# Instructions to Apply: Graduate College Admission Application

## Creating an Application

1. Go to  https://www.boisestate.edu/admissions/apply/ and select 'Graduate Application'.
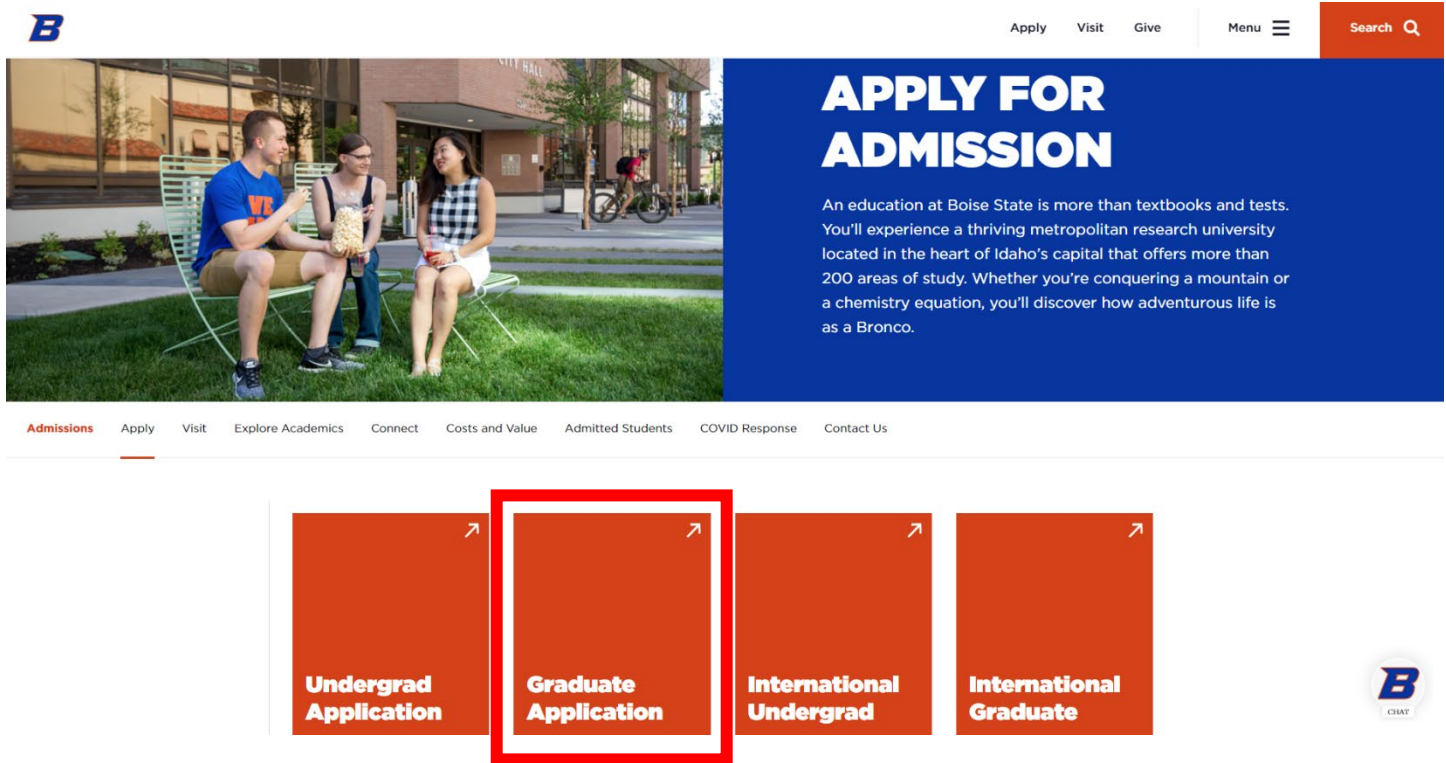


2. You will be redirected to the official Graduate Admission Application website. From here, you'll select 'Create Account'.
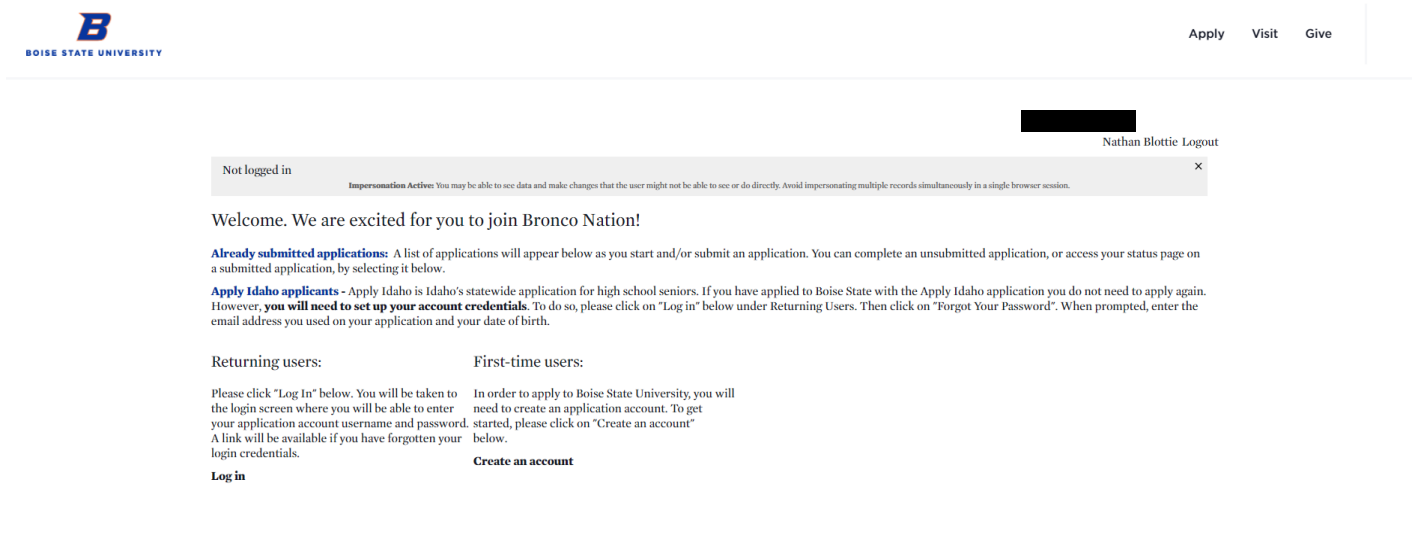
3. Fill out the required information and select 'Continue'.
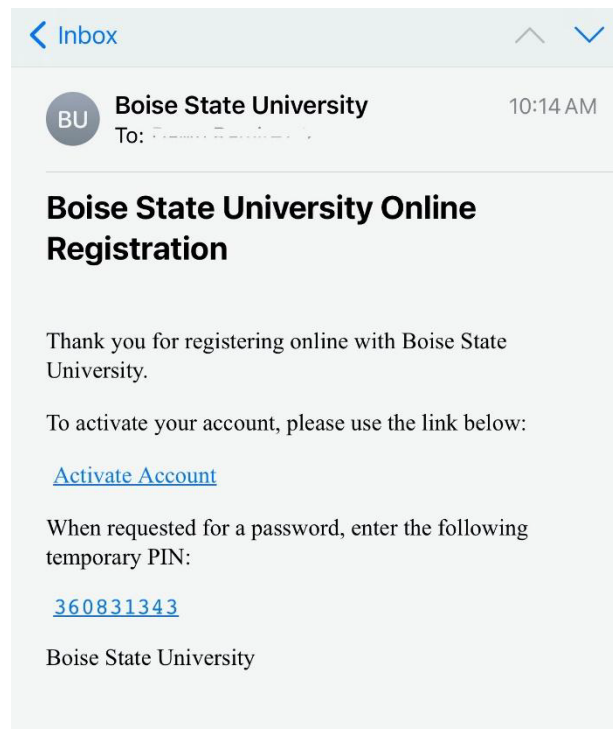
**BOISE STATE UNIVERSITY**

Register

**To register for an account, please enter the information requested below.**

Please check to make sure that your browser has not auto-filled an incorrect name into one of the name fields below.

Email Address [                    ]

First Name [                    ]

Last Name [                    ]

Birthdate [ ▾ ] [ ▾ ] [ ▾ ]

**Continue**

4. You will then receive an email from Boise State University with directions to activate your account

⟨ Inbox                                    ⌃ ⌄

BU  **Boise State University**         10:14 AM
    To:

**Boise State University Online Registration**

Thank you for registering online with Boise State University.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

360831343

Boise State University

5. Once you click the 'Activate Account' link in the email you will be taken to the Login screen below. On this screen enter your Temporary Pin and Birthdate

Apply   Visit   Give

Nathan Blottie  Logout

### Login

**Please use the username and password you set up when creating your Boise State application account.** If you have forgotten your username and/or password, you can click the "Forgot Your Password" link below.

**Apply Idaho applicants -** Apply Idaho is Idaho's statewide application for high school seniors. If you have applied to Boise State with the Apply Idaho application you do not need to apply again. However, you will need to set up your account credentials. To do so, please follow the instructions in our previously sent email, or click on "Forgot Your Password" below. When prompted, enter the email address you used on your application and your date of birth.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

| | |
|---|---|
| Email | nathanblottie@boisestate.edu   switch |
| Account | Blottie, Nathan |
| Temporary PIN | |
| Birthdate | |

Login

Temporary PIN

Birthdate

Login

Temporary PIN  ••••••••

Birthdate  January ⌄  1 ⌄  1932 ⌄

Login

6. Once you have logged in you will be prompted to set a password.

### Set Password

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

New Password

New Password (again)

✖ At least one letter
✖ At least one capital letter
✖ At least one number
✖ Be at least 12 characters
✖ New passwords must match

Set Password

### Set Password

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

New Password  ••••••••••••••

New Password (again)  ••••••••••••••

✔ At least one letter
✔ At least one capital letter
✔ At least one number
✔ Be at least 12 characters
✔ New passwords must match

Set Password

7. The next screen will say 'Start New Application'. Make sure to select 'Graduate Application' from the drop-down menu and then click 'Create Application'.



8. Select 'Open Application' when the next screen populates

9. You will be required to fill in all of your information



a. Personal Information

  i. This section requires you to enter your name, addresses (Permanent and Mailing), email address, telephone numbers, biographical information and citizenship information.

b. Personal Information Continued

  i. This section will require you to answer questions regarding your biographical information, Idaho Tribal Affiliation, Veteran Status, Behavioral and Legal Questions and other details.

c. Idaho Legal Residency

  i. This section requires you to select your state of residence.

d. Academic History

  i. This section allows you to enter all Higher-Level Institutions you have attended. Please be sure to enter **ALL** institutions regardless of how many credits were taken at each school.

e. Program

  i. This section allows you to select the type of degree you are seeking, the method of delivery for your Program, the Program to which you are applying and your Application Term. Please be sure to read the statement at the bottom of this section and mark the check box that you have at the bottom regarding the required pre-requisites for your program of interest.

f. Program Requirements

    i. This will differ for each Program. Read through the additional requirements and upload materials as needed.

g. Recommendations

    i. Here you can enter the Type of Recommender you are selecting, their names and all other required information about your recommender. Be sure to send this to your recommender so they can submit your Letter of Recommendation.

h. Fee Waivers

    i. If you qualify for an application fee waiver, you will be able to select it in this section. If you do not qualify you will select 'I have read through the types of fee waivers and do not qualify for a fee waiver at this time'. Regular application fee rules apply.

i. Signature

    i. Please review the statements on this page and then type your full legal name in the box provided.

j. Review

    i. On this page you can see any errors listed in your application, you can save your application for later or you can 'Finalize Application and Pay'.

10. Payment is required. If you have not qualified for a fee waiver, you will be prompted to submit a payment. By selecting both the Payment Method as 'Credit Card' and the 'Pay and Continue' button, you will be redirected to our TouchNet server to complete a secure payment. If you submit the application stating you do not have a fee waiver you cannot go back and change it.

    a. If you are an Employee or an Employee's Spouse you will fill out the Employee Application Fee Waiver shown below. Once you submit this information a notification will be sent to HR and they will send the Graduate College an email once your information has been verified.

Employee Application Fee Waiver

This form is to be used by Boise State Employees and Spouses to Waive the Graduate Application Fee

**Your Name:**

Employee First Name*

Employee Last Name*

Employee ID*

Employee Email*

Who does this apply to?*

Submit   Cancel

**Submit Payment**

| Payment Details | |
| --- | --- |
| Description | Application Fee |
| Amount Due | $65.00 |

Submit Payment

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## Payment Information

| Total: | $65.00 |
| --- | --- |
| Payment Method:* | Credit Card ⌄ |

DISCOVER   DinaCard   BCcard   mastercard   VISA

## Account Information

| Credit Card Type:* | Select a Credit Card Type ⌄ |
| --- | --- |
| Account Number:* | |
| Expiration Date:* | 09 ⌄    2021 ⌄ |
| Security Code:* | |
| | 👁 View Example |
| Name on Card:* | |

Please note that paying your application fee does not submit your application. After selecting 'Continue' you will be redirected back to your application.

# Frequently Asked Questions:

If you are experiencing problems with your application, please review the following troubleshooting guide below regarding some of the most common issues and concerns.

If you are still experiencing problems with your application, you may contact the Graduate College office at graduatecollege@boisestate.edu or by phone at (208) 426-4723 and we will be happy to assist you.

I have already applied before. Can I use that same application again?
- No. If you previously submitted an application, you will need to create a new application and pay a new application fee.

I was accepted, but left my program early for personal reasons. Do I need to reapply?
- Yes. You will need to create a new account and apply for readmission into your program.

I was denied admission in the past. Can I reuse that application?
- No. Once an application has been denied, it cannot be reopened. You will need to create a new application.

I would like to apply for multiple programs and certificates. Can I use one application?
- You only need to create one account to apply for multiple programs. If you would like to apply for multiple programs log into your account and choose the Submit New Application link, located at the bottom of the screen.

My start term isn't listed on the drop down!
- If you do not see your desired start date, the application deadline may have passed. You can check on the deadline for your program on our Degree Programs page. If you wish to enroll in graduate level courses for your desired term, please submit an application to be a non-degree seeking student. Please note that a non-degree seeking status will allow you to enroll in graduate courses for which you are eligible, but does not offer or guarantee admission to a graduate program. Admission to a program will require a new and separate application.

I'm applying for an Accelerated Master's Program? Do I use this application?
- Yes! You'll first want to discuss with your program about participating in an accelerated master's program, then, fill out and submit your application as normal. You'll be prompted to check a box in the 'Degree Path' section that notifies us that you'd like to apply for the accelerated master's program.

I'm currently experiencing financial hardship. Do I qualify for a fee waiver?
- Unfortunately, we do not have a financial need waiver for graduate applications at this time. We are sorry that we are not able to offer you any sort of application wavier.