

Before you begin...

What is this? All non-WKU KIIS undergraduates MUST be admitted to WKU in order to receive their KIIS study abroad course credit. This online process is largely a formality, but a crucial one. It takes 15-20 minutes. It is suggested that you either open these instructions in a separate browser tab or print them out.

Two Exceptions:

- **Current WKU students** should not complete the WKU online application.
- **Graduate students** who will be taking Graduate courses on their KIIS program (to be eligible, you must complete your Bachelor's degree prior to the start of your KIIS program) should not complete the online WKU application below. [Instead, they should complete the WKU Graduate application.](#)

Deadline: For KIIS Summer = March 15 / Winter = Oct. 15 / Spring Semester = Nov. 1 / Fall Semester = May 1

Questions: Contact haley.mctaggart@wku.edu or 270-745-4416. **FOLLOW EACH STEP BELOW.**

All non-WKU undergraduates accepted into a KIIS program must complete the steps below, even if you were previously issued a WKU ID for any reason.


Step 1: Go to the WKU undergraduate online admissions login page.

[Click here to create your account.](#)

Step 2: Create a Login ID and PIN

Your login ID may be up to 9 alpha-numeric characters and your PIN may be up to 15 numbers. Click "Login" when finished.

WKU Admissions Login - New User

 Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Step 3: Complete the initial application questions

NOTE: You will not be able to access this page again, so you must follow the instructions EXACTLY to avoid starting additional applications.

- “Do you plan to earn a degree at WKU:” Select **NO** the following question will then appear:
- “Will You be a Visiting Student from Another College or University:” Select **YES**
- “Are you a US Citizen:” **Select applicable answer**
- “Please Select any of the Following for which You Currently Participate:” Select **KIIS** (note: you do not have to provide “Office of Admissions supporting documentation as proof of eligibility”)
- “Please enter your WKU ID...” **Skip this question if you do not have one**
- “Please enter your Social Security Number if applicable:” **Please enter it correctly, this will affect your KIIS application**
- Click “Continue”

Application Questions

* - indicates a required field.

Do you plan to earn a degree at WKU? *

Will you be a visiting student from another college/university? *

Are you a U.S. citizen? *

Please select any of the following in which you currently participate. (You will need to submit to the Office of Admissions supporting documentation as proof of your eligibility.) *

- None
- ACT fee waiver
- CCSA: Cooperative Center for Study Abroad
- Educational Opportunities
- Educational Talent Search
- Free/Reduced high school lunch program
- Job Training Partnership ACT (JTPA)
- KIIS (Kentucky Institute for International Studies)
- Medicaid
- SAT fee waiver
- SKYCTC-Glasgow Program
- Supplemental Nutrition Assistance Program (Food Stamps)
- Supplemental Security Insurance (SSI)
- Temporary Assistance for Needy Families Program
- Upward Bound participation

Please enter your WKUID if you have previously applied to/attended WKU:

Please enter your Social Security Number if applicable:

You must click this to bypass the payment requirement

Step 4: Enter your name and KIIS term

- Under “Application Term:” Select your **KIIS study abroad term** (Summer, Fall, Winter or Spring)
- Enter your **First, Middle, and Last Name** (as it appears or will appear on your passport)
- Click “Fill out Application”

Apply for Admissions

Select the term you want to apply for and then enter your name.
Please enter your name in upper and lower case (example: John L. Smith).

International Students - PLEASE ENTER YOUR NAME AS IT APPEARS ON YOUR PASSPORT.

When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.


Application Type: Undergrad Non Degree Seeking

Application Term: * Summer 2017 (May 15, 2017 - Aug 10, 2017) ▾

First Name: * Haley

Middle Name:

Last Name: * McTaggart



Step 5: Complete the Application Checklist

There are 9 brief sections that you must complete: **Name, Primary Address, Personal Information, Planned Course of Study, Emergency Contact Info, Previous College(s), Last College Attended Info, High School, and Additional Info.**

Notes: Only fields marked with a red asterisk (*) are required. After completing each step, click "Continue" to advance to the next section.

For the "**Planned Course of Study**" section, enter "Not Pursuing a Degree" and "Main Campus."

Planned Course of Study (Checklist item 4 of 9)

Please select your intended major from the drop-down box below and a concentration(if applicable).

The (T) next to your program selection indicates it is "Teacher Certifiable" and a (C) indicates that a concentration is required.

* - indicates a required field.


Planned Course of Study: * Not Pursuing a Degree ▾

Please indicate your primary location of enrollment. * Main Campus ▾

Step 6: Submit your application

To complete your application **YOU MUST CLICK SUBMIT.**

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/Submit** to submit the application.

First Time Applicants may return to an incomplete application at any time by using your **Logon ID** and **PIN**. If you forget your ID or PIN, you may contact us by clicking on the "Need help?" link below.

Readmit Applicants may return to an incomplete application by logging into **TOPNET** using your **WKU ID** and **PIN**. Select "Student Services, Admissions" to complete previously started application.

✓ Name	✓ Previous College(s)
✓ Primary Address	✓ Last College Attended Info
✓ Personal Information	✓ High School
✓ Planned Course of Study	✓ Additional Information
✓ Emergency Contact Information	

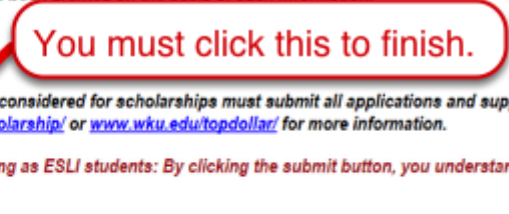
Please review your application for accuracy prior to submission. By clicking the submit button, you are affirming that all information supplied in this application is complete and accurate. You understand that withholding or giving false information, in whole or in part, will make you ineligible for admission to WKU or ineligible to continue in school if admission has been granted on the basis of such information.

SCHOLARSHIP INFORMATION:

IMPORTANT: Students wishing to be considered for scholarships must submit all applications and supporting documents by the scholarship deadline dates. Please visit <https://www.wku.edu/scholarship/> or www.wku.edu/topdollar/ for more information.

International students who are applying as ESLI students: By clicking the submit button, you understand that WKU will share your application with ESLI.

[Need Help? Email us at Admission@wku.edu](mailto:Admission@wku.edu)



Final Notes

****You may receive an email from WKU requesting "Additional Documentation" (e.g. transcript) IGNORE IT****

EXCEPTION: If you answered "Yes" to any of the judicial/disciplinary questions, you may receive an email from WKU Judicial Affairs for additional information. You must respond to move forward in the Admissions process.

****You do NOT have to pay WKU \$45 (or \$75) requested online (or in email) IGNORE IT****