

Completing the UGA Undergraduate Application

Griffin/Tifton/Online Campus

Updated January 2017

NOTE: Please make sure you have communicated with the program coordinator/admissions counselor for the campus/program/College for which you plan to apply. If you have previously applied to UGA before September 1, 2016, you will need to create a new account as a new application management system is being used to process admission applications. This tutorial is for first-time users.

Step 1: Go to <https://apply.uga.edu/apply/>. Click **Create an account**.

First-time users:

Create an account to start a new application.

Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.

Step 2: Enter your account information and click **Continue**.

Account Creation

To register for an account, please enter the information requested below.

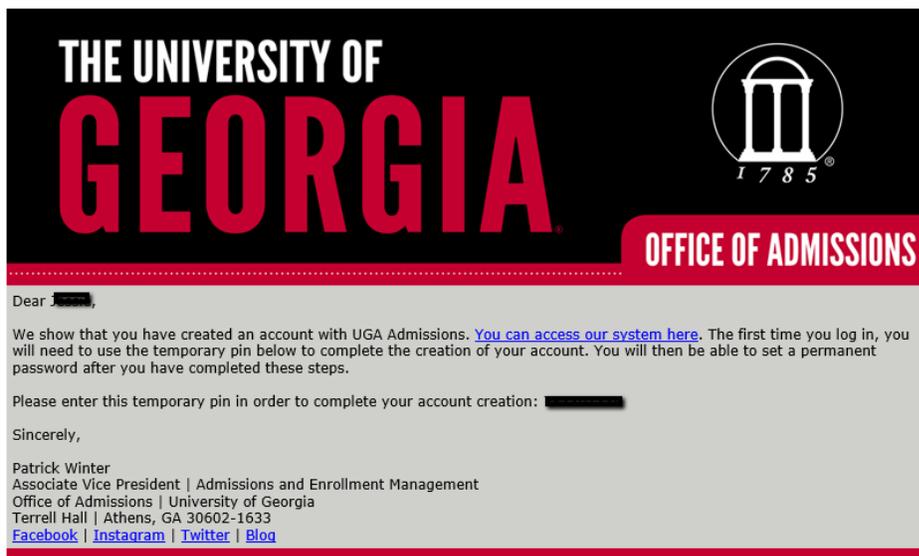
This form will allow you to create an email and password for the University of Georgia Undergraduate Admissions website, which you can use to return to your saved application in case you do not complete it during this session.

Please note: It is crucial that the name and other identifying information you enter on your application exactly match the identification data on other documents and test scores you send us. **Thank you for your diligence.**

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Continue

Step 3: UGA Admissions will send a temporary pin to the email you provided.



THE UNIVERSITY OF GEORGIA



OFFICE OF ADMISSIONS

Dear [REDACTED],

We show that you have created an account with UGA Admissions. [You can access our system here.](#) The first time you log in, you will need to use the temporary pin below to complete the creation of your account. You will then be able to set a permanent password after you have completed these steps.

Please enter this temporary pin in order to complete your account creation: [REDACTED]

Sincerely,

Patrick Winter
Associate Vice President | Admissions and Enrollment Management
Office of Admissions | University of Georgia
Terrell Hall | Athens, GA 30602-1633
[Facebook](#) | [Instagram](#) | [Twitter](#) | [Blog](#)

Step 4: Enter the PIN at the admissions login. Click **Login**.

UGA Admissions Login

You have reached the UGA Admissions login page. We are launching a new application system for students intending to enroll at UGA beginning Summer of 2017 and beyond.

If you intend to enroll in the Summer/Fall of 2017 or beyond (beginning May of 2017 and later), please continue logging in on this page.

The Summer/Fall 2017 Transfer application will open in late January

If you are a high school counselor and need assistance with your login, please go here to find your assigned counselor to have him/her create your account.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email daniels.jessie@uga.edu [switch](#)
 Account Daniels, Jessie
 Temporary PIN
 Birthdate

Login

Step 5: Create a password that meets the password specifications. All specifications will turn green when you have created a successful password. Click **Set Password**.

Change Password

To protect the security of your account, please specify a new password.

New Password
 New Password
 (again)

- ✗ At least **one letter**
- ✗ At least **one capital letter**
- ✗ At least **one number**
- ✗ Be at least **8 characters**
- ✗ New passwords **must match**

Set Password

Step 6: The Status page will show you the status of any current applications. To begin, click **Start New Application**.

Please note: If you created an account on our old system that was in place prior to September 1, 2016, you will need to create a new account below to apply for the Summer/Fall of 2017.

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			
 Start New Application			

If there are no active applications available, you will receive this message:

Start New Application

The First Year application submission deadlines have passed. The only applications open at this time are for Transfer and Transient students.

If you have not yet graduated from high school and have never attended college, do not begin one of these applications.

[Click here to read about the various types of applications at UGA.](#)

No applications are currently available.

If there are applications available, you may have to scroll a little to see the application type drop down menu. Choose **Transfer-Griffin/Tifton/Online**. *It is VERY important that you select the correct application.* If you select any other application type, your application will be subject to different deadlines and will not be available for review by the respective campus/program. Click **Create Application**.

Start New Application

students.

If you have not yet graduated from high school and have never attended college, do not begin one of these applications.

[Click here to read about the various types of applications at UGA.](#)

Select an application type:

2017

- Study Abroad/Exchange
- Summer Transient
- Transfer-Athens
- Transfer-Griffin/Tifton/Online

You will receive an email at the email address you provided reminding you to stay abreast of the deadlines.

Step 7: Click on **Open Application**.

Application Details

Started 01/25/2017

Status In Progress

2017

- Transfer-Athens
- Summer Transient
- Transfer-Griffin/Tifton/Online
- Study Abroad/Exchange

Step 8: Fill out the 11 application data sections required.

1. *Personal Background*
2. *Parent/Family Information (Optional)*
3. *Residency/Citizenship*
4. *Major Selection*
5. *Academics*
6. *Self-Reported Academic Record*
7. *Required Additional Information*
8. *Crucial Data*
9. *Honor Code*
10. *Select Payment Method*
11. *Review and Submit*

1. Fill out your *Personal Background information*, including:

- Name (Don't forget to include any other name(s) that may be on your previous transcripts. This is important so your transcripts and other materials can be matched to your application for processing).
- Addresses
- Email Address
- Phone Number
- Biographical Information
- Citizenship Information

Click **Continue**.

2. You have the option to complete your *Parent/Family Information*.

Click **Continue**.

3. Complete the *Residency/Citizenship* information. (Please make sure to mark if you are a Veteran so that we can provide additional support and resources related to benefits or residency issues).

Click **Continue**.

4. Complete the *Major Selection*:

Choose the appropriate campus:

Major Selection

Campus *

Griffin
Online
Tifton

you plan to enroll *

Intended Pre-Professional Interest (Optional)

Continue

Choose the Semester you plan to enroll:

(Only the available application terms will appear)

Major Selection

Campus *

Semester you plan to enroll *

Intended Pre-Professional Interest (Optional)

Continue

Choose the UGA College that hosts the degree program for which you plan to apply. Then choose the Major for which you are applying.

(Only colleges with representation on the campus you choose will appear; the only majors available on the campus you choose will appear. If you do not see the College or Major you desire, we likely do not offer that degree program on the campus you chose.)

See these examples below.

Online BBA Choices

Major Selection

Campus *

Semester you plan to enroll *

UGA College *

Major *

Intended Pre-Professional Interest (Optional)

Continue

Griffin BBA Choices

Major Selection

Campus *

Semester you plan to enroll *

UGA College *

Major *

Intended Pre-Professional Interest (Optional)

Continue

Click **Continue**.

5. Complete the area for *Previous and Current Academic Institutions*:

Please list the high school you graduated from as well as every institution of higher education you have attended since high school (even if you think the credit will not transfer, we still need official transcripts from all institutions).

Previous and Current Academic Institutions

Please list the high school you graduated from as well as all colleges you have ever attended. If you are in your very first semester at the college you are currently attending and do not have any completed credit hours from that institution at this time, please do not list that school.

Institution	Dates Attended
Add Institution	
<input type="button" value="Continue"/>	

Click **Add Institution**.

Enter the information for each institution you have attended one at a time.

Choose the name of the institution you attended from the list of available institutions. The CEEB and location will prepopulate from the list.

Add Institution

When entering the level of study for a college, always select "Undergraduate" (we do not need graduate work information. Students at schools that are not in the system should select either "Unknown US College" or "Unknown International College" as deemed appropriate).

Institution

CEEB

Country

City

State

Dates Attended to

Level of Study

Click **Save**. Ensure that each institution is listed correctly on the Previous and Current Academic Institutions lists.

Previous and Current Academic Institutions

Please list the high school you graduated from as well as all colleges you have ever attended. If you are in your very first semester at the college you are currently attending and do not have any completed credit hours from that institution at this time, please do not list that school.

Institution	Dates Attended	
Add Institution		
Gordon College	01/2002–12/2004	Edit

[Continue](#)

Click **Continue**.

- Complete your *Self-Reported Academic Record* to the best of your ability. Please note that the Application/Transcript deadlines listed are for Athens Campus only. Please refer to the deadlines for your selected campus.

Self-Reported Academic Record

* Required field

Transferable Credit Hours

Please estimate the number of transferable credit hours and GPA for all the colleges you have attended. Also indicate In Progress credit and estimated date of completion.

Minimum Transfer Total (not including in progress) for Admission consideration

3.20 GPA with 30-59 hours or 2.80 GPA with 60 or more hours.

Quarter hours are divided by 1.5 to equal semester hours (45QH = 30SH)

Completed Transfer Hours From All Colleges Attended (Semester)

Completed Transfer GPA (work at all transfer colleges combined)

In Progress Hours

Courses in progress or not available on an **official transcript** by the transfer deadline will not be used to meet minimum transfer requirements for total hours and GPA. Application/Transcript deadlines are Summer—March 1, Fall—April 1, Spring—August 15.

Completion Date of Work in Progress

[Continue](#)

Click **Continue**.

7. Complete the *Required Additional Information* about disciplinary actions.

Required Additional Information

* Required field

Disciplinary

Are you currently, or have you ever been, charged with, or subject to, disciplinary action including suspension or expulsion for scholastic or any other type of misconduct at any high school, college, or university? You need not respond "yes" for infractions involving attendance or dress code violations. *

- Yes
 No

Have you ever been charged with or convicted of or pled guilty or nolo contendere to a crime other than a minor traffic offense, or are any criminal charges now pending against you? *

- Yes
 No

Convictions shall include: A finding of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, a plea of no contest, an Alford plea to a criminal charge or a plea under the first offender act, irrespective of the pendency or availability of any appeal or application of collateral relief. If "Yes," explain fully, specifying the nature of the offense(s), the date(s) it/they occurred, the name and location of the court(s) and sentence(s) imposed. Please have the appropriate authority submit official court documentation directly to UGA's Office of Admissions.

Continue

Click **Continue**.

8. Ensure that the *Crucial Data* is correct before you submit your application.

Crucial Data

Be sure the following fields are correct, before submitting the application. If any of this information is incorrect may delay your application.

Email Address

First Name

Middle Name

Last Name

Birthdate

Continue

Click **Continue**.

9. Type your full legal name in the *Honor Code confirmation form*.

Honor Code

I will be academically honest in all of my academic work and will not tolerate the academic dishonesty of others.

ALL applicants must read and sign the following section in order to complete the Application for Admission to the University of Georgia:

By my signature below, I understand that I am subscribing to the University of Georgia's Honor Code and agreeing to be bound by such in the event that I am admitted and subsequently enroll as a student at the University. Upon admission, I acknowledge that the University's Student Code of Conduct defines me as a student from that time forward and I am held to the standards contained therein (See Code of Conduct at <http://www.uga.edu/judicialprograms>). I understand that, until I enroll, I have a continuing obligation to update the information submitted to the University in my Application for Undergraduate Admission. I further attest that to the best of my knowledge all of the information I have supplied in this application, or will subsequently submit, is complete and accurate and that any omission or misrepresentation will invalidate any further consideration or subsequent admission. Additionally, I understand and agree that I will be bound by the University's regulations concerning admission requirements, including all application and enrollment deadlines. Finally, I understand that the application processing fee is non-refundable, as is the commitment deposit (due May 1 should I be admitted as a first-year student).

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

Confirm

Click **Confirm**.

10. Select your *payment method*. You will not pay on this screen. All application fees are non-refundable.

Select Payment Method

* Required field

While you will not actually be taken to the payment page at this point, we need to know how you plan to pay in order to present you with the correct payment options after your application is submitted. After you submit your application you will be able to pay via credit card or upload a waiver either at the bottom of this form or through your MyStatus portal.

Refund Policy

All payments to the University of Georgia Office of Undergraduate Admissions are final and non-refundable immediately upon submission. Additionally, these payments only apply to the admission application type and enrollment term you have currently selected and cannot be transferred to any previous or future applications or terms. By continuing with this payment, you have agreed to be bound by these requirements.

I agree to the terms and conditions outlined in the Refund Policy shown above. *

- Yes
 No

Payment Method

- Credit Card. Select this option if you wish to pay online with a credit card.
 Pay with a check or money order. Please note that we are not able to accept electronic check (e-check) payments.

Continue

Click **Continue**.

11. The *Review and Submit* screen will allow you to see if you have any errors or missing information in your application.

Save the Application to Complete later or **Submit** if you are sure all information is correct.

You will then be taken back to the *UGA myStatus Login page*. Here you can tell if your application is in progress or complete.

UGA myStatus Login

To ensure the privacy and confidentiality of your personal information, your web application is encrypted by our secure server before being transmitted over the Internet.

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The University of Georgia does not discriminate on the basis of race, color, national origin, sex, age, veteran status or disability in employment or admission or access to its programs and activities. Inquiries concerning this policy should be directed to the University's Equal Opportunity Office at (706) 542-7912.

If you have a disability and need assistance to obtain this publication in an alternative format, please contact the Office of Undergraduate Admissions at (706) 542-8776.

The Summer/Fall 2017 Transfer and Transient applications are now open. These applications are only for students who have already graduated high school and have attended college full-time for at least a year after high school graduation.

Please click here if you have already submitted your application and wish to check your application status.

Please note: If you created an account on our old system that was in place prior to September 1, 2016, you will need to create a new account below to apply for the Summer/Fall of 2017.

Your Applications			
Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
Transfer-Griffin/Tifton/Online	In Progress	01/25/2017	

[Start New Application](#)

If you get this message at the end of your application, it is just a reminder to check and make sure you have chosen the correct semester (Summer and Fall applications are open at the same time and can cause confusion).

Review and Submit

We have detected the following potential problems with your application:

Section	Warning
Major Selection	We see that you selected that you intend to enroll in Summer. There is no difference in the decision process for different terms, so please make sure to select the term in which you wish to start at UGA.

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

[Submit Application](#)

[Save for Later](#)

When you submit your application, you can then pay the non-refundable \$60 fee.

Application Status for Jessica Daniels

If you need to contact us regarding your application, provide your name and this reference number: 739108871.

Payment Due: 60.00 USD

✘ Awaiting Application Fee - [Submit Payment for 60.00 USD](#)

Application Checklist Application Submitted: 02/01/2017

Status	Details	Date
✘ Awaiting	Transcript for Gordon College Dates Attended: 1/2002 to 12/2004	

Verify Address

We have your addresses listed as follows:

<i>Mailing Address</i>	<i>Permanent Address</i>
318 E Creek Bnd	318 E Creek Bnd
Athens, GA 30605-4561	Athens, GA 30605-4561
United States	United States

[Edit Addresses](#)

Application Status: Awaiting Submission

Email Address: daniels.jessie@uga.edu

Major: BBA General Business (Intended, Online)

Application Term: Summer 2017

Application Type: Transfer-Griffin/Tifton/Online

Make sure this information is correct.

Click on **Submit Payment for \$60.00 USD**.

You may pay by credit card, check, or money order. If you chose to pay by check, follow the instructions provided on your screen.

Click **Submit Payment**.

Submit Payment

Payment Details

Description	Application Fee
Amount Due	\$60.00

[Submit Payment](#)

Please enter your credit card information

Total: \$60.00

* Indicates required information

* Credit Card Type:

* Account Number:

* Expiration Date:

* Security Code: [\(View example\)](#)

* Name on Card:

Billing Address of Credit Card

* Street Address 1:

Street Address 2:

* City:

* State:

* ZIP Code:

* Country:

* Email:

Day Phone:

Night Phone:

Mobile Phone:

Submit your payment and check your status on the status page. It should show that you have paid the fee and list any other outstanding materials your application requires.

What now?

There are two levels of acceptance: the university level and the program level. The University level will determine whether you meet basic requirements. <https://www.admissions.uga.edu/prospective-students/transfer> The Program level will determine if you have had the proper core requirements complete in order to take the upper level courses in your chosen degree path.

Once your application is complete (application fee paid, all required information submitted, all transcripts received), the Undergraduate Admissions Office will review your materials to determine if you are admissible at the University level. You should have already worked with the appropriate program coordinator to find out if you are admissible to the program or if you still need to complete courses before you transfer.

Once you are admitted, you will receive an information packet from UGA Undergraduate admissions. This packet is mainly designed for Athens Campus students, therefore some of the information does not apply to students who apply to other campuses (Griffin, Online, Tifton). See below for clarification:

- All transfer students regardless of which campus he or she will attend, all new UGA students must create a UGA MyID password and profile and a UGAMail account for future correspondence.
- An applicant admitted to a major at the Griffin, Tifton, or Online campus is not required to submit the \$100.00 Commitment Deposit/Orientation Fee.
- Nor does a Griffin, Tifton, or Online student need to attend a Transfer Orientation session at the Athens campus. UGA Griffin and UGA Tifton campuses host a campus-specific New Student Orientation prior to the first day of class. Once you are admitted to UGA and are identified as a Griffin or Tifton student, you will receive an invitation to NSO at that campus.
- UGA Online BBA has an online orientation that you will receive access to before you begin classes.

Other steps that must be completed by a new transfer student to UGA regardless of campus include:

- Submit "Verification of Lawful Presence" documentation (for more information, review web link <https://www.admissions.uga.edu/vlp>)
- Submit a Certificate of Immunization (for additional information, review web link https://www.uhs.uga.edu/appts_forms/health_records.html) (This requirement can be waived for Online students)
- Complete the online AlcoholEdu and Haven courses (for further details, review web link <https://www.uhs.uga.edu/alcoholedu/>) (if under 21)
- Submit final college transcripts to include work in progress during the application process

If you have further questions, please contact the program coordinator for the program at the campus you have chosen.