# Online Application Manual

## HOW TO APPLY ONLINE
### GEORGIA CHRISTIAN UNIVERSITY
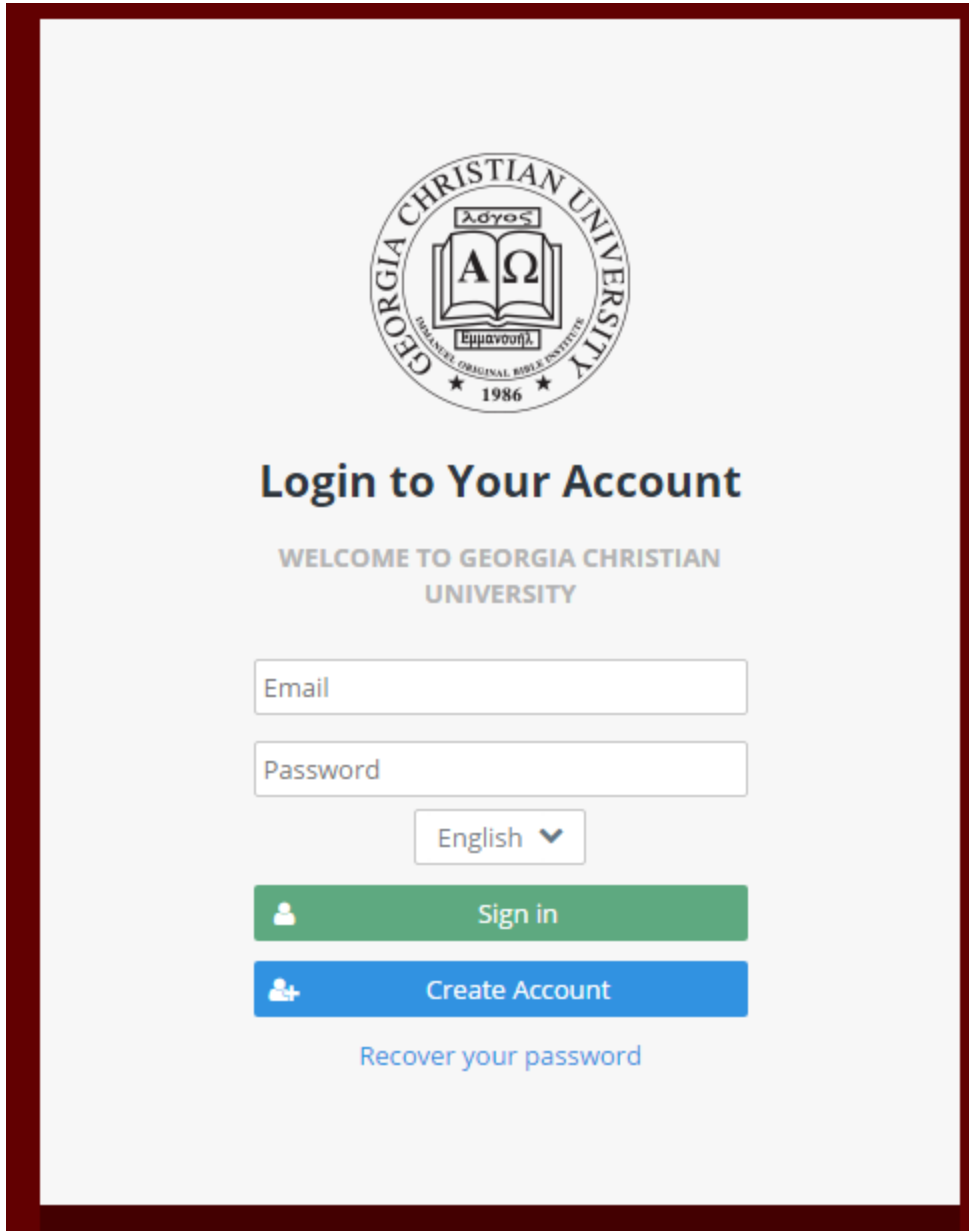
GEORGIA CHRISTIAN UNIVERSITY | 6789 PEACHTREE INDUSTRIAL BLVD., ATLANTA, GA 30360

# Contents

## 1) How to access and create an account

A) Go to https://gcuniv.edu/studentapplication



B) Select your language and click on "Create Account" (for this tutorial we will use the English language option). You will be redirected to the new account page:

## Create Account

○ Male                              ○ Female

First Name*

Last Name*

City of birth*

Nationality                                                    ⌄

First language*

Second language

Date of birth

○ Single                            ○ Married

Email

Password

Repeat your Password

Phone number*

Foreign Phone number (if your are not in US)

Are you current living in United States?                      ⌄

Select your visa status                                       ⌄

Cancel                                            Save

C)  Fill in all fields and click "Save." The system will then redirect you to the login page. Enter your login information, select the language you want to use, and click "Login."

## 2) Profile information

A) The first page will be the profile page. Most of your information will be already there. Using your mouse or touchpad, enter your signature in the last box and click "Save." You will be redirected to the Permanent Address and Mailing Address page.

○ Male          ○ Female

William

Suane

Manaus

Brazil ⌄

○ Single          ○ Married

williamsuane@gmail.com

Password (Only fill if you want to change your current password)

Portuguese

English
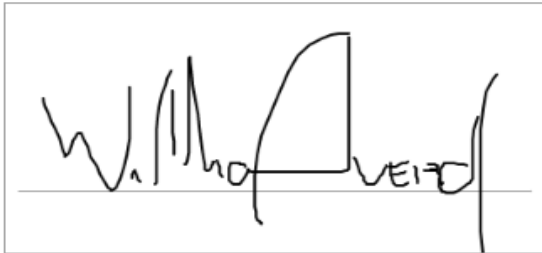
424558798

Foreign Phone number (if your are not in US) (numbers only)

08-24-1988

Yes ⌄

OTHER ⌄



I affirm by my signature that I'll furnish all information requested in this application. I understand that submitting any false information to the University, including but not limited to, false transcripts, test scores or any information contained on this form, or withholding information about my previous academic history will make my application

## 3) Permanent and Mailing Address

### Permanent Address

| 6789 PEACHTREE INDUSTRIAL BLVD |
| --- |

| |
| --- |

| Atlanta |
| --- |

| GA |
| --- |

| 30360 |
| --- |

| United States ⌄ |
| --- |

☑ My mailing address is the same as my permanent address

### Mailing Address

| 6789 PEACHTREE INDUSTRIAL BLVD |
| --- |

| |
| --- |

| Atlanta |
| --- |

| GA |
| --- |

| 30360 |
| --- |

| United States ⌄ |
| --- |

| **Next** |
| --- |

A) Enter your information in the Permanent Address form. If your mailing address is the same as your permanent address, click on the checkbox that says "My mailing address is the same as my permanent address." Otherwise, enter your mailing address as well.

B) Click on "Next" to go to the Emergency Contacts page.

## 4) Emergency Contacts

A) You need to enter information for two emergency contacts. Fill in the fields and click "Next" to go to the Education History Page.

**Emergency Contact 1**

| |
|---|
| Marcia |
| Johnson |
| Aunt |
| 2355489887 |
| marcia@gcuniv.edu |

**Emergency Contact 2**

| |
|---|
| Wildnei |
| Queiroz |
| Brother |
| 2355489887 |
| wildnei@gcuniv.edu |

Next

## 5) Education History

A) You can enter three different levels of education: High School, Undergraduate University and Graduate University. The only mandatory fields are the High School fields. If you have more than one Undergraduate or Graduate school record, use the most recent.

B) You must click "Save" before you will be allowed to click "Next."

C) After you filled in and saved all your information, click on "Next" to go to the Self-Description Page.

| High school | | Undergraduate University | | Graduate University | |
|---|---|---|---|---|---|
| Fucapi | | University name | | University name | |
| Manaus | | City | | City | |
| Brazil | ⌄ | Country | ⌄ | Country | ⌄ |
| 01-01-2004 | | Start date | | Start date | |
| 12-01-2008 | | End date | | End date | |
| | | Major | | Major | |
| | | Degree | | Degree | |
| Save | | Save | | Save | |

Next

## 6) Self-Description

A)   Answer the questions on this page and click on "Next" to go to the School of Divinity Requirements.

## Self Description

1. Self-introduction. (Please explain and describe your aptitudes, hobbies and philosophy of life)

> Self-introduction. (Please explain and describe your aptitudes, hobbies and philosophy of life)*

2. What is the purpose of your application to Georgia Christian University

> What is the purpose of your application to Georgia Christian University*

3. What are your future plans after graduating from Georgia Christian University?

> What are your future plans after graduating from Georgia Christian University?*

4. What other information do you believe would be helpful to the Board in understanding you better and in considering your application?

> What other information do you believe would be helpful to the Board in understanding you better and in considering your application?*

Next

## 7) School of Divinity Requirements

A)   The fields on this page are mandatory only if you are planning to apply to one of the following courses: Master of Arts in Theological Studies, Master of Arts in Christian Education, Master of Arts in Mission Studies and World Christianity, Master of Divinity, Doctor of Ministry, Doctor of

Philosophy Ph.D. If you are not applying for any of these courses leave all spaces blank and click "Next" to go to the Documents page.

## School of Divinity Requirements

These fields are mandatory only if you're planning to apply to one of these courses: Master of Arts in Theological Studies, Master of Arts in Christian Education, Master of Arts in Mission Studies and World Christianity, Master of Divinity, Doctor of Ministry, Doctor of Philosophy Ph.D

Name of Church

Denomination

Date of ordination

Present Church

Location

Pastor's name

**Next**

# 8) Upload Documents

On this page, you will upload all necessary application documents.

## Documents

| I-94 | ∨ | **1** |

**2** [+ Choose] [⬆ Upload] [⊘ Cancel]

**3**

I-94.pdf  305.4 KB  [ ✕ ] **4**

Extensions accepted: jpg, jpeg, png, pdf, doc, docx. Maximum file size: 3mb

## List of uploaded documents

⊘ Pending approval  ✕ Not approved  ✔ Approved

**5**

*Your documents will only be validated if you apply to any of our programs and pay the $100 fee

| Document Type | File Name | Status | |
|---|---|---|---|
| Photo | slack-imgs.com.jpg | ⊘ | 🗑 |
| Recommendation Letter | Document request form.pdf | ⊘ | 🗑 |

**Next**

1) Select the type of document you want to upload
2) Click "Choose" and select the document you specified in Step 1.
3) If you are ready to upload the document, click on the "Upload" button.
4) If you selected the wrong document, click on the "X" button and do Steps 2 and 3 again.
5) All documents you have uploaded will be shown in the box. If you want to delete the documents, click on the Trash icon. You can only delete documents that are marked **"Pending approval"** or **"Not Approved."** **Once your documents are approved you won't be able to delete them.**
6) After you have finished uploading all documents, click "Next" to go to the Application Page.

## 9) Creating applications

A) Click on the "Create Application" button

## List of applications

Create
Application

B) On the "Create Application" page, select the location, degree, program and your student status.

Create Application

| GA | ∨ |

| Bachelor | ∨ |

| Bachelor of Arts in Business Administration - BABUS | ∨ |

Select your status
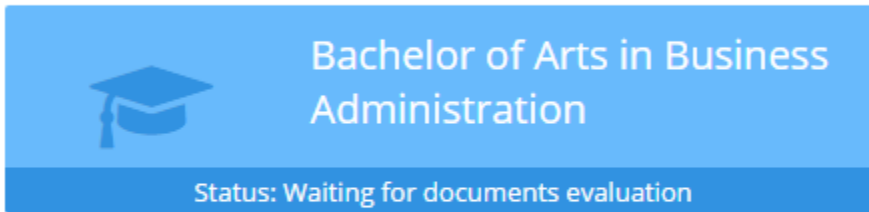
◉ Freshman          ○ Transfer          ○ International

Save          Cancel

C) After you fill in all information, click on the "Save" button to go back to the Application List page.
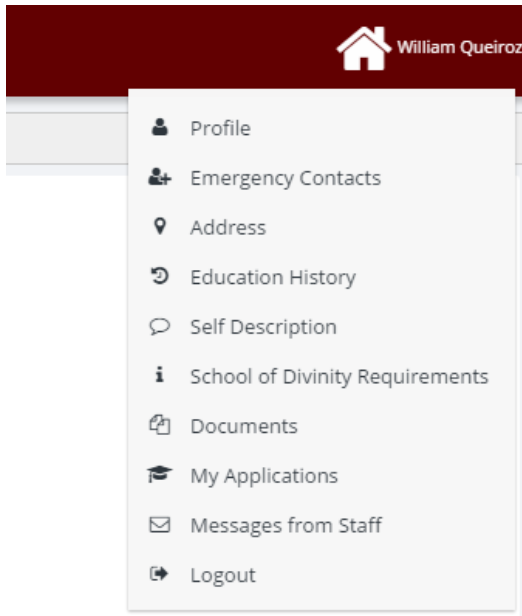
## List of applications

Bachelor of Arts in Business Administration

Status: Waiting for documents evaluation

Create Application

D) You can see the status of your application on this page. Once the GCU Office of Admissions has evaluated all your documents, and if there are no problems or issues, you will see "Status: Completed."

## 10)     Messages from Staff

If there are problems or issues with your application, the Office of Admissions will email you and send you a message on the Applications System. To check these messages, look at the top right of the page. Click on your name and then click on "Messages from Staff."

William Queiroz

- Profile
- Emergency Contacts
- Address
- Education History
- Self Description
- School of Divinity Requirements
- Documents
- My Applications
- Messages from Staff
- Logout

On this page, you will see all your applications and any messages regarding the applications.

## Messages from Staff

| Program | Message |
|---|---|
| Bachelor of Arts in Business Administration | |

If you have any questions, contact admissions@gcuniv.edu or, if you have technical problems, contact itsupport@gcuniv.edu .