

EVSU System College Admission Application Step-by-Step Guide

Step 1: Instructions and Agreement

- Please read the instructions and terms and conditions carefully.
- If you understand and agree, click **Agree**, then click **Next** to continue.

Step 2: Personal Information

- Fill out all required fields.
- If you do not have a middle name or name extension, leave the fields blank.
- Enter your correct birthdate. This will be used to access your admission portal.
- Provide an active email address for verification and application updates.
- Review your information, then click **Next**.

Step 3: Family Background Information

- Complete all required family details.
- If your parents are also your guardians, you may leave the guardian section blank.
- If parent information is unknown, enter **N/A**.
- Enter active and correct contact details of your parents or guardian.
- Review your entries, then click **Next**.

Step 4: Educational Background Information

- Fill out all applicable educational information.
- Do not skip your General Weighted Average. Round it off to two decimal places.
- If other information is not applicable, enter **N/A**.
- Enter your most recent school's active and correct email address.
- Review your entries, then click **Next**.

Step 5: Uploading of Requirements

- Upload all required documents.
- You may rotate and resize images. Follow the required size indicated in the notes.
- Make sure that:
 - All required documents are uploaded
 - Documents are clear, complete, and not cropped
 - GWA and school signatures are visible
 - Your name matches the name on the documents
 - Documents are not altered or tampered
- Applications with incomplete or invalid documents may not be processed.
- Review your entries, click **Next**.

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Step 6: Campus and Program Selection

- Select your preferred campus and degree programs.
- You may choose the same campus for all three choices, but your program choices must be different.
- Review your selections, then click **Next**.

Step 7: Final Review and Submission

- Review all the information you entered.
- If you need to correct any details, click **Previous** to edit your entries.
- If everything is correct and complete, click **Finish** to submit your application.

Step 8: After Submission

- Once your application is successfully submitted, you will be redirected to a page showing your **Application ID**.
- Make sure to **copy or take a screenshot** of your Application ID for future reference.
- Check your email to verify your account and for further instructions.
- If you do not see the message, please check your **spam folder**.

Step 9: Open Your Application Portal

- Open the application portal using the **link provided in the email**.
- Enter your **Application ID** and your **birthdate** using the format **YYYY-MM-DD**.
- Click **Login** to access your application portal and view updates on your application status.

Attached is the admission application form. You may use this as a guide for the information you will need to prepare and enter in your online application. <https://tinyurl.com/nsv3t3td>