Summer Institute
Step-by-Step Application Manual

To access the Application Page for Summer Institute, use the following link
https://undergradapply.gsu.edu/apply/?sr=dfeccbac-1cff-40ce-b30e-08fbefce0975

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

***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. At best, the applicant can only email
summer@gsu.edu the changes/updates and we will consider each case specially. ***
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. DO NOT start the application via the link in the email. Instead, GO TO https://undergradapply.gsu.edu/apply/?sr=dfeccbac-1cf-40ce-b30e-08fbefce0f75
5. Enter your **PIN Number** and your birthday and click on Login.

6. 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.

7. 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. To do so, you should go to the direct link https://undergradapply.gsu.edu/apply/?sr=dfecbac-1c0ff-40ce-b30e-08fbefce0975 which was also provided on the first page of this document.

2. In the next page, click on Start New Application.

![Image of Georgia State University application website](image1.png)


![Image of Georgia State University application website with 2019 Application Cycle and 2019 Summer Institute selected](image2.png)
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 the sections 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 first names, 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.
   - **Permanent Address**: 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).
   - **Mailing Address**: Please make sure that you add the following as your mailing address 141 Piedmont Ave NE, Atlanta, GA 30303.

   - **Phone number** should include the country area code and be entered in the following format: +(Country’s Area Code) XXX-XXX-XXXX (i.e. +90 232 755 2005).
   - Please consider the following instruction when following your Citizenship information:
     - Choose your citizenship. If you have multiple citizenship, you should select the one the you think will provide the most ease of travel.
     - If you are a **U.S. citizen**, you must provide a Social Security Number.
     - If you are a **U.S. 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”.

All applicants 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**.
   - 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.
- Once the section completed, click on Continue to proceed to the next page.

8. 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 either select “I have not taken either one” and grade your level of proficiency. You will be contacted by the Office of International Initiatives to conduct an on-line proficiency evaluation.

**Admission to the program does not hinge on this proficiency.**

9. **Legal Questions**: The following section deals with legal and criminal background.
   - 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.
10. **Additional information**: Please 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.

![Summer Institute Additional Information](image)

11. In the next filed you are asked to register in **“One field-specific (elective) course and one “English” course.”**
   - Select your 1st choice and also a 2nd choice for your **elective course**. Brief descriptions of the courses will appear as you make your selections.
   - Select your 1st choice and also a 2nd choice for your **English course**. Brief descriptions of the courses will appear as you make your selections.
Summer Institute Intent to Register

All Summer Institute students are required to take one elective and one English Course.

Please select your first and second choices for the Elective Course from the drop down menu. Every effort will be made to place students in their first choice.

Please select your 1st choice program:
BIOL 4905 Theme-Based Biology Laboratory (Molecular Biotechniques from Genomics to Proteomics)

Please select your 2nd choice program:
CHEM 4950 Chemical Research

Please select your first and second choices for the English Course from the drop down menu. Every effort will be made to place students in their first choice.

Please select your 1st choice English course:
AL 2290 Academic English for Health Sciences

Please select your 2nd choice English course:
AL 2290 Academic English

Your course selections descriptions

Course offered through the College of Arts and Sciences
BIOL 4905 Theme-Based Biology Laboratory (Molecular Biotechniques from Genomics to Proteomics)

The purpose of this course is to provide students with a hands-on appreciation of some of the latest, cutting edge technology that is used in Molecular Biological Research laboratories today. Students will isolate and purify DNA, RNA and protein samples from different cells and then see how each of these critical components of living cells can be analyzed to create a series of "snap-shots" that allow us to see how cells work at the molecular level.

Course offered through the College of Arts and Sciences
CHEM 4950 Chemical Research

This course is designed to introduce international students to various chemistry projects including stereoisomerism, natural product extraction, simple distillation, recrystallization, and techniques and tools that are fundamental in chemistry labs. Students will learn how to identify chemical structure characteristics by using IR, melting point apparatuses and literature search. Students will learn chemistry lab techniques and gain hands-on lab experience, as well as learn to comply with lab safety protocols. Students will also gain the experience of oral presentation on lab techniques learned through the course and how to conduct a chemical structure literature search.

Course offered through the College of Arts and Sciences
AL 2290 Academic English

Academic English is designed to improve students' academic English skills (reading, writing, listening, speaking, and critical thinking). Learning experiences occur not only in the classroom, but also on campus and at local sites (such as museums), allowing students to use their English skills in interactive, interesting ways. We offer multiple sections, depending on language proficiency.

Course offered through the College of Arts and Sciences
AL 2290 Academic English for Health Sciences

Academic English for Health Sciences is designed to improve students' academic English communication and critical thinking skills in a health science context. Students participate in discussions and presentations on health-related topics to help them effectively and confidently communicate. Students also analyze and write common academic genres in health science fields with a focus on organization and development, writing style, sentence structure, and grammar. Communication topics to be explored include effective intercultural communication skills and the psychosocial aspects of communication. Students enrolled in Academic English for Health Sciences must also be enrolled in the Summer Institute's Chemistry, Biology, or Communication and Communication Diversity in Health Care System course.
- Please print, sign, and upload the “Registration Agreement” to accept the terms of your registration.

12. You are almost done! Following with the agreement, you are required to sign a form stating that the information you are providing is correct. In order to sign this form, type your first and last name and click on Confirm.

13. 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 information is optional and 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.

After you submit your application, please contact summer@gsu.edu if you would like to make any changes to your application.

14. **YOU DO NOT NEED TO UPLOAD ANY MATERIALS AFTER YOU SUBMIT YOUR APPLICATION.**

You will be contacted by the Office of International Initiatives and the Office of International Student and Scholar Services for additional materials.

15. 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.
Thank you for your application to the Summer Institute program! The Office of International Initiatives (OII) will be in contact with you shortly. For further information, please contact OII at summer@osu.edu or visit the Summer Institute website at http://international.osu.edu/summerinstitute/.

Regards,
Office of International Initiatives