Summer Institute
Step-by-Step Application Manual

To access the Application Page for Summer Institute (6 credits), use the following link:

https://undergradapply.gsu.edu/apply/?sr=dfe73263-2acd-4a7e-80a1-31862d67f48f

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

Applicants who have NOT previously begun an application process should click the Create an account link under first-time users. Refer to page 2.

Applicants who HAVE previously begun an application but did not submit the application on the application’s final page should click the Log in option on the left of the page under returning users. Skip to page 4.

***If the applicant began an application, completed it, AND chose the submit option at the end of the application; the application is no longer editable. The applicant can 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, then click on Continue. If you have multiple first names, enter the name that is present on your official identification documents (Passport, Government ID, etc.). The same applies for your last name. Your name should be consistent throughout your application.

3. After completing this page, you will get an email from GSU Admissions Office (admissions@gsu.edu) with a PIN Number. You will need this to fill out the next part of your application.

4. ***DO NOT start the application via the link in the email! ***

   Instead, go back to the page you were on before checking your email or use this link.

   https://undergradapply.gsu.edu/apply/?sr=efe73263-2acd-4a7e-80a1-31862d67f48f
5. Next, you will enter the **PIN Number** and your birthdate, then click on Login.

6. You will be redirected to a website to change your password. Enter your new password and click on **Set Password**. **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.

***Please make a note of your email address and password! It is imperative to have this information at easy access. If you forget your email or password, you will have to contact helpdesk@gsu.edu***
STARTING A NEW APPLICATION

- For returning applicants, enter your email address and password, then click **Login**.

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Login

If you submitted a Common Application and are unable to login, please check your email for instructions on how to create an account using a custom PIN. If you have not received an email within 3 business days after submitting your Common Application, please contact the Office of Undergraduate Admissions.

Admitted students can login to see their Next Steps and register for New Student Orientation.

To log in, please enter your email address and password.

Email Address
Password
Forgot Your Password?

Login
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- On the next page, click on **Start New Application**

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- Select **2022 International Special Programs** and Create Application

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2022 Application Cycle

2022 International Special Programs

Create Application  Cancel
```
Instructions
You will be redirected to a different page that will read “Application Instructions and Information and the Application Deadline” like the image below. Confirm you are on the right page, and then click Continue.

***If at some point of your application you need to go back to add extra information to any of the sections, you can always navigate through the sections by clicking on the various option in the menu on the left side on the page***

Profile
Fill in the following information:

- **First Name**: You should provide your official or given name as it appears on your official documentation.
- **Middle Name**: Other names that 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 can choose which one you prefer. *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 citizenships, you should select the one 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 must check the box that indicates such; you also must provide your primary 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 the **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 on the “Review” page of the application. Applicants have the option to submit their application without providing this information.

- Once you have completed all sections, click on **Continue**.

**Family - Emergency Contact**
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 U.S.
- Once the section is completed, click on **Continue** to proceed to the next page.

**ISP Additional Information**
You will be asked to select the **program term/type** in the next screen and add **additional information**.
- Select **Summer (June) 2022** for Entry Term
- Select **Summer Institute Program (6 credits)** for Program Selection
- **Additional information**: Provide as much detailed information as you can. This will help us to make your experience at our institution better. Once you have completed it, click on **Continue**.
ISP Intent to Register

You are asked to register in “One field-specific (elective) course and one “English” course.

- Select your 1st choice and 2nd choice for your Elective course. Then select your 1st choice and 2nd choice for your English course. **Brief descriptions of the courses will appear as you make your selections.**
your registration. * You must scan and upload both pages and print your name * Click 
Continue

Registration Agreement (Print, Sign, and Upload below)

Registration Agreement
Please print and sign the registration Agreement. This agreement can be found at the link above. After signing and
printing your name, please scan and upload both pages.

Continue

ISP English Proficiency

In the next screen, you will be asked to provide documentation to support your English proficiency.

- If you have taken the TOEFL or IELTS or another test (Other). You will be asked to provide
the test scores or a copy of your evaluation documents.

ISP English Proficiency

The following information is used for course placement, not admission to the program. Official test scores must be in
English and be no more than two years old.

Have you taken any of these English language tests?

- TOEFL
- IELTS
- Duolingo
- I have not taken either one
- Other

Listening

Comprehension

Reading

Comprehension

Writing

If uploading your TOEFL scores, please upload the full page, which should include your full name.

Upload TOEFL Scores

If you have NOT taken either select, “I have not taken neither one” and grade your level of proficiency. The Office of
International Initiatives will contact you to conduct an online proficiency evaluation.
Legal Questions

The following section deals with a 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 a delay in the processing of your application.
Legal Questions

Please answer all of the questions below and provide detailed explanations for any "yes" responses. If the detailed answer requires more than 600 characters attach a separate document of explanations using the "Upload Document" icon at the bottom of the page. Any false or misleading information provided in this section may result in denial of admission or expulsion from the university.

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.

Are you ineligible (NOT eligible) to enroll at any previously attended institution?
- Yes
- No

Are you currently on or have you ever been placed on academic probation, suspension, exclusion or any other type of academic warning at any previously attended institution?
- Yes
- No

Are you currently charged with, or have been found guilty of, any violation of academic honesty, honor code, or conduct regulations of a previously attended institution?
- Yes
- No

Have you left a previous institution while there were pending charges of any violation of academic honesty, honor code, or conduct regulation?
- Yes
- No

Have you been found guilty of any violation of a federal, state, or municipal law, regulation or ordinance (other than for minor traffic violations, or convictions subsequently discharged, expunged, or otherwise ordered by the court to be removed from the applicant’s criminal record, including offenses for which any type of first offender status was offered but subsequently revoked for failure to successfully complete program requirements)?
- Yes
- No

Have you ever entered a plea of guilty, no contest, nolo contendere, an Alford plea, or otherwise accepted responsibility for the commission of a crime?
- Yes
- No

Have you received any type of discharge from military service other than an honorable discharge?
- Yes
- No

Are you currently charged with, or have been found guilty of, any violation of a federal, state, or municipal law, regulation or ordinance other than minor traffic violations, including offenses for which any type of first offender status have been granted?
- Yes
- No

Continue
Signature

You are almost done! You must sign a form stating that the information you are providing is correct. To sign this form, type your first and last name and click on Confirm.

I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than $1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that to the best of my knowledge, the information submitted on this application is true and complete.

In compliance with state and federal law, the University's annual security report describing campus safety programs, the policies on drugs and alcohol, and crime statistics, is available upon request from University Police at 404-413-2100 or online at safety.gsu.edu/safety-you/safety-net.

All personal data and special categories of sensitive personal data collected or processed by the USG must comply with the USG Cybersecurity Plan, as authorized by the Board of Regents Policy Manual Section 10.4 Cybersecurity: www.usg.edu/policies. Anyone suspecting his or her sensitive personal data has been exposed to unauthorized access, report your suspicion to helpdesk@usg.edu. Otherwise, questions concerning general data privacy can be forwarded to dataprivacy@usg.edu. Signature (below) and submission of this application provides consent to and acknowledgement of the USG Privacy Policy.

In place of your signature, please type your full legal name:

[Signature]

Confirm

Review

The last section of your application will ask you to review any wrong or missing information and show you optional fields.

<table>
<thead>
<tr>
<th>Section</th>
<th>Required Field or Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISP Additional Information</td>
<td>Please enter all of the information in the Additional Information page.</td>
</tr>
<tr>
<td>ISP Intent to Register</td>
<td>Please upload your signed registration agreement.</td>
</tr>
<tr>
<td>Legal Questions</td>
<td>You must answer all questions in this section.</td>
</tr>
<tr>
<td>Signature</td>
<td>Please complete prior to submission.</td>
</tr>
</tbody>
</table>

We have detected the following potential problems with your application:

<table>
<thead>
<tr>
<th>Section</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Demographic information, while helpful to colleges, are entirely optional, and you're welcome to move on without answering them. Before you do, please confirm for us that you've completed this section to your satisfaction.</td>
</tr>
</tbody>
</table>
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 you will **NOT be able to change any information** once you submit your application. Please review your application carefully before submitting it. 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.

**AFTER SUBMISSION**

**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.
You will receive an email, like the one below, confirming that our system has received your application. We will contact you as soon as your application has been processed.

Thank you for your interest and application!

From: summer@gsu.edu
Subject: Thank you for your application to GSU's Special Program!

[Student Name]
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@gsu.edu.

Regards,
Office of International Initiatives