



Class of 2027 9th Grade Application Information AVAILABLE OCTOBER 15

Below are instructions to help you understand how to complete our online application.

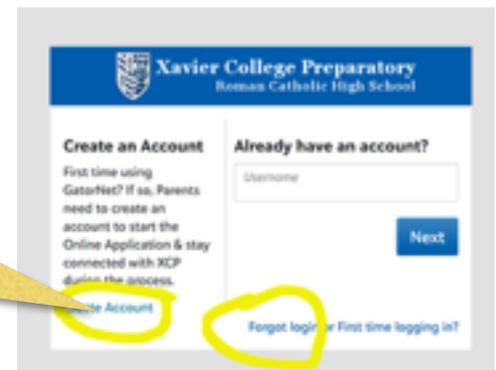
1. Go to <https://xcp.myschoolapp.com/app#login/apply>

You can also reach this site by going to Xavier's website, www.xcp.org, and clicking on Admissions and then "online application". You will either establish a new GatorNet account or login to one you already have.



2. THREE POSSIBLE SCENARIOS FOR YOUR GATORNET ACCOUNT:

- A) You are new to GatorNet and you don't have an account. Click on "Create an Account".



A screen will appear for you to create an account and furnish the basic demographic information for **your daughter, who is the "Candidate"**.

Please use your (PARENT) email address as your username for the GatorNet account. You will create your own password for the account. (If you requested information via our Inquiry tab, the system *may* recognize your email address and populate some of this form. If it is not correct, you can edit it.)

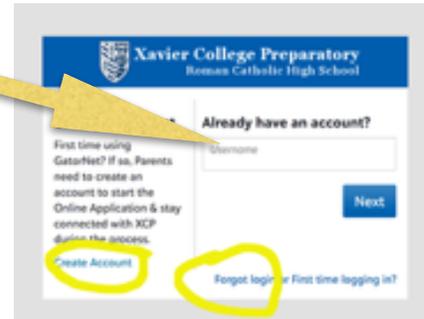
You will be sent a Password reset URL to generate your password. Once you establish your password, Xavier **does not have** access to it. If you forget it, you will have to go through the "Forgot login" procedure and establish a new one.

Now, you can log in using your username and your new password. Skip to "Completing the Application."

OR

B) You already have a GatorNet account because you are a current Xavier parent, or you are a parent whose daughter applied to Xavier in the last three years, or you are a parent of a Xavier graduate from the last three years. Fill in your GatorNet username in the box under “Already have an account?”.

If you remember your login credentials, you’ll login and have the choice of beginning a new application for another child. You can skip now to the steps on the next page for “Completing the Application”.

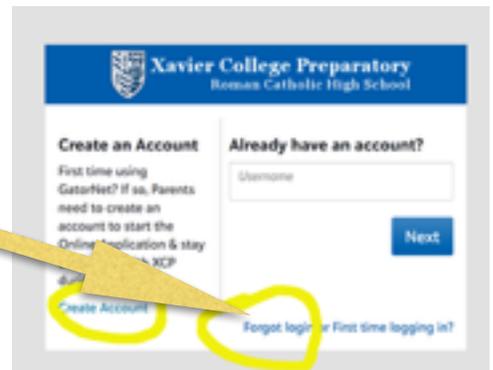


OR

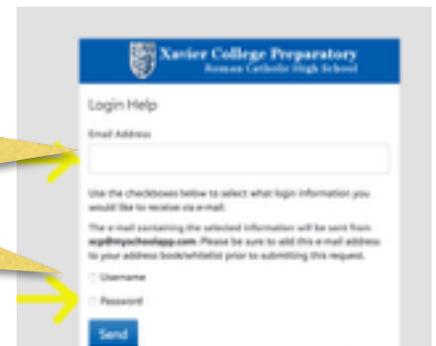
C) You have a GatorNet account but have forgotten your login credentials. Click on “Forgot login or first time logging in?” to retrieve your information.

A “Login Help” screen should appear.

Enter the email address that you previously used to set up your GatorNet account and check whether you need your user name and/or your password.



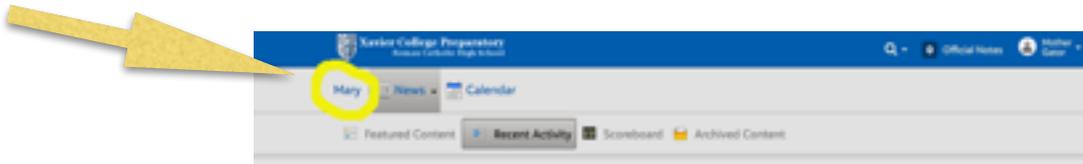
You will be sent a Password reset URL to generate a new password and the username that is associated with your email address.



COMPLETING THE APPLICATION

1. Once your GatorNet account is established or you have retrieved your login info, log in with your username and password.

2. If you have just created a new account, you will see your daughter's name in the upper left-hand corner, Click on it to begin the application.



If you already have an account, you will see the choice of “apply another child”.

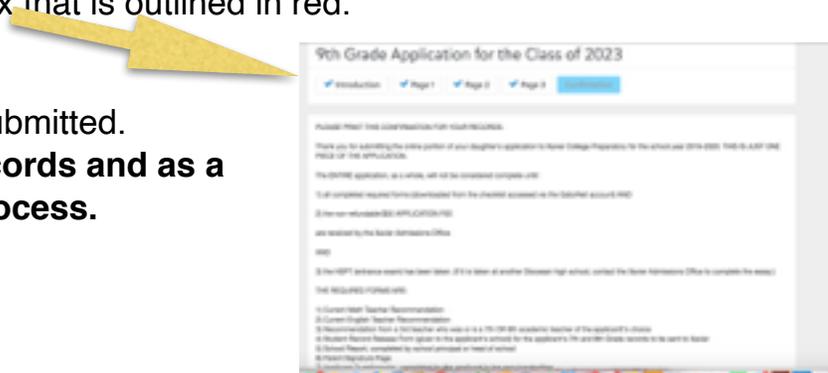
3. Select “Fill Out” next to “Application” to begin the online portion of the application. You may start and then return to the application at a later time. Any items marked with a * red asterisk are required.

The application will automatically populate with any demographic information that you provided to get your GatorNet account or demographic info from the system if you already have a GatorNet account for another daughter.

4. **One upload is required on the application — An applicant photo:** please upload a clear photo that is of ONLY the applicant, not a group picture. This could be a school photo or a candid photo. Do not use an avatar. Applications will not be processed if the photo is not clear, is a group photo, an avatar or a blank space.

5. Once you get to the last page of the application, if the system does not allow you to submit the application, a required space somewhere on the application may still be blank. Look at the top of the page, and you should see a small red mark next to the page number that has something missing. Click on that page to go back to it and then scroll through to see what is missing on the page. It should be a box that is outlined in red.

6. You will see a confirmation screen when the application is successfully submitted. **Please print this screen for your records and as a reminder of the next steps in the process.**



7. Once the Xavier Admissions Office receives this completed online portion of the application, a blue check mark and green bar that says “Completed” will appear next to “Online Portion of Application”. Allow 48 hours for the Admissions Office to process the application. This process will assign a digital checklist to the application.

8. When you log back in, you will see the steps to complete on the **checklist** that is attached to your daughter's application.

CHECKLIST: Any steps on the checklist that are written in [blue link](#) means there is a pdf form to download and/or there are additional instructions. Click on the [blue link](#) to download the form or provide the necessary email addresses for the online recommendation forms. The pdf forms are for the following items: **a)** a request to your daughter's school for her records to be sent to Xavier **b)** Applicant Questionnaire for your daughter to complete in her own handwriting and **c)** Parent Signature Form.

A [blue checkmark](#) next to an item on the checklist indicates that the step is complete. Only the forms (recommendations and online application) will also have a [green](#) box that says complete.

The questionnaire and the signature page will be downloaded, completed and uploaded to your checklist. You may pay the application fee online or send a check payable to Xavier College Prep: 4710 N 5th Street, Phoenix, AZ 85012 Attn: Admissions Office.

Beginning November 15th, you will be able to submit the email addresses of the teachers to receive the online recommendation forms. The email address of the Principal/Head of School of your daughter's school will also be needed for completion of the School Report.

From the checklist, you will also register and pay for the December HSPT/Entrance Exam at Xavier for your daughter.

9. All parts of the application are due in the Admission Office by 3:00 p.m., Monday, January 9, 2023. Please log in to monitor the progress of the application.

Remember, we will not accept recommendation forms until after November 15th.

The Admissions Office and Xavier will be closed for Christmas Break from December 21 until January 3. Online applications will be processed during the holidays, but not daily. Nothing received by U.S. Mail will be processed and marked on the checklist until after January 3rd.

Should you have any questions, please contact the Office of Admission at 602-240-3104 or admissions@xcp.org.