How to Request an Application Fee Waiver

**Step 1:** Visit [https://applyto.graduateschool.vt.edu/apply/](https://applyto.graduateschool.vt.edu/apply/) to create an account

**Step 2:** Select “Create New VT Account”
Step 3: Complete the “Onboarding Process”

Confirmation Code
Retrieve the confirmation code from the email sent to lclin002@odu.edu and enter it below.

![Confirmation Code Form]

Choose a Passphrase
Set a passphrase for lclin002@odu.edu.
Think of four unrelated words. Spaces are allowed between words.
See some examples of passphrases ▼

![Passphrase Form]

Create Account
A name is required. Enter one for account lclin002@odu.edu.

![Create Account Form]

The application will ask you for your address, you may complete now or skip and return to that section.
Step 4: Sign in with your VT account

Step 5: Select “Start New Application” in Orange at the bottom of the screen

Step 6: Complete the application type and term in the pop-up box on the screen

Step 7: Choose Degree seeking status and “Open Application”
Step 8: On the Side Panel select “Financial Assistance”

Step 9: Complete the Application Fee Waiver Section. YOU MUST CHECK THE BOX TO PROCEED

**Application Fee Waiver Request**

If you believe you have a qualifying activity, select below and continue to complete an application fee waiver request.

What is a qualifying activity?

☑ Application Fee Waiver Request

Step 10: On the side bar a section titled “Fee Waiver Request” will appear. **THIS MUST BE COMPLETED FOR THE REQUEST TO BE REVIEWED.** Documentation is required for the approval of all requests. This may include an email verifying your activity participated.

**Fee Waiver Request Form**

* Denotes required field.

Please indicate in what qualifying activity you participated *

- HBCU/MSI Summit

Date(s) of participation in the activity *

Please upload documentation of and provide a contact who can authorize your participation in the qualifying activity. *

Authorized contact person name, title, and contact information if applicable

Documentation can include communication with letterhead of program, DD214, email from an advisor, or confirmation that you have registered with the program **

PDF or Word format.

Choose File No file chosen

Upload

***Requests will be reviewed within 48 hours of receipt. You may email ordi@vt.edu for any questions or concerns. You will receive an email when your request is approved. The application must still be finished and submitted by the individual.***