

APPLICATION TIPS



Here's *everything* you need to know about the Grove City online app.

FIRST THINGS FIRST

The application should take you less than one hour to complete. Our most successful applicants plan on completing their application form within ten days.

Note: You don't need to have your transcripts or recommendation letters to submit your application form.

MUST-HAVES

- Have your SSN handy.
- Prep your essay ahead of time. You can upload or copy & paste it into the application.
- Get your fee waiver code ready. If you don't have one, ask us how to obtain one. *(There's a \$50 app fee.)*
- You will be asked about your parents' education, occupation, and contact information so asking them for it ahead of time will save you precious moments!
- Obtain the contact information for your high school guidance contact so we can send a reminder about your final transcript.

HELPFUL GUIDES

- Reading the colors...
 - black dots = required questions
 - green dots = completed
 - yellow dots = partially completed
- Enter dates using the 'tab' key. Use the **X** if you've made a mistake and want to clear the field.
- You can search for your school using a keyword in the school's name or by city.
- Don't forget to save your work. Think of the 'continue' button as a 'save & continue' button.
- Need to change your application type or entry term? Use this icon in the top left corner and click "update application type"

HOW TO GET STARTED

- Use Safari, Chrome or Firefox as your browser. Internet Explorer does not play nice.
- If you use a Gmail account make sure to check your 'Promotions' folder for any emails from the portal.
- Use your entire email address as your username. Try not to use your high school email — trust us, you'll want to change it later!
- To reset your password, click 'forgot password' and follow the steps.



DON'T FORGET

Before you submit...

- Have you completed **100%** of the questions?
- Did you pay your **\$50 app fee** or enter your fee waiver?
- Did you enter the right term?
- Are your **birth date** and **SSN** correct?
If not, we can't complete your aid package!

NEXT STEPS

- Make sure you received your confirmation email.
- **Come visit us!** Schedule a campus visit.
- Connect with your admission counselor.
- Send in your official test scores. We accept the ACT, CLT, and SAT.
- Send in your transcript(s).