

GETTING STARTED IN GRAD

*Enrollment, Billing,
and Making Payments*

June 4, 2026



Important dates

International Students

- **July 15** – earliest you can arrive in the U.S.
- **August 14** – arrive to the U.S. by this day
- **August 17** – International Student Orientation - required (additional activities during the week)

ALL Graduate Students

- **August 19** – Graduate School Welcome Session
- **August 20** – Orientation for Graduate Students with Teaching Responsibilities
- **August 24** – First day of Fall 2026 semester!

What do I need to do now?

- Follow Guides to Getting Started (Graduate School website)
 - Getting started checklists
 - Tutorials

www.ksu.edu/grad

Kansas State University

Sign in Browse A-Z



Graduate School



About Admissions Academics Student success Financial support Faculty resources

YOUR SUCCESS STORY BUILDS HERE



Apply Now



Request Info

CHOOSE FROM

165+ PROGRAMS

Explore grad studies

Find a program and get
connected

Get ready

Guidance for incoming
students

KANSAS STATE
UNIVERSITY

Graduate School



K-State home » Graduate School » Admissions » Incoming Students

You're admitted! What's next?

We are pleased you have chosen K-State for your graduate education and look forward to welcoming and supporting you through this exciting journey! The following will guide you through the next steps to help you prepare for your K-State graduate career.

1. Let us know you're attending

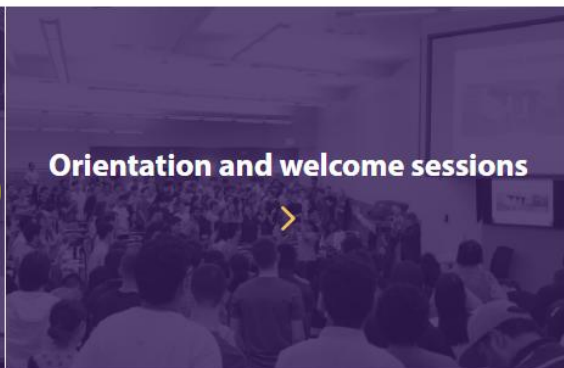
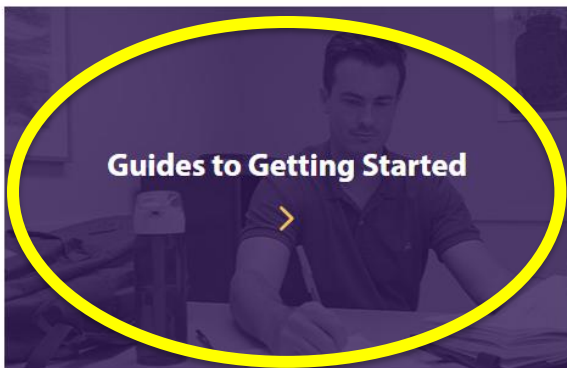
If you have not already done so, make sure to officially accept your admission offer. Please visit your [application portal](#). In the "Post-Admission Checklist," submit your "reply to offer of admission."

2. Address admission letter requirements

Your admission letter may require you to submit additional documents or complete other actions. [See instructions](#) for these requirements.

3. Get ready!

Then, use our getting started resources and participate in orientation and welcome activities to help you prepare for your first semester of graduate study at K-State!



<https://www.k-state.edu/grad/admissions/incoming-students/getting-started/>

Guides to getting started

The checklists and tutorials below will help you prepare for your first semester as a graduate student at K-State. You may need to refer to more than one checklist, depending on your citizenship status and if you have been appointed to an assistantship.

Checklists

All new graduate students



International students



New GTAs, GRAs, and GAs



Tutorials

International
student travel

Enroll in
Courses

Technology

Tuition and
Payment

Health
Well-being
Safety

For GTAs,
GRAs, and GAs

Create your eID – Your key to technology

- Your K-State eID is the first part of your email address (**eID@ksu.edu**)
- You need an eID to access K-State email, enroll in classes, accept financial aid, and access other K-State systems
- Must have a WID to verify your eID. WID is provided about a couple of days after admission in your Slate (application) portal

Checklists

All new graduate students ^

You may find it helpful to use a [printable checklist \(pdf\)](#) to keep track of your progress, but it is recommended that you also refer to the web-based list below for direct access additional web-based information.

Create your eID

Your K-State eID is the first part of your email address (eID@ksu.edu). You need an eID to access K-State email, enroll in classes, accept financial aid, and access other K-State systems.

[Register for an eID](#)

What do I need to do now?

- Follow Guides to Getting Started (Graduate School website)
 - Getting started checklists
 - Tutorials
- Get connected
 - With your program faculty and staff
 - With current and incoming students
- Know where to ask for help
 - Your graduate program – provides program-specific guidance
 - Graduate School – provides higher-level guidance

<https://www.k-state.edu/grad/academics/program-contacts.html>

Graduate Program Contacts

Agriculture	▼
Architecture, Planning and Design	▼
Arts and Sciences	▼
Business Administration	▼
Education	▼
Engineering	▼
Health and Human Sciences	▼
Leadership	▼
Olathe	▼
Salina-Aerospace and Technology Campus	▼
Veterinary Medicine	▼

Enrollment

- When can I enroll in courses?
- How do I know what courses to take?
- How do I enroll?

When to enroll in classes

International students (non-U.S. citizen/permanent resident) studying at a physical campus

- Arrive to the U.S., check in with Graduate School (in-person) and International Student and Scholar Services (online)
- After you check-in, Graduate School matriculates (or activates) your student record so you can enroll in classes in KSIS

When to enroll in classes

Domestic students (U.S. citizen/permanent resident)

- After you are admitted
- If you have been offered an assistantship...
 - Encouraged to enroll by June 15, if appointment is on record with HR by this date
 - Will ensure bill reflects tuition benefits

How many credits to enroll in

If on an assistantship

- Must enroll in at least 6 hours
- Exception possible in final semester

If receiving federal financial aid

- 9 hours is full-time in fall and spring
- 6 hours is full-time in summer
- Consult with Office of Student Financial Assistance for guidance

Maximum enrollment

- Graduate School permission required for more than 12 hours

Students on F-1 or J-1 visa

- Must enroll in 9 hours fall and spring if not on an assistantship
- May enroll in only one online course if studying on a physical campus



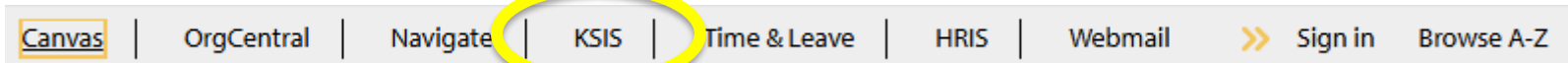
What courses do I enroll in?

- Talk with your faculty advisor or graduate program director
- View curriculum for your program outlined in the Graduate Catalog or on your program's website

If you find information in the Catalog/online or from other students, confirm enrollment plans with program faculty/staff

How do I enroll in courses?

- Login to KSIS – from top of K-State website (www.ksu.edu)



- Follow KSIS help guides (<https://www.k-state.edu/ksis/help/students/>)

How To ...

Academics

- [Add or Change a Degree Name](#)
- [Apply for Graduation](#)
- [Consent to Disclose Educational Records](#)
- [View your Academic History](#)
- [Run and view your Degree Audit Report \(DARS\)](#)
- [View your Grades](#)
- [View your Majors](#)
- [View your Transfer Credit Report](#)

Designated Access

- [About Designated Access](#)
- [Add a Designee](#)
- [Confirm a Designee](#)
- [Edit Designee Information or Access](#)
- [Resend Email for Designee Access](#)
- [Revoke Designee Access](#)

Enroll

- [KSIS: How to Search for Classes {Classic Search}](#)
- [KSIS: Searching for Classes {NEW Fluid Search}](#)
- [Change a Class Variable](#)
- [Change the Grading Option for a Class](#)
- [Drop a Class](#)
- [Enroll in a Class](#)
- [Enroll in a Variable Credit Course](#)
- [Find Textbook Information](#)
- [Search for Classes](#)
- [Swap Classes](#)
- [View Refund and Drop Dates - If Still Enrolled in Course](#)
- [Locating a Non-Standard Course Drop & Refund Date](#)
- [View & Print your Class Schedule](#)
- [View your Hold Details](#)
- [View your Advisor Information and notifying your Advisor](#)
- [View your Enrollment Date](#)
- [Wait List a Class](#)



Enrollment success tips

- Enroll before the first day of the semester to avoid late enrollment fee (\$65)
- You CAN make changes!
 - As long as your initial enrollment occurs before the first day of class, you will not be assessed a late enrollment fee if you add more courses to an existing enrollment
- Double-check your enrollment, make sure everything is correct

Enrollment success tips

- Be familiar with drop and withdrawal deadlines for refunds
 - If you no longer plan to take a class, it is your responsibility to drop the course
 - Drop and withdrawal deadlines for standard (16-week) courses listed in Academic Calendar (<https://www.k-state.edu/registrar/students/calendar/>)
 - Find exact deadlines for your courses in KSIS—see Enroll menu in KSIS How To page
 - Add these dates to your calendar
 - If you drop courses, make sure the change is completed
 - Make sure to maintain enrollment requirements
 - Ask for help if something is confusing or does not seem to be working correctly

Drop/withdrawal deadlines in KSIS

	Class	Schedule
	KIN 101-ZBW IND (14805)	MoWe 9:00AM - 10:00AM Manhattan KS
	MUSIC 050-A LAB (11423)	By Appointment Room TBA
	MUSIC 060-A REC (11424)	By Appointment Room TBA

Undergraduate

NonStandard

KIN	101	Section ZBW	Top/Strength/Condition
Class Start Date		10/16/2023	End Date 12/15/2023

100% Refund	10/26/2023
50% Refund	10/30/2023
Drop without penalty	11/03/2023
Drop with Penalty	11/20/2023

Last day for a "100%" refund

Last day for a "50%" refund

Last day to drop this course without a W being recorded. Classes dropped on or before this date will not appear on your transcript.

Last day to drop course. A class dropped on or before this date will appear on your transcript and a "W" grade will be assigned to the class.

(Note: Academic Calendar dates are subject to change)

[Return to Student Center](#)



Billing and making payments

- When do I receive my bill?
- When is payment due?
- What options are there for payments?

Billing dates and payment deadlines

- If you enroll prior to July 15
 - Bill is posted after close of business on July 15
 - Payment will be due by 3 p.m. on the first day of the fall semester in August
- If you enroll after July 15
 - Bill is posted after close of business on first day of class—August 24
 - Payment will be due by 3 p.m. on September 15

Billing and payment information

- Tuition and fees information
 - <https://www.k-state.edu/finsvcs/cashiers/costs/>
- Billing information
 - <https://www.k-state.edu/finsvcs/cashiers/billing/>
- Sample bill
 - <https://www.k-state.edu/finsvcs/cashiers/billing/view-sample-bill/>
- Payment options
 - <https://www.k-state.edu/finsvcs/cashiers/payment-options/>
- Deferments
 - <https://www.k-state.edu/finsvcs/cashiers/payment-options/deferments/>

Resources

- Graduate School “Guides to Getting Started” Tuition and Payment Tutorial (<https://www.k-state.edu/grad/admissions/incoming-students/getting-started/billing.html>)
- Cashier’s Office website (<https://www.k-state.edu/finsvcs/cashiers/>)

<https://www.youtube.com/watch?v=kwhOupMb8JM>

