

Kansas State University

Graduate School Application Procedures

IMPORTANT Please read all the instructions while completing the application process.

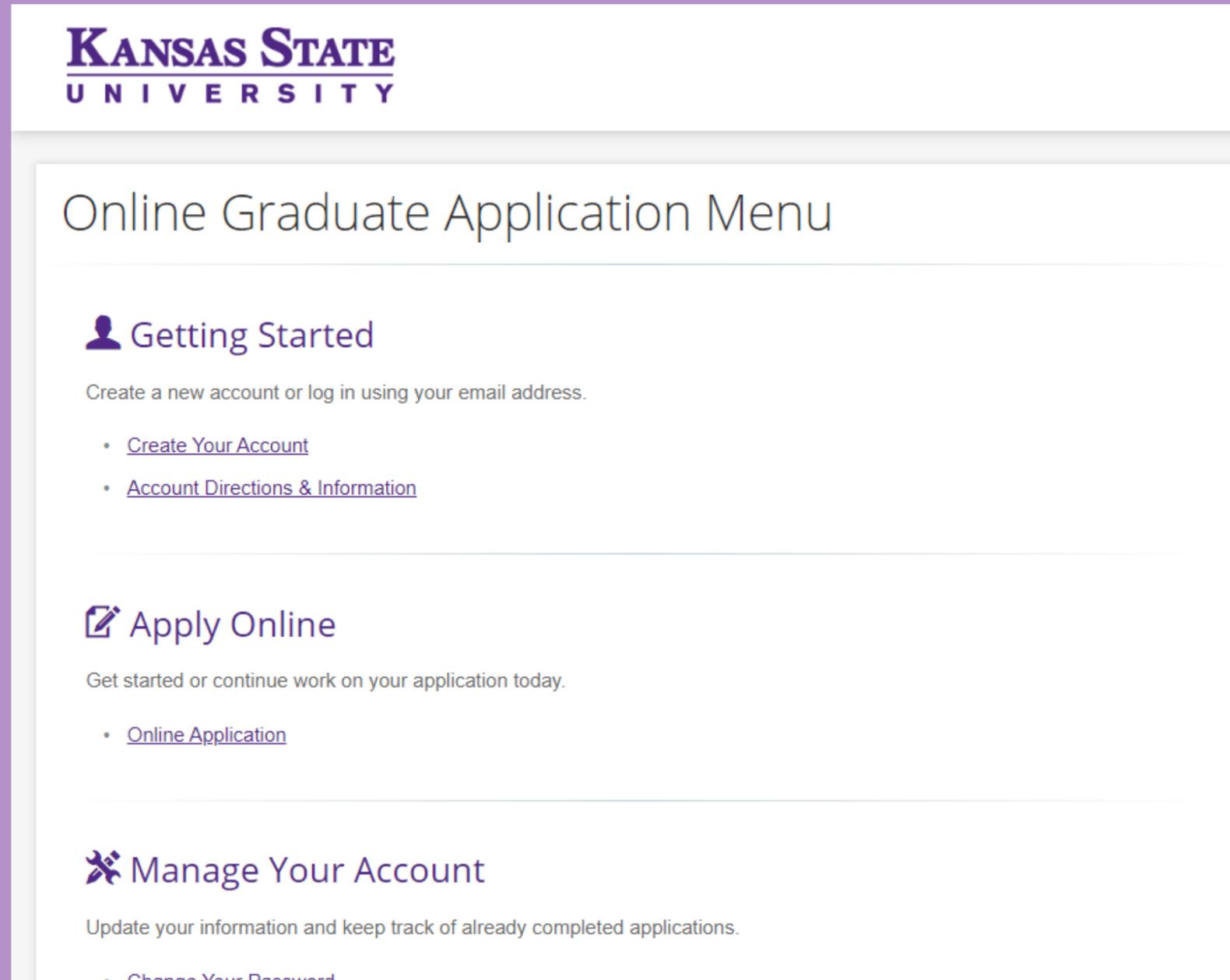
- Do not use Safari, Firefox, or Internet Explorer. There are glitches associated with each. Google Chrome is the preferred browser to use.
- The online application allows you to attach all supporting documents in one form before final submission.
- Be sure to use the navigation tabs at the bottom of each page to return to the previous page. DO NOT USE THE BACK TAB ON YOUR BROWSER as it will cause an error message.
- At any time you can click "Save and Exit" at the bottom of the page to save your work and return at a later time.

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1. Apply for admission by first creating an account at:

<https://www.applyweb.com/kstateg/index.ftl>



The screenshot shows the 'Online Graduate Application Menu' for Kansas State University. The page is divided into three main sections: 'Getting Started', 'Apply Online', and 'Manage Your Account'. Each section includes a brief description and a list of links.

KANSAS STATE UNIVERSITY

Online Graduate Application Menu

Getting Started
Create a new account or log in using your email address.

- [Create Your Account](#)
- [Account Directions & Information](#)

Apply Online
Get started or continue work on your application today.

- [Online Application](#)

Manage Your Account
Update your information and keep track of already completed applications.

- [Change Your Password](#)

Select Create Your Account. This is a one-time username and password specific to CollegeNet application (**make sure to use something that you'll remember**). You will then be asked to verify your e-mail address for the ApplyWeb system before continuing the online application.

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2-4. Complete personal, address and demographic information

NOTE If you ever need to pause on filling out your application, make sure to click the "Save and Exit" button at the bottom of the page.

The screenshot displays the application form with a sidebar on the left containing the following menu items: Personal Information, Address Information, Demographic Information, Academic Information, Program Selection, Program Information, Education Information, Letters of Recommendation, Testing Section, and Employment Information. The main content area is titled 'Citizenship Information' and includes the following fields:

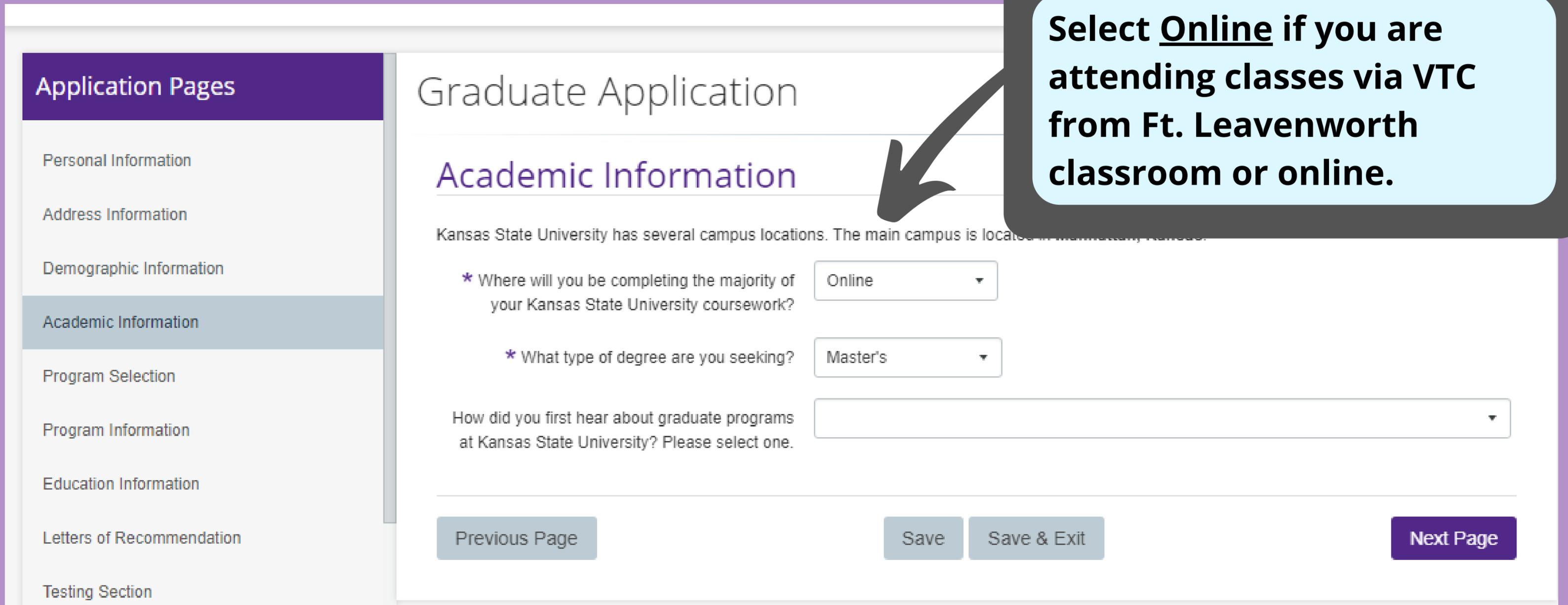
- Additional Phone:
- Email Address: [Change Email](#)
- Additional email address:
- Are you a U.S. Citizen?
- * What is your country of citizenship?
- Do you have dual citizenship?
- How long have you been in the U.S.? Since birth Date
- Date of birth: / (mm/yyyy)

At the bottom of the form, there are three buttons: 'Save', 'Save & Exit', and 'Next Page'. A large black arrow points from the note above to the 'Save & Exit' button.

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5. Academic Information: Select the appropriate location for coursework.



The screenshot shows the 'Academic Information' section of the Graduate Application. A callout box with a black border and light blue background contains the text: 'Select Online if you are attending classes via VTC from Ft. Leavenworth classroom or online.' A black arrow points from this box to the 'Online' dropdown menu in the form.

Application Pages

- Personal Information
- Address Information
- Demographic Information
- Academic Information**
- Program Selection
- Program Information
- Education Information
- Letters of Recommendation
- Testing Section

Graduate Application

Academic Information

Kansas State University has several campus locations. The main campus is located in Manhattan, Kansas.

* Where will you be completing the majority of your Kansas State University coursework?

* What type of degree are you seeking?

How did you first hear about graduate programs at Kansas State University? Please select one.

[Previous Page](#) [Save](#) [Save & Exit](#) [Next Page](#)

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6. Program Selection: Arts and Sciences – Security Studies

Select "Arts and Sciences" and choose "Security Studies". Select the term you anticipate entering.

NOTE If the term you're looking to enroll is not available, please select the next available term and e-mail securstu@ksu.edu with your preferred term of enrollment.

The screenshot shows the 'Graduate Application' interface. On the left is a sidebar with 'Application Pages' including Personal Information, Address Information, Demographic Information, Academic Information, Program Selection (highlighted), Program Information, and Education Information. The main content area is titled 'Graduate Application' and 'Program Selection'. A green message box states: 'You have successfully chosen a program. See details below.' Below this, the 'Your Selection' is 'Security Studies' and the 'Term' is 'Fall 2022'. A 'Program Info' box provides a link for more information: <http://www.k-state.edu/securitystudies/>.

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7. Program Information: Upload your Statement of Objectives and Writing Sample(s).

The screenshot shows a web application interface for a graduate school application. On the left is a vertical navigation menu titled "Application Pages" with a purple header. The menu items are: Personal Information, Address Information, Demographic Information, Academic Information, Program Selection, Program Information (highlighted in light blue), Education Information, Letters of Recommendation, Testing Section, and Employment Information. The main content area is titled "Graduate Application" and "Program Information". It contains a confirmation message: "You have selected to apply to the Master's program of Security Studies in Arts and Sciences for Fall 2020 at Manhattan Campus." Below this is the heading "Statement of Educational and Career Objectives". The page is divided into two parts. Part 1 asks the candidate to list three areas of research within the field of Security Studies. A text box contains the following text: "Counterinsurgency", "South Asia", and "Security Force Assistance". Part 2 asks the candidate to describe their academic background and qualifications for graduate study in Security Studies. At the bottom, there is a "Choose File" button, the text "No file chosen", and a list of accepted file types: ".jpg, .tif, .txt, .pdf, .gif, .rtf, .png, .doc, .docx".

Application Pages

- Personal Information
- Address Information
- Demographic Information
- Academic Information
- Program Selection
- Program Information**
- Education Information
- Letters of Recommendation
- Testing Section
- Employment Information

Graduate Application

Program Information

You have selected to apply to the Master's program of Security Studies in Arts and Sciences for Fall 2020 at Manhattan Campus.

Statement of Educational and Career Objectives

Part 1.

The candidate is advised that the admissions committee will weigh this essay very heavily as part of the admissions review process. List three areas of research within the general field of Security Studies on which you would like to focus your program of studies while at Kansas State University. Examples may be thematic (civil war) or geographical (Latin America) and should be as specific as possible.

Counterinsurgency
South Asia
Security Force Assistance

Part 2.

The candidate is advised that the admissions committee will weigh this essay very heavily as part of the admissions review process. Describe your academic background and qualifications for graduate study in Security Studies and explain how this degree will enhance your professional life.

Choose File No file chosen
Accepted File Types: .jpg, .tif, .txt, .pdf, .gif, .rtf, .png, .doc, .docx

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8. Education Information: Upload unofficial transcripts from all academic institutions attended

NOTE IF admitted, official transcripts will be requested in your admission letter. Please DO NOT submit official transcripts until requested to do so by the Graduate School. If you cannot access a transcript, please contact the Security Studies program coordinator (securstu@ksu.edu) for assistance.

Provide a complete and legible transcript/mark sheet. Transcripts not in English must include a certified English translation.

Upload Transcript

Accepted File Types: jpg, tif, txt, pdf, tiff, gif, rtf, png, doc, jpeg, docx

Choose File No file chosen

Upload Degree Certificate 

Accepted File Types: jpg, tif, mp3, txt, pdf, gif, rtf, png, doc, docx

Choose File No file chosen

Admin Only

Add another college or university

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9. Insert Names and E-Mail Addresses of Three References.

Application Pages

- Personal Information
- Address Information
- Demographic Information
- Academic Information
- Program Selection
- Program Information
- Education Information
- Letters of Recommendation**
- Testing Section
- Employment Information

Graduate Application

Letters of Recommendation

References

Please provide the names and email addresses of your professional references that you have known for at least one year. Your references will be contacted by email to complete the process online. Application recommendation has been received. It is your responsibility to ensure that your recommendation is received by the deadline. You may check the status of your reference requests on the status page.

The Family Education Rights & Privacy Act of 1974 gives applicants the right to view letters of recommendation. For each of your references, please select to waive or not to waive your right to view their recommendation. You will be notified of your decision to waive or not to waive the right to view their recommendation.

For each recommendation: enter the requested information and select the "Submit Recommendation" button.

This program requires three letters of recommendation

Recommender 1

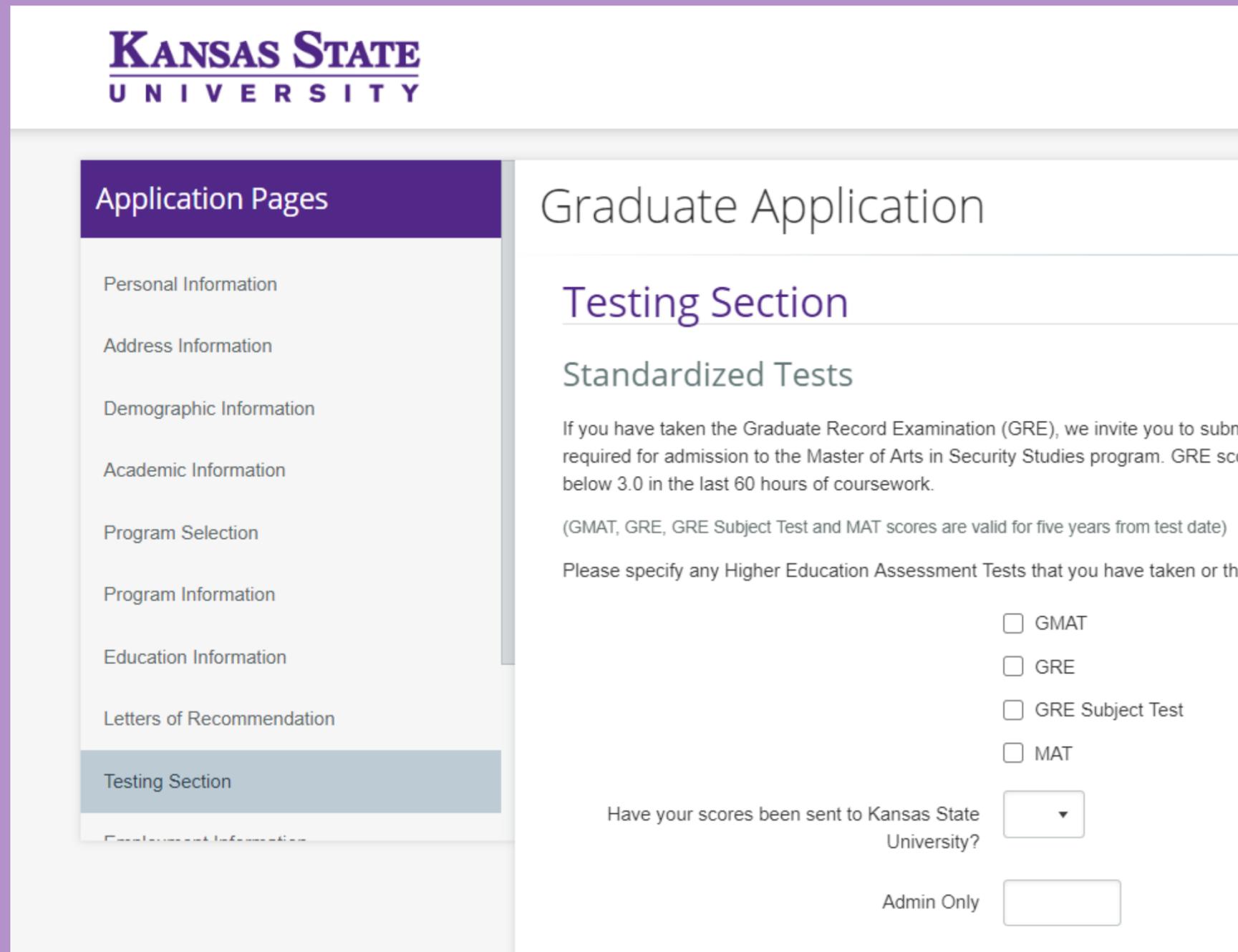
First Name	Michael
Last Name	Flynn
Position	Associate Professor
Institution or Company	Kansas State University
Email	meflynn@ksu.edu

NOTE - If you are applying for the August deadline and had an interview with a Security Studies faculty member, you are not required to submit references (though you may still do so). Please input the following "dummy" references so your application may be completed:
Dr. Michael Flynn (meflynn@ksu.edu)
Dr. Andrew Orr (aorr1@ksu.edu)
Dr. David Graff (dgraff@ksu.edu)

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10. Testing Section



The screenshot shows the 'Testing Section' of the Graduate Application process. On the left is a navigation menu with 'Application Pages' at the top, followed by 'Personal Information', 'Address Information', 'Demographic Information', 'Academic Information', 'Program Selection', 'Program Information', 'Education Information', 'Letters of Recommendation', 'Testing Section' (highlighted), and 'Employment Information'. The main content area is titled 'Graduate Application' and 'Testing Section'. It includes a sub-section 'Standardized Tests' with the following text: 'If you have taken the Graduate Record Examination (GRE), we invite you to submit scores required for admission to the Master of Arts in Security Studies program. GRE scores below 3.0 in the last 60 hours of coursework.' Below this is a note: '(GMAT, GRE, GRE Subject Test and MAT scores are valid for five years from test date)'. A prompt asks: 'Please specify any Higher Education Assessment Tests that you have taken or that you plan to take.' There are four checkboxes: 'GMAT', 'GRE', 'GRE Subject Test', and 'MAT'. Below the checkboxes is a dropdown menu with the text 'Have your scores been sent to Kansas State University?' and a small downward arrow. At the bottom right, there is a label 'Admin Only' next to an empty input field.

Please have your official scores sent to Kansas State University. There is no specific program code for Security Studies. Use the general K-State code (**6334**) and inform the Security Studies program coordinator by e-mail (securstu@ksu.edu). GRE scores are **NOT** required for admission to the Master's in Security Studies program. GRE Scores ARE required for admission to the Doctorate in Security Studies program.

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11. Complete Employment Information, Required Background Information, and then submit the application and pay the application fee.

12. Please contact the Security Studies office (**securstu@ksu.edu** or **785-532-6842**) to inform us your complete application has been submitted.

NOTE – You will only be able to finalize and submit if **ALL** documents are attached and all required information is entered.