

How to Apply an Application Fee Waiver Code



Business

This guide provides instructions on how to correctly enter and apply a fee waiver code during your application process. Following these steps ensures your code is accepted so you can proceed without paying the standard application fee.

1

As you work through your application, you will see a selection of tabs on the left hand side. You will move through these tabs as you complete portions of your application.

The Application Fee Waiver is located on the **Pre-Submission Review** page.

Pre-Submission Review

In the next step, you will be asked to review your application one more time. Once submitted, you will be unable to make any edits or changes. If you catch an error, or need assistance after application submission, please email us at business@gwu.edu.

Once your application has been submitted, your personalized application checklist will appear on your portal. Our team will review your application materials and update checklist items as they are received. Please also keep your eyes open for an email from your admissions advisor shortly. Your application will be sent over to the admissions committee after all checklist items are fulfilled with a green check mark.

Important: Please ensure there are no extra spaces before or after your code, especially when pasting, and note that the code is case-sensitive. Extra spaces or incorrect case will cause an error.

Application Fee Waiver

Do you have an application fee waiver code?

☐ I have a fee waiver code

☐ I need to apply for a fee waiver for financial need

☐ I do not have a fee waiver code

2

There are several options available. If you have an Application Fee Waiver Code, select the option **"I have a fee waiver code"**.

Program Selection

Welcome and
Instructions

Personal Background

GWSB Supplemental
Information

Academic History

Employment

Resume

Funding

Statement of Purpose

Recommendations

Pre-Submission Review

Signature

In the next step, you will be asked to review your application one more time. Once submitted, you will be unable to make any edits or changes. If you catch an error, or need assistance after application submission, please email us at business@gwu.edu.

Once your application has been submitted, your personalized application checklist will appear on your portal. Our team will review your application materials and update checklist items as they are received. Please also keep your eyes open for an email from your admissions advisor shortly. Your application will be sent over to the admissions committee after all checklist items are fulfilled with a green check mark.

Important: Please ensure there are no extra spaces before or after your code, especially when pasting, and note that the code is case-sensitive. Extra spaces or incorrect case will cause an error.

Application Fee Waiver

Do you have an application fee waiver code?

- ☐ I have a fee waiver code
- ☐ I need to apply for a fee waiver for financial need
- ☐ I do not have a fee waiver code

Continue

3 Click the "Please enter your Application Fee Waiver Code" field.

Here, add your Fee Waiver code. *It is important that the code is exact. We recommend copy/pasting the code if possible, and then double checking that no additional spaces are present before or after the code.*

Once added, hit enter/return.

The screenshot shows a web application interface. On the left is a vertical sidebar with a list of menu items: Personal Background, GWSB Supplemental Information, Academic History, Employment, Resume, Funding, Statement of Purpose, Recommendations, Pre-Submission Review (highlighted with a grey background), Signature, and Review. The main content area on the right has a header with text about the review process. Below this is a section titled 'Application Fee Waiver' in a dark blue box. It contains a question 'Do you have an application fee waiver code?' with three radio button options: 'I have a fee waiver code' (selected), 'I need to apply for a fee waiver for financial need', and 'I do not have a fee waiver code'. Below the options is a text input field with the placeholder text 'Please enter your Application Fee Waiver Code'. The input field is highlighted with an orange border. Below the input field is a 'Continue' button. At the bottom of the page is a dark blue footer bar with white text.

4 If the code is valid, you will see the green text of "**Fee Waiver Code Accepted**".

Click **Continue**.

Congratulations! You have successfully added your Fee Waiver code. Follow through the final application prompts to fully submit your application.

Personal Background
GWSB Supplemental Information
Academic History
Employment
Resume
Funding
Statement of Purpose
Recommendations
Pre-Submission Review
Signature
Review

will appear on your portal. Our team will review your application materials and update checklist items as they are received. Please also keep your eyes open for an email from your admissions advisor shortly. Your application will be sent over to the admissions committee after all checklist items are fulfilled with a green check mark.

Important: Please ensure there are no extra spaces before or after your code, especially when pasting, and note that the code is case-sensitive. Extra spaces or incorrect case will cause an error.

Application Fee Waiver

Do you have an application fee waiver code?

- ☒ I have a fee waiver code
- ☐ I need to apply for a fee waiver for financial need
- ☐ I do not have a fee waiver code

Please enter your Application Fee Waiver Code

EXAMPLE01

Fee Waiver Code Accepted

Continue

5

If you add your Fee Waiver Code and it is not a valid code, you will see red text stating **"Fee Waiver Code Invalid"**.

Double check your fee waiver code and ensure that no spaces are present before or after the code. An invalid code will not waive the applicaiton fee.

Personal Background
GWSB Supplemental Information
Academic History
Employment
Resume
Funding
Statement of Purpose
Recommendations
Pre-Submission Review
Signature
Review

will appear on your portal. Our team will review your application materials and update checklist items as they are received. Please also keep your eyes open for an email from your admissions advisor shortly. Your application will be sent over to the admissions committee after all checklist items are fulfilled with a green check mark.

Important: Please ensure there are no extra spaces before or after your code, especially when pasting, and note that the code is case-sensitive. Extra spaces or incorrect case will cause an error.

Application Fee Waiver

Do you have an application fee waiver code?

- ☒ I have a fee waiver code
- ☐ I need to apply for a fee waiver for financial need
- ☐ I do not have a fee waiver code

Please enter your Application Fee Waiver Code

EXAMPLE

Fee Waiver Code Invalid

Continue