Instructions to Complete your KSU Admissions Application

1. Visit https://apply.k-state.edu/app/open/ChooseTerm_open.action to start your application.
2. For the question "Do you have a K-State account (eID)?"
   a. If you have previously applied to K-State, select "yes" and login with your eID and password
   b. If you have not applied to K-State, select "no" and follow the steps to create an eID. Once you have an eID, return to the online application and sign in with your eID.
   c. **Please make sure to keep track of your eID and password as this is what you will continue to use throughout your time at K-State to access online resources.
3. Use the guide below to help you complete the online application. You can always save your progress and return to your application later if needed.

Exchange Application Preview
Personal

| Personal | Address | Education | Demographics | Scholarship | Review & Submit |

Personal Information

When will attend KSU	Select term that student will start at KSU
Filling for someone else	Select "No"
Social Security Number	Leave blank
Sex assigned at birth	Should match sex on passport

Legal Name

First Name	First/Given name as it appears on your passport
Preferred First Name, Middle Name	Leave blank
Last Name	Last Name/Surname/Family Name as it appears on your passport
Additional names?	Include all last names under which previous records may be listed (example: maiden). Also, any other names for which you may have high school or college transcripts, test scores or other documentation.

Birth Information

Date of Birth	
Country of Birth	
Birth City	

Contact Information

Phone	Include area code. Please precede an international phone number with a + and the country code. For example, +86 for China.
Additional Phone	
Email Address	
Additional email address	

Residency Information

US Citizen	If you have a U.S. passport, please answer "Yes" to this question and email the exchange coordinator. The questions below will not apply to you.
Permanent Resident	If you are a U.S. Permanent resident, please answer "Yes" to this question and email the exchange coordinator. The questions below will not apply to you.
International Student	Select "Yes"
Country of Citizenship	
Type of visa requesting	Most exchange students will come to KSU on an F-1 student visa unless they have specific reasons for selecting a J-1 visa (ex: If you want to complete an off-campus internship after one semester of study). Email the exchange student coordinator if you have questions about visa type.
Affidavit of Support printed	You will submit the exchange affidavit of support and not the affidavit of support linked to the application.

Address

Personal	Address	Education	Demographics	Scholarship	Review & Submit

Permanent country address

Country	
Street 1	
Street 2, 3, 4	
City	
Postal Code	
Same as mailing address?	

Family Address

Same as mailing?	
Relationship	
Name	
Phone	
Email Address	

Education

Personal	Address	Education	Demographics	Scholarship	Review & Submit

High School

High school country	
High School	
Graduation date	

College or University

Advanced Placement (AP)	Do not check
College Level Examination Program	Do not check
Exam Credit	Do not check
Previously attended K-State	Select "No"
Other college work	Select "Yes" and a drop down will appear

Previous College

School Country	Enter information of your current university
School name	Enter information of your current university
Credit hours	Insert the amount of credit hours you have earned at your home institution
Dates of Attendance	

Academic Information

Complete Degree	Select "No"
Are you seeking a post-degree minor?	Select "No"
Are you seeking a certificate?	Select "No"
More than 15 credit hours at K-State?	Select "No"
K-State Campus	Manhattan
Major	Choose your major based on where you plan to take the majority of your classes at K-State. If you have questions about what you should select as your major, please contact the exchange student coordinator.

Demographics

Personal info → Address → Education → **Demographics** → Scholarship → Review & Submit

Demographic Information

Are you Hispanic or Latino?	
What is your ethnicity?	
What is your ethnic/racial group?	
Religious denomination	
English primary language	
Language other than English at home	
Other language spoken at home	
A parent or guardian received a four-year degree	
Active Military	

Dependent of military service	

Conduct Information

Suspended/expelled from institution of higher education?	
Pending felony or person crime charges?	
Convicted/probation/diversion for felony?	
Required to register with law enforcement?	

Scholarship

Personal	Address	Education	Demographics	Scholarship	Review & Submit

Scholarship Application

Non–degree applicants are not considered for institutional scholarships. Continue on to the next tab to complete your application.

Skip scholarships

Select "Skip Scholarships"

Review and Submit

Personal	Address	Education	Demographics	Scholarship	Review & Submit

1. Review information, double checking spelling of name and date of birth.
2. Check *I agree under "Statement of Certification"
3. Select "I have already paid the application fee" under what form of payment you will use
4. Submit application