

St. Vincent and the Grenadines Community College Online

Application Guide

To apply online using our system you must perform the following steps:

1. **Read 'Welcome' page thoroughly**
 - a. Pay close attention to the application period closing date and time.
 - b. Take note of the requirements to begin the application process.
 - c. Click on the button indicating the division of your choice at the bottom of this page.

2. **Review Entry Requirements page**
 - a. Carefully review the entry requirements and other notices.
 - b. Click the **'Proceed With Application'** button at the bottom of this page.
 - c. Carefully review the entry requirements.

3. **Register the account**
 - a. Enter the requested information on the 'Begin Account Registration' page and press the **'Submit'** button. The system will;
 - i. show an **'Email Validation'** message on your screen, and
 - ii. send an email message to your email address that contains your username for the application system (this number is also your applicant ID/username). The message also contains an email verification link.
 - b. Log in to your email account and open the email message. Make note of your Applicant ID/Username and click the email verification link. This will take you to the **'Complete Registration' page**.
 - c. Enter your Applicant ID/Username. Enter a password of your choice and repeat the password in the boxes provided.
 - d. Click the **'Submit'** button. You will see the **'Registration Successful'** screen. Your username and password are displayed; make note of these. Remember that your username is also your applicant ID.

4. **Log in**
 - a. Enter your username and password in the **'Log in'** form.
 - b. Click the **'Login'** button to go to the **Applicant Dashboard**.

5. **Complete your application**

- a. Enter programme choice
- b. Enter your profile information.
- c. Enter extracurricular activities (if applicable)
- d. Enter phone contact information
- e. Enter address information
- f. Enter family/relatives contact information
- g. Enter your primary school information.
- h. Enter your secondary school information.
- i. Enter your post-secondary school information (if applicable).
- j. Enter your academic qualifications.

6. **Review and submit your application**

- a. Click the **REVIEW AND SUBMIT APPLICATION** button at the bottom to review all of the information you have entered.
- b. Click the **Edit Application** button if you need to make changes to your application or click **Submit Application** if there are no changes to be made.
- c. Respond to declaration statement.
- d. A confirmation email would be sent to your email address with your profile summary and programme selections. **DO NOT DELETE THIS EMAIL.**

7. **Log out and Pay Application Fee**

- a. Log out of the SVGCC online application system.
- b. Print the application submission confirmation email.
- c. Bring the printed copy of the confirmation email and the \$20 application fee to the SVGCC campus in Villa to make payment.
- d. Pay Application Fee.