VMI ONLINE APPLICATION INSTRUCTIONS

For admission to VMI for Fall 2023

Need technical assistance? Contact Post View Help/VMI Help Desk: 540-464-7643

Have questions about the application or required documents? Contact Admissions Office: 540-464-7766

CREATING A POST VIEW ACCOUNT

The application process, as well as other transactions such as fee payments, take place within the Post View system. In order to access Post View, you must first create an account:

1. Go to: Applicant Account Request.

2. You will be asked if you already have a PIN. You may have had a PIN emailed to you if you have interacted with our Admissions team through the Inquiry form, attending an open house, or other outreach events and mailing lists.
   a. If you answered YES:
      i. Enter your Middle Name (if you have one), Last Name, and PIN. Click Next to continue.
ii. You will see one of three screens:
   1. Pop-up to enter additional information to create your account.

   ![Submit Request Form](image)

   ![Pop-up Message](image)

   ![Error Message](image)

   2. **Error message: Already Have an Account**

   ![Red Circle Icon with Message](image)

   3. **Error message: Last Name Does Not Match PIN**

   ![Red Circle Icon with Message](image)

   For both above error messages, the best contact is the VMI Office of Admissions at 540-464-7211 as they can look up your PIN and/or account information.

b. If you answered NO:
   i. Enter your information in the screen that appears.

   ![Attention: Make certain you do not have a file before beginning this process.](image)

   ![Form](image)

   ii. The system will search to see if your information is already on file. This may have occurred due to a recruiting event, inquiry quiz, etc.
1. If you see your name and information, click Select in that box.
2. Otherwise, click Select under the ‘NAME NOT FOUND’ box and enter your required information.

3. Account Request Confirmation – After you complete the steps above, you will see a confirmation screen with your User ID and Password (your password will always begin with ‘VMI1839’). This information will also be sent to the email address you provided when creating your account.
LOGGING IN TO THE ONLINE VMI APPLICATION

1. Now that you have created your user account, you may log in to the application portal within Post View.

2. You will be brought to a sign in/authentication screen. Here you MUST add @mail.vmi.edu after your User ID and use the password provided in your account creation confirmation email.

3. Select the 'Applicant' block to begin or continue your application.
4. This will bring up the Applicant Overview screen which has various option blocks.

From this screen, you will be able to:

a. Complete and certify your Application for Admission.
b. You can review and print your application at any time by selecting Application Review.
c. Submit your Application Fee Payment.
d. Complete and submit the Financial Aid Statement of Educational Purpose.
e. Upload all required admissions documents:
   i. Review the Admissions Application Checklist for a complete list of items that must be submitted.
   ii. Submit all items through the secure VMI Box portal by visiting Upload Admissions Documents.

[Instructions continue on next page.]
**Completing the Application**

The application has six sections.

**The system will time out after a period, so it is best to save along the way, after completing each section.**

1. Demographic Information:

2. Decision and Major Selection:

   a. You may choose to submit your application for **Early Decision (Nov. 15)** or for **Regular Decision (Feb. 1)**. The benefit of submitting your application for Early Decision is that you will have an appointment decision by December 15. Submitting for Regular Decision means that you will receive an appointment decision on a rolling basis.

   b. **Your intended major must be declared within the VMI application.** It is important for you to have two options in case your first choice is filled. Be sure to review VMI’s available majors.
3. Academic Information:

View detailed instructions for adding college & high school information

- - OR - -

Skip to the next section of instructions
COLLEGE AND HIGH SCHOOL INSTRUCTIONS

a. For any college(s) attended, enter the state and name of each institution, and click the blue ‘+ Add College’ button. This will bring up a list of possible matches. Select the matching school, then enter the start and end dates.

i. If you make a mistake, click the ‘Remove College’ button.

b. For high school, you are going to list ONLY the high school you graduated/are graduation from. Select the state and type the first few letters or first name of your school then click the ‘+ Add High School’ button. As will college, you will then select the correct school from the list that appears. The Ceeb code will auto-populate.

i. **School not listed?** Select that option from the search and then enter the missing information below. You can search for Ceeb codes from the College Board.

ii. **Homeschooled?** If you were home schooled enter and choose "High School Not Listed" for high school name, and then enter "Home School" for name of last high school attended, the city you’re located, etc. - No Ceeb Code required.

[Instructions continue on next page.]
4. Activities and Honors:

<table>
<thead>
<tr>
<th>Activities and Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the number of years participation in the following extracurricular activities (Grades 9-12):</td>
</tr>
<tr>
<td>I. Athletics</td>
</tr>
<tr>
<td>Baseball</td>
</tr>
<tr>
<td>Tennis</td>
</tr>
<tr>
<td>II. Activities/Honors</td>
</tr>
<tr>
<td>Boys State</td>
</tr>
<tr>
<td>Officer Club/Activity</td>
</tr>
<tr>
<td>Instrument1</td>
</tr>
</tbody>
</table>

List other school/extra school activities (e.g., church, civic, jobs, clubs)

Please complete all fields marked with * and ensure all entries are valid.

5. Miscellaneous:

<table>
<thead>
<tr>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been placed on probation, suspended (including in-school suspensions), dismissed, or are charges pending from any school or college? *</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>Have you ever been arrested for or convicted of any violation of any local, state or federal law other than a minor traffic violation, or are any charges pending against you? *</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>Have you ever been arrested, convicted or remained adjudication as a juvenile for any violation of any local, state or federal law other than a minor traffic violation, or are any charges pending against you? *</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>If you have served in an active or reserve component of the U.S. Armed Forces, give the branch, rank, dates of service, and type of discharge below:</td>
</tr>
</tbody>
</table>

Do you plan on pursuing a commission? | Military Branch | Are you applying for an ROTC Scholarship? |
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td></td>
<td></td>
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</tbody>
</table>
6. International Applicants Only:

**We recommend saving and reviewing your application before certifying it. Once you certify you cannot return to the online application to make changes.**

[Instructions continue on next page.]
REVIEWING AND CERTIFYING THE APPLICATION

1. The Application Review block will allow you to review your entries for your entire application at once. You may also print this page for your records.

2. Once you’ve reviewed your information, return to the application to make any necessary edits. Lastly, Certify and Submit your application.

3. Lastly, Certify and Submit your application.
   a. Be sure to only click Submit once. It may take a moment, but if you click more than once, you will send two applications.

[Instructions continue on next page.]
To submit your payment electronically, click the Pay Now button. You will then see an account summary screen. Click Make a Payment to proceed.

On this screen, select the credit card type with which you will pay and continue through the prompts. Please note, the fee for the application will be listed under ‘STP YYYY’ as that is the official name of the first term of the academic year. You will see the charge identified as ‘On-Line Applications’. Make sure the box is checked next to the fee you are looking to pay.

A number of documents must be completed and submitted in addition to the application. A full printable checklist of required documents is available to download.
1. Select the academic year for which you are applying for financial aid from the drop down and click **Submit**.

2. Fill in all required information.
UPLOAD ADMISSIONS DOCUMENTS

Submit all items to the Office of Admissions through the secure VMI Box portal or from the Upload Admissions Document block in Post View.

ADDITIONAL RESOURCES

Should you need answers or assistance at any point in the application process, the following offices will be able to assist you:

Need technical assistance with Post View?
Contact: Post View Help/VMI Help Desk | 540-464-7643 | www.vmi.edu/it

Have questions about the application, required documents, or the application fee?
Contact: Admissions Office | 540-464-7766 | www.vmi.edu/admissions

Want more information about financial aid at VMI?
Contact: Financial Aid | 540-464-7208 | www.vmi.edu/financialaid

THANK YOU FOR APPLYING TO VIRGINIA MILITARY INSTITUTE.

Lexington, Virginia 24450
General Information: 540-464-7230