

# HACC-Harrisburg - Engineering Innovation Online Application Special Instructions

- 1) Complete the online application. The link can be found on the Engineering Innovation website:  
<https://ei.jhu.edu/apply/>
- 2) Complete the Personal Data page and click "Save & Continue"
- 3) Complete the Contact Information page and click "Save & Continue"
- 4) Complete Parent Information page and click "Save & Continue"
- 5) Complete School Information page and click "Save & Continue"
- 6) Complete Transcript/Grade Information page and click "Save & Continue"
- 7) Complete the Parent Student Agreement page as shown below and click "Save & Continue"

The screenshot shows the 'Parent Student Agreement' page. On the left is a navigation menu with the following items: Personal Data, Contact Information, Parent Information, School Information, Transcript/Grade Information, Parent Student Agreement (highlighted), Financial Aid, Essay, Important Links, Teacher Letter of Recommendation, Downloadable Forms, and Check Your Application. Below the menu is a 'PRINT FORMS' button. The main content area is titled 'Parent Student Agreement' and includes the following text: 'Questions marked with an asterisk (\*) are required and must be answered.', 'Parent Student Agreement', 'Please visit the Engineering Innovation website for more information about financial assistance eligibility requirements.', and the URL 'http://engineering.jhu.edu/ei/apply/cost'. The first question is 'Are you applying for JHU financial aid?' with radio buttons for 'Yes' and 'No'. The second question is 'Who is responsible for tuition that is not covered by JHU financial aid? (choose all applicable)\*' with checkboxes for 'Parent/Guardian' and 'Other Sponsoring Organization' (checked). Below are input fields for 'Name of Sponsoring Organization' (Harrisburg Public School Foundation), 'Name of Contact at Sponsoring Organization' (Nanette Blank), 'Phone Number' (111-111-1111), and 'Email Address' (nblank@hbgsd.us). A disclaimer states: 'I approve of this application and will permit my student to attend Engineering Innovation offered through The Johns Hopkins University. If my student is accepted and enrolled, I agree to pay all tuition costs unless tuition is covered by JHU financial aid or by a sponsoring organization. I recognize that the application fee is non-refundable.' A signature line follows: 'By typing my full name below and submitting it as my electronic signature, I acknowledge that I have read and understood the terms above, and that I intend to be bound by my signature. I understand and agree that my electronic signature below has the same legal validity and effect as a manual signature and that Johns Hopkins University may rely on it as such.' The signature fields are 'Parent Signature - full name\*' (Parent Name) and 'Date\*' (08/18/2017). At the bottom right are buttons for 'SAVE', 'SAVE & CONTINUE', and 'RESET'.

- 8) Upload your Essay
- 9) Add the information for the Teacher Letter of Recommendation
- 10) Click the "Submit" Button

## 11) On the Step 2:

The screenshot shows the 'Step 2: Application Fee Payment' page. The header features the 'Engineering Innovation' logo and navigation links: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The sub-header reads 'A Johns Hopkins Summer Program for High School Students'. The left sidebar contains a menu with 'Application for Admission' (selected), Application Instructions, Personal Data, Contact Information, Parent Information, School Information, Transcript/Grade Information, Parent Student Agreement, Financial Aid, Essay, Important Links, Teacher Letter of Recommendation, Downloadable Forms, and Check Your Application. A 'PRINT FORMS' button is at the bottom of the sidebar. The main content area is titled 'Step 2: Application Fee Payment' and contains the following text:

Your application will not be processed until your application fee has been paid. Application fees are non-refundable and must be received by the stated application deadlines.

You may pay your application fee online here with your credit or debit card. Visa, Mastercard, Discover and American Express cards are accepted and processed using a secure online payment system. To use your credit or debit card, select the **Credit Card** payment option and click on the pay & continue button below. You will be directed to a separate, secure website where you will be prompted to enter your credit or debit card information. If the payment is successful, you will be returned to your application to continue the submission process.

If you cannot pay online, you may mail a money order to the admissions office. Select the **Check (I'll mail my payment)** option and click on the pay & continue button below. After submission, you will be instructed to print a payment voucher to mail with your money order. Mail the voucher and your application fee as soon as possible. Your application will not be processed until we receive your payment.

**Review Application Fee**  
\$75

**Select Payment Method**

Check (I'll mail my payment)

Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

**PAY AND CONTINUE**

Technical Support | Privacy & Security | System Requirements | Helpful Hints ^

Application Fee Payment page you will be asked to pay a \$75 Application Fee. We will waive this fee, but you must complete the following process:

- Select the "Check (I'll mail my payment)" box
- Click the "Pay and Continue" button
- Click OK
- Type your name
- Click Submit
- Send an email to [ei@jhu.edu](mailto:ei@jhu.edu) letting us know that you have submitted an online application. In this email, please give us your first and last name and write that you are from HACC-Harrisburg and that we have agreed to waive your application fee.