# Kean University Online Application Portal Manual 2024



#### STEP 2: Register, Login, and Set Password

### Register

Email Address			
First Name			
Last Name			
Birthdate	\$ \$	\$	

## Login

To log in, plea	ise enter your email address and password.
Email	om <u>switch</u>
Account	
Password	Forgot Your Password?
Login	

## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password		At least one letter
New Password		At least one number
(again)	for the standard stand stand	<ul> <li>New passwords must match</li> </ul>

#### Set Password

Click "Click here to create a new account" to create a new account.

# STEP 3: Start New Application

our Applications						
уре	Majo	or	Sta	tus	Started	Submitted
ou have not yet star	ted an application using this ac	count.				
<ul> <li>A TRANSFER is applicants seek</li> <li>A READMISSIO</li> <li>A GRADUATE is</li> <li>The CAS SUPPL Language Path CAS applicatior</li> <li>A NON-MATRIC visit Registration</li> <li>A HIGH SCHOOL</li> </ul>	s an applicant who has been enr king a second bachelor's degree N is a student who was previous s an applicant who has a bachelo <b>LEMENTAL APPLICATION</b> is for ology (SLPD & MA), Occupations n; please consult grad.kean.edu ULATED APPLICATION is for UP on Information for further inforr _PARTNERS APPLICATION is for	olled in a regionally e should also comp sly enrolled at Kear or's degree and is s applicants applyin al Therapy (OTD & h for further inform ndergraduate and C mation.	y accredited college or univer lete this application. University, and have not atte seeking a graduate degree. g to Athletic Training, Doctor 4S), or Doctor of Psychology p ation. Graduate visiting students, or ool students partaking in an e	sity after graduatin ended Kean for two o of Physical Therapy orograms ONLY. This special population j existing Kean Univer	g from high school. A or more consecutive , Physician Assistant s should be complete programs and Senior sity affiliated partne	additionally, those semesters. Studies, Speech- ed along with the Citizens. Please rship.
<ul> <li>A HIGH SCHOOL</li> </ul>	L PARTNERS APPLICATION is to	or current high sch	ool students partaking in an e	existing Kean Univer	sity affiliated partne	rship.
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#### Select "2024 WKU

Application" to create application. Do not select "Graduate -2024 Application".

## STEP 4: Personal Background

Personal Background					
WKU Academic Intent					
Kean Academic History	Kean App	Bio Demo Page	)		
Test Scores					
Recommendations	Name				
Additional Information	Legal First			(as displayed on official documentation	)
Signature	Name*				
Review	Middle Name				
Application Management	Legal Last Name*			(as displayed on official documentation	3
	Preferred First Name				
	Other/Previous Last Name			(please list any previous last names documentation)	that may be represented in official
	Permanent Addre	255			
	Street 1	City	State/Region	ZIP Code	Country
	Add New				
	Home Phone Number Cell Phone Number * Do you consent to updates/news? Yes No	+86	you via text for updates to	your application, events, ar	nd other important
	<b>Biographical Infor</b>	mation			
	Birthdate *	August v 11 v 199	ao •		
	Sex Assigned at Birth *	Female ~			
	Gender Identity	~			
	Citizenship Inform	ation			
	Citizenship*	China	~		
	Dual-Citizenship		~		
	Language Spoken at home	~			
		U.S. Permanent Reside	ent		
	Status/Visa Type*	I do not hold a U.S. non-ir	mmigrant Visa 🛛 👻		
	Visa Expiration	~ ~	~		

For "Cell Phone Number", please enter country calling code before the phone number. For instance, China Country Code is **"+86"**.

For "Status/Visa Type", you might select "I do not hold a U.S. non-Immigrant Visa" if you are Chinese and do not hold a U.S. Visa.

## STEP 5: WKU Academic Intent

					A	PPLY • VISIT •	ALUMNI • GIVE
KEAN			Academics	Admissions & Aid	Student Life	About	Athletic
Test Scores Recommendations Additional Information Signature Review Application Management	Academic Level* Intended Start Term Student Type* Admission Type* Campus Location* Preferred Academ Preferred Academ Masters Architecture (M Architecture 3 Biotechnology Business Adm Computer Info Educational Ac Instruction & C Psychology-Hi	Graduate Fall 2024 Graduate Masters Wenzhou Grogram AArch.) Year Degree Option Science (M.S.) nlstration-Global Mai ministration-School furriculum-Teaching I uman Behavior and C	(M.Arch) hagement (M.B.A.) S.) Business Administrato English as a Second L irganizational (M.A.)	¢ ¢			
Test Scores Recommendations Additional Information Signature Review Application Management	Academic Level* Intended Start Term* Student Type* Admission Type* Campus Location* Preferred Academ Preferred Specializ Coctorate Doctor of Edud	(Graduate Fall 2024 Graduate Doctorate Wenzhou ic Program ation* teational Leadership (E	:d.D.)	÷ •			
	Do you plan to apply Yes Continue	for Financial Aid?		¢			

## STEP 6: Kean Academic History

cademic History	Kean Academic	History		
mendations	Academic History			
onal Information	School Type/Level of Stud	dy school_name	School Region	School Country
ure	Add New			
<u>v</u>	Continuo			
ation Management	Continue			
-				
				APPL
	* *			
	Academic History			× nt life
	Institution	wenzhou-kean university		III LIIG
	CEEB			
	Country	China 🗘		
	City	wenzhou		
	Region	Zhejiang 🗘		
	Start Date	September 🗘 2019 🗘		
	Start Date	September         2019         \$           July         \$         2023         \$		
	Start Date End Date Level of Study" (required)	September     2019       July     2023       Undergraduate		
١	Start Date End Date Level of Study" (required)	September \$ 2019 \$ July \$ 2023 \$ Undergraduate \$		
ம 	Start Date End Date Level of Study" (required) Degree or Expected Degree Type"	September		
11 9 11	Start Date End Date Level of Study* (required) Degree or Expected Degree Type*	September • 2019 • July • 2023 • Undergraduate • Bachelor's Degree • June • 2023 •		
ın e st	Start Date End Date Level of Study" (required) Degree or Expected Degree Type" Cory 0 GPA	September 0         2009 0           July 0         2023 0           Undergraduate 0         0           Bachelors Degree 0         0           June 0         2023 0           J.5         0		
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LD B St S	Cl End Date End Date Level of Study" (required) Degree (Type" Graduation Date GPA Scale Do not recalculate GPA.	September         2009         9           July         1         2023         9           Undergraduate         9         9         9           Bachelors Degree         9         9         9           June         1         2023         9         9           June         1         2023         9         9           And to not report if not printed on transcript.         1         1         1	s.0., 15, 100.) Please note that Kean University will determin	e an
یں st ئ	CONSTRUCTION OF A CONSTRUCTION	September         2008         9           July         1         2023         9           Undergraduate         9         9         9           Bachelors Degree         1         9         9           June         2         2023         9         9           5.5         (e.g., 4.0, 4.3.1         9         9         9           and do not report if not printed on transcript. If morphited scale.         1	i.0., 15, 100.) Jease note that Kean University will determin	re an School Cor
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Personal Background WKU Academic Intent Kean Academic History Test Scores Recommendations Additional Information Signature Review Application Management

## Kean Academic History Kean Academic History

Academic History			
School Type/Level of Study	school_name	School Region	School Country
Add New			
Graduate	King's College London	Greater London	United Kingdom
Undergraduate	Wenzhou-Kean University	Zhejiang	China

Continue

## STEP 7: Test Scores

Personal Background	Tast Scores		
WKU Academic Intent	1631 360163		
Kean Academic History	Date 🔺 Type		
Test Scores	Add Test		
Recommendations			
Additional Information	Continue		
Signature			
Review			
Application Management			

## STEP 8: Recommendations

cademic Intent	Recommendations
Academic History	Name Status
cores	Add Recommender
nmendations	
onal Information	Continue
ture	
v	
ation Management	
Add Recommender	
Format	To be submitted electronically by the recommender.
Prefix	
First Name	
Last Name	
Organization	
Position/Title	
Relationship	
Telephone	
Email	
	Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email

Send To Recommender Cancel

### STEP 9: Application Additional Information

ersonal backyrounu		
VKU Academic Intent		
<u>Kean Academic History</u>	Application Additional Information	For Application Fee
est Scores		Promotion Code Entry", you
Recommendations	Disciplinary and Conviction History**	can enter the fee waiver code
dditional Information ignature teview .pplication Management	Disciplinary History Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. * Conviction History Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? * Note: If the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential, then respond "No"	got from WKU application system.
	Application Fee Promotion Code Entry Do you have a promo code provided by Kean University?    Continue	

1

#### STEP 10: Signature

	Lopa
Personal Background	I hereby certify that all information supplied by me in this application is accurate and complete. I understand that any
Kean Academic History	misrepresentation or omission of fact will constitute cause for nullification of my application prior to admission or rescission or
Test Scores	dismissal following admission. I acknowledge that my application to Kean University is complete and I am requesting that Kean University process my application.
Recommendations	
Additional Information	I acknowledge that the application fee is non-refundable and I must pay the application fee in order to have my application
Signature	processed and considered for admission to Kean University.
Review	
Application Management	In place of your signature, please type your full legal name:

Confirm

#### STEP 11: Review

Personal Background WKU Academic Intent Kean Academic History Test Scores Recommendations Additional Information Signature Review

Application Management

### Review

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application Save for Later

#### STEP 12: Upload Materials

#### 2024 WKU Application Information

#### Payment Due: 75.00 USD

X Awaiting Application Fee - Submit Payment for 75.00 USD

#### **Application Checklist**

Below, you will find a list of Admissions Application requirements needed to complete your application based c start term, student type, and major selections.

- Official Documents sent via third party systems (ie: SRAR, Parchment, Common App, SCOIR, and others), update each day.
- Physical documents sent to/dropped-off at the Office of Admission may take a little longer to be reflecte system due to varying processing times throughout the academic cycle.
- Documents accessible for upload via the Material Upload section below will take a few minutes to proces reflected in the requirement status.

Status	Details	Dat
🗙 Awaiting	Personal Statement	
🗙 Awaiting	Resume / CV	
🗙 Awaiting	Official Transcript Required for wenzhou-kean university	
🗙 Awaiting	Recommendation from Long Zhang, lishui university Sent to recommender on 11/27/2023.	
🗙 Awaiting	Recommendation from Yanye Jin, wenzhou-kean university	

#### **Upload Materials**

The following self-service tool allows you to upload documents to help in the application completion process. The dropdown "Document Type" options <u>will vary</u> based on your submitted application type.

Kean University <u>DOES NOT ACCEPT SCHOOL TRANSCRIPTS</u> via the self-service upload tool. Any transcripts uploaded by a student are considered unofficial and will be discarded. Please contact your institution(s) to send an official transcript to Kean University (ceeb code: 2517). Physical transcripts must remain in their sealed envelope and dropped off to the Office of Admissions.

<u>Please do not upload files that do not match the document type selected</u> as this will delay your application completion and processing.

◆ 选取文件 未选择文件

Upload

STEP 13: Check the WKU Graduate Application System for Further Notification

Materials under "Application Checklist" shall be sent to Kean University-Graduate Admissions Office by a third institution.

Other materials, such as CV and PS, shall be uploaded by applicants by clicking the button under "Upload Materials".