

**KU TPE Application Planning & Checklist**

This document provides application guidance for prospective students applying to KU Transition to Postsecondary Education.

It is recommended to submit disability and IEP documentation **prior to completing the applications below** since this determines eligibility.

Please email documentation to kutpe@ku.edu or mail to the Program Coordinator at:

KU Transition to Postsecondary Education

Joseph R. Pearson Hall, Room 521

1122 West Campus Rd

Lawrence, Kansas 66045-3101

Be sure to have all reference letters and transcripts ready to upload as you complete the online applications. We do not accept these materials via email.

The KU Application can be saved and completed in parts. The *KU TPE Part 2 Application* **must** be completed at one time as you will not be able to log back in to complete any portions.

**Students should write the essay questions on the KU TPE application using their own skills and words.** Admission decisions are not made on grammar, spelling, etc. It is important that they complete their own application. It is helpful to type it in a Word document first, and then copy/paste the text into the application.

**Part 1: Apply to KU as Not Seeking a Degree**

Click on the link to start your application to KU [**https://admissions.ku.edu/apply**](https://admissions.ku.edu/apply)



Next, select “Not seeking a degree, 2025 terms”

After that, you will either create an account if you have never created an account for a KU Application before or you will log in if you have already created an account.



Once you either create an account or log into your account, you want to be taken to the ***KU Non-Degree Application.***

**STUDENT INFORMATION & MORE ABOUT YOU**Please fill in the “Student Information” and “More About You” page with the appropriate

Information



**YOUR PLANS**

On the “Your Plans” page should be completed as follows:



Complete the following sections:

* Family Information
* Residency Information
* School Information
* Additional Information



**SIGNATURE**



You will type your full legal name instead of signing. Please see below:



**REVIEW**

After you have completely reviewed the application, you will want to select SUBMIT

APPLICATION.



IMPORTANT: When KU application process is completed, please email KU TPE at kutpe@ku.edu to let us know you have competed this step.

**PART 2: APPLY TO KU TPE**

If you have completed the non-degree seeking application to KU correctly, within a day or two, you should receive a link from Admissions to complete the TPE Application.

For the TPE application, we will need the following submitted:

* **LETTERS OF RECOMMENDATION:**
	+ Upload Three (3) letters of recommendation from individuals who know the applicant, representing each of the following areas (specific questions included on each reference form).
		- Personal (e.g., friend, but cannot be a family member)
		- High School Teacher or Guidance Counselor
		- Employer or Volunteer reference (or someone who can discuss student’s employment experience, example: transition coordinator)
* **HIGH SCHOOL TRANSCRIPT:**
	+ Upload your high school transcript. An unofficial copy is fine.
* **ESSAYS: (these should be written by the student)**
	+ Describe your strengths
	+ Describe your dreams for the future
	+ What do you hope to gain from attending KU?

**PART 3: DOCUMENTATION**

If you haven’t already, please be sure to submit your documentation of intellectual disability. Accepted documentation:

* IEP
* Physician’s documentation
* Social Security Administration documentation
* Psychological or Neuropsychological Evaluation Summary
* Comprehensive Evaluation Summary
* Vocational Rehabilitation documentation

**\*Please note: documentation of intellectual disability and/or IEP do not need to be uploaded to the application. Please email documentation to** **kutpe@ku.edu**