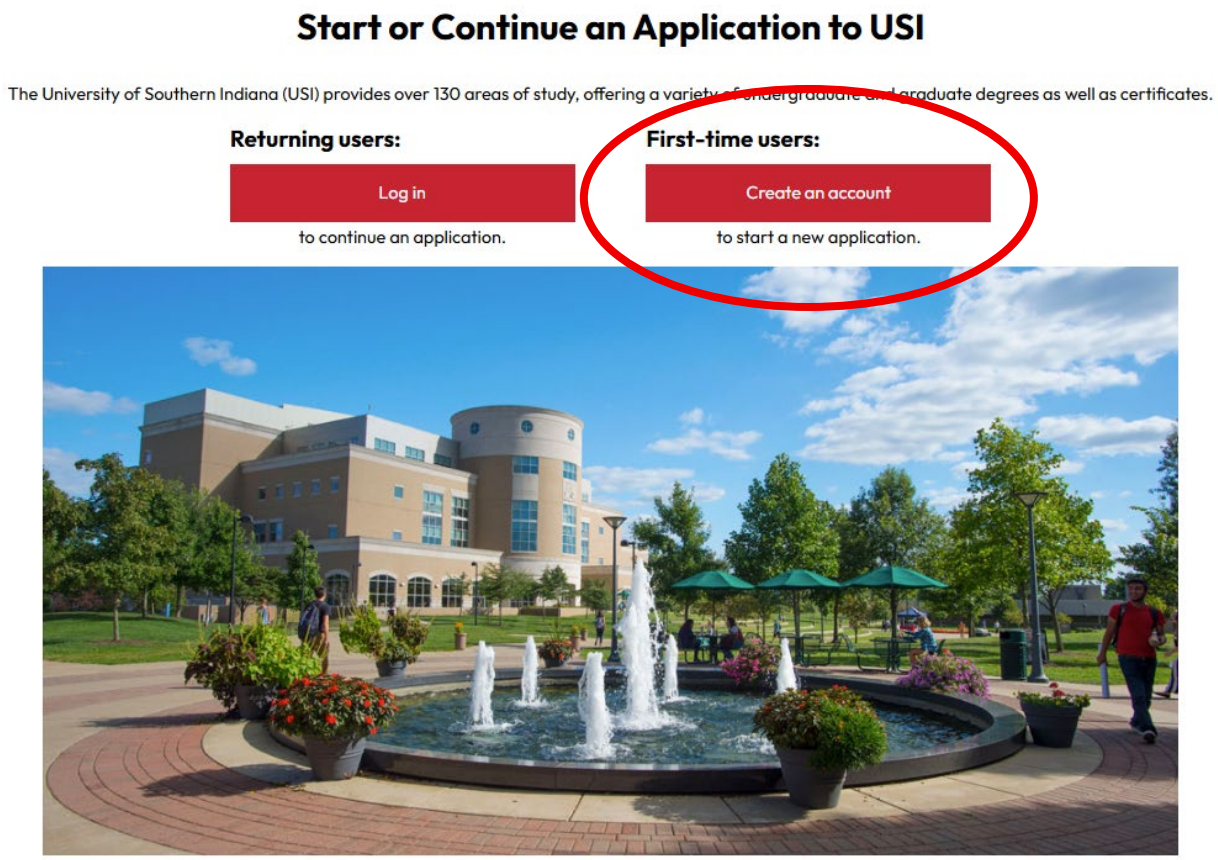
How to Apply to CAP as a New Student

Step 1: Make sure you have all of the information you need to apply to CAP: your personal email address, your Social Security Number (SSN), and your parent/guardian's email address.

Step 2: Go to www.usi.edu/cap/apply and click on the "1. Submit Online CAP Application" button. You will be taken to the Application management screen.



Step 3: Click the "Create an account" link under "First-time users."



Step 4: Enter your personal email address, your **LEGAL** first name, **LEGAL** last name, and birthdate.

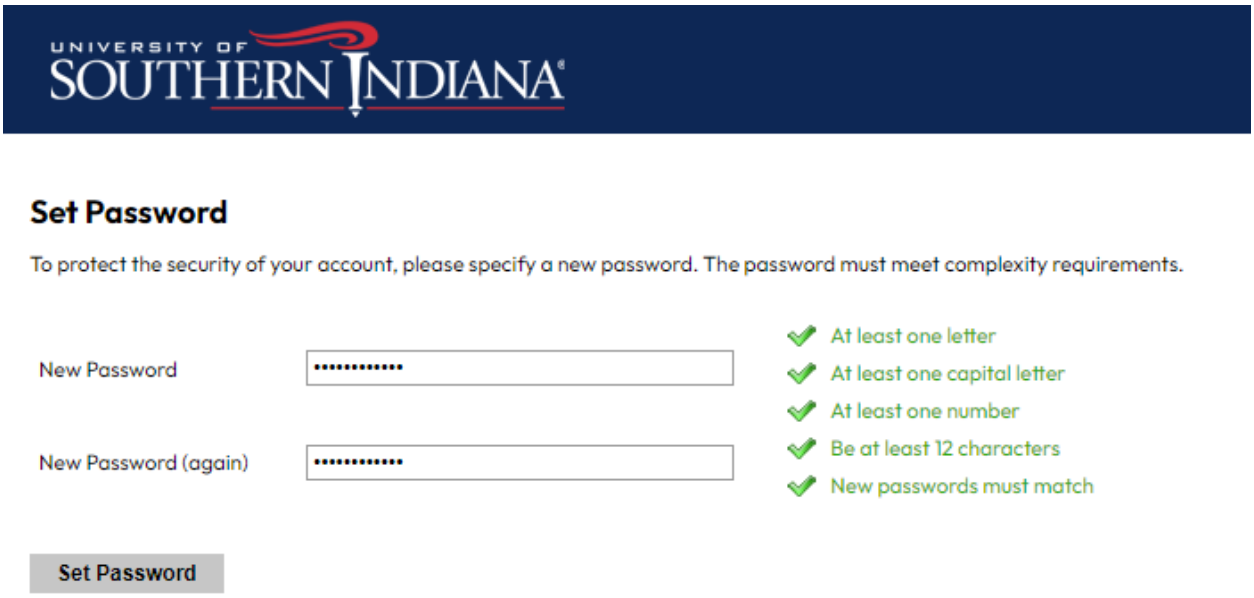


- Notice how Archie typed in his legal name, Archibald, and not his nickname. Make sure to provide your legal first and last name on your CAP application.

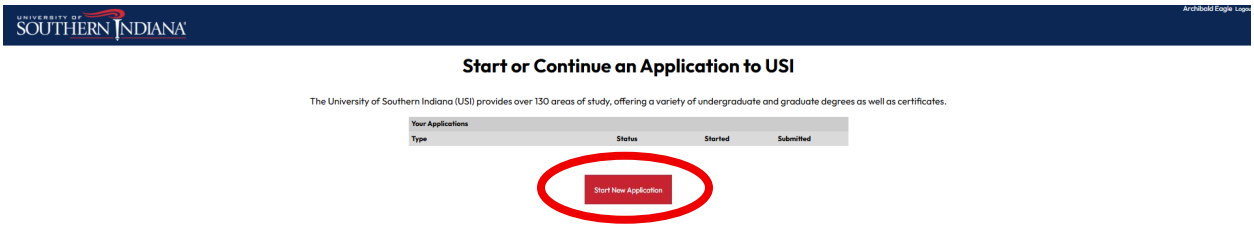
Step 5: Open your personal email that you entered on the previous screen. You will have been sent an email with a temporary PIN. Enter the temporary PIN on the login screen and re-enter your birthdate. Click Login.



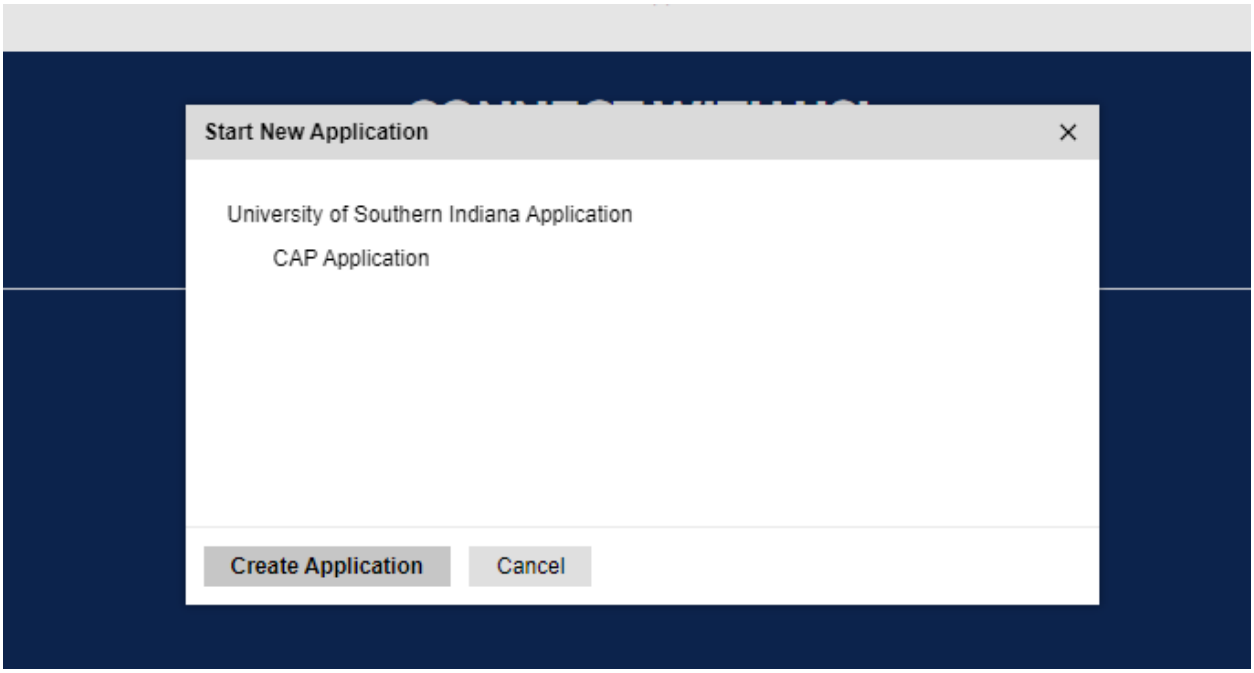
Step 6: Enter in a password that meets the criteria. Write that password down and save it, because you will need it again. Click Set Password.



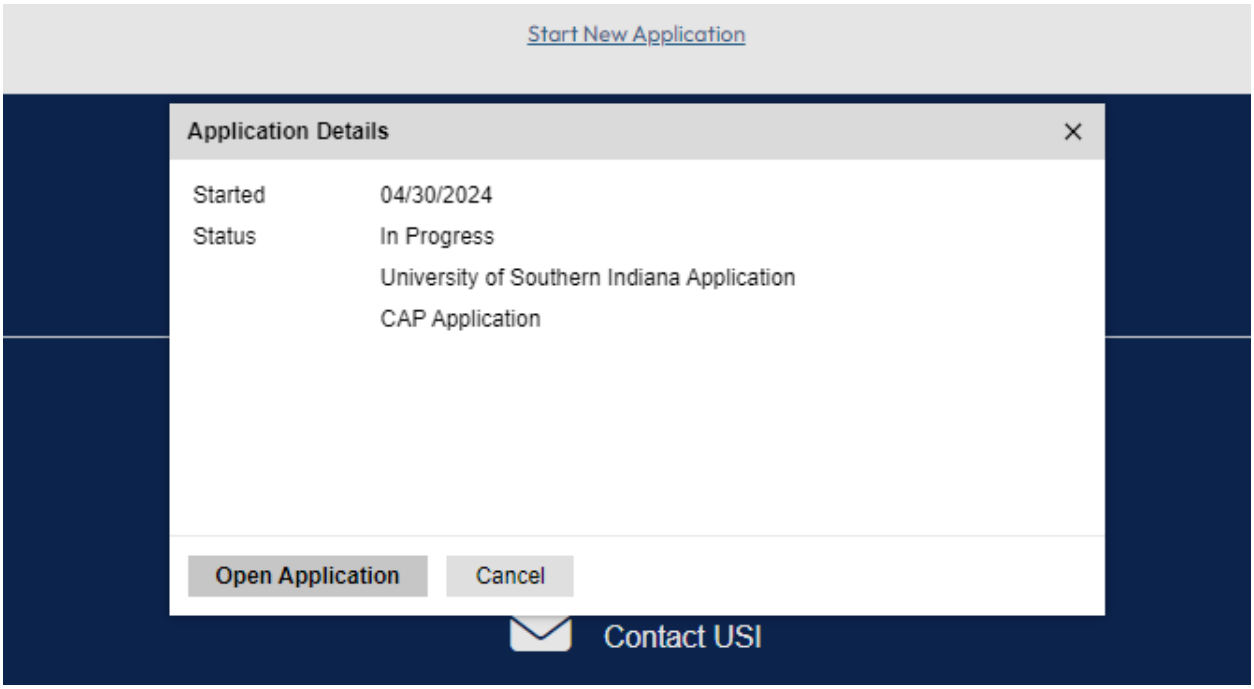
Step 7: Once you set your password, you will be taken to the Application Management screen. Click "Start New Application."



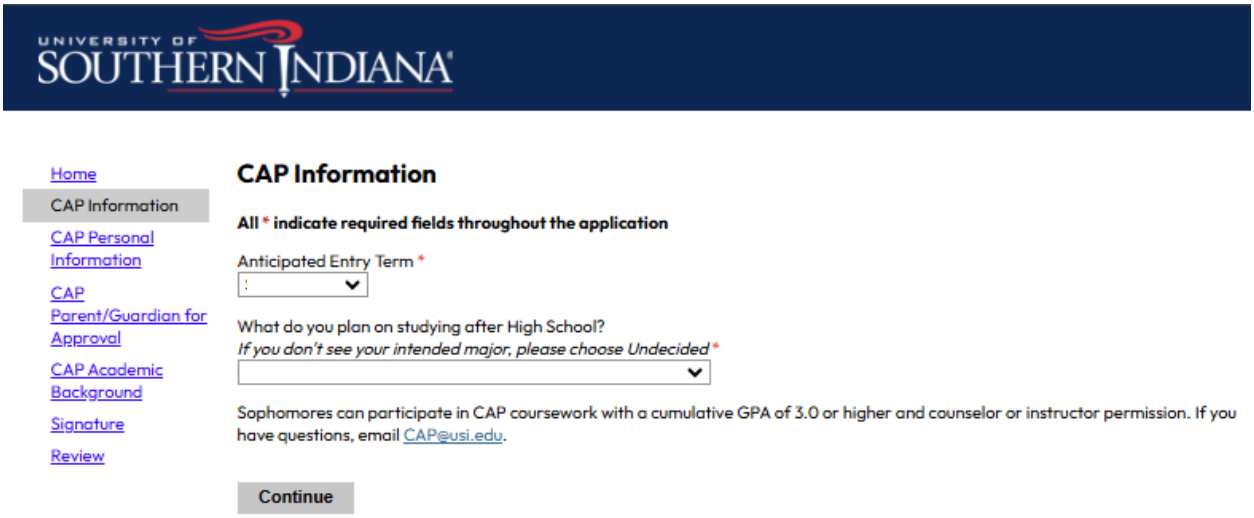
Step 8: On the white box that pops up, it will already say you are creating a CAP Application. Click "Create Application."



Step 9: Another white box will pop up. Click "Open Application."



Step 10: You are now in the CAP application. The first screen is CAP Information. The Anticipated Entry Term is the current semester and year you are applying to CAP. Select what you are planning on studying after you leave high school. Click Continue.



Step 11: You are now on the CAP Personal Information screen.

- Your name and birthdate have already been added to the application.
- Enter your legal sex.
- To enter your current mailing address, click on "Add New" under the Addresses section. A new box will appear on your screen. Start to type in your full mailing address. Make sure to include your house number in the street address, not just the street name. If you have a PO box as your mailing address, enter that information here. Different address options will start to pop up, so when you see yours, click it, and it will fill out the rest of the address information. Double check it is all correct. Once you have correctly entered your mailing address, you might see a screen that asks you if the address you entered is valid. Confirm that your address is correct and fix it if needed. It is important to provide a valid address on your application, because this is how the CAP office and USI will communicate with you and your family.
- Your personal email address will already be entered. You may provide your high school email address.
- You need to provide your phone number or your parent/guardian's phone number and say if it is a home phone or a mobile phone.
- Select the name of the country in which you hold primary citizenship. The list is in alphabetical order, so United States is low on the list, but can be found quickly by typing 'U.'
- Your Social Security Number is required. If you do not know your SSN, continue filling out the application and then save it for submission at a later date.
- The Race/Ethnicity section is not required, but you may provide that information.
- Click Continue.

UNIVERSITY OF SOUTHERN INDIANA

- Home
- CAP Information
- CAP Personal Information
- CAP Parent/Guardian for Approval
- CAP Academic Background
- Signature
- Review

CAP Personal Information

Name

Legal First Name * Archibald

Middle

Legal Last Name * Eagle

Suffix

Biographical Information

Legal Sex * Male

Birthdate * May 4 2006

Addresses

Street Address	Location	Country	Address Postal

Add New

Email Address

Personal Email Address *

Please provide the following additional email address(es)

High School Email Address

Telephone Numbers

Primary Phone Number *

Primary Phone Type *

Citizenship Information

Primary Citizenship * United States

Do not use dashes when providing social security number.

Social Security Number * (Omit Dashes) Privacy Protection Policy

Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. View Definitions

Are you Hispanic or Latino?

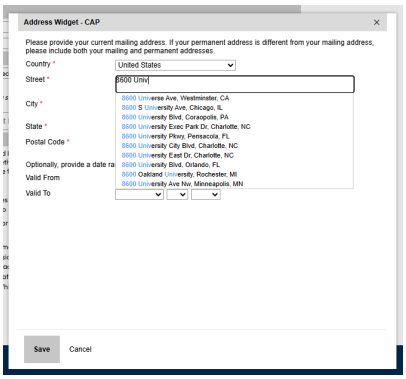
- ○ Yes
- ○ No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

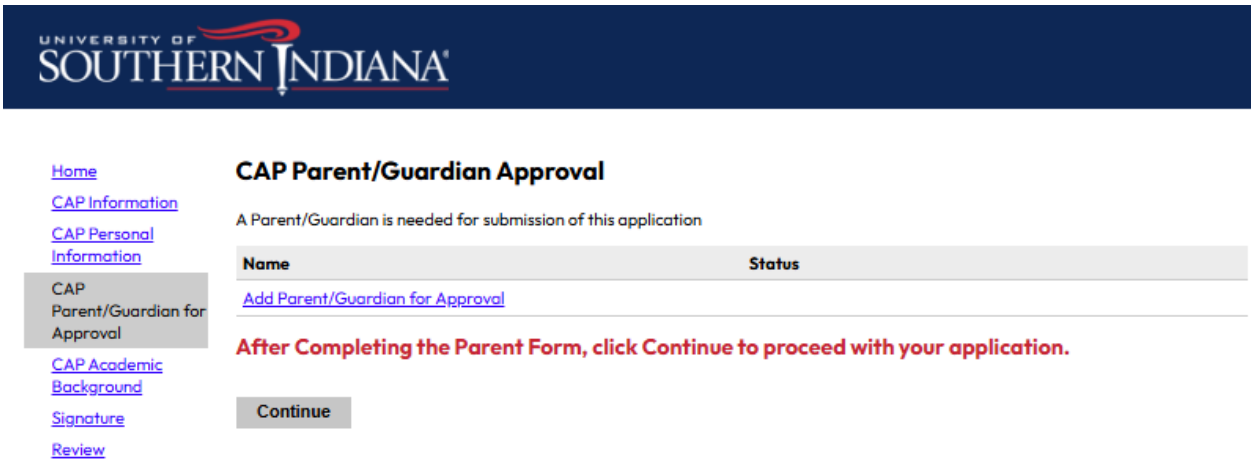
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific
- ☐ White

Continue

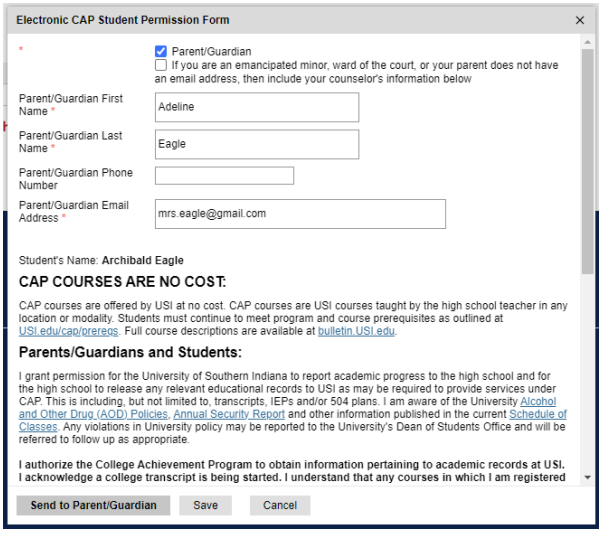
Example of the “Add New Address” pop-up:

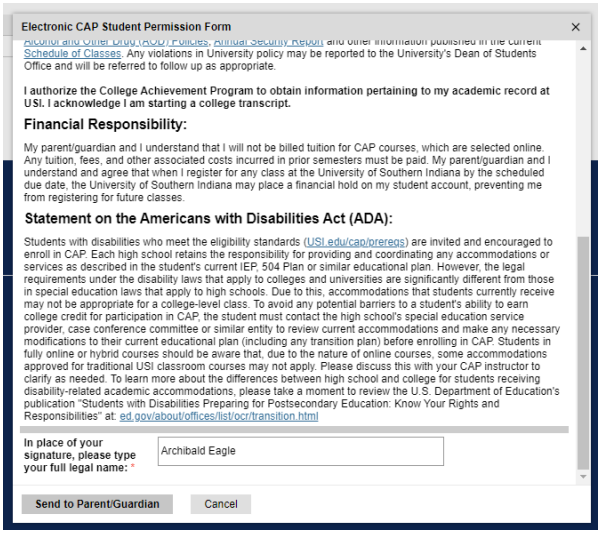


Step 12: You are now on the CAP Parent/Guardian Approval screen. Click on the “Add Parent/Guardian for Approval” link.

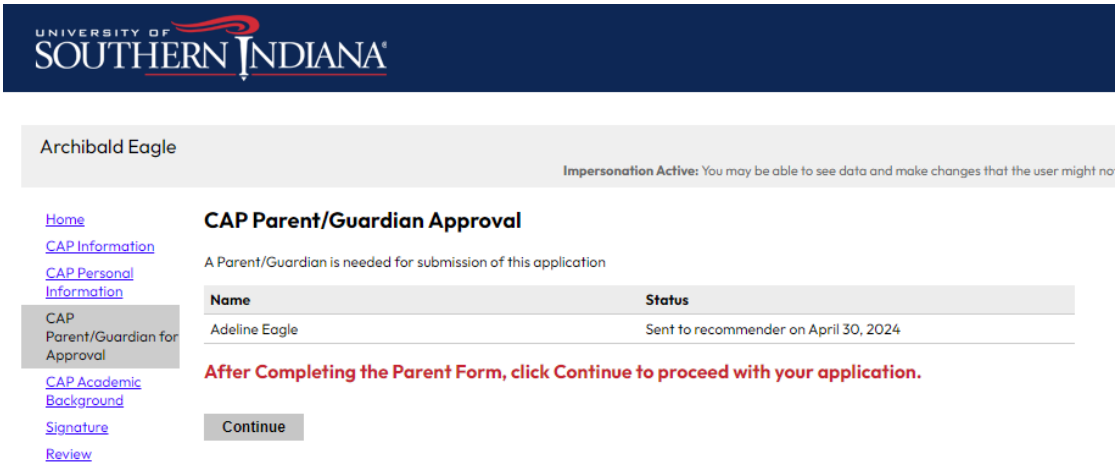


Step 13: Enter your parent/guardian’s first name, last name, and current email address. They will be sent an email asking for their permission for you to earn CAP credit, **so make sure you have the correct email address**. Type in <u>your</u> name in the signature section. Click Send to Parent/Guardian.

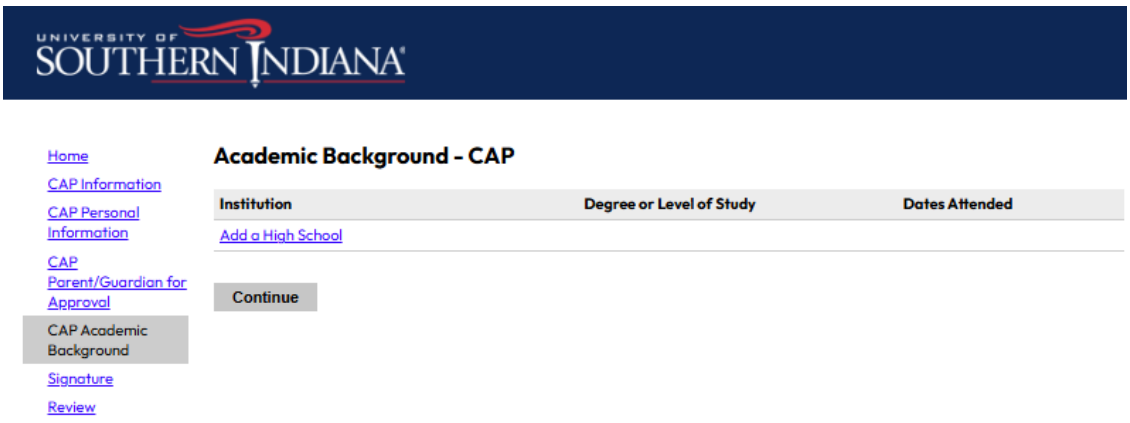


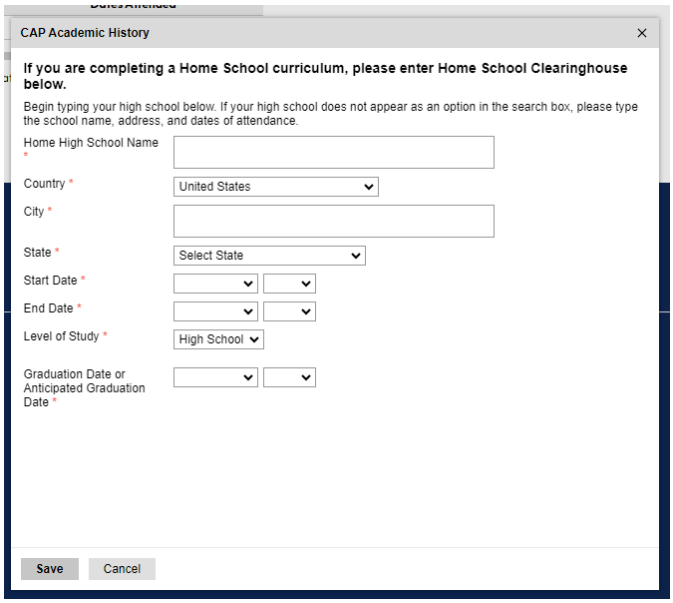


Step 14: Your parent/guardian's name will appear on the screen. Click Continue.

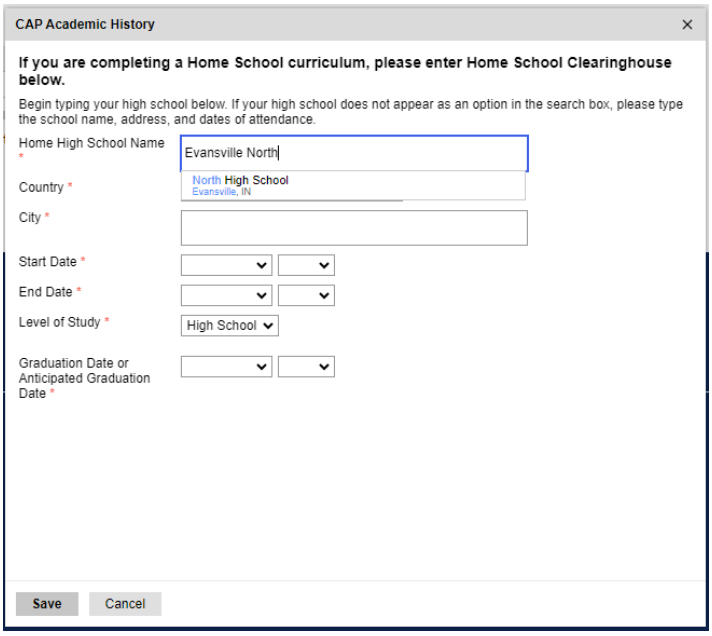


Step 15: You are now on the Academic Background – CAP screen. Click "Add a High School."

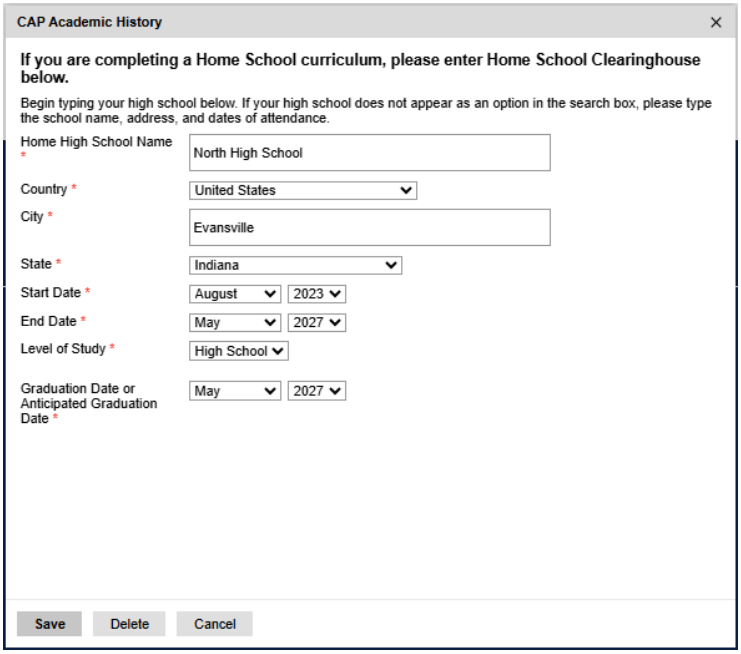




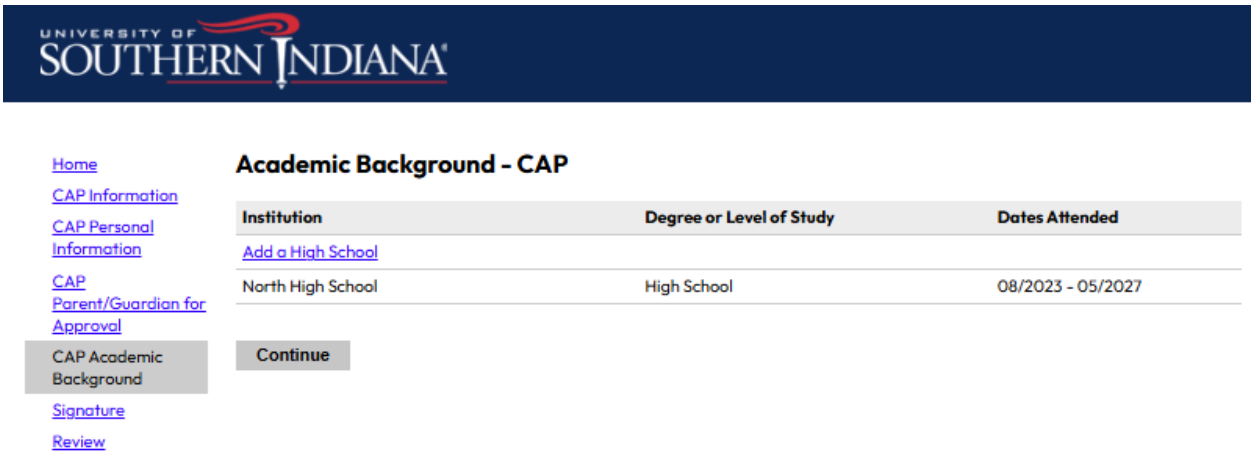
- Enter the name of your current home high school. You will see suggestions start to appear. For a common school name, like North High School, type in the city your high school is in and your high school's name. Then you will be left with your high school and can click on the suggestion. **IMPORTANT**: Select the correct high school in the drop-down list. Do not just type in a school name and submit the form. There are lots of high schools in the United States with the same name, so make sure you selected the correct one!



- Enter the month (most likely August) and year you started at that high school.
- Enter the month (most likely May) and year you will graduate from high school.
- Enter the same date for your graduation or anticipated graduation date.
- Click Save.



Step 16: You only need to enter the high school you currently attend. If you have attended multiple high schools or attend a half-day program, you do not need to include them here. Click Continue.



Step 17: You are now on the Signature screen. Type in your LEGAL first and last name in the signature box. Click Confirm.

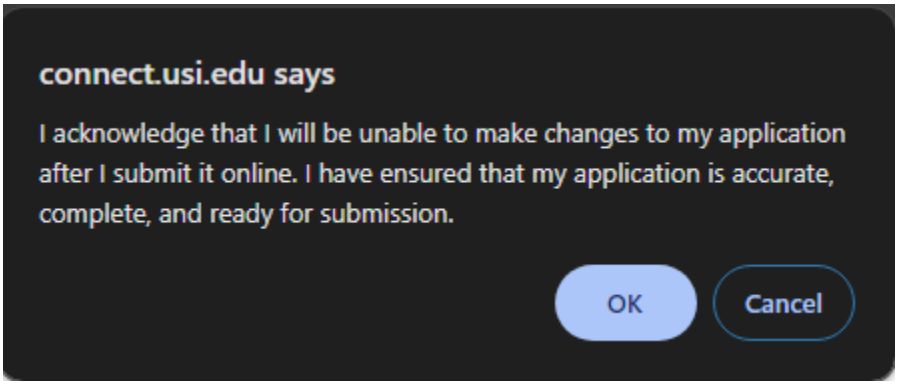


Step 18: You are now on the Review screen. This is where it will tell you if you missed any required application steps. Click Submit Application.

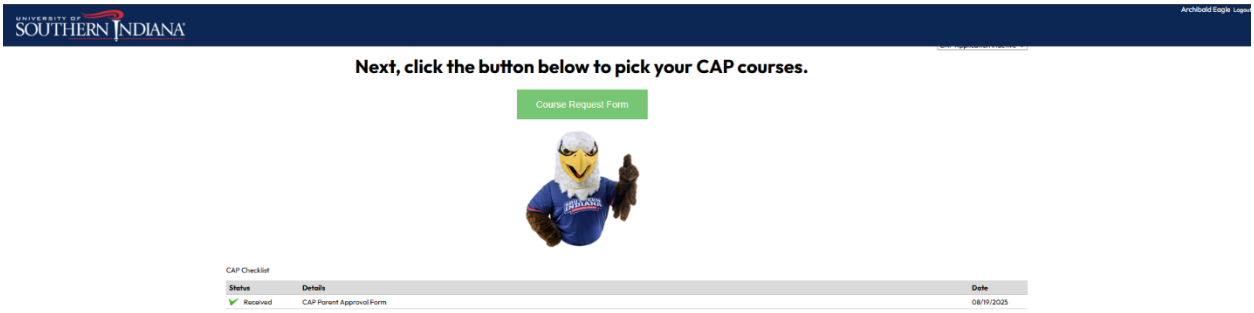
- If you have not yet entered your SSN, you will need to click Save for later. Once you know your SSN, come back to your application, enter your SSN, and then you can submit the application.



Step 19: A pop-up will appear asking if you are sure that your application is accurate, complete, and ready for submission. If it is not, click Cancel and double-check your application. If you are ready to submit, click OK.



Step 20: If you see Archie, your application has been submitted! Tell your parent/guardian to complete the Electronic CAP Student Permission Form that was sent to their email. Then your application really is complete!



Step 21: Now that your application has been submitted, it is time to request your CAP course(s). ALL students must request CAP course(s) EVERY semester they want to earn CAP credit. The Online Course Request form can be found by clicking the "Course Request Form" button or at USI.edu/cap/apply.

FAQ - What if I need to change my parent/guardian's email?

After you have submitted the application and discovered you entered the wrong email for your parent/guardian, email cap@usi.edu with your name, your parent/guardian's name, and the correct email. The CAP Office will fix the email for you.

If you think you submitted the correct parent/guardian email but your parent/guardian tells you they haven't gotten the CAP Electronic Student Permission Form email, email cap@usi.edu with your name, your parent/guardian's name, and your parent/guardian's email. The CAP Office will assist you.