

# ESAP APPLICATION INSTRUCTIONS

## Logging In

- When you arrive on the application homepage, you will create a login in order to submit your application and to track its progress
- We **highly recommend** you use a permanent email address to which you will have continuous access. If you are admitted to the program, this will be the address to which all correspondence is sent
- A verification email will be sent to you. You will then click on the link to log into CollegeNet and start your application
- Click on “Online Application” on the Online Application Menu screen

## Personal Information

- You will arrive at the Penn: Graduate, Professional, and Continuing Education Application (**yes, you are in the right place!**)
- Complete the section containing your personal information

## Program Information

- You will select the program by typing “Engineering Summer Academy at Penn” into the search bar and then clicking on the name once it is populated below
- Select the program term
- You must then select a first and second concentration/ course choice (students will only be admitted to one course)
- Please select “No” for the Application Review question and continue to the next page

## Personal Information Continued

- Please read carefully and answer all questions accordingly

## Academic Background

- Please read the instructions for “ESAP applicants”
- You must list the requested information (and provide OFFICIAL transcripts) for **ALL high schools** you have attended; **your application WILL NOT be reviewed until we have received ALL of the official transcripts from the high schools that you listed on your application**
- **ONLY OFFICIAL** high school transcripts will be accepted for your application; <https://esap.seas.upenn.edu/apply/application-requirements/>

## Standardized Tests

- Upload standardized test scores that you want to be considered for your application (SAT, ACT, etc)
- Uploads must be scanned or copied versions of official score reports or online results. The student’s full name and numeric score must be clearly displayed on the uploaded document
- International students please refer to our website for [English proficiency](#) requirements

## Recommendations

- You must provide the full name and email address of your recommender, in order for them to receive online submission instructions for your letter of recommendation
- **Your request to your recommender has not been submitted until you click the button to submit your request under EACH recommender**

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## Additional Information

- Please read carefully and answer all questions according
- **Be sure to click on and read each student/ academic conduct code in its ENTIRETY. You WILL be held accountable for upholding these standards if admitted to the program**

## Agreement Statement

- Please read carefully and answer all questions accordingly
- You will then be directed to the payment portal
  - Your application will not be submitted to us until payment is made

## Application Status

- **You have the ability to log in and check the status of your application (or letters of recommendation) at any time**
- Log in using your email address and password, then click on online application
  - Here you will be able to view the Checklist, check on the status of your recommendation letters, transcripts, and other documents
- **Please note: priority decisions WILL NOT be released before April 3<sup>rd</sup>**

## \*\*\*Financial Aid Applicants\*\*\*

- **If you are applying for financial aid, you must submit your completed financial aid form (including the required supplemental documents) within 10 days of submitting your completed program application**
- Your completed financial aid application and documents must combined into one pdf file and uploaded to your College Net dashboard
- After you have submitted your program application, please follow the steps below
  - Log onto your College Net account
  - Click "Online Application" or "Manage Your Account"
  - Click "View Checklist"
  - The upload button for the financial aid application is located at the bottom of the page

## Troubleshooting/ Issues

- CollegeNET provides help with troubleshooting any problems regarding the application or the payment website
- The "Contact our Help Desk" button is located on the bottom left of each page
- **Please DO NOT contact the ESAP office regarding issues or problems with the online application or the payment page- we cannot provide assistance and will refer you to CollegeNet**