

# 2022 Governor's School for the Sciences & Engineering

## Step-by-Step Student Application Guide Including Screenshots

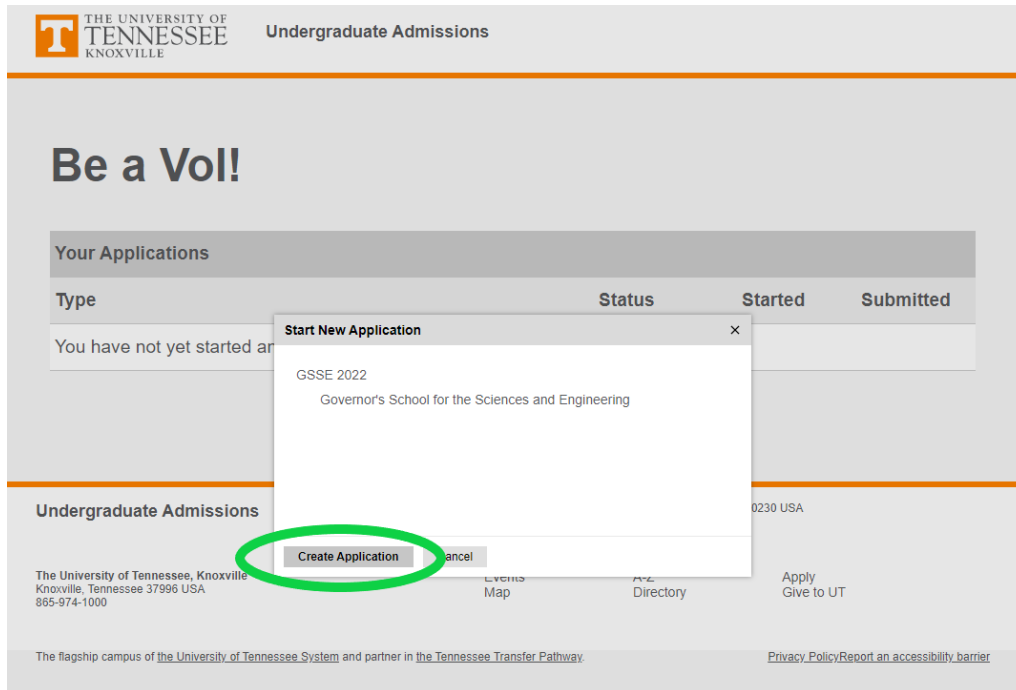
1. Create (First Time Users) or login (Returning Users) to your VIP (Vol in Progress) account to begin the application

The screenshot shows the top of the Undergraduate Admissions page. At the top left is the University of Tennessee Knoxville logo. To its right is the text 'Undergraduate Admissions'. Below this is a large grey box with the heading 'Be a Vol!'. Underneath, there are two columns: 'Returning users:' with a link 'Log in to continue an application.' and 'First-time users:' with a link 'Create an account to start a new application.'. Below the grey box is a footer area with contact information for Undergraduate Admissions, including the address '320 Student Services Building, Knoxville, TN 37996-0230 USA', phone number '865-974-1111', and email 'admissions@utk.edu'. There are also links for 'Events Map', 'A-Z Directory', and 'Apply Give to UT'. At the bottom, there is a small line of text: 'The flagship campus of the University of Tennessee System and partner in the Tennessee Transfer Pathway' and a link for 'Privacy Policy/Report an accessibility barrier'.

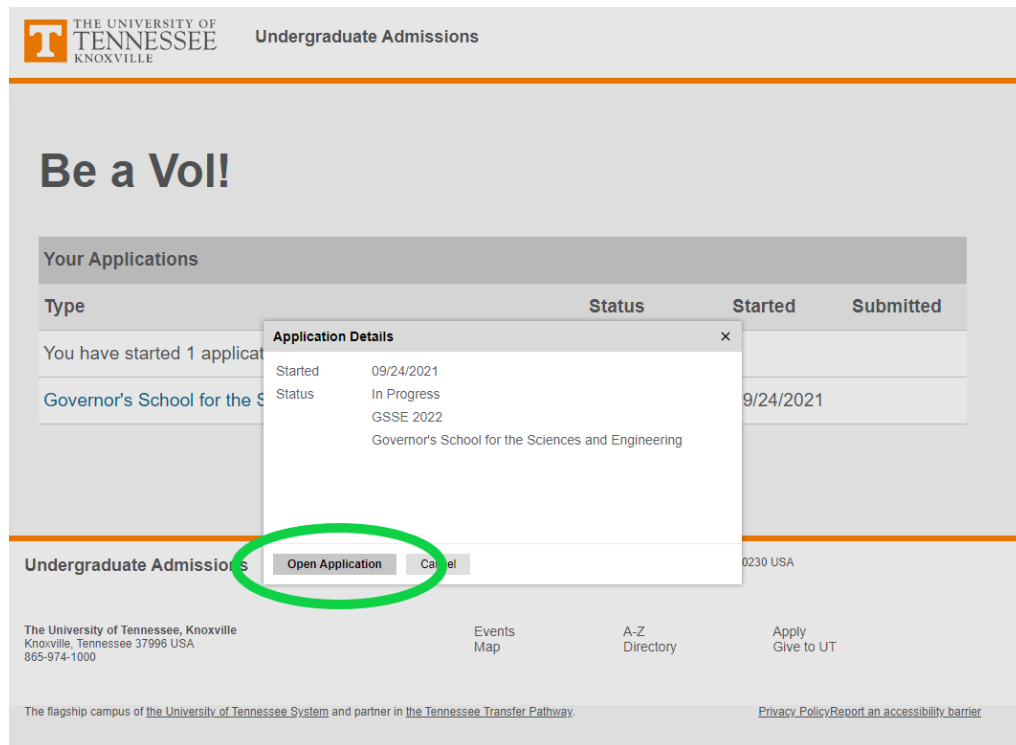
2. Once you are logged in click [Start New Application](#)

This screenshot shows the same Undergraduate Admissions page but with the 'Your Applications' section expanded. It features a table with columns for 'Type', 'Status', 'Started', and 'Submitted'. Below the table, a message states 'You have not yet started an application using this account.' Below this message, a button labeled 'Start New Application' is circled in green. The rest of the page, including the footer with contact information and navigation links, is identical to the previous screenshot.

- You will see a prompt listing the Governor's School for the Sciences & Engineering, click on [Create Application](#). If you do not automatically see GSSE 2022 as an option, find GSSE 2022 in the dropdown menu.



- Now click [Open Application](#) to begin your 2022 GSSE application



5. If you have already started the GSSE application and are returning to edit, under type you will see “Governor’s School for the Sciences & Engineering” as well as “in progress” for your status with the date you started. Click on [Governor’s School for the Sciences & Engineering](#) to resume where you left off.

The screenshot shows the University of Tennessee Undergraduate Admissions portal. At the top left is the university logo and the text 'Undergraduate Admissions'. Below this is a large heading 'Be a Vol!'. Underneath is a section titled 'Your Applications' which contains a table with columns for 'Type', 'Status', 'Started', and 'Submitted'. The table lists one application: 'Governor's School for the Sciences and Engineering' with a status of 'In Progress' and a start date of '09/24/2021'. This entry is circled in green. Below the table is a 'Start New Application' button. At the bottom of the page, there is contact information for Undergraduate Admissions, including the address '320 Student Services Building, Knoxville, TN 37996-0230 USA', phone number '865-974-1111', and email 'admissions@utk.edu'. There are also links for 'Events Map', 'A-Z Directory', and 'Apply Give to UT'. A footer note mentions the flagship campus and the Tennessee Transfer Pathway, along with a link to the 'Privacy Policy/Report an accessibility barrier'.

6. Once you are into the application itself, we highly recommend that you add your teacher recommenders first. Click on [Recommendations](#)

The screenshot shows the GSSE 2022 application form interface. At the top left is the University of Tennessee logo and 'Undergraduate Admissions'. A navigation menu on the left includes 'Home', 'Application', 'Recommendations' (circled in green), 'Signature', and 'Review'. The main content area is titled 'GSSE 2022' and contains a paragraph of instructions: 'By filling out this form you are beginning the process of applying for the 2022 Governor's School for the Sciences & Engineering hosted at The University of Tennessee, Knoxville. Make sure to add two (2) teacher recommenders in the "Recommendations" section of the application. More details on how to complete the application process can be found here: <https://gsse.utk.edu/2022-gsse-application/>. If you have further questions please contact [prep@utk.edu](mailto:prep@utk.edu) or call 865-974-9493.' Below this text is a form section for 'Student' information, starting with a 'First Name\*' field containing the text 'Breakfast', and a 'Middle Name' field.

7. Click **Add Recommender** to send notifications to your two (2) preferred teacher recommenders.

The screenshot shows the 'Recommendations' page on the University of Tennessee Undergraduate Admissions website. On the left is a navigation menu with 'Recommendations' selected. The main content area features a table with two columns: 'Name' and 'Status'. A blue link 'Add Recommender' is circled in green in the 'Name' column. Below the table, there is a 'Continue' button and a row of text: 'One, Teacher' followed by 'Sent to recommender on ...' and an 'Edit' link.

**Undergraduate Admissions** 320 Student Services Building, Knoxville, TN 37996-0230 USA  
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Knoxville, Tennessee 37996 USA  
865-974-1000

Events Map A-Z Directory Apply Give to UT

The flagship campus of [the University of Tennessee System](#) and partner in [the Tennessee Transfer Pathway](#). [Privacy Policy](#) [Report an accessibility barrier](#)

8. Once both teachers have been added and notified your screen should look like this.

This screenshot shows the 'Recommendations' page after two teachers have been added. The 'Add Recommender' link is now visible in the 'Name' column of the table. The table now has two rows: 'One, Teacher' and 'Two, Teacher', both with 'Sent to recommender on ...' and an 'Edit' link in the 'Status' column. A 'Continue' button is located below the table.

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9. Once both teachers have completed the confidential recommendation then you should see a “Submitted on (date)” under Status. **Important:** you can move onto the Application step before the teachers have completed the confidential recommendations. Click on **Application**

**THE UNIVERSITY OF TENNESSEE KNOXVILLE** Undergraduate Admissions

Home  
**Application**  
Recommendations  
Signature  
Review

## Recommendations

Name	Status
<a href="#">Add Recommender</a>	
One, Teacher	Submitted on September 24 <a href="#">Edit</a>
Two, Teacher	Submitted on September 24 <a href="#">Edit</a>

[Continue](#)

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10. Fill out the Application section completely. Once that is complete click on **Signature** and be sure to type your name in the box at the bottom of the screen and click “Confirm.”

Home  
Application  
Recommendations  
**Signature**  
Review

## Student Assurances

I certify that I have not previously attended a Tennessee Governor's School, and I affirm, agree, and/or understand that all statements on this application are true and accurate; any misrepresentation or omission of material facts may result in disqualification or termination should I already be enrolled in a Tennessee Governor's School.

By making this application, I and my parent/legal guardian agree to the release of any necessary school records to the Governor's School and the respective university for the purpose of determining eligibility. I/we understand and agree that such school records will be kept confidential and used only for determining admissibility to the Governor's School. Students who do not agree to the release of such school records for determining admissibility will not be considered for the Governor's Schools.

I certify to the best of my knowledge all of the information provided in this application is correct. I acknowledge that information about me may be used for publicity purposes if I am selected to attend a Governor's School. In place of your signature, please type your full legal name:

[Confirm](#)

11. If you are satisfied with your application and are ready to submit it, click [Submit Application](#). You may also choose to save for later at this point if you still plan to make changes prior to submission.



- Home
- Application
- Recommendations
- Signature
- Review**

## Review

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

[Submit Application](#) [Save for Later](#)