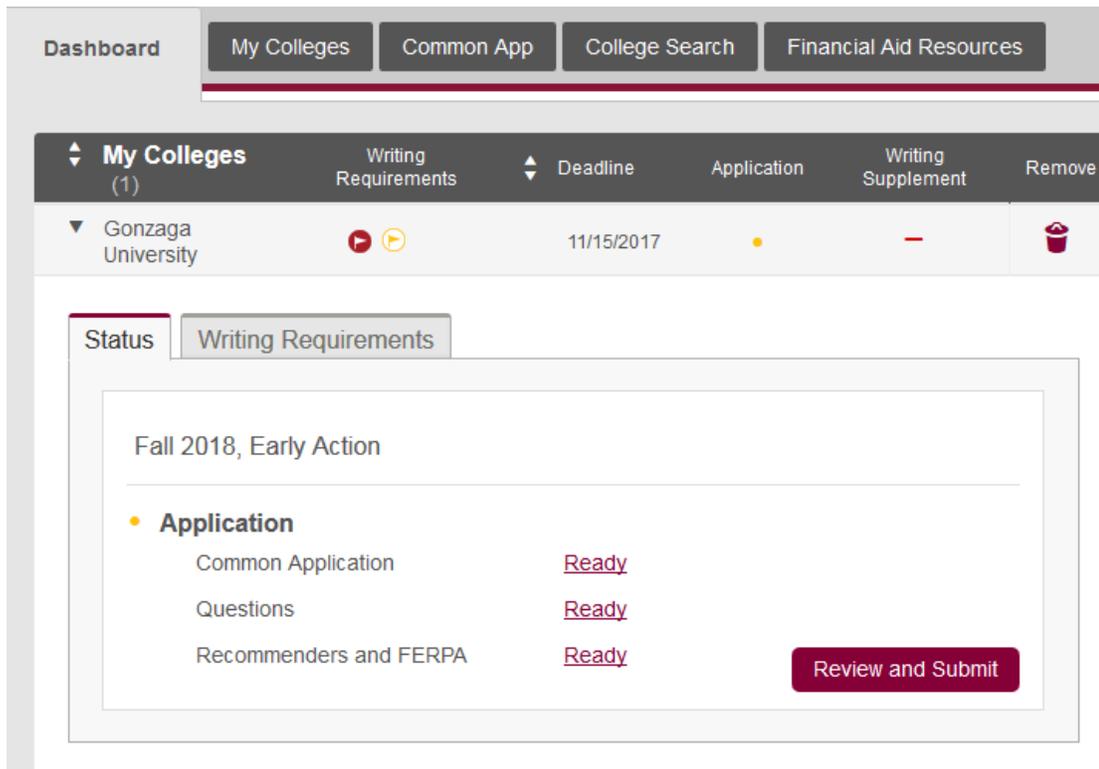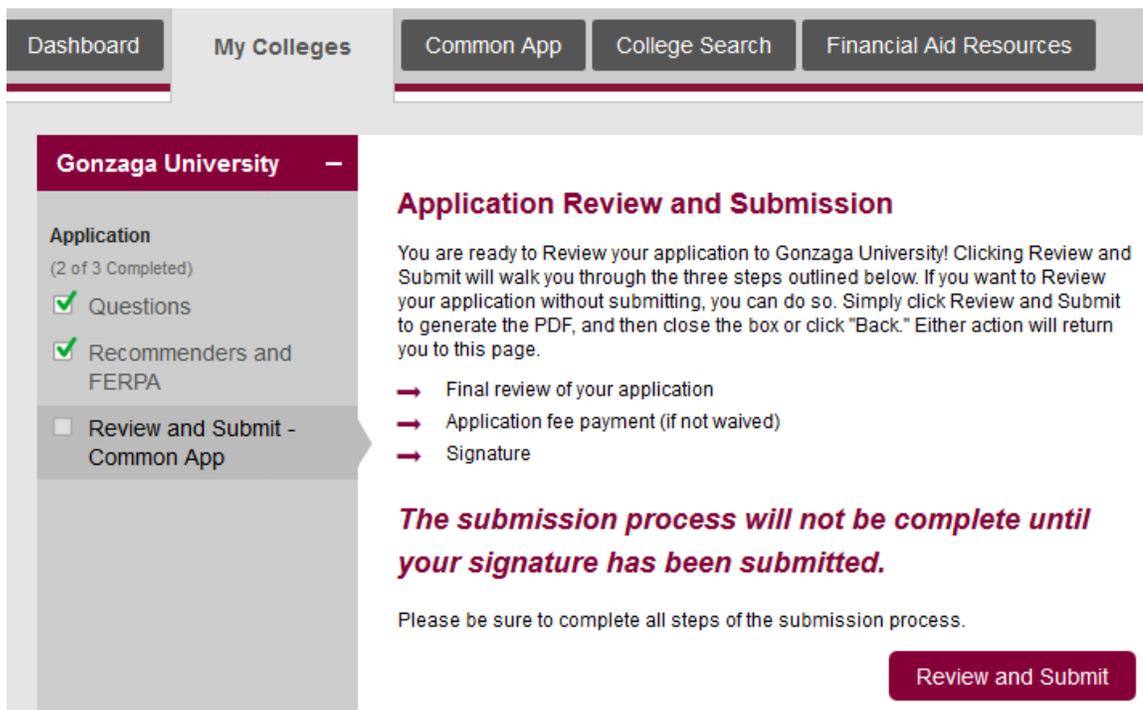# Submitting your Common Application

When your application is complete your dashboard will look like this.

Once all areas of application are complete you will click **Review and Submit.**

Your application PDF will load.

Please view the PDF of your application, and if it is accurate click *Continue*

Updated by RH 6-28-17

Check the box stating you have reviewed the PDF copy of your application and wish to proceed with submission then click *Continue.*

Application Submission

1 Final Review > 2 Payment > 3 Signature

Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to Gonzaga University. To make corrections, return to your Common Application or College Questions to make changes. You may also return to your Dashboard and complete your submission at another time.

☐ I have reviewed the PDF copy of my application and wish to proceed with my submission. *

Back   Continue

Depending on if you selected an application fee waiver, or are paying the application fee your screen will look like one of the two images below.

Requesting Fee Waiver:

Application Submission

1 ✓ Final Review > 2 Payment > 3 Signature

You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.

Back   Continue

Updated by RH 6-28-17

Paying Application Fee:

Click "Continue" to proceed with payment, you will be sent to **Cashnet**

- On the Cashnet landing page, you will see applicant data that is passed from the Common App to Cashnet to facilitate the payment process. This information includes Applicant First and Last Name, Common App ID, and Applicant Payment ID. I
- In addition, the application fee amount is passed from the Common App and will appear on the right side of the screen. Please verify that this amount appears correctly.

** *Note:* If you need to cancel your payment transaction at any time during the payment process, click the "Cancel My Transaction" button on the right side of each screen to return to the Common Application.

Updated by RH 6-28-17

To proceed in making a payment, please click the "Next" button
- Select a payment method. Applicants may choose to make a payment using a credit card, electronic check/ACH, or non-US credit cards/wire transfers.
- You must also acknowledge the terms and conditions of the Cashnet user agreement by sliding the tab to the right.
- When you have entered all of the required information, the "Next" button will change from gray to black, allowing you to move to the next step.

Click the "Next" button to move to the "Review and Confirm" screen.

- The "Review and Confirm" screen will allow you to ensure that all information is correct before submitting payment.
- **Enter an email address.** If you enter your current email address, you will receive an email receipt for the payment to review. After you enter an email address, the "Submit Payment" button will change from gray to black, allowing you to submit your payment.

Click the "Submit Payment" button to complete your payment.

- After clicking the "Submit Payment" button, you will be brought to a receipt page. This receipt will be sent to the email address provided in the review screen.

- You can send additional receipts using the button at the top labeled "Email Another Receipt" or you can print this receipt to review later.

Updated by RH 6-28-17

Click the "Return to Common Application" button to return to the Common Application and submit your application.

To proceed

Check off each box and type applicant name in Signature box, then click **Submit**.

Application Submission

1 ✔ Final Review   >   2 ✔ Payment   >   3 Signature

Signature

Please affirm the following before you submit your application.

☑ I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. *

☑ I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history. *

☑ I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information. *

☑ I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. *

☑ I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.] *

Signature * Lizard Wine   **Date** * 06/27/2017

Continue

Only when you see the below image has your application been successfully submitted!

Application Submission

Congratulations! You have successfully submitted your Common Application for First Year students to Gonzaga University.

You can review the status of your Common Application requirements in the 'Dashboard' tab. *Please ensure that any incomplete requirements are submitted prior to the college's application deadline.*

Gonzaga University has recommended certain next steps for your application process. You can access that information by clicking on What's Next below.

Close   What's Next

New **What's Next from Gonzaga University message**, click What's Next for additional information.

What's Next from Gonzaga University

Thank you for applying to Gonzaga University!

Once your application is processed, you will receive a confirmation email. Shortly thereafter, you will be notified about any materials we need to complete your application. Be sure to check your email regularly!

Admission decisions will be mailed 6-7 weeks after the application deadline.

You will be considered for a merit scholarship based on the application for admission. To access additional financial aid and scholarships, please file the FAFSA as soon as possible after October 1st and view GU scholarships. We encourage you to learn more about what it means to #BeAZag, and to come visit us!

OK

After submitting your application your Dashboard will look like this. There will be a green checkmark that indicates your application was successfully submitted.