

EIP PREP APPLICATION GUIDEBOOK

STUDENT PORTION OF APPLICATION

STEP 1: Registration

The EIP Prep application digital platform will send an email to the student to register for the application:

Dear [student-name],

Congratulations for being nominated for the EIP Prep. The Information Meeting that you attended is the first step in gaining access to the EIP Prep Application. This email will provide you the link to the online EIP Prep Application.

Please note, the selection process is competitive, and unfortunately the size of the program limits the number of students selected. You are responsible for completing and submitting the application by the specified deadline.

Note: Do not submit until you are ready to submit, once you submit you will be unable to make any edits.

Your **parent/guardian** and your **two recommenders** also have to complete their corresponding sections by **Monday, April 25, 2022**.

Please use the link below to access and complete your Student Profile to the EIP Prep Application.

[REGISTER NOW](#)

The link will expire on [expiration-date].

If clicking the button above does not work, right click the "Register Now" to view the URL, select "Copy hyperlink" and paste the URL in a new browser window.

If you have any questions or concerns, please do not hesitate to contact the EIP office at (703)993-3120 or email us at eip@gmu.edu

Please note, the email will indicate when the **link expires**

When clicking REGISTER NOW, student will be routed to the registration page to set up a login and password. Student MUST document and remember login credentials.

Set Password.

LoginID: MasonEIP01@gmail.com

New password: Enter New Password

Confirm new password: Retype New Password

Set Password

STEP 2: Student Profile

Once Log In information is set up, the student can log in to the application site and will have to complete the Student Profile:

Student Information

Student Email: Student School: Student School ID:

First Name: * Enter First Name

Middle Name: Enter Middle Name

Last Name: * Enter Last Name

Year of Birth: * Please Select

Cell Phone: Enter Cellphone Numbe

Home Phone: * Enter Home Phone Nun

Gender: *
 Male
 Female
 Other
 Non-Binary

I live With: *
 One Parent
 Both Parents
 One Guardian
 Two Guardians

Primary Street Address: * Enter Primary Address

City: * Enter City

State: * Please Select

Zip Code: * Enter Zipcode

Ethnic Heritage: * None selected

Primary Language spoken at Home: * Please Select

STUDENT MUST ENTER LEGAL NAME

Save and Continue

Student will fill out profile information, then click Save and Continue

STEP 3: Emails and Essay Prompts

The second page of the application will display the Guardian Email that was provided from the attendance form from the EIP Prep Information Meeting. In this screen students will input School/Academic Recommender Email, and Second Recommender Email

The screenshot shows the 'Create EIP Application' page. At the top is a green navigation bar with the George Mason University logo and links for Home, EIP Application, Mailbox, and Contact. On the right, it says 'Hello! As Student' and 'Log off'. Below the navigation bar, the page title is 'Create EIP Application'. A note states: 'The red asterisk (*) indicates a required field.' The 'Recommendations' section has three fields: 'Guardian Email:' (with a pre-filled value), 'School/Academic Recommender Email:', and 'Second Recommender Email:' (a dropdown menu with 'Please Select' and a downward arrow). The 'Essays' section contains two prompts: '1) When have you overcome a challenge in your life? What did you learn from this experience?' and '2) How will acceptance into the Early Identification Program help you be a better student and prepare you for college?'. Each prompt has a large text area below it. A note below the first text area says 'Note: 500-word maximum (500 of 500 words left)'.

In the next section in this second page, the student will be able to write their short essays in response to the prompts “When have you overcome a challenge in your life? What did you learn from this experience?” and “How will acceptance into the Early Identification Program help you be a better student and prepare you for college?”

This is a close-up view of the 'Recommendations' and 'Essays' sections. The 'Recommendations' section shows the 'Guardian Email:' field with a pre-filled value, the 'School/Academic Recommender Email:' field, and the 'Second Recommender Email:' dropdown menu which now shows 'Community/Etracsu' with a downward arrow. The 'Essays' section shows the two prompts and their respective text areas. The note below the first text area now says 'Note: 500-word maximum (400 of 500 words left)'. At the bottom of the page, there is a 'Please Note:' section with two buttons: 'Save For Later' and 'Submit Application'.

Take the time to write thorough responses to both essay prompts. This is a chance for the student to tell their story, address all parts of the questions, give examples. In addition, for the second prompt, feel free to share information about your future academic and/or career goals and how participation in EIP may help you in reaching your goals.

STEP 4: Submit or Save For Later

After completing the essays, the student may click “Save for Later” or “Submit Application”. The “Save For Later” button will allow for the student to be able to add to the document by logging in again later. The “Submit Application” button will not allow for any further edits on the document and will move forward to the next step in the application.

Once the student clicks submit, they will receive the message below that their application was submitted successfully

When clicking on Go to EIP Application – the Completed application will appear. Once the student has submitted their portion of the application.

Checking on the Progress of the Application

As the remaining sections of the application are completed, students may check on the progress of their application completion by visiting <https://eipapp.gmu.edu/> and logging in with their credentials



GEORGE MASON UNIVERSITY Early Identification Programs Home About Contact Log In

Welcome to the Admission to EIP Prep Program Application System

Your description goes here.

© 2015 - Early Identification Program

Log in.

Use your account to log in.

Login ID

Enter Login ID

Password

Enter Password

Log in

[Forgot your password?](#)

GMU members log in (CAS)*.

GMU Log In

* Click the button, and then use your Mason fediD and Password to log in.

Note: At the Student Profile section, the student will be able to track the progress of each section of their EIP Prep Application, be sure to follow up with your parent/guardian and both recommenders to ensure each person is on track to complete their corresponding section by the given deadline.

My EIP Application

Guardian Email: ✓ Completed Guardian

School/Academic Recommender Email: ✗ Not Started Notification has been sent on 4/1/2021 7:46:39 PM

Second Recommender Email: 🔄 In Progress Recommendation

PARENT/GUARDIAN PORTION OF APPLICATION

STEP 1: Parent / Guardian Email

When the student receives their application link, simultaneously, the parent/guardian will also receive an email with Subject "Action Required: Complete The Parent / Guardian Information Form" as seen below

Guardian Information *

Home Language: *			
--Select One--			
First Name/Given Name: *	Last Name: *	Guardian Type: *	
<input type="text"/>	<input type="text"/>	--Select One--	
Employment/Occupation: *	Phone: *	Email: *	
<input type="text"/>	<input type="text"/>	Enter Your Email	
Mailing Street Address: *	City: *	State: *	Zip Code: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
My Highest Education Level: *			
--Select One--			

Indicate Guardian Type:

- One Parent
- Two Parents
- One Guardian
- Two Guardians

Indicate Highest Education Level:

- Less than high school
- High school or equivalent
- Some college but no graduation from a 4-year college
- Associate Degree, Trade School, Certificate Program
- Bachelors or above in U.S.
- Bachelors or above in another country

Parent/guardian **MUST** click on **SUBMIT INFORMATION** to proceed to the Guardian Profile section of the EIP Prep Application.

STEP 2: Guardian Profile

Guardian will be prompted to complete the Guardian Information

Guardian Profile for EIP Prep (School ID:)

Guardian Information *

First Name/Given Name: *	Last Name: *	Guardian Type: *
<input type="text"/>	<input type="text"/>	Select One
Employment/Occupation: *	Phone: *	Email: *
<input type="text"/>	<input type="text"/>	mres491@gmail.com
		Address: *
		<input type="text"/>

My Highest Education Level: *

--Select One--

Applicant's Sibling Information *

Have any of applicant's sibling completed the EIP: * Yes No

Are any of sibling currently in the EIP: * Yes No

Is anyone in your immediate family presently enrolled in college: * Yes No

Questions: *

Does your student qualify for Free or Reduced lunch: *

--Select One--

On the Guardian Type section, there will be 4 different options:

- One Parent
- Two Parents
- One Guardian
- Two Guardians

Parent/Guardian will complete the Guardian Profile Information section, including Highest Education Level. Please note, if the option of "Both Parents" or "Two Guardians" are chosen,

STEP 3: Sibling information and Free/Reduced Lunch Questions

This section of questions follow the Parent / Guardian Profile. Please answer to the best of your knowledge. For the Free/Reduced lunch question, the Parent / Guardian will have the option to not answer the question.

Applicant's Sibling Information *

Have any of applicant's sibling completed the EIP: * Yes No

Are any of sibling currently in the EIP: * Yes No

Is anyone in your immediate family presently enrolled in college: * Yes No

Questions: *

Does your student qualify for Free or Reduced lunch: *

I prefer not to answer the question

Agreement:

Your Responsibilities and Expectations when a student is accepted into EIP: *

Consent for Release of Student Records: *

Photo & Media Release Permission:

Save for Later

Submit

STEP 4: Save and Continue

Click "Save and Continue" to proceed to the next part of the application.

STEP 5: Agreement Section of Guardian Profile section:

"Responsibilities and Expectations" Form

Parent / Guardian shall read the responsibilities and expectations for EIP Prep students, if accepted. Click Agree and proceed to the next agreement statement.

Your Responsibilities and Expectations when a student is accepted into EIP: *

Responsibilities and Expectations

If selected, I will sign a contract agreeing to:

- Attend the "Strengthening The Family" workshops during the 8th and 10th grade year.
- Attend all workshops and events, including the Academic Mentoring Program (AMP).
- Maintain a grade of "B" or better in each of my classes.
- Seek extra help from my teachers, counselors, and AMP mentors.
- Follow the Early Identification Program and George Mason University's code of conduct.

Grade Release Form

Parent / Guardian shall read the terms and consent regarding the release of their student's records. Click Agree Above and Continue to proceed with the next part of the application.

Note: Please note, the 7th grade report is a required document to be submitted, which will be provided by your school county. However, the 7th grade report card will not be provided unless this section is checked off as agreed.

Consent for Release of Student Records: *

Guardian Consent for Release of Student Records

I authorize the following individual or organization to disclose my child's academic records as described below:

Information to be received by: George Mason University

Early Identification Program
4400 University Drive, MSN 2A7
Fairfax, VA 22030

Phone : 703-993-3120

Fax : 703-993-3128

Email : eip@gmu.edu

I hereby grant consent for the release of my child's middle/high school records in the following areas:

- Grades, quarterly Report Cards
- Transcripts
- Selected Standardized Tests

My authorization will remain in effect for the entirety of enrollment in Early Identification Program.

STEP 6: Photography/Videotape Permission

Photography/Videotaped Permission

I am the Parent/Guardian of the above-named student who is under eighteen years of age and am fully competent to sign this release. I hereby grant permission to George Mason University the absolute and irrevocable right and permission, with respect to photographs, videos, and audio recordings taken or made of and/or comments made by the above named student or in which the student may be included with others; to use, re-use, and publish the same in whole or in part in any and all media including use on the world wide web, now or hereafter, and for any purpose whatever for illustration, promotion, art, recruitment, publication, advertising, and trade, and if appropriate, to use the student's name and pertinent education and/or biographical facts as George Mason University chooses. Use of photographs, videos, comments, and audio recordings is granted without any restriction as to changes or alterations (including but not limited to composite or distorted representations or derivative works made in any medium) and I waive any right to inspect or approve the finished versions incorporating the photograph, video, audio recording, and/or comments including written copy that may be created and appear in connection therewith.

I agree that George Mason University owns the copyright in these photographs, videos, and/or audio recordings and I hereby waive any claims I may have based on any usage of the works derived therefrom. I release and discharge George Mason University and its employees, assigns, licensees, successor in interest, and legal representatives from any and all claims and demands arising out of or in connection with the use of these photographs, videos, audio recordings, and/or comments, including without limitation any and all claims for libel or invasion of privacy. The photographs, videos, audio recordings, and/or comments will not be sold to any other firm or organization.

I am not a minor and have the right to contract in my own name and the name of the above-named student. I have read the foregoing and fully understand its contents. This release shall be binding on me and my heirs, legal representatives, and assigns.

If the participant is under 18, a parent/guardian or legal guardian must also sign.

[Back to Previous](#)

[Agree Above and Submit](#)

[Opt-out and Submit](#)

Parent / Guardian shall read the terms and consent or opt-out of granting permission for photography or video recording of student in EIP events. Click "Agree Above and Submit" or "Opt-Out and Submit" to complete the Parent / Guardian portion of the application.

Once submitted, Guardian Profile for EIP Prep completed form will appear on the screen with the message below, along with a summary of responses submitted:

Your information was submitted successfully. You can always make changes before the deadline.

Guardian Information

First Name: EIP Last Name: Prep Parent Guardian Type: Both Parents (I am the mother)
Phone: 7039931120 Email: mrsesaf31@gmail.com
Address: 4400 University Dr, Fairfax, VA 22030

My Highest Education Level: High School

Father Information

Father's name: EIP Prep Parent Father Occupation: Coordinator
Father's Highest Education Level: High School

Relative's Information

Have any of applicant's sibling completed the EIP: No
Are any of sibling currently in the EIP: No

Is anyone in your immediate family presently enrolled in college: No

Question

Does your student qualify for Free or Reduced lunch: Yes

Agreements

Guardian Consent for Release of Student Records:
Photo & Media Release Permission:

[Edit](#)

Please note that Parent / Guardian will be able to edit the profile by clicking on the “Edit” link on the bottom of the page. Edits will only be allowed until deadline for submission.

Note: At the top of the Guardian Profile page, parent/guardian of student will be able to track the progress of each section of their student’s EIP Prep Application, be sure to follow up with your student to ensure follow up is done with each person for the corresponding sections that are in progress or not started.

Application Status

Student: Completed Easy

Guardian: In Progress Profile

School Reference: In Progress Recommendation

Community Reference: Not Started

SCHOOL RECOMMENDER PORTION OF APPLICATION

STEP 1: Email

Once the student submits the application, the School Recommender will receive an email with Subject "Action Required: Complete The School Recommender Information Form" as seen below

Reference Information		
First Name/Given Name: *	Last Name: *	Occupation:
<input type="text" value="EIP"/>	<input type="text" value="Prep Recommender"/>	<input type="text" value="Coordinator"/>
Title:	Phone: *	Email: *
<input type="text" value="Coordinator"/>	<input type="text" value="7039933120"/>	<input type="text" value="maaldan1@gmu.edu"/>
Recommender's relationship to applicant: <input type="text" value="Community/Extracurricular"/>		
Category	Rate Scale *	
Leadership Potential	<input type="text" value="Superior"/>	
Comment * Please note that the student application will be reviewed by three reviewers, your comments are critical in the final decision making process. Please provide detailed comments that can help our reviewers know more about the student and their potential to thrive in the Early Identification Program.		
<input type="text" value="Testing"/>		
Motivation	<input type="text" value="Superior"/>	
Comment * Please note that the student application will be reviewed by three reviewers, your comments are critical in the final decision making process. Please provide detailed comments that can help our reviewers know more about the student and their potential to thrive in the Early Identification Program.		
<input type="text" value="Testing"/>		
Growth Potential	<input type="text" value="Superior"/>	
Comment * Please note that the student application will be reviewed by three reviewers, your comments are critical in the final decision making process. Please provide detailed comments that can help our reviewers know more about the student and their potential to thrive in the Early Identification Program.		
<input type="text" value="Testing"/>		
Maturity	<input type="text" value="Superior"/>	
Comment * Please note that the student application will be reviewed by three reviewers, your comments are critical in the final decision making process. Please provide detailed comments that can help our reviewers know more about the student and their potential to thrive in the Early Identification Program.		
<input type="text" value="Testing"/>		

School Recommender **MUST** click on **SUBMIT INFORMATION** to proceed with the application.

STEP 2: Reference Information

School Recommender will be prompted to the Recommendation Form and **MUST** complete all information accurately.

Recommendation Information for EIP Prep

Reference Information

First Name/Given Name: * [input field] Last Name: * [input field] Occupation: [input field]

Phone: * [input field] Email: * [input field] Title: [input field]

How long have you known the applicant: [input field]

Recommender's relationship to applicant: School/Academic

STEP 3: Rate Scale

School Recommender will rate the students on four categories and comment on each: **Academic Ability, Motivation, Growth Potential, and Maturity on a scale of 0-4**

Rate Scale

Category	Rate Scale *
Academic Ability	<p>-Select One-</p> <ul style="list-style-type: none">Select OneSuperior - 4Above Average - 3Average - 2Below Average - 1Unable to Assess - 0
Motivation	<p>-Select One-</p> <p>Comment * write "NA" (not applicable) rather than leaving the space blank</p>
Growth Potential	<p>-Select One-</p> <p>Comment * write "NA" (not applicable) rather than leaving the space blank</p>
Maturity	<p>-Select One-</p> <p>Comment * write "NA" (not applicable) rather than leaving the space blank</p>

School Recommender will have a section for additional comments outside of the categories as well as a section to upload an optional letter of recommendation

Please comment on anything else that you think would be helpful to the EIP Prep selection committee.

Upload File, if you wish to add a recommendation letter for the student:

Submit

Once all information is completed, you may click submit to complete this portion of the application.

Once submitted, Recommendation for EIP Prep completed form will appear on the screen with the message below:

Recommendation for EIP Prep

Your information was submitted successfully. You can always make changes before the deadline.

Reference Information

First Name/Given Name: EIP	Last Name: Prep Recommender	Occupation: Coordinator
Title: Coordinator	Phone: 7036933120	Email:
Recommender's relationship to applicant: School/Academic		
How long have you known the applicant: 3 years		

Rate Scale

Category	Rate Scale	Comment
Academic Ability	Superior - 4	
Motivation	Superior - 4	
Growth Potential	Superior - 4	
Maturity	Superior - 4	

Please comment on anything else that you think would be helpful to the EIP Prep selection committee.:

Great student!

Upload File:

N/A

Edit

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Please note that the School Recommender will be able to edit the profile by clicking on the "Edit" link on the bottom of the page. Edits will only be allowed until deadline for submission.

SECOND RECOMMENDER PORTION OF APPLICATION

STEP 1: Email

Once the student submits the application, the Second Recommender will receive an email with Subject "Action Required: Complete The Second Recommender Information Form"

Dear Parent/Guardian,

We apologize for the delay in the sending of this email due to unexpected system updates, as a result we have extended the deadline to give your student an extra week to work on their application, please see below for the updated deadline date.

For your reference, your student, [student-name], has been sent their Student Profile section of the EIP Prep Application, this email outlines instructions on how you will access the Parent/Guardian Profile section of your student's application to the EIP Prep program with George Mason University.

As a reminder, both the student and parent section are different from each other and can only be completed by the intended person. Also, you will be able to track the progress of your student's completion of the EIP Prep Application within the Parent/Guardian section. Also, your student will also be able to view the status of completion for both the guardian and recommenders' sections.

To complete the Parent/Guardian Information Form, please click the link below to begin: **Deadline to complete is Friday, April 30, 2021.**

[SUBMIT INFORMATION](#)

The link will expire on [expiration-date], try to [request a new link](#).

If clicking the link above does not work, right click "Submit Information", select "Copy Hyperlink" and copy and paste the URL in a new browser window.

For your reference, the EIP Prep program is designed to support students academically and personally through numerous activities and events. We provide weekly tutoring, mentoring, and a host of seminars that focus on college admissions, financial aid and paying for college, goal setting, and study skills. We also provide a family seminar for students and parents that focuses on family communication, advocacy, and planning for college. Students who successfully complete EIP Prep will transition into the EP program for grades 9-12.

If you have any questions or concerns, please do not hesitate to contact the EIP office at (703)863-3120 or email us at eip@gmu.edu

Best Regards,
Early Identification Program
George Mason University
Student Union Building I, Suite 1300
Phone: 703-863-3120
Fax: 703-863-3128
<http://eip.gmu.edu/>

Please note, the email will indicate expiration details and instructions to get a new link (this will only work until the deadline for submission)

Second Recommender MUST click on SUBMIT INFORMATION to proceed with the application.

STEP 2: Reference Information

Second Recommender will be prompted to the Recommendation Form and MUST complete all information accurately.

Recommendation Information for EIP Prep

Reference Information

First Name/Given Name: * Last Name: * Occupation:

Phone: * Email: * Title:

How long have you known the applicant: Recommender's relationship to applicant:

Rate Scale

Category	Rate Scale *	Comment *
Leadership Potential	--Select One--	with 'N/A' (if not applicable) rather than leaving the space blank
Motivation	--Select One--	with 'N/A' (if not applicable) rather than leaving the space blank

Similar to the First Recommender, the Second Recommender will rate the students on four categories and comment on each:

- Leadership Potential
- Motivation
- Growth Potential
- Maturity

Scale of 0-4

Second Recommender will have a section for additional comments outside of the categories as well as a section to upload an optional letter of recommendation

Please comment on anything else that you think would be helpful to the EIP Prep selection committee.:



Upload File, if you wish to add a recommendation letter for the student: ⓘ

No file selected

Once all information is completed, you may click submit to complete this portion of the application.

Once submitted, Recommendation for EIP Prep completed form will appear on the screen with the message below:

Recommendation for EIP Prep

 Your information was submitted successfully. 
You can always make changes before the deadline.

Reference Information

First Name/Given Name: EIP	Last Name: Prep Recommender	Occupation: Coordinator
Title: Coordinator	Phone: 7039933120	Email:
Recommender's relationship to applicant: Community/Extracurricular		
How long have you known the applicant: 3 years		

Rate Scale

Category	Rate Scale	Comment
Leadership Potential	Superior - 4	Testing
Motivation	Superior - 4	Testing
Growth Potential	Superior - 4	Testing
Maturity	Superior - 4	Testing

Please comment on anything else that you think would be helpful to the EIP Prep selection committee.:

Great student!

Upload File:

N/A

[Edit](#)

Please note that the School Recommender will be able to edit the profile by clicking on the "Edit" link on the bottom of the page. Edits will only be allowed until deadline for submission.

Once all sections are completed (Student, Guardian, Recommender 1, and Recommender 2) the application will be considered complete.

On the back end of the system, EIP staff members will be able to track the following:

- Know which students were sent the link to the online application. EIP staff will also know whether a student has used their application link or not.
- View students'/guardians'/and recommenders' responses
- See completion status for:
 - Student Section:
 - o Note: In this section, student's most recent 7th grade report card will be uploaded. Grades will be provided by school county as long as parent/guardians agrees to the grade release consent of student records agreement forms in the Guardian Profile section
 - o Parent/Guardian Section
 - o Recommender 1 Section
 - o Recommender 2 Section
- Know which students have:
 - o Saved their application
 - o Awaiting documents, meaning students submitted the student profile section and their application is waiting for 7th grade report card.
 - o Submitted
- Once applications are submitted the platform will allow reviewers to review and the system will track which applications are under review
- The system will track final decision status
- All final decisions will be sent to students and parents/guardian via email from the application platform.