**How to fill out an application for admission to the University of Kansas.**

Start at this webpage:

 [www.admissions.ku.edu/apply](http://www.admissions.ku.edu/apply)

Click on the blue and white Apply to KU Now button



This will take you to a chart of options. Select the application “not seeking a degree” .



Once on the application management page, select the blue “create an account” link under “First-time users”.



On the Register page:

* Email: use your personal email address
* First name: Your name
* Last name: Your name
* Your birth date: Select the month, day and year from the drop down lists.



You will receive an e-mail to the email address you listed. This will have a pin number to set your password. Please note, this email will contain a Temporary PIN that you will need.



Go back to the Undergraduate Application Management age and log in to your new account using your birthday and this PIN.

Once you log in, select “Start New Application”.



Once the application is created, select, “Open Application”.



Once you have started your application, the first section you will see is the Student information. Scroll down and fill in the following information:

* First and last name
* Addresses (permanent and mailing address if the mailing address is different)
* Biographical information (legal sex, birthdate, birth city)
* Citizenship information (are you a US citizen)

Click continue and it will take you to Your Plans. Fill out:

For semester, select Fall 2023.

For year-long grant language programs, select “not participating”.

**IF you are** currently attending high school in Lawrence, you should see some additional prompts like the ones below.



If you are not attending Lawrence high schools, it should look like this:



Once you are done, click continue.

Fill out your Family information and click continue.



Next, you will need to fill out your Residency Information.

If you qualify for in state tuition, you should see something like this:



If you do not qualify for in state tuition, it should look like this:



Next, you will fill out information about your school. Here you will add your high school information.



Once you complete that and click continue, it will ask for additional information such as:

* Military
* If you agree to receive text messages from KU
* Adding your snapchat, Instagram, Twitter (not required)



After you click continue, it will take you to the Application fee, certification, and signature. Once you sign your name, you can click confirm.





Once you sign and confirm, you can review your application and submit it! When you have submitted your application to KU, send us an email at kutpe@ku.edu.