



ACADEMY FOR CIVIC EDUCATION & DEMOCRACY

**APPLICATION
SUBMISSION GUIDE
SUMMER 2026**

1 Navigate to <https://apply.gwu.edu/apply/>

The screenshot shows the 'Welcome to the George Washington University Application Portal!' page. A modal dialog titled 'Start New Application' is open, prompting the user to 'Select an application type:'. The 'Active' option is selected in the dropdown menu. Below the dropdown are 'Create Application' and 'Cancel' buttons. The background page shows a 'Your Applications' table with columns for 'Type', 'Status', and 'Submitted' date. A 'Start New Application' button is visible at the bottom of the page.

Type	Status	Submitted
GW Application	Started	07/28/2025
GW Application	Submitted	07/02/2025
GW Application	In Progress	07/01/2025
Quick Application	In Progress	06/30/2025

2 Select the "Active" option.

This screenshot is identical to the first one, but with an orange circle highlighting the 'Active' option in the 'Start New Application' dialog box's dropdown menu to indicate the selection step.

3 Select the "GW Application" option.

Welcome to the George Washington University Application Portal!

Start Your Application

The first step is to create an account in order to begin an application. Note that your application information will automatically save to your account on each page.

Your Applications

Type	Status	Submitted
GW Application	In Progress	07/28/2025
GW Application	In Progress	07/02/2025
GW Application	In Progress	07/01/2025
Quick Application	In Progress	06/30/2025

You have started 4 applications using the following types:

- GW Application
- GW Application
- GW Application
- Quick Application

[Start New Application](#)

Start New Application

Select an application type:

Active

GW Application

Create Application Cancel

[Start New Application](#)

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4 Click "Create Application"

Welcome to the George Washington University Application Portal!

Start Your Application

The first step is to create an account in order to begin an application. Note that your application information will automatically save to your account on each page.

Your Applications

Type	Status	Submitted
GW Application	In Progress	07/28/2025
GW Application	In Progress	07/02/2025
GW Application	In Progress	07/01/2025
Quick Application	In Progress	06/30/2025

You have started 4 applications using the following types:

- GW Application
- GW Application
- GW Application
- Quick Application

[Start New Application](#)

Start New Application

Select an application type:

Active

GW Application

Create Application Cancel

[Start New Application](#)

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5 Click "Open Application"

The screenshot shows the 'Welcome to the Application Portal' page. A modal window titled 'Application Details' is open, displaying the following information:

- Started: 09/08/2025
- Status: In Progress
- Active
- ☒ GW Application
- ☐ Quick Application

At the bottom of the modal are two buttons: 'Open Application' (highlighted with an orange circle) and 'Cancel'.

The background page includes a header with 'Matt Test' and 'Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.' The main heading is 'Welcome to the Application Portal'. Below it is a section 'Start Your Application' with a paragraph: 'The first step is to create an account in our application system. Once you've created your account, you can begin an application. Note that your application information will automatically save each time you click the "continue" button at the bottom of each page.'

Below this is a table titled 'Your Applications':

Type	Status	Started	Submitted
You have started 5 applications using this account.			
GW Application	In Progress	09/08/2025	
GW Application	In Progress	07/28/2025	
GW Application	In Progress	07/02/2025	
GW Application Spring 2026 Semester in Washington	In Progress	07/01/2025	

6 Click "Select a Program"

The screenshot shows the 'Program Selection' page. On the left is a sidebar menu with the following items: Home, Program Selection (highlighted), Personal Background, Academic History, Funding, Signature, and Review.

The main content area has the heading 'Program Selection' and a paragraph: 'Click "Select a Program" below to choose your desired program. [Learn More About George Washington University's Programs.](#)' Below this paragraph is a button labeled 'Select a Program' (highlighted with an orange circle).

The footer contains the following information:

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7

Select the "College of Professional Studies" option.

The screenshot shows the GW application portal interface. A modal window titled "Select Program" is open. It contains two dropdown menus: "Schools" and "Anticipated Enrollment Status". The "Schools" dropdown is currently selected, and the option "College of Professional Studies" is highlighted with an orange circle. The "Anticipated Enrollment Status" dropdown is empty. At the bottom of the modal are "Submit" and "Cancel" buttons. The background shows a sidebar with navigation links: Home, Program Selection (highlighted), Personal Background, Academic History, Funding, Signature, and Review. The top right corner displays the user's name "Matt Hernandez" and a "Logout" link. A session timeout warning is also visible: "GW Application, 113185520" and "Automatically in a single browser session."

8

Select the "Part Time" option.

The screenshot shows the same GW application portal interface as before, but with the "Anticipated Enrollment Status" dropdown menu selected. The option "Part Time" is highlighted with an orange circle. The "Schools" dropdown remains set to "College of Professional Studies". The "Degree Level" dropdown is still empty. The "Submit" and "Cancel" buttons are at the bottom of the modal. The background navigation sidebar and user information remain the same.

9 Select the "Non-degree" option.

The screenshot shows the GW application portal interface. A modal titled "Select Program" is open, displaying several dropdown menus. The "Degree Level" dropdown is highlighted with an orange circle, and the "Non-degree" option is selected. Other dropdowns include "Schools" (College of Professional Studies), "Anticipated Enrollment Status" (Part Time), "Program" (Academy for Civic Education and Democracy), "Degree" (Non-Degree), "Campus" (Main Campus), and "Term" (Summer 2026). The modal has "Submit" and "Cancel" buttons at the bottom. The background shows a sidebar with navigation links like "Home", "Program Selection", "Personal Background", "Academic History", "Funding", "Signature", and "Review". The top right corner shows a user profile for "Matt Hernandez" with a "Logout" link and application details.

10 Select the "Academy for Civic Education and Democracy" option

This screenshot is similar to the previous one, showing the "Select Program" modal. In this step, the "Program" dropdown is highlighted with an orange circle, and the "Academy for Civic Education and Democracy" option is selected. All other dropdowns remain the same as in the previous step: "Schools" (College of Professional Studies), "Anticipated Enrollment Status" (Part Time), "Degree Level" (Non-degree), "Degree" (Non-Degree), "Campus" (Main Campus), and "Term" (Summer 2026). The "Submit" and "Cancel" buttons are still at the bottom of the modal. The background interface, including the sidebar and top navigation, is consistent with the previous screenshot.

11 Select the "Non-degree" Option

The screenshot shows a web application interface for The George Washington University. A modal window titled "Select Program" is open, displaying several dropdown menus. The "Degree Level" dropdown is highlighted with an orange circle, and the "Non-degree" option is selected. Other dropdowns include "College of Professional Studies" for College, "Part Time" for Anticipated Enrollment Status, "Academy for Civic Education and Democracy" for Program, "Main Campus" for Campus, and "Summer 2026" for Term. The background shows a sidebar with navigation links like Home, Program Selection, Personal Background, Academic History, Funding, Signature, and Review. The footer contains university contact information and various links.

Select Program

College of Professional Studies

Anticipated Enrollment Status

Part Time

Degree Level

Non-degree

Program

Academy for Civic Education and Democracy

Degree

Non-Degree

Campus

Main Campus

Term

Summer 2026

Submit Cancel

12 Select "Main Campus" option

This screenshot is identical to the previous one, showing the "Select Program" modal form. In this step, the "Campus" dropdown is highlighted with an orange circle, and the "Main Campus" option is selected. All other elements, including the "Non-Degree" selection in the "Degree" dropdown, remain the same. The background and footer are also consistent with the previous image.

Select Program

College of Professional Studies

Anticipated Enrollment Status

Part Time

Degree Level

Non-degree

Program

Academy for Civic Education and Democracy

Degree

Non-Degree

Campus

Main Campus

Term

Summer 2026

Submit Cancel

13 Select the "Summer 2026" option

This screenshot shows a web application interface for The George Washington University. A modal window titled "Select Program" is open, displaying several dropdown menus for program selection. The "Term" dropdown at the bottom is highlighted with an orange circle, showing "Summer 2026" as the selected option. The background shows a sidebar with navigation links like "Home", "Program Selection", "Personal Background", etc., and a top header with user information and a "Logout" link.

Matt Test
Impersonation Active: You may be able to impersonate other users in this application.

Matt Hernandez Logout
GW Application, 113185520
Previously in a single browser session.

Home
Program Selection
Personal Background
Academic History
Funding
Signature
Review

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College of Professional Studies
Anticipated Enrollment Status
Part Time
Degree Level
Non-degree
Program
Academy for Civic Education and Democracy
Degree
Non-Degree
Campus
Main Campus
Term
Summer 2026

Submit Cancel

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14 Click "Submit"

This screenshot is identical to the previous one, showing the "Select Program" modal form. In this step, the "Submit" button at the bottom of the modal is highlighted with an orange circle, indicating the next action to be taken.

Matt Test
Impersonation Active: You may be able to impersonate other users in this application.

Matt Hernandez Logout
GW Application, 113185520
Previously in a single browser session.

Home
Program Selection
Personal Background
Academic History
Funding
Signature
Review

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College of Professional Studies
Anticipated Enrollment Status
Part Time
Degree Level
Non-degree
Program
Academy for Civic Education and Democracy
Degree
Non-Degree
Campus
Main Campus
Term
Summer 2026

Submit Cancel

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15 Click "Continue"

Matt Test

Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

Matt Hernandez Logout
GW Application, 113185520

Home

Program Selection

Personal Background

Academic History

Funding

Signature

Review

Program Selection

School	College of Professional Studies
Enrollment Status	Part Time
Degree Level	Non-degree
Program	Academy for Civic Education and Democracy
Degree	Non-Degree
Campus	Main Campus
Start Term	Summer 2026
Deadline	Thursday, January 15, 2026

Change Program

Continue

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16 Your ACED Application has been created. Continue by filling your data and submitting upon completion.