

# Honors Institutes Application Guide

**Step 1:** Click “Apply now” to begin your online application. You will be directed to our online application.



## Application Process

<p><b>1</b></p> <p><b>Apply Online</b></p> <p>Complete and submit your application, using our convenient online application system.</p>	<p><b>2</b></p> <p><b>Send Official Transcript</b></p> <p>The official transcript from your current/last university must be mailed to our <b>Admissions Office</b> and will not be accepted electronically.</p>	<p><b>3</b></p> <p><b>International Student Requirements</b></p> <p>If applicable, complete additional international student requirements. Visit <b>Resources for International Students</b> for more information.</p>
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Top

**Step 2:** On the application home page, click “Create Account”.



**Welcome to the Georgetown SCS online application!**

We are excited that you are applying to Georgetown SCS and we look forward to reviewing your application.

Follow these easy steps to complete your online application.

**1. Create an Application Account**

- If you have previously requested information from the School of Continuing Studies, you already have an account with us. Please enter your username and password in the “User Login” box on the right. *Forgot your username or password?*
- If you have never created an account with Georgetown SCS, click “Create Account” on the right and follow the prompts. Use your email address as your username.
- Applicants should use their own unique email address not associated with another person for each application.

**2. Complete and Submit your application**

- You can easily resume your application at any time through this ApplyYourself login page.
- Your information is saved on a secured server.
- Make sure to click Submit when finished with all parts of the online application.

A screenshot of the application's login page. At the top right, there are two buttons: "Create Account" (circled in red) and "User Login". Below them is a grey box containing the text "Please input your login information below to open your application." followed by input fields for "User Name" and "Password", a "login" button, and a link "Forgot your User Name or Password?".

**Step 3: Fill in basic information then click "Create Account"**

# GEORGETOWN UNIVERSITY

**Welcome to the Georgetown SCS online application!**

We are excited that you are applying to Georgetown SCS and we look forward to reviewing your application

You have accessed this page to set up a new account and password. **All email notifications regarding your application**, including notification regarding decision, will be sent to the email address below. Please review the system requirements and complete the form below. If you have an application in-progress, please return to the login screen to login to your application. If you have applied in the past, you must create a new account.

**Already have a PIN but cannot remember it? Please use the automated search >> to locate it.**

[Create Account](#) [User Login](#)

## Account Profile

\* indicates a required question

First or Given Name \*

Last or Family Name \*

Email Address \*

Confirm Email Address \*

Birth Date \*  mm/dd/yyyy

ZIP/Postal Code \*   
enter 00000 if you do not have a ZIP/Postal Code

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Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&\*()\_+~`{|}[]:; '<>?.,/ Spaces are not allowed.

Password \*

Confirm Password \*

[Create Account](#)

**Step 4: Account Creation. Your username and password will be emailed to you.**

# GEORGETOWN UNIVERSITY

**Welcome to the Georgetown SCS online application!**

We are excited that you are applying to Georgetown SCS and we look forward to reviewing your application

You have accessed this page to set up a new account and password. **All email notifications regarding your application**, including notification regarding decision, will be sent to the email address below. Please review the system requirements and complete the form below. If you have an application in-progress, please return to the login screen to login to your application. If you have applied in the past, you must create a new account.

[Create Account](#) [User Login](#)

Jane,

Your online personal account has been created and an email containing your account information (excluding your Password) has been sent to allycebell@gmail.com.

**PIN: SWEN233480K**

Please record this PIN and the password you entered in a safe place. You will need both of these items to access your account in the future.

[login](#)

**Step 5: Check the boxes to agree to the terms of use and privacy policy. Click “Continue and Create” to proceed.**



**Terms Of Use**

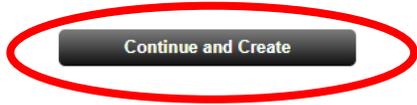
*By clicking "I agree" you acknowledge that you have read and understand the [terms and conditions](#). Your acknowledgement is required for you to proceed.*

  I agree

**Privacy Policy**

We have updated our [Terms of Use and Privacy Policy](#). By clicking the box below, you agree that any information submitted by you, including information previously submitted by you, will be subject to the new policy.

  I have read the above notice



Step 6: Start your application. Your application status and checklist will be posted on the left side of this page.



### My Application(s)

Application System

★ START APPLICATION

APPLICATION STATUS: NOT STARTED ⓘ

Welcome to the Georgetown University School of Continuing Studies online application system!

Your application status and checklist is posted on this page.

If this is your first time here or you are still in the process of completing your application, click the "Edit Application" link to access your application.

You do not have to complete the online application in one sitting. The information you enter is saved on a secure server and you can easily resume your application at any time.

If your application is submitted, please ensure that all of the required materials have been mailed to the Office of Admissions.

**Step 6:** Start your application. In the following steps, you will first fill in information including “Personal Data”, “Additional Information”, and “Academic Information”, then fill in the “SS Supplemental Form”. After that, you can check your application status.

To begin, click “Start Application”

The screenshot shows the Georgetown University application system dashboard. At the top, there is a navigation bar with links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is the Georgetown University logo and a large blue banner with the university's seal. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with the following items: Application System (with a home icon), Application for Admission, Filing Status, Personal Data, Additional Information, Academic Information, Post Submission Updates, Important Links, Recommendations, Check Your Application, and Application Instructions. A red bracket labeled '1' encompasses the 'Application for Admission' through 'Academic Information' items. A red arrow labeled '3' points to the 'Check Your Application' item. The main panel displays a welcome message: "Welcome, Jane! Your application is in progress." It includes instructions on how to proceed and a list of application sections: 1. Application for Admission (with sub-items a. Filing Status, b. Personal Data, c. Additional Information, d. Academic Information, e. Supplemental Form), and 2. Recommendations. A red arrow labeled '2' points to the 'Supplemental Form' sub-item. At the bottom of the main panel, there is a blue button labeled "★ START APPLICATION" which is circled in red, and a smaller blue button labeled "APPLICATION INSTRUCTIONS". At the bottom right of the dashboard, there is a dark grey button labeled "Submit Application".

## Step 7: Fill in the following Information

- 1) **Filing Status:** Choose “Summer Sessions” and the appropriate term (“Summer 2018”) accordingly. Click “Save & Continue” to proceed.

The screenshot displays the application system interface. On the left is a dark blue sidebar menu with the following items: "Application System" (with a home icon), "Application for Admission", "Filing Status" (highlighted in white), "Personal Data", "Additional Information", "Academic Information", "Post Submission Updates", "Important Links", "Recommendations", "Check Your Application", "Application Instructions", and "PRINT FORMS" (with a printer icon). The main content area is titled "Filing Status" and contains the "Application Information" form. The form has two dropdown menus: "Program Selected\*" set to "Summer Sessions" and "Term\*" set to "Summer 2018". Below each dropdown is a small text note: "Please select the program for which you are applying. If you do not see your term of interest, we are not currently accepting applications for that term. For additional information please contact scsadmisions@georgetown.edu or 202-687-6299." and "Please select the term to which you are applying. For executive and online programs, please visit our website to confirm you are a resident of an eligible state." The form includes "SAVE", "SAVE & CONTINUE", and "RESET" buttons. A "Submit Application" button is located at the top right and bottom right of the form area.

## 2) Personal Data example:



- Application System
- Application for Admission
- Filing Status
- Personal Data**
- Additional Information
- Academic Information
- SS Supplemental Form
- Post Submission Updates
- Important Links
- Recommendations
- Check Your Application
- Application Instructions
- PRINT FORMS

Submit Application

Save Save & Continue

### Personal Data

#### Applicant Name

Last Name\*

First Name\*

Middle Name

Previous Names

Please indicate any previously used names

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#### Date of Birth

Date\*

mm/dd/yyyy

---

#### Place of Birth

City\*

State\*

\*If you were not born in the U.S. or Canada, please select "Beyond the limits of any Province."

Country\*

---

#### Gender

Gender\*  Male  Female

---

#### Social Security Number

Social Security Number\*

###-##-####

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#### Mailing Address

Address Line 1\*

Address line 2

City\*

State\*

\*If your mailing address is outside the U.S. or Canada, please select "Beyond the limits of any Province."

Zip\*

Country\*

Students who do not have Social Security number may enter: 999-99-9999

**Permanent Address**

Is your permanent address the same as your mailing address?

Yes  No

Permanent Address Line 1\*

Permanent Address Line2

City\*

State

\*If your permanent address is outside the U.S. or Canada, please select "Beyond the limits of any Province."

Zip

Country\*

**Primary Contact Number**

Primary Contact Number\*

### ### ####

Phone Location\*

**Secondary Contact Number**

Secondary Contact Number

### ### ####

Phone Location

**Email Address**

Email Address\*

Secondary Email Address

**Ethnicity**

Do you consider yourself to be Hispanic/Latino?

Yes  No

In addition, please select one or more of the following racial categories to describe yourself.

Please Select

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

### Citizenship Status

Are you a U.S. citizen?\*  Yes  No

**NOTE: For International Students, please select "No" in the "Citizenship Status" section**

Are you a permanent resident of the U.S.?\*  Yes  No

Non U.S. Country of Citizenship

Are you an active duty member or veteran of the U.S. military?\*

### International Student Policy

By entering my initials, I agree that I have read, understand, and accept the terms and information in the [Information for International Students](#) document and wish to continue with my application.

JH|

*Initials*

SAVE SAVE & CONTINUE RESET

Submit Application

3) Additional Information example:



- Application System
- Application for Admission
- Filing Status
- Personal Data
- Additional Information**
- Academic Information
- SS Supplemental Form
- Post Submission Updates
- Important Links
- Recommendations
- Check Your Application
- Application Instructions
- PRINT FORMS

Submit Application

Your answers were saved successfully to the database.

Save Save & Continue

Additional Information

Georgetown Information

Are you a current or former employee of Georgetown University?\*

Yes  No

If yes, dates employed:

Prior Applications

How did you hear about us?

If Other, please list here

Georgetown University, or which school did you apply?

If yes, when did you apply?

Were you accepted?

Yes  No

Where else have you applied?

Code:

Look up

Name of School

Degree/Program:

Employment History

NOTE: the "Employment History" part is not required.

Are you currently employed?  Yes  No

Please list your last 3 jobs with the most recent job first: (\*= required if you answered Yes above)

Title*	<input type="text"/>
Company*	<input type="text"/>
Years Employed*	<input type="text" value="Please Select"/>
How would you describe the level of this position?*	<input type="text" value="Please Select"/>
Industry*	<input type="text" value="Please Select"/>
Occupation (I.E. The department within your industry.)*	<input type="text" value="Please Select"/>

Title	<input type="text"/>
Company	<input type="text"/>
Years Employed	<input type="text" value="Please Select"/>
How would you describe the level of this position?	<input type="text" value="Please Select"/>
Industry	<input type="text" value="Please Select"/>
Occupation	<input type="text" value="Please Select"/>

Title	<input type="text"/>
Company	<input type="text"/>
Years Employed	<input type="text" value="Please Select"/>
How would you describe the level of this position?	<input type="text" value="Please Select"/>
Industry	<input type="text" value="Please Select"/>
Occupation	<input type="text" value="Please Select"/>

### Academic History

NOTE: "Academic History" is required.

Have you ever been suspended or dismissed from another college or school?\*

Yes  No

Have you ever been convicted of any misdemeanor, felony, or other crime?\*

Yes  No

If you answered yes to either question above, please explain in detail including dates for each incident.

Characters left in your response 600

### Scholarship Eligibility

NOTE: "Scholarship Eligibility" section only applies to our degree programs.

SCS provides a number of scholarships for applicants who have completed a year in service to their communities, as well as scholarships for applicants affiliated with select organizations. Please click [here](#) to review these scholarships and determine if you meet the eligibility requirements.

If applicable, please select the scholarship opportunity for which you qualify:

- Segal AmeriCorp Education Award (MPS, EMPS, & BALS degrees)
- City Year Alumni (MPS, EMPS, & BALS degrees)
- Jesuit Volunteer Corps Alumni (MPS, EMPS, & BALS degrees)
- World Bank Staff Association (MPS & EMPS degrees only)
- U.S. Army Public Affairs (MPS-PRCC degree only)
- LaFarge Scholarship (BALS degree only)
- Osher Re-entry Scholarship (BALS degree only)
- EdAssist Network (BALS, MALS, DLS, MPS and EMPS)

Do you certify that you have (1) reviewed the SCS scholarship page, (2) meet eligibility requirements for the scholarship indicated above, and (3) understand that you are required to submit confirmation from the organization upon admission and before matriculation into the program?

Yes

Save

Save & Continue

Reset

Submit Application

#### 4) Academic Information:



- Application System
- Application for Admission
  - Filing Status
  - Personal Data
  - Additional Information
  - Academic Information**
  - SS Supplemental Form
  - Post Submission Updates
- Important Links
  - Recommendations
  - Check Your Application
  - Application Instructions
- PRINT FORMS

Submit Application

SAVE SAVE & CONTINUE

### Academic Information

#### Educational History

List all schools you have attended. List your most recent school first (if applying to Summer Programs for High School Students, please leave blank). Schools where a degree was not earned, please use Coursework for the Academic Level. If your school is not listed, please use "999999".

College/University 1

Code	<input type="text"/>	Look up
Name of School	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Country	<input type="text"/>	
Date From	<input type="text"/>	
	<i>mm/yyyy</i>	
Date To	<input type="text"/>	
	<i>mm/yyyy</i>	
Credits	<input type="text"/>	

College University 6

Code

Name of School

City

State

Zip

Country

Date From   
*mm/yyyy*

Date To   
*mm/yyyy*

Credits

Degree Earned  Yes  No

Academic Level

**NOTE: College/University 2-6 are not required, if you have only attended one college or university.**

**Step 8:** Fill in the **SS Supplemental Form** by selecting your program and entering your desired course(s). Then click "Save & Continue".



- Application System
  - Application for Admission
  - Filing Status
  - Personal Data
  - Additional Information
  - Academic Information
  - SS Supplemental Form**
  - Post Submission Updates
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- PRINT FORMS

Submit Application

SAVE SAVE & CONTINUE

### SS Supplemental Form

**Please note: Summer Sessions applicants who have completed applications will receive decisions beginning Tuesday, January 16.**

**Graduate or Undergraduate Courses**

Do you plan to enroll in undergraduate or graduate courses?\*

Please note: Graduate courses are charged at a different rate than undergraduate courses.

**Program**

Please check each program you are applying to:\*

Please Select

- Pre-session
- Session I
- Session II
- Arabic and Persian Institute Session I
- Arabic and Persian Institute Session II
- Honors Institute I
- Honors Institute II
- Honors Institute III
- Madison

Select only one option

Please let us know which course(s) you plan to register for this summer. This information is for planning purposes only and does not guarantee registration as classes may fill to capacity at anytime and some classes may have restrictions and/or pre-requisites. Please note: You will have to register yourself for courses after you have been admitted and provided a university netID and password.

**Step 9:** Confirm your application. You can review and download your application in PDF format here. Click “Continue” to proceed.



- Application System
- Application for Admission
  - Filing Status
  - Personal Data
  - Additional Information
  - Academic Information
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  - Post Submission Updates
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- PRINT FORMS

### Application Status: Ready for Submission

Congratulations, Janel! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.*

**Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support.** (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

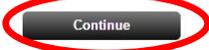


#### Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.

I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"



**Step 10:** Enter your digital signature and Click “Submit Application”.



- Application System
- Application for Admission
- Filing Status
- Personal Data
- Additional Information
- Academic Information
- SS Supplemental Form
- Post Submission Updates
- Important Links
- Recommendations
- Check Your Application
- Application Instructions
- PRINT FORMS

### Final Step: Signature Page

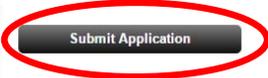
*Your Application Fee has been waived*

This is the final step in the application submission process. No changes to your application through the online system are allowed once you enter your digital signature and click on the button below.

I certify that the information supplied by me on this application is true and correct to the best of my knowledge.

Full Name:

Date:



**Step 11:** You can check your application status anytime.



- Application System
- Application for Admission
  - Filing Status
  - Personal Data
  - Additional Information
  - Academic Information
  - SS Supplemental Form
  - Post Submission Updates
- Important Links
- Recommendations
  - Check Your Application**
- Application Instructions
- PRINT FORMS

### Application Status: Submitted

Congratulations, Janel All required questions have been completed and your Application has been successfully submitted.