

VMI APPLICATION INSTRUTCIONS

For admission to VMI for Fall 2023

Need technical assistance? Contact Post View Help/VMI Help Desk: 540-464-7643

Have questions about the application or required documents? Contact Admissions Office: 540-464-7766

CREATING A POST VIEW ACCOUNT

The application process, as well as other transactions such as fee payments, take place within the <u>Post View</u> system. In order to access Post View, you must first create an account:

1. Go to: Applicant Account Request.

≡	🖞 Post View	8	[→ Sign out	() Help
٠	Applicant - Account Request			
 ⊙∎	To apply online, you will need to create an account. If you have received information from VMI in the past, then you should have previved a PIN via email. Lise that PIN and other information of	equested to create vo	ur account	
•	Do you have a PIN7*			
-	ID 2000-2022 Elucian Company L.P. and its affiliates. All rights reserved. Ethacy			
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- 2. You will be asked if you already have a PIN. You may have had a PIN emailed to you if you have interacted with our Admissions team through the Inquiry form, attending an open house, or other outreach events and mailing lists.
 - a. If you answered **YES**:
 - i. Enter your Last Name and PIN (you may enter a middle name if you choose). Click **Next** to continue.

≡	To apply online, you will need to create an account.
•	If you have received information from VMI in the past, then you should have received a PIN via email. Use that PIN and other information requested to create your account.
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	Enter your Middle Name:
<u>)</u> 5	
ġ	Enter your Last Name: *
•	Enter your PIN number: *
۲	
	+ Next
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- ii. You will see one of three screens:
 - 1. Pop-up to enter additional information to create your account.

Submit Request	
Last Name: *	
First Name: *	
Zip Code (5 digit): *	
Middle Name:	
Preferred Name/Nickname:	
Enter your email address: *	
Confirm email address: *	
(Cancel + Submit	

2. Error message: Already Have an Account



3. Error message: Last Name Does Not Match PIN



For both above error messages, the best contact is the VMI Office of Admissions at 540-464-7211 as they can look up your PIN and/or account information.

b. If you answered **NO**:

NO M

i. Enter your information in the screen that appears.

Attendori, make certain you do not have a Pilv before b	egnining this process.
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rst Name: *	1
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ip Code (5 digit): *	1
Enter 99999 ij you aon't nave a zip Coae	J
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referred Name/Nickname:	1



ii. The system will search to see if your information is already on file. This may have occurred due to a recruiting event, inquiry quiz, etc.

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¢	Applicant - Account Request				
 ⊙≣	To apply online, you will need to create an account.				
۲	Select your name from the list below.				
•	Name ROAD LEXINGTON, VA 24450- 5814	NAME NOT FOUND			
•	// Select	Ø Select			
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- 1. If you see your name and information, click **Select** in that box.
- 2. Otherwise, click **Selec**t under the 'NAME NOT FOUND' box and enter your required information.
- 3. Account Request Confirmation After you complete the steps above, you will see a confirmation screen with your User ID and Password (your password will always begin with 'VMI1839'). This information will also be sent to the email address you provided when creating your account.

≡	💥 Post View
"	Applicant - Account Request
ੇ	
	Your PostView User ID and Password is displayed below. Please print this page and keep a copy for
©)5	your records. An email message containing your PostView User ID will be sent to the email address
	that you entered.
۲	110010
	Password =
-	
	To continue with the VMI Admissions Application follow the intructions listed below.
3	The "CLICK HERE TO CONTINUE THE APPLICATION PROCESS" link shown below will open the PostView Sign In page in a separate window.
	1. Enter your User ID (UserID@vmi.edu format) and your Password
	2. Select Applicant
	3. Select Application
	CLICK HERE TO CONTINUE THE APPLICATION PROCESS
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LOGGING IN TO THE ONLINE VMI APPLICATION

1. Now that you have created your user account, you may log in to the application portal within Post View.



2. You will be brought to a sign in/authentication screen. Here you **MUST** add **@mail.vmi.edu** after your UserID and use the password provided in your account creation confirmation email.



√irginia Military Institute
iign in
testapplicant@mail.vmi.edu
Password
Sign in Faculty: Log on with your fully qualified account name ncluding @vmi.edu
Cadets: Log on with your VMI email address as the sername and your PostView/Canvas password.

3. Select the 'Applicant' block to begin or continue your application.





4. This will bring up the **Applicant Overview** screen which has various option blocks.

≡	¥ Post View	A GHEP
۴	Daily Work - Applicant - Applicant Overview	
â	Applicant Overview	
۲	Application for Admission Here you can fill out the online application.	Application Review Here you can review your application.
•	Application Fee Payment Here you can view application fee payment information.	Admissions Application Checklist Here you can find a checklist of application documents.
	Financial Aid Statement of Educational Purpose Here you can view and update your Statement of Educational Purpose	Upload Admissions Documents Here you can upload documents to Admissions.
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From this screen, you will be able to:

- a. Complete and certify your <u>Application for Admission</u>.
- b. You can review and print your application at any time by selecting Application Review.
- c. Submit your Application Fee Payment.
- d. Complete and submit the Financial Aid Statement of Educational Purpose.
- e. Upload all required admissions documents:
 - i. Review the <u>Admissions Application Checklist</u> for a complete list of items that must be submitted.
 - ii. Submit all items through the secure VMI Box portal by visiting <u>Upload Admissions</u> <u>Documents</u>.



COMPLETING THE APPLICATION

The application has six sections:

1. Demographic Information:

N Work · Applicant · Applicat	ion for Admission			
pplication for Admissi	on			
*WARNING**** STVIEW HAS A BUILT-IN TIMEOUT FE L BE TERMINATED. ONCE YOU PRES	EATURE. THIS MEANS THAT IF YOU D	IO NOT COMPLETE ENTERING YOUR INF IT REATURE IS RESET AND YOU CAN COM	FORMATION IN A SECTION AND PRESS VIPLETE THE NEXT SECTION	THE "SAVE" BUTTON WITHIN THE TIMEOUT THEN YOUR POSTVIE
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2. Decision and Major Selection:

Decision and Major Selection								
Early decision deadline is November 150n, and if accepted, I know I am expected to withdraw all applications from other colleges and take the steps necessary to attend WM. Select your decision status *								
· · · · · · · · · · · · · · · · · · ·								
Please note that some academic departments are limite Select your primary choice of major curriculum *	d in space therefore it is possible you may be offered an a	ppointment to your second choice of major. Select your 2nd choice of major curriculum *						
	~	~						
		Major selections cannot match						
List other colleges you are applying to:								
The Citadel/ United States Air Force Academy								
Have You previously applied to VMI? *	If so, in what year?	0						
NO V								
+ Save	Please complete all fields marked with * and ensure all entries are valid.							

- a. You may choose to submit your application for **Early Decision (Nov. 15)** or for **Regular Decision (Feb. 1).** The benefit of submitting your application for Early Decision is that you will have an appointment decision by December 15. Submitting for Regular Decision means that you will receive an appointment decision on a rolling basis.
- b. Your intended major must be declared within the VMI application. It is important for you to have two options in case your first choice is filled. Be sure to review VMI's available majors.



3. Academic Information:

Academic Information				
Enter all colleges attended since gra State	aduating from high school using the sear College or Univer	ch option below. sity Name	+ Add College	
You must enter a High School Name Enter the State and name of the LAS State	- this is a required field. If you were "Hon I High School that you attended. High School Name	ne Schooled" enter "Home School".	Add High School	
LAST High School Attended Ceeb Code	Name	City	State	Year Graduated
Counselor Email				
List all subjects taken your senior	vear			
List all other high schools attende	d include city, st, dates is OPTIONAL, however, if you anticipate re in the application review process. Ente	including an SAT or ACT result as part of your ap r dates in MM/DD/YY.	plication materials, please indicate the date(s) you	took or plan to take the test(s). The absence of test
SAT Date 1	SAT Date 2	SAT Date	3	
ACT Date 1	ACT Date 2	ACT Date	3	
TOEFL Date 1	TOEFL Date 2	TOEFL Da	te 3	
+ Save				

a. For high schools and/or colleges attended, enter the state and name of each institution and click the blue button to the right to select the matching school. The CEEB code will populate automatically upon your selection.



4. Activities and Honors:

Activities and Honors											
Indicate the number of years participation in the following extracurriculuar activities (grades 9-12). I. Athletics											
Baseball Tennis	Basketball Track	Cross Country Volleyball	Football Wrestling	Golf Water Polo	Lacrosse	Martial Arts	Rifle	Rugby	Soccer	Softball	Swimming
II. Activities/Hon	ors	Girls State		Fagle Scout		Gold Award		National Ho	nor Society	Officer Stude	ent Body/Class
Officer Club/A	Activity	Member Studer	nt Government	Captain Athle	tic Team	JROTC/Civil Air	Patrol	Chorus	ior society	Band	THE DOUG CHOSS
Instrument1	~			Instrument2	~			Instrument3	~		
List other school/nonschool activities(e.g.church,civic,jobs,clubs)											
+ Save Please complete all fields marked with * and ensure all entries are valid.											

5. Miscellaneous:

Miscellaneous		
Have you ever been placed on probation, suspended (including in-school	suspensions), dismissed, or are charges pending from any school or co	lege? *
Have you ever been arrested for or convicted of any violation of any local	l, state or federal law other than a minor traffic violation, or are any ch	arges pending against you? *
Have you ever been arrested, convicted or received adjudication as a juve	enile for any violation of any local, state or federal law other than a min	or traffic violation, or are any charges pending against you? \star
If you have served in an active or reserve component of the U.S. Armed F	orces, give the branch, rank, dates of service, and type of discharge bel	ow:
Do you plan on pursuing a commission?	MilitaryBranch	Are you applying for an ROTC Scholarship?
NOV	· · · · · · · · · · · · · · · · · · ·	NOV
+ Save		



6. International Applicants Only:

International Students Only
If not a U.S. Citizen, select your country of birth:
If not a U.S. Citizen, select country of citizenship:
▲
If not a U.S. citizen, but legally residing in the United States, select state in which you reside:
· · · · · · · · · · · · · · · · · · ·
and select the type of visa you hold
Is your visa resident alien?
Is your visa student non-work?
NO V
Are you seeking an F1 Visa?
NO V
Native Language spoken:
+ Save

**We recommend saving and reviewing your application before certifying it. Once you certify you cannot return to the online application to make changes.



REVIEWING AND CERTIFYING THE APPLICATION

1. The **Application Review** block will allow you to review your entries for your entire application at once. You may also print this page for your records.

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Dath Work - Applicant - Application Review		
Review Application for Admission		
Print Pate		
Application NOT Carolified VMI Admissions will only process a carolified application		
Phame: Proformed Nama:		
*Address:		
Virginia resident-city/county of logal domicile:		
Non Virginia resident-State of legal domicile:		
*Are you apprying for in-state furtion per Section 25.7.4 Code of Virginia? NO		
*Birth Date: *Birth Cex Birth State:		
*Citizenship Country		
Gender: "Height: Weight:		
Race: Ethnicity:		
Home Phone: Cell Phone: Email:		
Social Security Number:		
*Admit status: Regular Decision Freshman		
*Primary choice of major curriculum: CIOLOGY		
*Secondary choice of major curriculum: MODERN LANGUAGES		
Other colleges you are applying to:		
*Previously applied to VMP NO If so, in what year?		
Pigh School City: State: Graduated: 2022		
Counselor Linais		
Subjects taken your senior year. Math/ Social Studies/ Science/ Brights/ Hearth Lite all other bith echools astended include city, et. dates		
Sat Date 1: 05/01/21 SAT Date 2: 05/01/21 SAT Date 3:		
ACT Date 1: ACT Date 2: ACT Date 3:		
TOEFL Date 1: TOEFL Date 2: TOEFL Date 3:		
Baseball: Basketball: Cross Country: 4 Football: Golf: Lacrosse:		
Martial Artis: Biffie: Rugby: Soccar: Softball:		
Swimming: Tennis: Track: 4 Volleyhall: Wrestling: Water Pols:		
Boys State: Girls State: Eagle Sceut: Gold Award:		
National Honor Society: 2 Officer Student Body/Class: 2 Officer Club/Activity: Member Student Government: 3		
Capitain Athletic Team: JROTC/Civil Air Patrol: Chorus: 7 Band: 10		
Bend Instruments Played: BASS DRUM SNARE ORUM CYMBALS		
Other school/nonschool activities/e.g.church, civic.jobs, clubs/c Drum Major/ Giving back, lifting up/ Al-shore/ state o	horus/ Merketing IT Apprentice/ Server Assistant	
Fathers Name: Fathers VMI Class:		
Home Phone: Cell Phone: Fathers Email:		
Mothaer Name Mothaer URI Cher		
Home Phone: Cell Phone: Mothers Final:		
Do you live with this parent?		
Parents Marital Status:		
Home Phone Cell Phone		
Name, class year, and relationship of relative(s) who have attended VMI:		
*Have you ever been placed on probation, suspended (including in-school suspensions), dismissed, or are charge	pending from any school or college?	
*Have you ever been arrested for or convicted of any violation of any local, state or federal law other than a minu	r traffic violation, or are any charges pending against you?	
*I lave you ever been arrested, convicted or neceived adjudication as a juvenile for any violation of any local, state	or federal law other than a minor traffic violation, or are any charges pending against you?	
Military:		
Plan to Commission? MilitaryBranch Applying for an ROTC Scholarship?		
International Students Only		
If not a U.S. Crizen, country of birth Africa		
If not a U.S. Citizen, country of citizenship: Africa		
If not a U.S. citizen, but legally residing in the United States, state in which you reside:		
Type of visa you hold:		

- 2. Once you've reviewed your information, return to the application to make any necessary edits. Lastly, **Certify** and **Submit** your application.
- 3. Lastly, Certify and Submit your application.



APPLICATION FEE PAYMENT

=	Y Post View
•	Dalk-Work - Applicator Fee Payment
	Application Fee Payment
±	The \$40 application fee is required before your application can be reviewed by the VMI Admissions staff. It can be submitted electronically or by using a personal check made out to VMI and mailed to:
•	VMI Office of Admissions 319 Lettoffer Avenue Lenington, VA 2450
-	If you previously applied for admission to VM, the application fee is waived.
۲	If you are seeiing an application fre waiver, please contact your counterior to see if you qualify for an application fee waiver rolling the ACT, College Board on NACAC fee waiver forms. If you are not propared to make the payment at the time, you can pay later by selecting Student France from PostNew.
	If you have any questions relating to the application fee payment, please contact the office of admissions at (540)464-7211 or <u>admissions@vmi.adv</u>
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To submit your payment electronically, click the **Pay Now** button. You will then see an account summary screen. Click **Make a Payment** to proceed.

🦞 Post View			A C→ Sign out	(2) Help
Enancial Information · Student Finance · Account Summary				
Account Summary View a summary of your account				
Account Overview	De		Helpful Links	
Amount Overdue	\$40.00		Nelnet Payment Plan	
			Cadet Accounting	
= Total Amount Due	\$40.00	Make a Payment	Refund Policy	
Total Account Balance	\$40.00	Account Activity		
STP 2022	\$40.00			
	D 2000-2022 Eliucian Company L.P. and its affiliates. All rights reserved. Prov	10/		

On this screen, select the credit card type with which you will pay and continue through the prompts. Please note, the fee for the application will be listed under 'STP YYYY' as that is the first 'pay period' of the academic year. You will see the charge identified as 'On-Line Applications'.

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٠	Einancial Information	Studant Finance - Make A Payment							
ŧ	Make a Paym Use this page to make	ent a payment on your account							
t) ()	Collapse All	Total Payment : \$40.00	Choose a Payment Method Choose a Payment Method American Express Discover	5		Proceed to Paym	ent.		
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				© 2000-2022 Ellucian Con	spany L.P. and its affiliates. All rights rese	rved. <u>Privacy</u>			

ADMISSIONS APPLICATION CHECKLIST

A number of documents must be completed and submitted in addition to the application. A <u>full printable checklist of</u> <u>required documents</u> is available to download.



FINANCIAL AID STATEMENT OF EDUCATIONAL PURPOSE

*Note this form is only used if you wish to apply for financial aid.

1. Select the academic year for which you are applying for financial aid from the drop down and click **Submit**.

≡	Y Post View	8	[→ Sign out	? Help
÷	Financial Information · Financial Aid · Statement of Educational Purpose	iilla.		
ŧ	Statement of Educational Purpose Information			
	Choose.,		~	
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2. Fill in all required information.

	COI Educado	nai Purpo	be informu	tion			
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UPLOAD ADMISSIONS DOCUMENTS

Submit all items to the Office of Admissions through the <u>secure VMI Box portal</u> or from the **Upload Admissions Document** block in Post View.

ADDITIONAL RESOURCES

Should you need answers or assistance at any point in the application process, the following offices will be able to assist you:

Need technical assistance with Post View? Contact: <u>Post View Help/VMI Help Desk</u> | 540-464-7643 | <u>www.vmi.edu/it</u>

Have questions about the application, required documents, or the application fee? Contact: <u>Admissions Office</u> | 540-464-7766 | <u>www.vmi.edu/admissions</u>

Want more information about financial aid at VMI? Contact: <u>Financial Aid</u> | 540-464-7208 | <u>www.vmi.edu/financialaid</u>

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