Summer Institute Step-by-Step Application Manual

To Access the Application Page for Summer Institute, use the following URL
https://undergradapply.gsu.edu/apply/?sr=dfecbc-1cfe-40ce-b30e-08fbefce0975

***Applicants who have not previously began an application process should click the create an account link on the page***

Applicants who have previously began an application but did not submit the application on the application’s final page, should use the Log in option on the left of the page

If the applicant began an application, completed it, AND choose the submit option on the application, the application is no longer editable by them. At best the applicant can only email OII the changes/updates and we will consider each case specially.***

- **IN ORDER TO FILL OUT YOUR APPLICATION YOU MUST HAVE AN EXISTING ACCOUNT OR START A NEW ACCOUNT.**
CREATING A NEW ACCOUNT:

1. Go under First-time users and click on Create an account.
2. Enter email address, First Name, Last Name and Birthdate and click on Continue. If you have multiple names for first names, please enter a first name that is present on your official identification documents (Passport, Government ID, etc.). Same applies for last name. These names should also be consistent with the names chosen to fill the rest of your application.

3. You will get an email from GSU Admissions Office (admissions@gsu.edu) with your pin number that you will need to fill the next part of your application.
4. Enter your ticket number and your birthday and click on Login

5. You will be redirected to a website to change your password. Enter your new password and click on Set Password. Be aware that your password be at least 12 characters and must contain at least one letter, one capital letter and one number.

6. You will be redirected to a new website where you can start filling your application
STARTING A NEW APPLICATION

1. Create an account or log in with an existing account
2. In the next page, click on Start New Application

3. Make sure your new Application reads 2019 Application Cycle and 2019 Summer Program and click on Create Application

4. The next screen should show you the Application details with the date when you are starting your application and the Status of your application. Click on Open Application.
5. You will be redirected to a different website where you can see Application Instruction and Information and the Application deadline. Confirm you are on the right page and then click on Continue.

***If at some point of your application you need to go back to add extra relevant information to any of the sections of your application, you can always navigate through any section by clicking on the menu on the left***
6. Fill your Name, Address, Contact and biographical information.

- First Name: You should provide all your official (1) first name also known as the given name as it appears on your official documentation
- Middle Name: Other names the appear on your official documentation
- Last Name: Your official last name as it appears on your official documents
- Preferred First: This is for applicants with multiple official names not including the family/Last name in their official documents, you must choose which one you prefer most. Most applicants have only one official first name and thus this section does not apply to them
- Please be aware that your address should follow the same format under the Street Address: Number, Street, Apt. (i.e. 70 Spruce St NE Apt 2.)
- Phone number should include the country are code and be entered in the following format: +(Country’s Area Code) XXX-XXX-XXXX (i.e. +1 123—456-7890)
• Please consider the following instruction when following your Citizenship information:
  • Choose your citizenship. If you have multiple citizenship should select the one the you think will provide the most ease of travel.
  • If you are a US citizen you must provide a Social Security Number
  • If you are not a US Citizen, but a US permanent resident you have to check the box that indicates as such, you also have to provide your main country of citizenship, Permanent Resident number and Social Security Number
  • If you are neither a US citizen nor a US permanent Resident, you must specify your nation of citizenship. If you have previously applied for and been granted a visa to visit the United States that is still valid, you have the option to specify that under Current Visa Type. If this is not the case, you should select “I do not currently hold a non-immigrant Visa to the United States” option and the University will work to receive the appropriate Visa.
  • US citizen and permanent residents will be asked to provide their Race/Ethnicity information. This information is optional regardless of whether it is listed as required in “Review” page of the application. Applicants have the option to submit their application without providing this information
  • Once you have to complete all the sections, click on Continue

7. You will be required to provide an emergency contact.
  • This is a required section
  • Please fill the First Name, Last Name, Phone Number and Relationship with Emergency Contact
• The field “State” should be left blank if your emergency contact is not located in the United States
• All other fields are optional and should be filled out with N/A if necessary
• Once the section completed, click on Continue to proceed to the next page.

**Emergency Contact Information**

<table>
<thead>
<tr>
<th>Relationship</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Address Street 1</td>
<td></td>
</tr>
<tr>
<td>Address Street 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

8. **The next screen requires you to fill your academic information:**
9. In the next screen you will be asked to provide documentation to support your English proficiency. If you have taken the TOEFL or IELTS, *you will be asked to provide the test scores or a copy of your evaluation documents*. If you have not taken neither select “I have not taken neither one” and grade your level of proficiency.
   • Be advised that despite you are not obligated to submit English Proficiency scores, you will be contacted by the GSU Office of International Initiatives to conduct a proficiency evaluation.
   • Admission to the program does not hinge on this proficiency.
10. In the next section, you will be asked to answer US military service information.
11. The following section deals with legal and criminal background. This is another required field in any US institution.
   • All questions must be answered, and you must provide detailed explanations for any "yes" answers.
   • Please note that failing to provide sufficient information may result in delay in the processing of your application.
   • If as an international student, none of the question apply to you, select “no” and click on continue
12. The next section is for additional information. Please fill the fields regarding to your university, major, preferred English name, dietary restrictions or accommodations Feel free to provide as much detailed information as you can as it will help the Office of International initiatives to make your experience in our institution better. Once you have completed all the field, click on continue.
13. In the next filed you are asked to register in one elective course and one English Course.
   - For your English Courses you can choose between Academic, Business or Legal English. Please submits your 1st and 2nd choice. Submit your pick by clicking on Continue.
14. In the next screen, you will be asked to accept the term of your registration. Please read the terms carefully, select Agree and click on Continue.
15. You are almost done! Following with the agreement, you are required to sign a form stating that the information you are providing is truthful. In order to sign this form, type your name and click on Confirm.
16. The last section of your application will ask you to review any information that are wrong or missing will show you sections that are optional (Demographic info only asked for US citizens/Permanent citizens can be left blank even though it will appear in the Review section as incomplete. This will not affect your application).
- If you don’t have any discrepancies, you are ready to submit your application! Click on Submit Application.
- A pop-up window will warn you that once you submit your application you will not be able to change any information. Please review your application carefully before. If you are ready, click on ok.
18. You will shortly receive an email confirming that your application has been received by our system. We will contact you as soon as your application has been processed.