A Guide to Applying to Greenville Technical College

Thank you for your interest in Greenville Technical College! We hope this guide will answer questions you may have about using our online application.

Email Address

In order to apply, we require an email address for follow-up correspondence. If you do not have an email address, you can get a free email address online by setting up an account with any of the following email service providers.

Google Email	**Yahoo Email**	**Windows Live** (includes Microsoft Passport,
www.gmail.com	https://edit.yahoo.com/registration	Hotmail, Messenger or MSN account)
		https://signup.live.com/signup

Get Started

- **Create an Account to Start Your Application**

    Click the APPLY NOW link at the top of any page on the website,
    or go to www.gvltec.edu/apply/ and click the **APPLY NOW – ONLINE APPLICATION** button.
    If you are starting a new application, click "No"

    The first page creates an account/profile. This account allows you to update your profile and non-submitted application, communicate with the Enrollment Services Department, and upload documents.

    Do you currently have an application in progress? ○ Yes ○ No

    Submit

- **Start and update your current application.**

    If you cannot finish the application in one sitting, you can always log back in using your email address and password. You can see your progress at the top of each page.

- **Moving through the application.**

  Click **SAVE AND CONTINUE** at the bottom of each page. If you leave a required field (marked with *) blank, it will not let you move on.

  Application Progress

75%

  Please enter all required fields.

  College Information

  Have you attended college, or are you currently enrolled? *   ◯ Yes ◯ No
  This field is required.

- **Ready for Submission**

  Once all fields have been completed, carefully read and review the Certification and Disclosure Statements. Check the "I have read and certify the above statements." box.

  Are you ready to submit your application?

  ☑ I have read and certify the above statements.

Submit Application	Review Application

- **Submit Application**

  Once you click **SUBMIT APPLICATION**, you are done! You will receive a confirmation email to the email address you used to create the account. This email will give you a list of requirements and next steps.