Kansas State University
Graduate School Application Procedures

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

- Do not use Safari or Internet Explorer as a web browser. There are glitches associated with each.

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

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

Select Create Your Account. This is a one-time username and password specific to this CollegeNet application; use something you will remember. You will then be asked to verify your email address for the ApplyWeb system before continuing the online application.
2-4. Complete personal, address and demographic information.

**Note:** At anytime, you can bypass a field and continue filling out the online application by selecting “next page”. You will receive the message below but will be able to return and enter the appropriate information.

Click ‘I Understand’ to move on to the next step in the application. **Please note that your application will not be submitted for review by the appropriate graduate program until all information in required fields has been entered.**
5. Complete Education Information and upload academic transcripts. **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.

Please watch the video for instructions on submitting academic transcripts. If you cannot access a transcript, please contact the Security Studies program coordinator (securstu@ksu.edu) for assistance.
6. **Academic Information**: Select the appropriate location for coursework.

Select “Distance-Off Campus” if you are attending classes via VTC from a Ft. Leavenworth classroom.
7. **Program Selection:** Arts and Sciences – Security Studies

Select ‘Arts and Sciences’ and choose ‘Security Studies’. Select the term you anticipate entering (if not available, select the nearest term in the list and inform the Security Studies program coordinator (securstu@ksu.edu) of the term you prefer.
8. Upload your Statement of Objectives and Writing Sample(s).
9. Insert Names and Email Addresses of Three References.

*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 do so). Please input the following ‘dummy’ references so your application may be completed:

Dr. David Graff (dgraft@ksu.edu)
Dr. Andrew Long (aglong@ksu.edu)
Dr. Cheryl Polson (cpolson@ksu.edu)
10. Testing Section.

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 email (securstu@ksu.edu). GRE scores **are not required** for admission to the Master of Arts in Security Studies.
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 that 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.