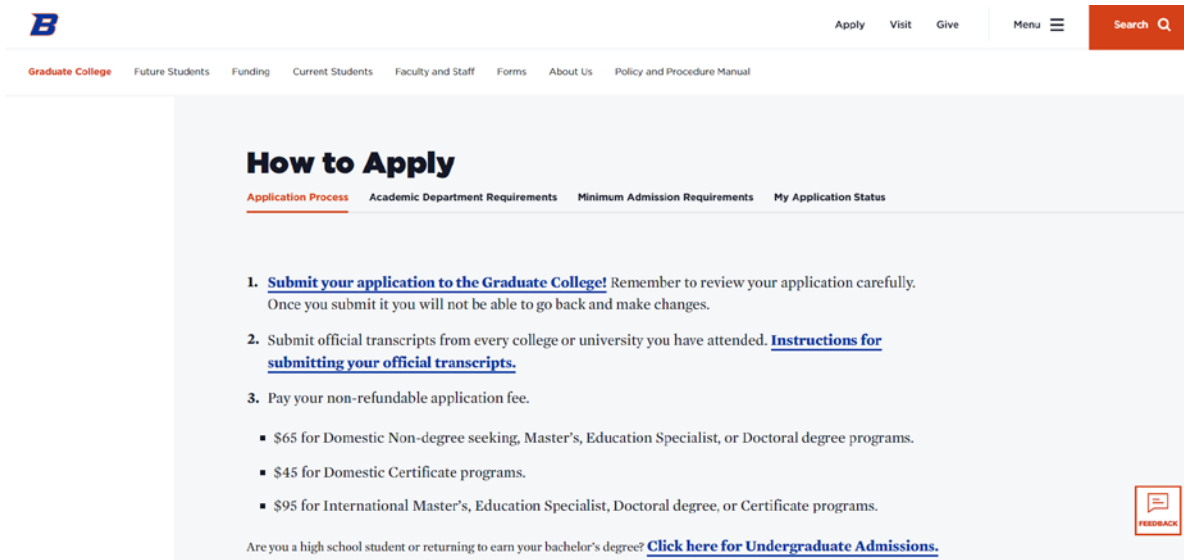


Instructions to Apply: Graduate College Admission Application

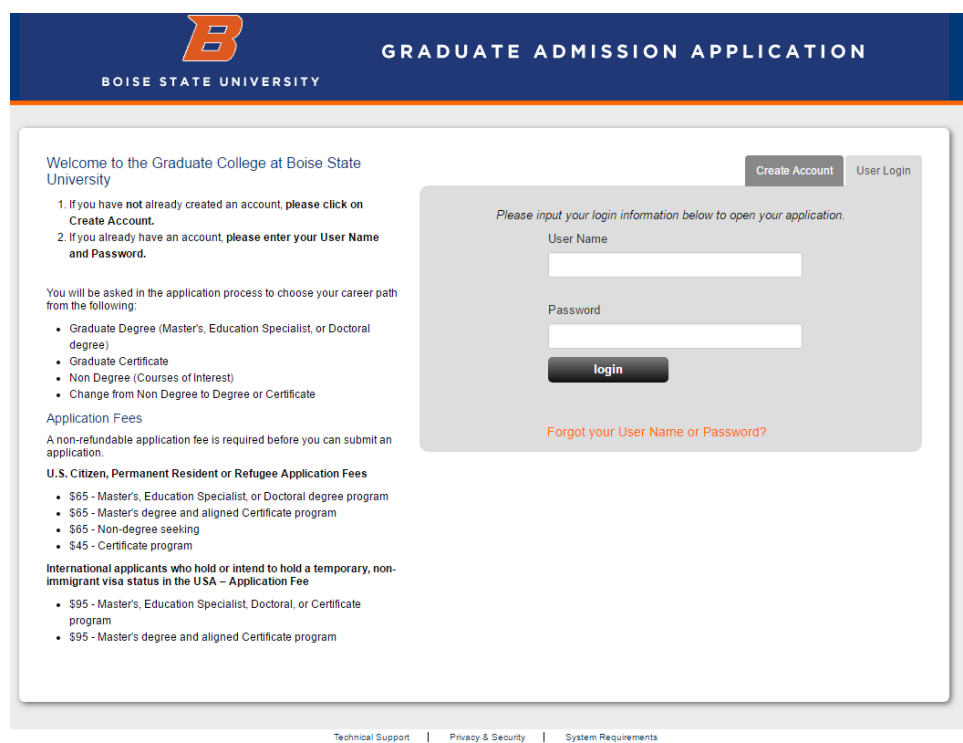
Creating an Application

1. Go to www.boisestate.edu/graduatecollege/apply-to-the-graduate-college and select 'Submit your application to the Graduate College'.




The screenshot shows the Boise State University Graduate College website. The navigation bar includes links for 'Apply', 'Visit', 'Give', 'Menu', and a search box. The main content area is titled 'How to Apply' and lists three steps: 1. Submit your application to the Graduate College! 2. Submit official transcripts from every college or university you have attended. 3. Pay your non-refundable application fee. A feedback icon is visible in the bottom right corner.

2. You will be redirected to the official Graduate Admission Application website. From here, you'll select 'Create Account'.



The screenshot shows the Boise State University Graduate Admission Application website. The header includes the Boise State University logo and the text 'GRADUATE ADMISSION APPLICATION'. The main content area is titled 'Welcome to the Graduate College at Boise State University' and includes instructions for creating an account and logging in. A login form is visible with fields for 'User Name' and 'Password', and a 'login' button. There are also links for 'Create Account' and 'User Login'.

3. Fill out the required information and select 'Submit Information'.



GRADUATE ADMISSION APPLICATION

BOISE STATE UNIVERSITY

Create New Account

Thank you for your interest in Boise State University Graduate College. Please complete the profile and login information below to create an account for a new admission application and your VIP page.

If you apply for two different degrees or certificates, you will need a separate application account for each. You must create a different account User Name for each separate application you submit.

- If you already have an account, please [return to the Log in screen](#) and enter your User Name and Password
- [Can't remember your User Name or Password?](#)

Please note, an asterisk(*) denotes a required question.

Account Profile

| | | |
|------------------------|--|-----------------------|
| Full Name | First or Given Name * | Last or Family Name * |
| | <input type="text"/> | <input type="text"/> |
| Email Address * | <input type="text"/> | |
| Verify Email Address * | <input type="text"/> | |
| Birth Date * | Month ▼ | Day ▼ Year ▼ |
| Zip/Postal Code * | <input type="text"/> | |
| | Enter 00000 if you do not have a Zip/Postal Code | |
| User Name * | <input type="text"/> | |
| Password * | <input type="password"/> | |
| | Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&*()_+!~=-\`[]{};:<>?,./ Spaces are not allowed. | |
| Verify Password * | <input type="password"/> | |

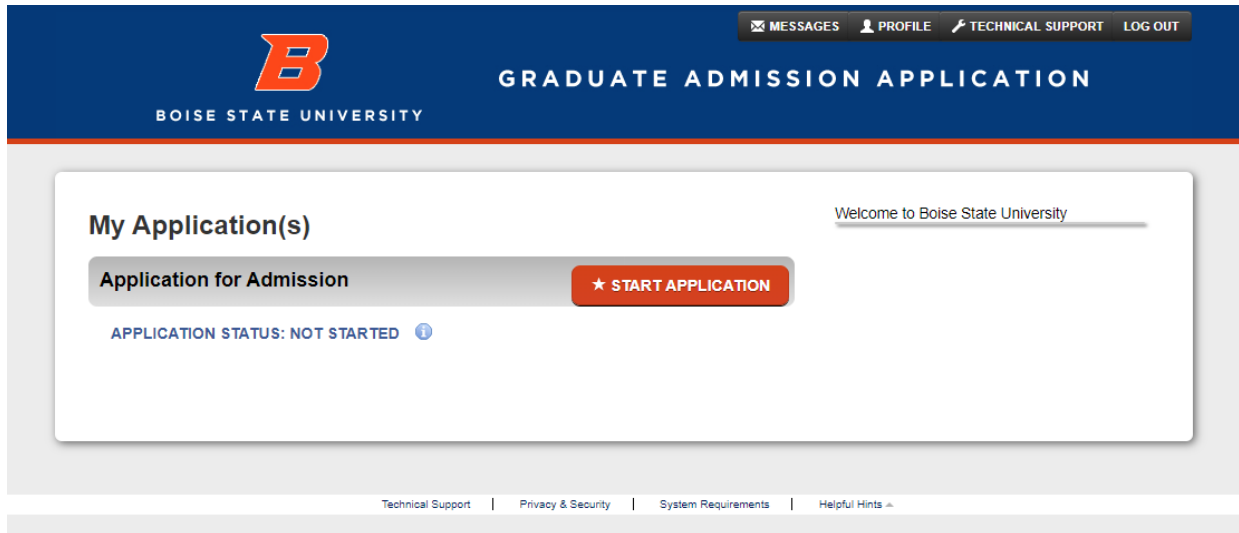
I acknowledge by submitting this form my data is available to this institution.

[Submit Information](#)

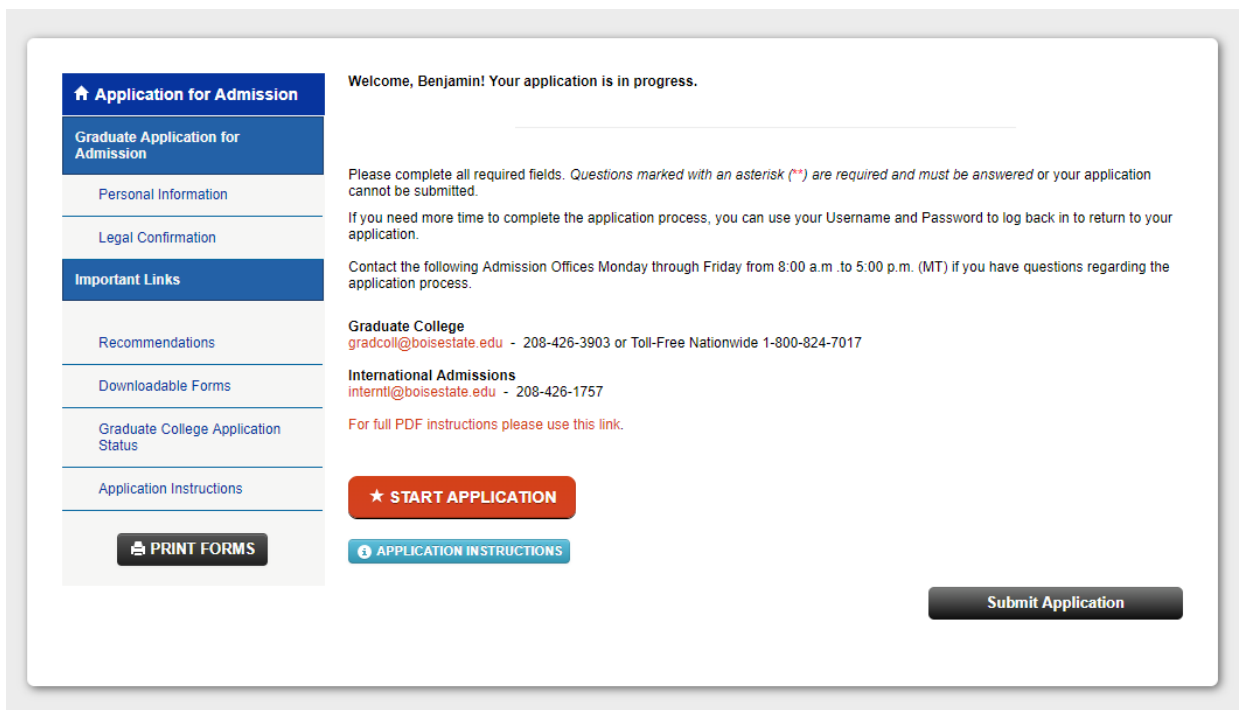
[Privacy Policy](#)

Filling out your Application

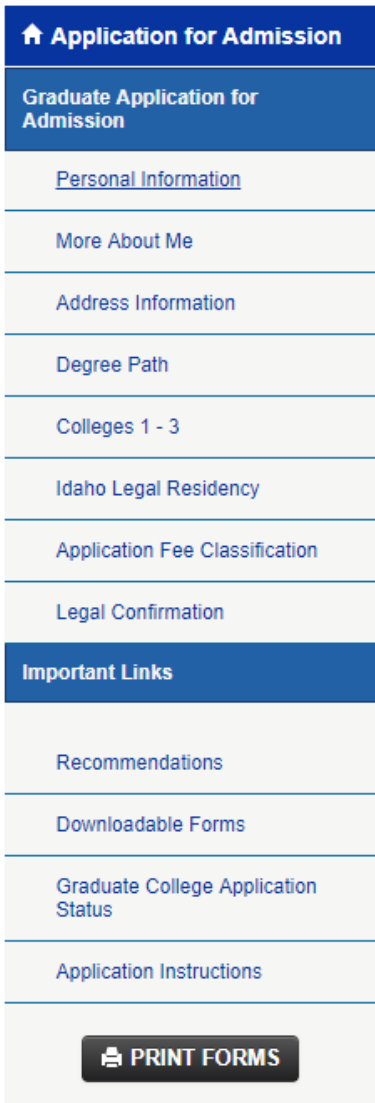
- When first logging in and accessing your account, you will be prompted to agree to both a “Terms of Use” and “Privacy Policy” section. After you have agreed to both, you may select ‘Continue and Create’.
- Once you have logged in, you may select the large orange ‘Start Application’ button.



- On the next screen, you will select the large orange ‘Start Application’ button again. You may also select the ‘Personal Information’ section on the left hand sidebar.

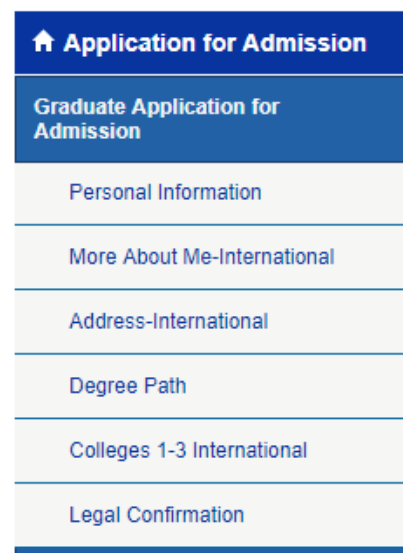


7. You will be required to complete all sections as you continue through your application using the 'Save & Continue' button. If at any point you need to return to a specific section, you may do so by using the left-hand sidebar for navigation. Sections will include:



- a. Personal Information
- b. More About Me
- c. Address Information
- d. Degree Path
 - i. If you are applying for an *Accelerated Master's Program*, you will be prompted to note so after selecting an eligible degree program from the Program or Certificate drop down list.
- e. Colleges 1-3
 - i. If you have attended more than three colleges, please fill out the first three spots and select 'Save & Continue'. You will be taken to an additional page where you can continue to add colleges and universities you've attended (up to 12).
- f. Idaho Legal Residence
- g. Application Fee Classification
 - i. If you qualify for an application fee waiver, you will be able to select it in this section. If you do not qualify you will select 'I have read through the types of fee waivers and do not qualify for a fee waiver at this time. Regular application fee rules apply'.
- h. Legal Confirmation

8. International Applicants will see a slightly different sidebar with most of the same sections.




Submitting your Application

- Once you have completed all the required sections, you will be prompted to confirm your submission by checking the confirmation box and selecting 'continue'.

Application Status: Ready for Submission

Congratulations, Benjamin! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.*

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

 [PREVIEW APPLICATION IN PDF FORMAT](#)

Step 1: Confirmation

Your Graduate College application is ready for submission.

We recommend that you review your application responses to ensure that all of the questions were answered correctly. Once you submit your Graduate College application, you will **not** be able to make further changes to this information.

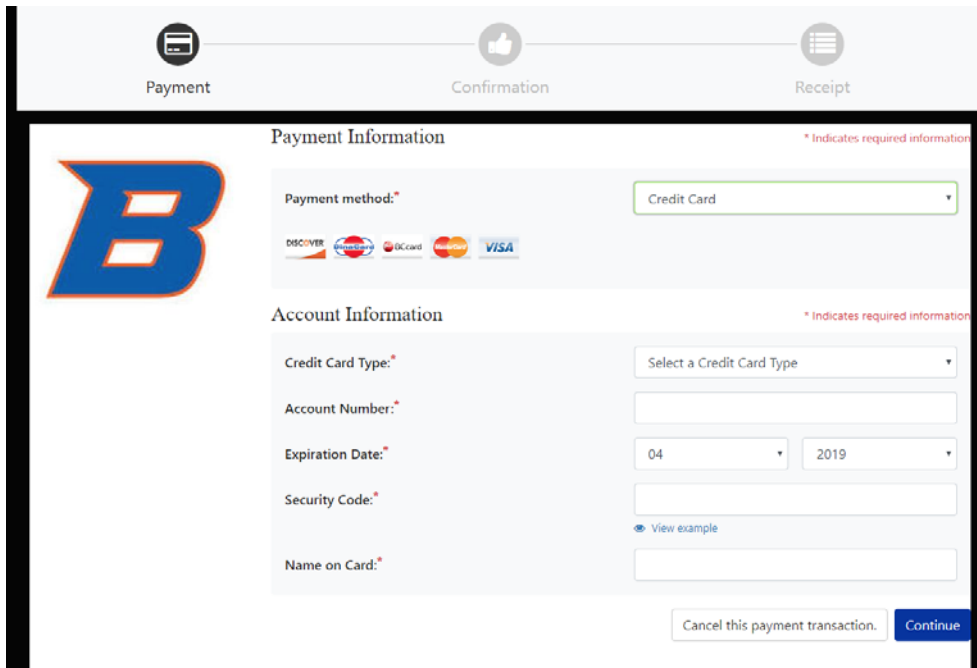
After you submit your Graduate College application, you will receive a link to contribute the admission materials required by your specific degree or certificate program.

- I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE

- Payment is required.** If you have not qualified for a fee waiver, you will be prompted to submit a payment. By selecting both the Payment Method as 'Credit Card' and the 'Pay and Continue' button, you will be redirected to our TouchNet server to complete a secure payment.

Please note that paying your application fee does not submit your application. After selecting 'Continue' you will be redirected back to your application.



Payment Information * Indicates required information

Payment method:* Credit Card

DISCOVER American Express DCard Mastercard VISA

Account Information * Indicates required information

Credit Card Type:* Select a Credit Card Type

Account Number:*

Expiration Date:* 04 2019

Security Code:* [View example](#)

Name on Card:*

Cancel this payment transaction. Continue

11. After completing your full application, please sign your electronic signature and select the 'Submit Application' button.
 - a. *Once you've submitted your application, you can not go back and make changes.* If you need to request a change, please contact the Graduate College at gradcoll@boisestate.edu or (208) 426-3903.

Final Step: Signature Page

Your Application Fee has been waived

This is your final step to complete your Graduate Admission Application. No changes will be allowed after you submit your application.

I certify that the information supplied by me on this application is true and correct to the best of my knowledge.

| | |
|------------|--|
| Full Name: | <input type="text"/> |
| Date: | <input type="text" value="4/22/2019"/> |

SUBMIT APPLICATION

12. After selecting the 'Submit Application' button, you will be directed to our 'Submission Complete!' page.
 - a. At this time, you'll want to make sure you have requested all of your official transcripts to be sent to our office
 - b. You may also begin to upload recommendation provider information and any program specific material.

Submission Complete!

Please print a **Payment Voucher** at this time for your records.

Your application to the Graduate College has been successfully submitted!

Submission of this application does not confirm your acceptance into a graduate program or eligibility for financial aid.

Next Step

Request official transcripts from all previous institutions to be sent to the Boise State University Graduate

Trouble with Applying?

If you are experiencing problems with your application, please review the following troubleshooting guide below regarding some of the most common issues and concerns.

If you are still experiencing problems with your application, you may contact the Graduate College office at gradcoll@boisestate.edu or by phone at (208) 426-3903 and we will be happy to assist you.

I have already applied before. Can I use that same application again?

- No. If you previously submitted an application, you will need to create a new application and pay a new application fee.

I was accepted, but left my program early for personal reasons. Do I need to reapply?

- Yes. You will need to create a new account and apply for readmission into your program.

I was denied admission in the past. Can I reuse that application?

- No. Once an application has been denied, it cannot be reopened. You will need to create a new application.

I would like to apply for multiple programs and certificates. Can I use one application?

- No. If you would like to apply for multiple programs at one time, or apply for both a certificate and degree program, you will need to create multiple accounts that will require application fees for each.

My start term isn't listed on the drop down!

- If you do not see your desired start date, the application deadline may have passed. You can check on the deadline for your program on our [Degree Programs](#) page. If you wish to enroll in graduate level courses for your desired term, please submit an application to be a non-degree seeking student. Please note that a non-degree seeking status will allow you to enroll in graduate courses for which you are eligible, but does not offer or guarantee admission to a graduate program. Admission to a program will require a new and separate application.

I'm applying for an Accelerated Master's Program? Do I use this application?

- Yes! You'll first want to discuss with your program about participating in an accelerated master's program, then, fill out and submit your application as normal. You'll be prompted to check a box in the 'Degree Path' section that notifies us that you'd like to apply for the accelerated master's program.

I don't see a spot to upload my program admission material!

- You will upload your program material via a link in the left hand side bar after you have successfully submitted your application. You can view our instructions for uploading program admission material for more help.

I'm currently experiencing financial hardship. Do I qualify for a fee waiver?

- Unfortunately, we do not have a financial need waiver for graduate applications at this time. We are sorry that we are not able to offer you any sort of application waiver.

I'm getting a white screen that's telling me I didn't log out properly and I can't access my application!

- A white screen that starts with 'An error has occurred' means that you did not properly log out of your last session. Follow the instructions by clearing your browsing data (cookies and cache), closing your browser and reopening. You may also use another browser to log in to your application.