


## How to Request an Application Fee Waiver

**Step 1:** Visit <https://applyto.graduateschool.vt.edu/apply/> to create an account

□ [Graduate School / Admissions](#)

### Virginia Tech Graduate School Application Management

 Sign in with VT Account

Log in if you already have a VT account to start or continue an application.

[Log in](#)

 Create New VT Account

If you don't have an account, you can create an account to start a new application.

[Create an account](#)

**Step 2:** Select “Create New VT Account”

 Create New VT Account

If you don't have an account, you can create an account to start a new application.

[Create an account](#)

### Step 3: Complete the “Onboarding Process”

## Confirmation Code

Retrieve the confirmation code from the email sent to [lcclin002@odu.edu](mailto:lcclin002@odu.edu) and enter it below.

Confirmation Code

Submit Confirmation Code

Change Email Address

Send New Code

## Choose a Passphrase

Set a passphrase for [lcclin002@odu.edu](mailto:lcclin002@odu.edu).

Think of **four unrelated words**. Spaces are allowed between words.

[See some examples of passphrases](#) ▼

longer is even better

Passphrase strength

Passphrase

Passphrase again

Set Passphrase

Per Virginia Tech Security Policy your passphrase expires one year after creation.

## Create Account

A name is required. Enter one for account [lcclin002@odu.edu](mailto:lcclin002@odu.edu).

First Name (Required)

Middle Name

Last Name (Required)

Create Account

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

## Virginia Tech Graduate School Application Management



Log in if you already have a VT account to start or continue an application.

[Log in](#)

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

## Virginia Tech Graduate School Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

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

## Virginia Tech Graduate School Application Management

Your Applications			
Type	Status	Started	Submitted
You have not			

**Start New Application**

Select an application type:

**Step 7:** Choose Degree seeking status and “Open Application”

## Virginia Tech Graduate School Application Management

Your Applications			
Type	Status	Started	Submitted
You have star			
<b>Application Details</b>			
Degree Seeki	Started	11/06/2020	
	Status	In Progress	
	2022 Application for Graduate Admission		
		<input checked="" type="radio"/> Degree Seeking 2022	
		<input type="radio"/> Readmit 2022	

**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, DD 214, 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](mailto: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.