



## WKU (Western Kentucky University) Online GRADUATE Admissions Application (Required of all non-WKU KIIS Graduate Students)

**What is this?** All non-WKU KIIS Graduate students MUST be admitted to WKU in order to receive their KIIS study abroad graduate course credit. This online process is largely a formality, but a crucial one. It takes 15-20 minutes.

### Exceptions:

- **Current WKU students** should not complete the WKU online application.
- **(non-WKU) Undergraduate students** should complete [WKU online undergraduate application](#).

**Deadline:** For KIIS Summer = March 15 / Winter & Spring Semester = November 15 / Fall Semester = June 5

**Key Reminder:** All KIIS Graduate students must provide KIIS w/your official UNDERGRADUATE transcript.

**Questions:** Contact [haley.mctaggart@wku.edu](mailto:haley.mctaggart@wku.edu) or 270-745-4416. **FOLLOW EACH STEP BELOW**

**All non-WKU Graduate students accepted into a KIIS program must complete the steps below.**

### INSTRUCTIONS

**Step 1:** Go to the [WKU Graduate online admissions login page](#)

**Step 2:** Create a Login ID (up to 9 alpha-numeric characters) and PIN (exactly 6 numbers). Click "Login"

**Step 3:** Please note that only fields on the online application marked with a red asterisk (\*) are required

**Step 4:** Once logged in you will be greeted by the following questions. Answer them as follows:

- **Enter your first, middle, and last name**
- **"Are you a US Citizen:"** Select applicable answer  
(if you select NO, see ["Non-US Citizens"](#) instructions on page 3 below)
- **"Are you seeking a planned program** (masters, certification, certificate, ranks, or specialist)?" Select **NO**
- **"Will you be a visiting student from another college/university?"** Select **YES**
- Where it reads, **"Please choose any of the following which apply to you,"** Check the **"KIIS" box**
- **"What term are you interested in applying for?** This is the term on which you want to begin taking classes."  
**Select appropriate term** (e.g. "Summer 20XX" if you have been admitted to a KIIS Summer program)
- Note: a message will then appear about a \$40 application fee → KIIS students do not pay this fee.
- Click **"Continue"**
  
- **READ CLOSELY:** On the next page of the online WKU Graduate application, you will see a number of categories in red (e.g. Primary Address; Personal Information; etc.). Complete each one. Within each category, **you are only required to complete items marked with a red asterisk (\*)**. At the end of each category (e.g. Primary Address), be sure to click **CONTINUE button** at bottom. You will know a category has been completed correctly when a red checkmark appears to the left of the category name.
- Select "Primary Address" category → Enter fields marked with red asterisk. Then click **"Continue"**
- On next page ('Personal Information'), enter fields marked with red asterisk. Then click **"Continue"**
- On next page ('Personal Information Continued, Checklist Item 3 of 9'), there are no fields marked with red asterisk; you may simply click **"Continue"**
- On next page ('Personal Info Cont., Checklist Item 4 of 9'), enter fields marked w/red asterisk. Where it reads **"Will you be transferring from another graduate college/university?"** Select **NO**. Then click **"Continue"**
- On next page ('Emergency Contact Info, Checklist item 5 of 9'), there are no fields marked with red asterisk; you may click **"Continue"**

## INSTRUCTIONS CONTINUED (FOR U.S. CITIZENS)

- On next page (Test Information, Checklist Item 6 of 9), there are no fields marked with red asterisk; you may click **“Continue”**
- On next page (‘Previous College, Checklist Item 7 of 9’), enter fields marked w/red asterisk. Where it reads **“College School Code,”** Click **“Lookup College Code** (in Blue), Find your State, City, and College, and then Click **“Copy Selected College Information to Data Form”**
- Once back on ‘Previous College, Checklist Item 7 of 9’ page, enter **College Degree** from Dropdown menu, then click **“Continue”**
- On next page (‘Planned Course of Study, Checklist Item 8 of 9’), enter fields marked w/red asterisk.
  - Where it reads **“Category of Study,”** Select **“Non-Degree”** from Dropdown menu.
  - Where it then reads **“Planned Course of Study,”** Select **“Not Pursuing a Degree”** (2<sup>nd</sup>-to-last option) from Dropdown menu.
  - Then click **“Continue”**
- On next page (Additional Comments, Checklist Item 9 of 9), there are no fields marked with red asterisk; you may click **“Continue”**
- **FINAL STEP - VERY IMPORTANT:**
- **You should now see a red checkmark to the left of each Category Name** (e.g. Primary Address; Personal Information; etc.). If one or more of your categories does not include red checkmark, click on Category title and complete required info (follow instructions above).
- **Scroll down to the bottom of the page (with red checkmarks) and click “SUBMIT APPLICATION”**

### IMPORTANT INFO:

1. **\*\*You will receive an email from WKU requesting “Additional Documentation” → IGNORE IT\*\***  
you do not need to send the WKU Graduate School any additional documentation.  
(unless you have a criminal record or are on some form of disciplinary probation; if that’s the case, be sure to provide WKU w/any additional documentation it requests).
2. **\*\*You do NOT have to pay WKU \$40 (or \$75) requested online (or in email) → IGNORE IT\*\***

**All KIIS Graduate students must provide KIIS w/your official UNDERGRADUATE transcript. Have your undergraduate institution email an official electronic original to [haley.mctaggart@wku.edu](mailto:haley.mctaggart@wku.edu).**

**If your undergraduate institution cannot email an official electronic original, they may mail a paper original to:**

Haley McTaggart  
Western Kentucky University – KIIS  
1906 College Heights Blvd.  
Tate Page Hall 129  
Bowling Green, KY 42101

**NON-U.S. CITIZENS: SEE PAGES BELOW FOR DETAILED INSTRUCTIONS**

## INSTRUCTIONS FOR NON-U.S. KIIS CITIZENS: Completing the WKU Graduate Application

Follow Steps 1-4 on page 1 above (then return to Step 5 on this page):

**Step 5:** Once logged in you will be greeted by the following questions. Answer them as follows:

- Enter your first, middle, and last name
- Where it reads “Are you a US Citizen:” Select **NO**
- When asked, “Were you referred to WKU by a recruiting agent?” Select **NO**
- When asked, “In which international program are you participating? If you have graduated from ESLI or Navitas select None.” Select **NONE** from Dropdown menu
- “Are you seeking a planned program (masters, certification, certificate, ranks, or specialist)?” Select **NO**
- “Will you be a visiting student from another college/university?” Select **YES**
- Where it reads, “Please choose any of the following which apply to you,” Check the “KIIS” box
- “What term are you interested in applying for? This is the term on which you want to begin taking classes.” Select appropriate term (e.g. “Summer 20XX” if you have been admitted to a KIIS Summer program)
- **Note 1:** a message will then appear about a \$40 application fee → KIIS students do not pay this fee.
- **Note 2:** DON’T WORRY ABOUT THE FOLLOWING MESSAGE THAT APPEARS AT BOTTOM OF SCREEN IN RED: “Warning: you are applying to the Summer 2014 term after the deadline. You may still apply, however WKU can make no guarantee regarding an admission decision in this case. It is possible that no decision will be made, or that the decision will be delayed which will cause a delay in issuing I-20. Apply at your own risk.”
- Click “Continue”
- **READ CLOSELY:** On the next page of the online WKU Graduate application, you will see a number of categories in red (e.g. Primary Address; Personal Information; etc.). Complete each one. Within each category, **you are only required to complete items marked with a red asterisk (\*)**. At the end of each category (e.g. Primary Address), be sure to click **CONTINUE** button at bottom. You will know a category has been completed correctly when a red checkmark appears to the left of the category name.
- Select “Primary Address” (Checklist Item 1 of 10) category → Enter fields marked with red asterisk (\*). The information you enter here likely will correspond to your KY (or U.S.) residence. Then click “Continue”
- On next page, (“Primary Address,” Checklist Item 2 of 10) category → Enter fields marked with red asterisk. Here you input your foreign (non-U.S.) address. Then click “Continue”
- On next page (‘Personal Information, Checklist Item 3 of 10’), enter fields marked with red asterisk. Then click “Continue”
- On next page (‘Personal Info Cont., Checklist Item 4 of 10’), enter fields marked w/red asterisk.
  - Where it reads “Will you be transferring from another graduate college/university?” Select **NO**
  - Where it reads “Country of Legal Permanent Residence,” Enter your country. IF YOUR ARE A U.S. PERMANENT RESIDENT (Green Card Holder), Enter United States.
  - Then click “Continue”
- On next page (‘Emergency Contact Info, Checklist item 5 of 10’), there are no fields marked with red asterisk; you may click “Continue”
- On next page (Test Information, Checklist Item 6 of 10), there are no fields marked with red asterisk; you may click “Continue”
- On next page (‘Previous College, Checklist Item 7 of 10’), enter fields marked w/red asterisk. Where it reads “College School Code,” Click “Lookup College Code (in Blue), Find your Country, then City, then College/University (this should be university where you earned your Bachelors/undergraduate degree). Then Click “Copy Selected College Information to Data Form”
- Once back on ‘Previous College, Checklist Item 7 of 10’ page, enter **College Degree** from Dropdown menu, then click “Continue”

## INSTRUCTIONS CONTINUED FOR NON-US KIIS CITIZENS

- On next page ('Planned Course of Study, Checklist Item **8** of 10'), enter fields marked w/red asterisk.
  - Where it reads "**Category of Study**," Select "**Non-Degree**" from Dropdown menu.
  - Where it then reads "**Planned Course of Study**," Select "**Not Pursuing a Degree**" (2<sup>nd</sup>-to-last option) from Dropdown menu.
  - Then click "**Continue**"
- On next page (International Information, Checklist Item **9** of 10), **ENTER ALL FIELDS IF POSSIBLE** (those marked with and without red asterisk)
- On next page (Additional Comments, Checklist Item **10** of 10), there are no fields marked with red asterisk; you may click "**Continue**"

### FINAL STEP - VERY IMPORTANT:

- **You should now see a red checkmark to the left of each Category Name** (e.g. Primary Address; Personal Information; etc.). If one or more of your categories does not include red checkmark, click on Category title and complete required info (follow instructions above).
- **Scroll down to the bottom of the page (with red checkmarks) and click "SUBMIT APPLICATION"**

### IMPORTANT INFO:

3. **\*\*You will receive an email from WKU requesting "Additional Documentation" → IGNORE IT\*\***  
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