

KSU Critical Student Online Application Information

Full Legal Name:

First _____ Last _____ MI _____

Username _____ PIN _____
(First initial and last name) (Six Digit Birthday - MMDDYY)

High School Information:

High School Code: _____
High School Name: _____
High School City: _____
High School Zip Code: _____
High School State: _____

*Graduation Date: Freshman May , 2025
Sophomore May , 2024
Junior May , 2023
Senior May , 2022

*ACT Scores: English _____
Math _____
Composite _____

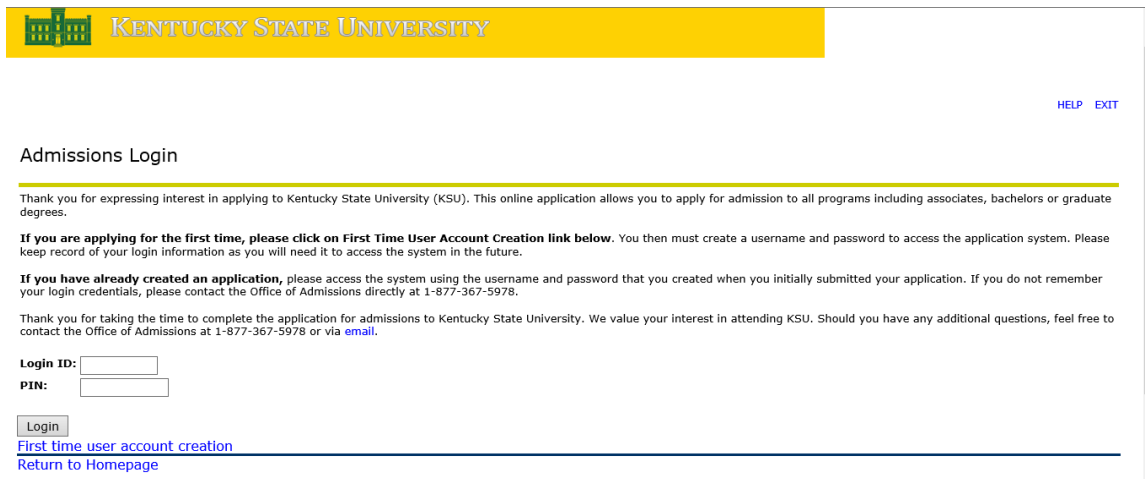
*Unweighted GPA: _____ (from transcript)

1. Go to WWW.KYSU.EDU and click Apply Now.



2. Admissions Login:

Returning students: Enter Login ID and PIN.

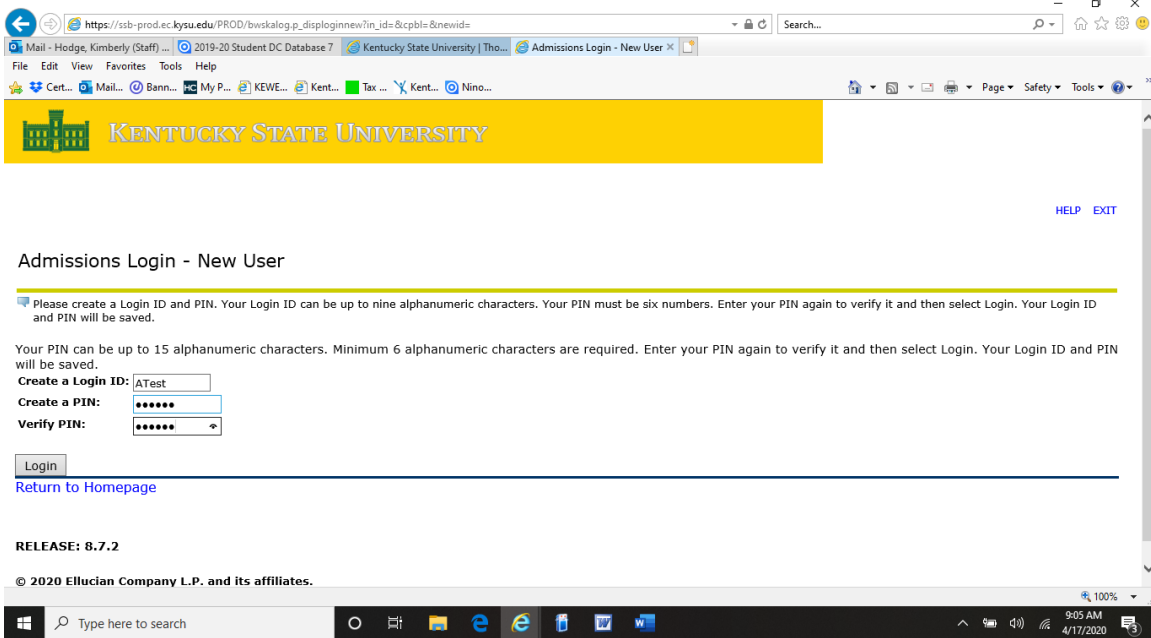


First time users: Click **First time user account creation link.**

Create a Login ID: Use the initial of your first name and as much of your last name as space allows. If already taken, add a number or middle initial.

PIN: Use six digit birth date, month, day, and year. (mm/dd/yy)

Write username and password on previous page and store in your phone.



3. Application Type:

Select **Dual Credit/High School**.

DO NOT APPLY AS AN UNDERGRADUATE! If you apply as an Undergraduate, you may not be able to attend classes this semester.

Click continue after selecting Dual Credit/High School.

Select an Application Type

To Apply for Admissions, first select the Application Type you want to complete.

Application Type: **Dual Credit/High School**

Continue

[Return to Homepage](#)

4. Apply for Admissions:

Apply for Admissions

Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Dual Credit/High School

Admission Term:*

First Name:*

Middle Name:

Last Name:*

- a. Click drop down box for Admission Term and select term attending
– Current Term Fall 2021.
Enter First and Last Name.
Click Fill Out Application.

5. Application Checklist:

Click on Name to begin application.

Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have **is Complete** to submit the application and start the application process. Incomplete applications may be updated at a later time. **No c application.**

NOTE: All incomplete applications are purged from our system on the last business day of the month. Please complete yo

- | | |
|---|---|
|  Name |  High School |
|  First Address and Phone |  Test Scores |
|  Personal Information |  Certification Statement |
|  Emergency Contact Information |  Supplemental Items |
|  Parental Information |  Release Verification |

Enter Last Name and First Name using Proper Nouns. (First letter capital and the rest lower case).

Previously Attended: If you have taken classes, click yes.

Previously Applied: If you have applied before, even if you haven't taken classes, click yes.

Click Continue.

Enter your name information.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

Errors occurred
Missing required data, please enter.

* - indicates a required field.

Last Name:*

First Name:*

Middle Name:

Suffix:

Prefix:

Previously Attended?:* Yes No

You must enter Previously Attended?.

Previously Applied?:* Yes No

You must enter Previously Applied?.

6. First Address and Phone:

Enter your home address information using proper nouns and capitalization.

First Address and Phone (Checklist item 2 of 10)

Enter your Address Information. Then in the **Phone Number** section, enter your **area code** in the **first box** and your **7-digit number** in the **second box**. The **third box** is for an optional extension. When you're finished, click **Continue** to navigate to the next section.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Permanent

Street Line 1:*

Street Line 2:

City:*

State:*

Zip Code:*

County:

Nation:

Phone Number (xxxxx)-(xxxxxxxxxxx) (xxxxxxxx extension):* -

Once complete, it should look similar to the image below.

* - indicates a required field.

Permanent

Street Line 1:*

Street Line 2:

City:*

State:*

Zip Code:*

County:

Nation:

Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):* -

Click Continue.


7. Personal Information:

Fill in required areas.

Enter your Social Security Number. Scholarships cannot be processed without this information.

Resident means you live in the state of Kentucky and not a resident of Kentucky State University.

Personal Information (Checklist item 3 of 10)

 Enter your Personal Information. If you enter your e-mail address you will need to verify it by entering it again.

***** PLEASE NOTE: The SSN field is optional. However, if you are applying for financial aid, we are in need of this information. *****

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Citizenship:*

Email:*

Verify e-mail address:*

Social Security Number (XXXXXXXX):

Gender: Male Female No Response

Birth Date:* Month Day Year (YYYY)

Resident:* Yes No

Cellular Phone Number -

Once complete, it should look simialr to the image below.

Personal Information (Checklist item 3 of 10)

Enter your Personal Information. If you enter your e-mail address you will need to verify it by entering it again.

***** PLEASE NOTE: The SSN field is optional. However, if you are applying for financial aid, we are in need of this information. *****

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Citizenship:*

Email:*

Verify e-mail address:*

Social Security Number (XXXXXXXX):

Gender: Male Female No Response

Birth Date:* Month Day Year (YYYY)

Resident:* Yes No

Cellular Phone Number -

Click continue.

8. Emergency Contact Information.

Enter emergency contact information, similar to what is shown below.

Click Continue.

Emergency Contact Information (Checklist item 4 of 10)

Provide additional Address Information. Click **Return to checklist without saving** if you cant supply an address. When youre finished entering the information, click **Continue** to navigate to the next section.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Emergency Contact

Street Line 1:*

Street Line 2:

City:*

State/Province:*

Zip Code:*

County:

Country:

Emergency Contact Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):* -

9. Parental Information:
Enter parent name, address, and phone number.

Parental Information (Checklist item 5 of 10)

Choose the relationship that describes your relationship and then enter information about that person. If you want to enter information about more than one relative select Enter or View another Relative.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Relationship:*

Last Name:*

First Name:*

Street Line 1:

Street Line 3:

City:

State/Province:

Zip Code:

Phone Number (xxx)-(xxxxxxx) (xxxxxxxxxx extension): - x

Click Continue.

10. High School:
Click Lookup High School Code.

High School (Checklist item 6 of 10)

Enter your High School code. If you do not know the code, select the Lookup High School Code link to search for it. The page allowing you to search by the high school's state or the country will display. If you cannot find your high school through the lookup page enter the information on this page.

Select Enter or View another High School to enter information about additional high schools you attended.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

High School Code: [Lookup High School Code](#)

If School not found:

High School Name:*

Home School (check for yes):

High School City:*

High School Zip Code:*

High School State:*

Graduation Date: Month Day Year (YYYY)

GPA:*

11. High School Lookup Page:
Click Dropdown box and select Kentucky.

High School Lookup Page

Select either the State, Province or Country where your high school is located. Then choose List Cities in Selected State, Province or Country and the Select High S the Return to High School page link if you decide not to select a high school code now, and the main High School page will display.

Select a State or Province:

OR

No countries available

- a. Select the High School City then click List High Schools in selected City.

High School Lookup Page

Select the City where your high school is located. Then select List High Schools in selected City to move to the Select High School Lookup pag the Return to High School page link and the main High School page will display.

Select High School City:

- b. Select the High School Name.

Click Copy selected High School information to Data Entry form.

High School Lookup Page

Select your High School name. Then select Copy selected High School information to Data Entry form to copy the information about the hi the Return to High School page link if you decide not to select a high school code now, and the main High School page will display.

Select High School name:

- c. Once complete, the form should look similar to the image below.
Enter Graduation Date and GPA.

High School (Checklist item 6 of 10)

Enter your High School code. If you do not know the code, select the [Lookup High School Code](#) link to search for it. The page allowing you to search by the high school's name and the country will display. If you cannot find your high school through the lookup page enter the information on this page.

Select [Enter or View another High School](#) to enter information about additional high schools you attended.

When completing sections, selecting [Checklist](#) saves your changes and displays the Application Checklist. [Continue](#) moves to the next section. [Finish Later](#) saves your changes and displays the Application Menu. Use the [Return to Checklist without saving changes](#) link to navigate to different sections.

* - indicates a required field.

High School Code: [Lookup High School Code](#)

If School not found:

High School Name:*

Home School (check for yes):

High School City:*

High School Zip Code:*

High School State:*

Graduation Date: Month Day Year (YYYY)

GPA:*

[Enter or View another High School](#)

[Checklist](#) [Continue](#) [Finish Later](#)

Click [Continue](#).

12. Test Scores:
Enter ACT or SAT Test Scores, if available. If not, click [continue](#).

Test Scores (Checklist item 7 of 10)

Enter information about any college entrance tests you have taken. These scores will be considered unofficial. Please have your official test scores sent to the Admissions Office by the testing agency.

When completing sections, selecting [Checklist](#) saves your changes and displays the Application Checklist. [Continue](#) moves to the next section. [Finish Later](#) saves your changes and displays the Application Menu. Use the [Return to Checklist without saving changes](#) link to navigate to different sections.

Test	Score	Date Taken		
1. <input type="text" value="ACT Composite"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
2. <input type="text" value="ACT Math"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
3. <input type="text" value="ACT English"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
4. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>

[Checklist](#) [Continue](#) [Finish Later](#)

13. Certification Statement:

Click yes and click continue.

Certification Statement (Checklist item 8 of 10)

Please enter your answers to the questions. Each answer can be up to 2000 characters in length.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

I certify that this information is true and complete to the best of my knowledge. Yes No
Falsification of information on the application could jeopardize acceptance and enrollment.*

14. Supplemental Items:

Click yes and click Continue.

Supplemental Items (Checklist item 9 of 10)

Please enter your answers to the questions. Each answer can be up to 2000 characters in length.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

I understand that additional documentation will be required in order for KSU to make an admission decision which includes:

- Official high school transcript
- Dual Credit Counselor Verification Form
- Dual Credit Parent Authorization of Payment Form
- Dual Credit Homeschool Parent Verification/Authorization Form

Yes
 No

High school transcripts and/or AP/CLEP/ACT/SAT/KYOTE/COMPASS scores must be submitted to register in order to verify course prerequisite requirements. Please note that inaccurate scores could result in withdrawal from a course. *

15. Release Verification:

Click yes and click continue.

Release Verification (Checklist item 10 of 10)

Please enter your answers to the questions. Each answer can be up to 2000 characters in length.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

PLEASE READ CAREFULLY. I understand the following:

1. Courses taken through Kentucky State University's Dual Credit Program will result in an official transcript at the University. Federal law requires I submit a copy of my KSU transcript to all future universities/colleges I attend.
2. In many cases, registration in Kentucky State University's Dual Credit courses requires a financial obligation for which I and my parent/guardian will be responsible. The only exception to financial obligation is in the case of my receiving a scholarship.
3. Failure to pay the tuition for dual credit courses will result in my being dropped from the course(s) for non-payment, and I will consequently not receive university credit for the course(s).
4. It is my responsibility to contact Kentucky State University's Office of the University Registrar if I intend to make a change in my registration.
5. I give the Dual Credit Program staff permission to text my cell phone with important information.

Yes
 No

NOTE: This authorization is valid until the student submits a written notice to the Kentucky State University employee of intent to revoke authorization. By checking this online signature box, I hereby affirm that all information supplied in this information and registration form is complete and accurate and agree to the above information. I also acknowledge that my application for admission will not be processed until Kentucky State University receives my completed Dual Credit Counselor Recommendation Form.*

16. Application Checklist: The blue bubbles will now be red checkmarks. Click Application is Complete.

Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the application and start the application process. Incomplete applications may be updated at a later time. **No changes or updates can be made to a submitted online application.**

NOTE: All incomplete applications are purged from our system on the last business day of the month. Please complete your web application before then.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> High School |
| <input checked="" type="checkbox"/> First Address and Phone | <input checked="" type="checkbox"/> Test Scores |
| <input checked="" type="checkbox"/> Personal Information | <input checked="" type="checkbox"/> Certification Statement |
| <input checked="" type="checkbox"/> Emergency Contact Information | <input checked="" type="checkbox"/> Supplemental Items |
| <input checked="" type="checkbox"/> Parental Information | <input checked="" type="checkbox"/> Release Verification |

17. Admissions Agreement:

Click I agree to the terms. This step must be taken to complete your application.

Admissions Agreement


You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

[I agree to the terms](#)

[I do not agree](#)

18. Click Return to Application Menu.



KENTUCKY STATE UNIVERSITY

HELP EXIT

Signature Page

Thank you for the completion of the application process. Once your application has been processed and approved, you will receive an acceptance notice (via email).

The notice will include your KSU ID# and PIN, which you will use to register for your dual credit courses. The web-link will also be included with the acceptance notice. For more information, please click on the dual credit webpage link below.
[Dual Credit webpage](#)

A Test/1

[Return to Application Menu](#)

19. Your application is now complete. Please contact your counselor or teacher for your KSU ID number. You can now close your browser.



KENTUCKY STATE UNIVERSITY

HELP EXIT

Admissions Logout

Thank you for using KSU WIRED.

[Return to Homepage](#)