



HOW TO APPLY USING A SMART DEVICE

Step 1 Create an account

Go to www.georgiayouthchallenge.org to review the instructions and start your application.

Username & Password:

- When creating your account, be sure to record your username and password. Store them in a secure location so you can find them again. You will receive all important communication about your application by logging into Submittable or checking the email address associated with your account.
- Be sure to use an email address that you will check frequently, as this will be the school's primary means of sending information regarding your application.

Step 2 Start your application

Once you have created an account and log-in, select the **Georgia Youth Challenge Program** application. This application process works for both campuses.

The application is auto saved but you can save your work as you go by selecting the **"Save Draft"** option at the bottom of the application page.



Step 3 Upload documents

All applicants will be asked to upload the following documents:

**If applicable*

- | | |
|---|-----------------------------|
| Birth Certificate | Social Security Card |
| Academic Transcripts | IEP or 504 Plan* |
| Immunization Records | Mentor Application |
| Legal Documents* | Medical Document* |
| School Behavior and Attendance Records | |

If you have hard copies of these documents, please see below for two free Smart Phone Applications that allow you to take pictures of your documents and will send them to your email as PDF. files.



Adobe Scan



Office Lens

Go to your App Store Icon and search for either of these free scanning apps.

Once the app is downloaded to your phone, utilize the app to take a picture of your hard copy documents. The app will prompt you to email the documents, or you can save the documents to your phone.

Step 4 Complete required information

Once you are satisfied with all your answers, scroll to the bottom and select "Submit."

NOTE: If you do not provide an answer to a required field (noted with a **red ***), you will get an error message that you should return to that field and provide a response.

If you need assistance with the admissions process, contact

the GAYCP Admissions Team at:

admissions@gaycp.org or 1-800-278-2233

www.georgiayouthchallenge.org