



# VMI APPLICATION INSTRUTCIIONS

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 [Post View](#) system. In order to access Post View, you must first create an account:

1. Go to: [Applicant Account Request](#).

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.



- 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: \*

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**:

- i. Enter your information in the screen that appears.

NO ▾

**Attention:** Make certain you do not have a PIN before beginning this process.

Last Name: \*

First Name: \*

Zip Code (5 digit): \*

Middle Name:

Preferred Name/Nickname:



- 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.

Post View

Applicant - Account Request

To apply online, you will need to create an account.

Select your name from the list below.

Name M. ROAD LEXINGTON, VA 24450-5814	NAME NOT FOUND
<a href="#">Select</a>	<a href="#">Select</a>

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1. If you see your name and information, click **Select** in that box.
  2. Otherwise, click **Select** 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 your records. An email message containing your PostView User ID will be sent to the email address that you entered.

User ID = [REDACTED]  
Password = [REDACTED]

To continue with the VMI Admissions Application follow the instructions listed below.

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

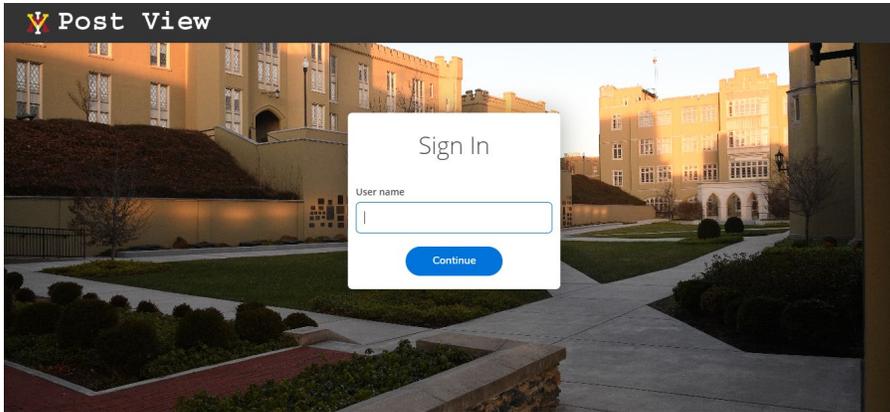
[CLICK HERE TO CONTINUE THE APPLICATION PROCESS](#)

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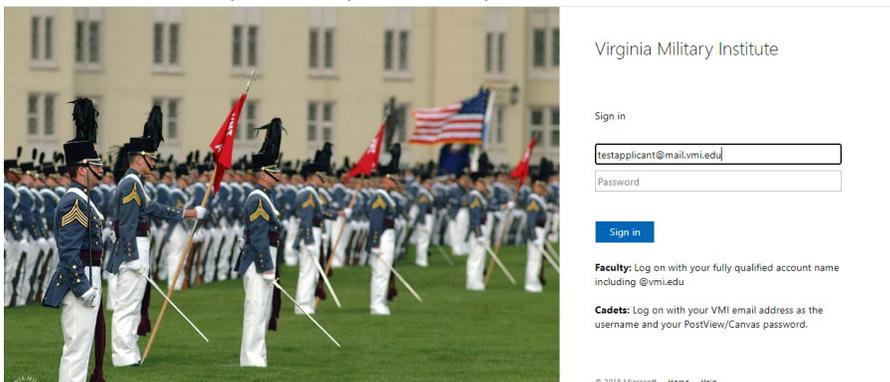


## LOGGING IN TO THE ONLINE VMI APPLICATION

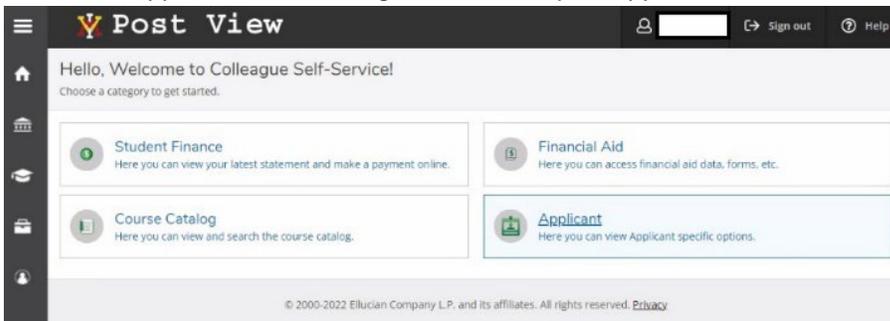
1. Now that you have created your user account, you may log in to the application portal within [Post View](#).



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.

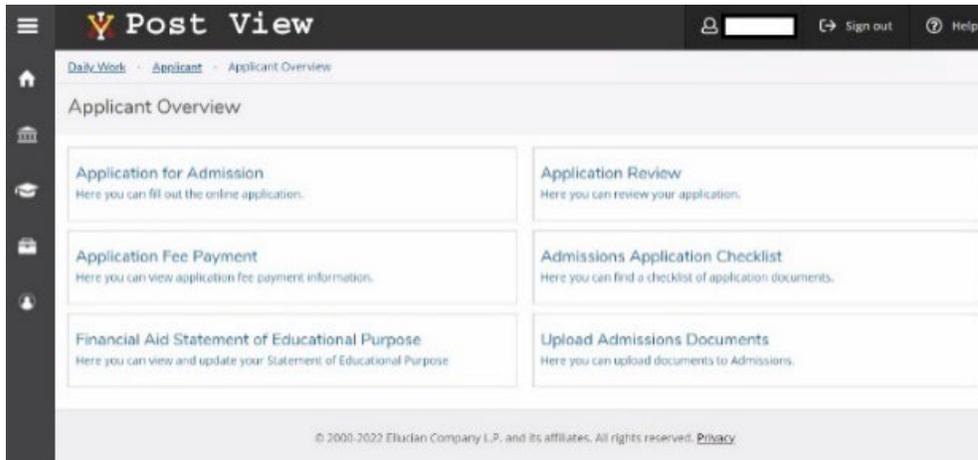


3. Select the 'Applicant' block to begin or continue your application.





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



From this screen, you will be able to:

- a. Complete and certify your [Application for Admission](#).
- 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 [Admissions Application Checklist](#) for a complete list of items that must be submitted.
  - ii. Submit all items through the secure VMI Box portal by visiting [Upload Admissions Documents](#).

*[Instructions continue on next page.]*



## COMPLETING THE APPLICATION

The application has six sections:

### 1. Demographic Information:

Post View

Application for Admission

Application for Admission

\*\*\*\*WARNING\*\*\*\*  
POSTVIEW HAS A BUILT-IN TIMEOUT FEATURE. THIS MEANS THAT IF YOU DO NOT COMPLETE ENTERING YOUR INFORMATION IN A SECTION AND PRESS THE "SAVE" BUTTON WITHIN THE TIMEOUT THEN YOUR POSTVIEW SESSION WILL BE TERMINATED. ONCE YOU PRESS THE "SAVE" BUTTON THE TIMEOUT FEATURE IS RESET AND YOU CAN COMPLETE THE NEXT SECTION.

Demographic Information

Year Graduated \*

2021

First Name \* Middle Name Last Name \* Suffix Preferred Name

Address 1 \* Address 2 City \* State Zip Code

Virginia resident-city/country of legal domicile Non Virginia resident-State of legal domicile

Are you applying for in-state tuition per Section 23.7-4 Code of Virginia? \*

Do you anticipate using Post 9/11 GI Bill® or Montgomery GI Bill® benefits? \*

Birth Date(mm/dd/yyyy) \* Birth City \* Birth State Citizenship Country \*

Gender Height \* Weight \*

Race Ethnicity \*\*Race and Ethnicity are optional. This information is used for statistical purposes only and will not affect the admissions review process\*\*

Home Phone Cell Phone Email

Social Security Number \*\*Social Security Number is required for students applying for financial aid\*\*

+ Save

### 2. Decision and Major Selection:

Decision and Major Selection

Early decision deadline is November 15th and if accepted, I know I am expected to withdraw all applications from other colleges and take the steps necessary to attend VMI.

Select your decision status \*

Please note that some academic departments are limited in space therefore it is possible you may be offered an appointment to your second choice of major.

Select your primary choice of major curriculum \* 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?

NO

+ Save

Please complete all fields marked with \* and ensure all entries are valid.

- 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.
- 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 graduating from high school using the search option below.

State  College or University Name  [+ Add College](#)

---

You must enter a High School Name - this is a required field. If you were "Home Schooled" enter "Home School".  
Enter the State and name of the **LAST** High School that you attended.

State  High School Name  [+ Add High School](#)

LAST High School Attended	Name	City	State	Year Graduated
CEEB Code				

Counselor Email

List all subjects taken your senior year

List all other high schools attended include city, st, dates

Submitting a standardized test score is OPTIONAL, however, if you anticipate including an SAT or ACT result as part of your application materials, please indicate the date(s) you took or plan to take the test(s). The absence of test scores will not be viewed as a negative in the application review process. Enter dates in MM/DD/YY.

SAT Date 1 <input type="text"/>	SAT Date 2 <input type="text"/>	SAT Date 3 <input type="text"/>
ACT Date 1 <input type="text"/>	ACT Date 2 <input type="text"/>	ACT Date 3 <input type="text"/>
TOEFL Date 1 <input type="text"/>	TOEFL Date 2 <input type="text"/>	TOEFL Date 3 <input type="text"/>

[+ 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.

*[Instructions continue on next page.]*



4. Activities and Honors:

**Activities and Honors**

Indicate the number of years participation in the following extracurricular activities (grades 9-12).

**I. Athletics**

Baseball <input type="checkbox"/>	Basketball <input type="checkbox"/>	Cross Country <input type="checkbox"/>	Football <input type="checkbox"/>	Golf <input type="checkbox"/>	Lacrosse <input type="checkbox"/>	Martial Arts <input type="checkbox"/>	Rifle <input type="checkbox"/>	Rugby <input type="checkbox"/>	Soccer <input type="checkbox"/>	Softball <input type="checkbox"/>	Swimming <input type="checkbox"/>
Tennis <input type="checkbox"/>	Track <input type="checkbox"/>	Volleyball <input type="checkbox"/>	Wrestling <input type="checkbox"/>	Water Polo <input type="checkbox"/>							

**II. Activities/Honors**

Boys State <input type="checkbox"/>	Girls State <input type="checkbox"/>	Eagle Scout <input type="checkbox"/>	Gold Award <input type="checkbox"/>	National Honor Society <input type="checkbox"/>	Officer Student Body/Class <input type="checkbox"/>
Officer Club/Activity <input type="checkbox"/>	Member Student Government <input type="checkbox"/>	Captain Athletic Team <input type="checkbox"/>	JROTC/Civil Air Patrol <input type="checkbox"/>	Chorus <input type="checkbox"/>	Band <input type="checkbox"/>

Instrument1

Instrument2

Instrument3

List other school/nonschool activities(e.g.church,civic,jobs,clubs)

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 college? \*

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Have you ever been arrested for or convicted of any violation of any local, state or federal law other than a minor traffic violation, or are any charges pending against you? \*

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Have you ever been arrested, convicted or received 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? \*

---

If you have served in an active or reserve component of the U.S. Armed Forces, give the branch, rank, dates of service, and type of discharge below:

---

Do you plan on pursuing a commission?

MilitaryBranch

Are you applying for an ROTC Scholarship?

---



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?

Are you seeking an F1 Visa?

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.**

*[Instructions continue on next page.]*



## 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.

**Post View** [User Profile] [Sign out] [Help]

[Home](#) [Dashboard](#) [Applications](#) [Application Review](#)

### Review Application for Admission

[Print Page](#)

Application NOT Certified: VMI Admissions will only process a certified application.

\*Name: [Redacted]  
\*Preferred Name: [Redacted]  
\*Address: [Redacted]  
Virginia resident-city/county of legal domicile: [Redacted]  
Non Virginia resident-State of legal domicile: [Redacted]  
\*Are you applying for in-state tuition per Section 23.7-4 Code of Virginia? NO  
\*Do you anticipate using Post-9/11 GI Bill® or Montgomery GI Bill® benefits? NO  
\*Birth Date: [Redacted] \*Birth City: [Redacted] Birth State: [Redacted]  
\*Citizenship Country: [Redacted]  
Gender: [Redacted] \*Height: [Redacted] \*Weight: [Redacted]  
Race: [Redacted] Ethnicity: [Redacted]  
Home Phone: [Redacted] Cell Phone: [Redacted] Email: [Redacted]  
Social Security Number: [Redacted]  
\*Admit status: Regular Decision Freshman  
\*Primary choice of major curriculum: BIOLOGY  
\*Secondary choice of major curriculum: MODERN LANGUAGES  
Other colleges you are applying to: [Redacted]  
\*Previously applied to VMI? NO If so, in what year?  
High School: [Redacted] City: [Redacted] State: [Redacted] Graduated: 2022  
Counselor Email: [Redacted]

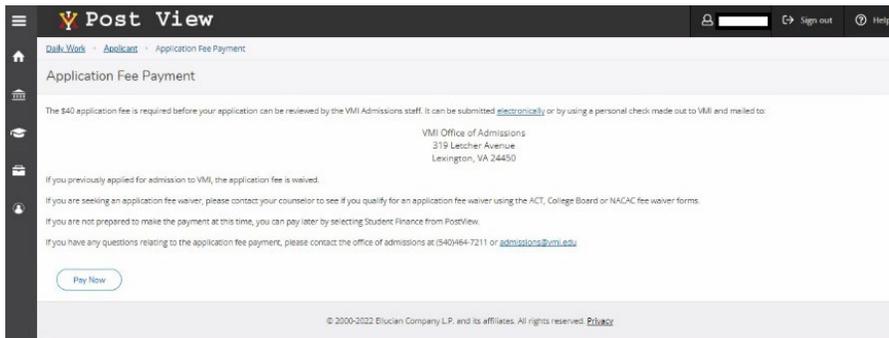
Subjects taken your senior year: Math/ Social Studies/ Science/ English/ Health  
List all other high schools attended include city, st, dates  
SAT Date 1: 05/01/21 SAT Date 2: 06/01/21 SAT Date 3:  
ACT Date 1: ACT Date 2: ACT Date 3:  
TOEFL Date 1: TOEFL Date 2: TOEFL Date 3:  
Baseball: Basketball: Cross Country: 4 Football: Golf: Lacrosse:  
Martial Arts: Biller: Rugby: Soccer: Softball:  
Swimming: Tennis: Track: 4 Volleyball: Wrestling: Water Polo:  
Boys State: Girls State: Eagle Scout: Gold Award:  
National Honor Society: 2 Officer Student Body/Class: 2 Officer Club/Activity: Member Student Government: 2  
Captain Athletic Teams: JROTC/Civil Air Patrol: Chorus: 7 Band: 10  
Band Instruments Played: BASS DRUM SNARE DRUM CYMBALS  
Other school/in-school activities: g.church, civic, jobs, clubs, Drum Major/ GIVING back, lifting up/ Ni: shore/ state chorus/ Mentoring IT: Apprentice/ Server/ Assistant  
Fathers Name: [Redacted] Fathers VMI Class:  
Home Phone: Cell Phone: Fathers Email:  
Do you live with this parent?  
Mothers Name: [Redacted] Mothers VMI Class:  
Home Phone: Cell Phone: Mothers Email:  
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 charges 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 minor traffic violation, or are any charges pending against you?  
\*Have you ever been arrested, convicted or received 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? Military Branch: [Redacted] Applying for an ROTC Scholarship?  
International Students Only  
If not a U.S. Citizen, 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:  
Is your visa resident alien?

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.

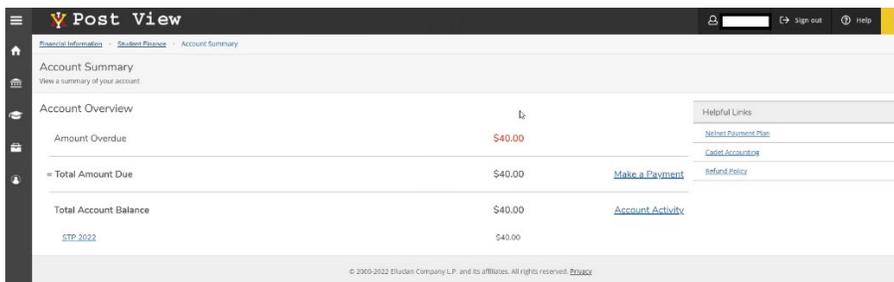
*[Instructions continue on next page.]*



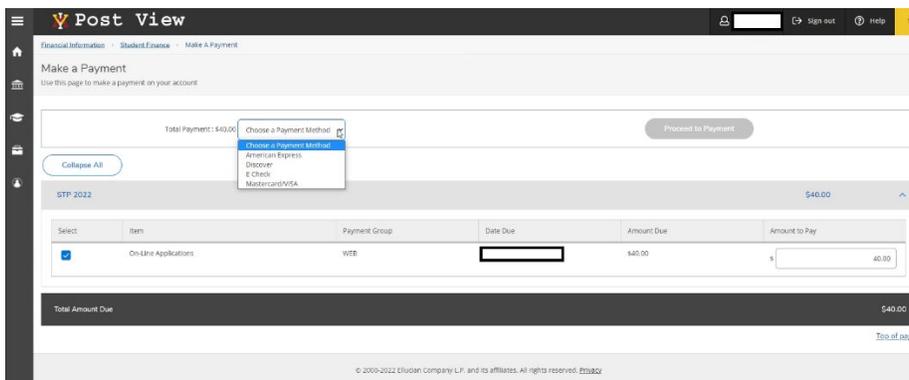
## APPLICATION FEE PAYMENT



To submit your payment electronically, click the **Pay Now** button. You will then see an account summary screen. Click **Make a Payment** to proceed.



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'.



## ADMISSIONS APPLICATION CHECKLIST

A number of documents must be completed and submitted in addition to the application. A [full printable checklist of required documents](#) 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**.



2. Fill in all required information.

Financial Information > Financial Aid > Statement of Educational Purpose

### Statement of Educational Purpose Information

\* = Required

2022 Statement of Educational Purpose

[+ Change Academic Year](#)

Complete and Submit this form only if you wish to apply for financial aid.

Name	Phone	Date of Birth	Address	Email
-----				

IF YOU NEED TO CHANGE YOUR ADDRESS, DO ONE OF THE FOLLOWING:  
 IF YOU ARE A CURRENT OR RETURNING STUDENT - CONTACT THE REGISTRARS OFFICE.  
 IF YOU ARE AN APPLICANT FOR ADMISSION TO VMI - CONTACT THE ADMISSIONS OFFICE.

Check box if first year at VMI  
 Check box if U.S. Citizen  
 Legal resident of what state? \*

\*\*

Check box if Parent/Guardian U.S. Citizen  
 Name of parent or guardian

Parent/Guardian state of legal residence\*

\*\*

Parent Email

PARENT FAMILY SIZE

Using the space below, list people that are in your parent's household. Please include:  
 Yourself (even if you don't live with your parents)  
 Your parents  
 Your parents' other children, if your parents will provide more than half of their support between July 1, 2021 and June 30, 2022 even if they don't live with your parents.

If any of the household members listed below will be attending a college or university between July 1, 2021 and June 30, 2022, then list the name of the college or university. Always list yourself as a college student. Do not include a college or university listing for your parents or for siblings who attend a U.S. military service academy. You may include others in the household only if they will attend, at least half time in 2021-2022, a program that leads to a college degree or certification.

If any of the household members listed below will be attending a college or university between July 1, 2021 and June 30, 2022, then list the name of the college or university. Always list yourself as a college student. Do not include a college or university listing for your parents or for siblings who attend a U.S. military service academy. You may include others in the household only if they will attend, at least half time in 2021-2022, a program that leads to a college degree or certification.

Full Name*	Age*	Relationship	College (if half time or more)	
		Parent		<a href="#">Add/Update</a>
Full Name	Age	Relationship	College	Actions

You will not be considered for any type of aid until we receive the following:

- VMI Statement of Educational Purpose Submit prior to March 1 used to assist with verification of information.
- The FAFSA (Free Application for Federal Student Aid) is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or in a paper format from your high school or community college. VMI's Federal school code is 003753. Submit the FAFSA prior to March 1. Awards are made in March through May.

Applicants who complete their files after March 1 will be placed on a waiting list and may not receive institutional financial aid.

Please note:  
 The 2022 FAFSA will be based on your 2020 tax information and will be available October 1, 2021. Therefore, the IRS Data Retrieval Tool should be used by the student and parents to import relevant tax information in the FAFSA.

STUDENT CERTIFICATION

I certify the information herewith is true and that any form of aid I might receive is to be used for expenses related to my education at the Virginia Military Institute. I understand I am to notify the Financial Aid Office of any aid that I receive from any outside source and that my aid will be adjusted accordingly. I further certify I do not owe a refund on any Federal or state student financial aid nor am I in default of any Federal loan.

I have read and understand the terms and conditions of this form.

[+ Submit](#)



## UPLOAD ADMISSIONS DOCUMENTS

Submit all items to the Office of Admissions through the [secure VMI Box portal](#) 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: [Post View Help/VMI Help Desk](#) | 540-464-7643 | [www.vmi.edu/it](http://www.vmi.edu/it)

***Have questions about the application, required documents, or the application fee?***

Contact: [Admissions Office](#) | 540-464-7766 | [www.vmi.edu/admissions](http://www.vmi.edu/admissions)

***Want more information about financial aid at VMI?***

Contact: [Financial Aid](#) | 540-464-7208 | [www.vmi.edu/financialaid](http://www.vmi.edu/financialaid)

**THANK YOU FOR APPLYING TO VIRGINIA MILITARY INSTITUTE.**



Lexington, Virginia 24450  
General Information: 540-464-7230