Application Instructions for GradApply

1. Go to gradapply.ecu.edu and create a new account.
2. Once on the “Create an Account” page, fill in your information. Any field marked with a red asterisk is required. Any returning students please do not use your ECU email when creating your new account. Any info provided in this section will automatically transfer to your online application.
3. On the “Create an Account” page, you will be required to fill out your anticipated entry term. *This cannot be filled out until you provide information for degree type, academic program, and concentration. Depending on the program a concentration may not be available. It is ok if this field is left blank.*
4. Hitting the “create account” button will direct you to your “My Account” page.

The “Manage Applications” button will allow you to view your applications as well as submitting supplemental items.
5. On the “My Account” page, you will notice a section labeled “Events”. This is where you can search and view events related to your program area and the Graduate School.

![Events Calendar](image)

6. When you are ready to submit your application, click on the “Start an Application” button at the bottom of the “My Account” page.

![Next Steps](image)
7. Click on the “Start New Graduate Application” button.

8. Any information that was provided when you were creating your account should have carried over into your application. All of the red asterisks mean that the information is required.
9. Throughout the application, conditional questions may pop-up depending on your answer to the previous question. For example, more questions will become visible if you click yes for holding a teaching license.

Some questions are codependent on each other.

10. In the Academics Section you will be able to search for colleges and universities you have previously attended. If your college or university is not listed, please type in the name and address of the institution in the “Unlisted School Name and Address” text box provided.

11. You will be able to save your application at anytime during the process; as well as move back and forth between sections.
12. You will be required to electronically sign and date the application before submission.
13. After you submit your application you will be brought to the Payment Gateway page. If you have a promo code for a fee waiver you will need to enter it in the Promo Code box and click “Apply Code”. Fee waivers are only available in special cases. If you do not have a promo code, you will need to scroll down to the bottom of the screen and click “Next” to submit your $70 application fee. Your Payment Information should automatically fill from the information on your application.
14. Once you have clicked Next, you will be transferred to the TouchNet site to enter your credit card information. After clicking Continue you will need to enter your billing information.
15. Enter your billing information and click Continue. After you click Continue you will need to Submit Payment. After you Submit Payment you will get the Payment Receipt Screen letting you know that your payment was successful. Click Continue.
16. After submitting your payment a confirmation page will appear and a confirmation email will be sent to you. Please keep this email for your records. Click Return to continue.

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Thank you for your payment. Your application has been submitted!
Please select the appropriate button to return to your login page.

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Thank you for your payment!

This is an automated message to confirm that your payment has been submitted.

Payer -- [ Kathryn Smith ]
Amount -- [ $70.00 ]
Masked Account Number -- [ xxxxxxxxxxx5454 ]
Confirmation Number -- [ 20140902000001 ]

Sincerely,
East Carolina University
Cashier's Office
https://www.ecu.edu
East Carolina University
17. After clicking “Return” on the confirmation page and that link will redirect you to the splash page below. Once on the splash page, Click “My Account” in the top right to get back to the My Account page.
18. **Once you get back to the “My Account” page there are two ways to get to the Supplemental Item section.** You can click on “Manage Applications”, which will take you to the “Application Listing” page and click on “View” under Supplemental Items or from the My Account Page you can scroll all the way to the bottom and click on “Submit Supplemental Items”.

**OR**
19. Some of the supplemental items can be submitted through your GradApply account, while others will need to be sent to the Graduate School. **After submitting an item, the status will appear under the status column (items can be removed and uploaded again if necessary).**

![Supplemental Items Listing](image)

20. There are four entrance tests options when applying to graduate school (MAT, GRE, GMAT, and MCAT) and two tests for international students (TOEFL and IELTS). Only one test score is required when applying (check with your program to see which one is recommended). For example, if you see the GRE and MAT listed for your supplemental items you only need to submit either the GRE or the MAT. Once that test has been submitted to the graduate school, the test that was not taken will indicate a “Waived” under the submission status.
21. Recommendations can be submitted underneath the “Supplemental Items Listing” page.

22. When you are filling out the recommendation form, you will have the option to waive the right to view requested information. The person writing the letter of recommendation will be informed of your choice.

23. When your requests have been completed by your recommender your status will say “complete” under the status column.