Photos with Captions - 6 photos will be evaluated. Additional photos will not be taken into consideration.
- o AFNR Skills - A minimum of 10 skills are required to be documented in the AET journal. 5 skills MUST be in the Primary Pathway and 5 additional skills can be from Any Pathway.
- o Learning Outcomes or Efficiency Factors - Between 1 and 5 are required for the application.
  - o Entrepreneurship SAEs should focus on efficiency factors that improve your project.
  - o Placement SAEs should focus on learning outcomes and how your skills have improved.