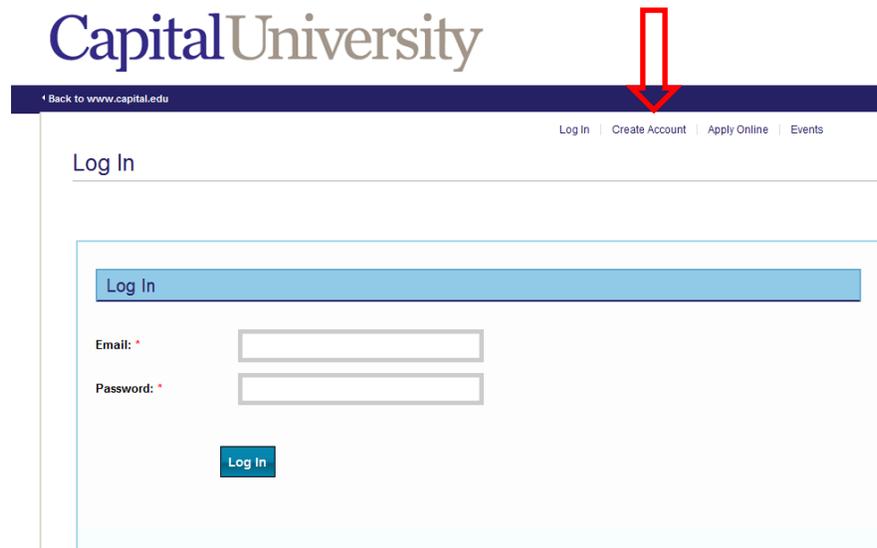


Frequently Asked Questions

How do I apply on-line?

The first step is to create your account at <https://getstarted.capital.edu>. (Tip: When creating your account – be sure to use your legal name.) After you have completed your on-line application, remember to ‘submit’ your application.



Do I need to finish my application right away or can I complete it another time?

You can complete your application at a later date. To log in to complete your application go to <https://getstarted.capital.edu>.

Enter your email address and password that you created when you set up your account. (If you forgot your password – go to the bottom of the Log in page and click on “Forgot your password”). (TIP: If you leave your application unfinished, it could be locked due to inactivity.)

What should I do if I get an error message “your record has been locked”?

If you are an Adult Learner or Graduate Student, please contact Sarah Harste by email at sharste@capital.edu or phone at 614-236-6996 or Kim Martin by email at kmartin@capital.edu or phone at 614-236-6998.

If you are a current high school student or thinking about transferring (taking daytime classes) please contact Robert Landers by email at rlanders1576@capital.edu or phone at 614-236-6251 or Carolyn Dean by email at cdean@capital.edu or phone at 614-236-6254.

How do I submit my application?

After you have completed your on-line application, click the ‘submit’ button to send your application to Capital University.

I forgot my password.

If you forgot your password – go to the bottom of the Log in page and click on “Forgot your password”.

Capital University

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Log In

Log In

Email: *

Password: *

Log In

[Not registered yet? Create an account!](#)

[Forgot your password?](#)

What should I list in the “Personal Statement” box at the end of the application?

Since there is no essay required to complete the application for admission, the “Personal Statement” portion of the application allows us to find out more about students who are applying. It is not required that this portion of the application be completed for admission, however many students use this portion of the application to elaborate on extracurricular activities that students are involved in, and also explain more about a student’s personal background. If you would like to submit a personal essay in addition to your application, please feel free to include it in this space of the application. If there is not enough room for your entire personal statement, please e-mail rlanders1576@capital.edu or cdean@capital.edu the complete personal statement in order for it to be added to your application.

International Students: Select “International Undergraduate/ESL when creating an account. If you have any questions, please email admission@capital.edu.