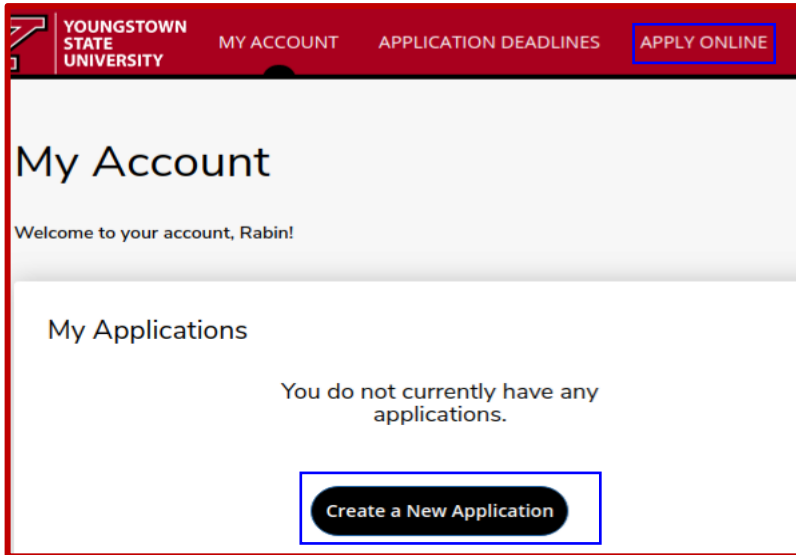
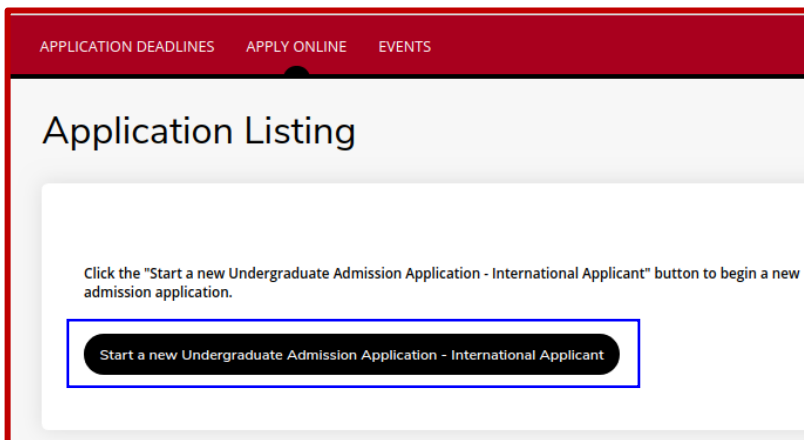


## STEP ONE: CREATING A NEW APPLICATION AND PERSONAL SECTION

1.1 To start a new application, click on either one of the following: **Apply Online** link on the top menu or **Create a New Application** button.



1.2 You will be directed to **Application Listing** page. Click on **Start a new Undergraduate Application – International Applicant** button.



1.3 Fill out your **Degree Type (Associates, Bachelors, or Non-Degree)**, **Academic Program of Interest** and **Anticipated Entry Term** in that order. Then, click **Submit**.

Online Application

Select an existing Area of Interest below then click "Next" to begin your Application.

Academic Plans

Degree Type  
Bachelors

Academic Program of Interest  
Biology (BS)

Anticipated Entry Term \*  
Spring 2021

Back Submit

1.4 The **Personal** section of your application will open. Fill in all required information. Please note most of the fields will already be filled with the information that you provided when you created your account.

1.4.1 Fill in your demographic information and contact addresses.

Personal Parent & Agent Plans Academics Disclosure & Certification

Name

First Name (Given Name) \*  
Rabin

Middle Name

Last Name (Surname/Family Name) \*  
Test

Suffix

Former name if any

Gender \*  
Male

Marital Status

Birth Date (MM/DD/YYYY) \*  
1/1/2020

Birth City \*  
Melbourne

Birth Country \*  
Australia

Contact

Contact Phone Number \*  
+61298765432

Email Address \*  
test@gmail.com

1.4.2 If you are currently holding a US visa, please select from the drop list. If you can't find your current visa type from the list, please select "Other" and specify it.

The image shows a form titled "Citizenship" with a red border. On the left, there is a section "Currently living in the U.S." with "Yes" and "No" radio buttons. A dropdown menu is open, listing various visa types. The "Other" option is selected and highlighted in blue. To the right of the dropdown, there are several input fields: "Citizenship Status" (a dropdown menu showing "Non-Citizen"), "Secondary Non-U.S.Citizenship" (a dropdown menu), "US Social Security Number (if applicable)" (a text box containing "999030001"), and "Please specify your current visa type" (a text box with a blue border). Below these fields, there is a label "S. in your home country" and a "Foreign Address" field.

1.4.3 You must indicate your intended visa type while you study at YSU.

Note: **Student visa (F-1)** is for degree-seeking students; **Exchange visitor(J-1)** visa is for exchange/visiting students. If you can't find your intended visa type from the drop list, please select "Other" and specify it.

The image shows a form titled "Intended visa type while enrolled at YSU \*" with a red border. Below the title is a dropdown menu with a blue border, showing "Student Visa" and a downward arrow.

1.4.4 Please provide a your permanent (home) address outside of United States.

Permanent address outside of the U.S. in your home country

Country\*  
Bahamas

Foreign Address (please indicate street name, street number, etc.)\*  
244 Madison Ave

City\*  
Youngstown

Province and Postal Code

1.4.5 Provide your current mailing address if it is different than your permanent address; provide your ethnic information and then click on **Save & Continue** button to be taken to the next page.

**Current Mailing Address**

Is your current address different than permanent address?

Yes  No

**Optional Ethnic Information**

Ethnicity  
Non-Hispanic/Latino

Asian  
 Black  
 White

## STEP TWO: PARENT AND AGENT

2.1 On this page, please provide information about your parent or legal guardian (you only need to provide information for one parent, father or mother).

Parent Information

Relationship with you

First Name

Middle Name

Last Name

Suffix

Home Phone

2.2 Next, you will be asked about **Agent Information**.

Agent Information

Are you currently using an agent to assist the application process?

2.2.1 If you are not assisted by any study abroad agent or coach, select **No** from the drop-down menu and skip Step 2.2.2. Then select the **Save & Continue** button to go to the next page.

2.2.2 If you are assisted by a study abroad agent, please select **Yes** from the drop-down menu and fill out your agent information accordingly. Provide the required agent information and then select the **Save & Continue** button to go to the next page.

### Agent Information

Are you currently using an agent to assist the application process?

Yes

Agency Name \* Agency Country \*

Study Abroad Int. Bahamas

Agency Address

123 Pineyard Rd. Nassau, The Bahamas

Agent's Full Name Agent's Email \*

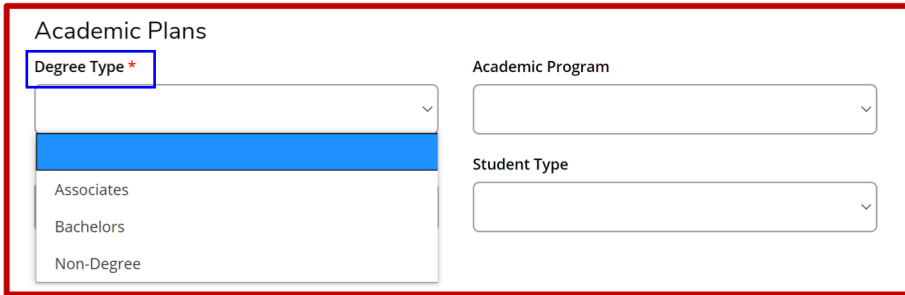
Joe Smith joesmith@studyabroadint.com

Previous Page Save Application **Save & Continue**

## STEP THREE: PLANS

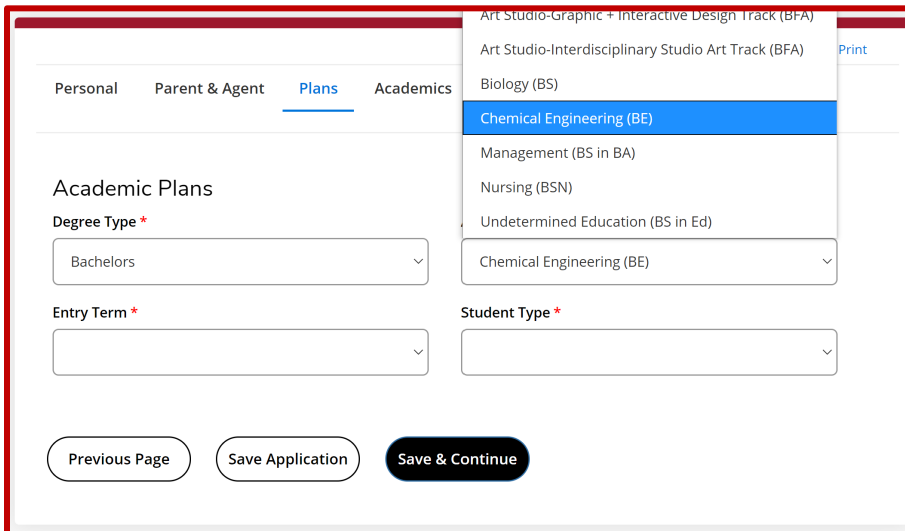
### 3.1 For Freshmen (First Time Undergraduate) or Transfer Applicants

3.1.1 Choose **Bachelors** or **Associates** in Degree Type in the **Academic Plans** page based on your desired degree plan.



The screenshot shows the 'Academic Plans' section of a web application. A red border highlights the 'Degree Type \*' dropdown menu, which is open and shows three options: 'Associates', 'Bachelors', and 'Non-Degree'. The 'Bachelors' option is highlighted in blue. To the right of the dropdown are two other dropdown menus: 'Academic Program' and 'Student Type', both of which are currently empty.

3.1.2 Choose your intended major in **Academic Program** field.



The screenshot shows the 'Academic Plans' section of a web application. A red border highlights the 'Academic Program' dropdown menu, which is open and shows a list of majors: 'Art Studio-Graphic + Interactive Design Track (BFA)', 'Art Studio-Interdisciplinary Studio Art Track (BFA)', 'Biology (BS)', 'Chemical Engineering (BE)', 'Management (BS in BA)', 'Nursing (BSN)', 'Undetermined Education (BS in Ed)', and 'Chemical Engineering (BE)'. The 'Chemical Engineering (BE)' option is highlighted in blue. The 'Degree Type \*' dropdown menu is set to 'Bachelors'. Below the dropdowns are 'Entry Term \*' and 'Student Type \*' dropdown menus, both of which are currently empty. At the bottom of the page are three buttons: 'Previous Page', 'Save Application', and 'Save & Continue'.

3.1.3 Select the term you want to enroll in **Entry Term** field.

The screenshot shows the 'Academic Plans' section of a form. It contains four dropdown menus: 'Degree Type \*' (set to 'Bachelors'), 'Academic Program \*' (set to 'Chemical Engineering (BE)'), 'Entry Term \*' (open with 'Spring 2021' selected), and 'Student Type \*' (empty). A 'Save & Continue' button is visible at the bottom right.

3.1.4 Select **First Time Undergraduate** or **Transfer** from the drop-down menu of the **Student Type** field based on your application type.

The screenshot shows the 'Academic Plans' section. The 'Entry Term \*' dropdown is now set to 'Spring 2021'. The 'Student Type \*' dropdown is open, showing 'First Time Undergraduate' as the selected option. Other options visible are 'Transfer'. Buttons for 'Previous Page', 'Save Application', and 'Save & Continue' are at the bottom.

3.1.5 After you have filled all the fields, click on **Save and Continue** button near the bottom of the page which will direct you to the next **Academics** tab.

The screenshot shows the full application page with tabs for 'Personal', 'Parent & Agent', 'Plans', 'Academics', and 'Disclosure & Certification'. The 'Plans' tab is active. The 'Academic Plans' section is filled out with 'Bachelors', 'Chemical Engineering (BE)', 'Spring 2021', and 'First Time Undergraduate'. The 'Save & Continue' button is highlighted with a blue border.



### 3.2 For Visiting/Exchange Students

#### 3.2.1 Select **Non-Degree** in **Degree Type** field.

Academic Plans

Degree Type \*

Academic Program

Student Type

Associates

Bachelors

Non-Degree

#### 3.2.2 Select **Special Admission (Non Degree)** program in the **Academic Program** field. This is the only option for Visiting/Exchange students.

Academic Plans

Degree Type \*

Academic Program \*

Entry Term \*

Current Major at Home Institution \*

Intended Major at YSU \*

Non-Degree

Special Admission (Non Degree)

Special Admission (Non Degree)

#### 3.2.3 Choose a term (Fall or Spring) you wish to enroll in the **Entry Term** field. Please note that summer terms are not available for visiting or exchange students.

Academic Plans

Degree Type \*

Academic Program \*

Entry Term \*

Student Type \*

Intended Major at YSU \*

Non-Degree

Special Admission (Non Degree)

Fall 2020

Spring 2021

Summer 2021

### 3.2.4 Select **Visiting/Exchange** in **Student Type** field.

Academic Plans

<b>Degree Type *</b> Non-Degree	<b>Academic Program *</b> Special Admission (Non Degree)
<b>Entry Term *</b> Spring 2021	<b>Student Type *</b> Summer Transient Student <b>Visiting/Exchange Student</b>
<b>Current Major at Home Institution *</b>	

### 3.2.5 Type your current major in the **Current Major at Home Institution** field.

Academic Plans

<b>Degree Type *</b> Non-Degree	<b>Academic Program *</b> Special Admission (Non Degree)
<b>Entry Term *</b> Spring 2021	<b>Student Type *</b> Visiting/Exchange Student
<b>Current Major at Home Institution *</b> Computer Science	<b>Intended Major at YSU *</b>
<b>Intended Length of Study *</b>	

3.2.6 Choose your intended major at YSU from the drop-down menu in **Intended Major at YSU** field.

The screenshot shows the 'Academic Plans' section of a form. It includes four dropdown menus: 'Degree Type \*' (Non-Degree), 'Entry Term \*' (Spring 2021), 'Current Major at Home Institution \*' (Computer Science), and 'Intended Length of Study \*'. To the right, a dropdown menu for 'Intended Major at YSU' is open, displaying a list of majors. 'Computer Science (BS)' is highlighted in blue. Other visible options include Civil and Construction Engineering Technology (BSAS), Civil Engineering (BE), Communication Stud Interpersonal Organizational Track (BA), Communication Studies Media Track (BA), Communication Studies Persuasion Track (BA), and Communication Studies Social Media Track (BA). A blue box highlights the 'Intended Major at YSU' dropdown menu.

3.2.7 Choose the duration of your studies in the **Intended Length of Study** field. It is either one or two semesters for visiting/exchange student. Please note: Only **fall or spring semester** is available as entry term for visiting/exchange students.

The screenshot shows the 'Academic Plans' section of a form. It includes six dropdown menus: 'Degree Type \*' (Non-Degree), 'Academic Program \*' (Special Admission (Non Degree)), 'Entry Term \*' (Spring 2021), 'Student Type \*' (Visiting/Exchange Student), 'Current Major at Home Institution \*' (Computer Science), and 'Intended Major at YSU \*' (Computer Science (BS)). The 'Intended Length of Study \*' dropdown menu is open, showing 'One Semester' selected in blue and 'Two Semesters' below it. A blue box highlights the 'Intended Length of Study \*' dropdown menu. A 'Save & Continue' button is visible at the bottom right.

3.2.8 After you have filled all the fields, click on **Save and Continue** button near the bottom of the page which will direct you to the next **Academics** tab.

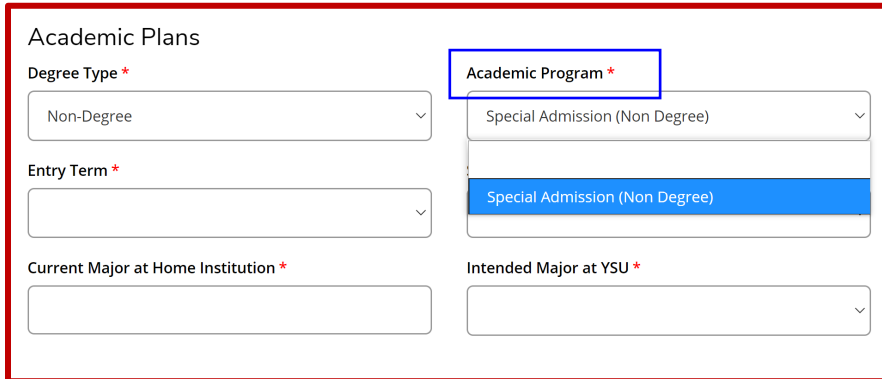
The screenshot shows the 'Academic Plans' section of a form. It contains several dropdown menus: 'Degree Type \*' (set to 'Non-Degree'), 'Academic Program \*' (set to 'Special Admission (Non Degree)'), 'Entry Term \*' (set to 'Spring 2021'), 'Student Type \*' (set to 'Visiting/Exchange Student'), 'Current Major at Home Institution \*' (set to 'Computer Science'), 'Intended Major at YSU \*' (set to 'Computer Science (BS)'), and 'Intended Length of Study \*' (set to 'One Semester'). At the bottom, there are three buttons: 'Previous Page', 'Save Application', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a blue border.

### 3.3 For Summer Transient Student

3.3.1 Select **Non-Degree** in **Degree Type** field.

The screenshot shows the 'Academic Plans' section of a form. The 'Degree Type \*' dropdown menu is open, showing three options: 'Associates', 'Bachelors', and 'Non-Degree'. The 'Non-Degree' option is highlighted in blue. The other dropdown menus ('Academic Program', 'Student Type') are empty.

3.3.2 Select **Special Admission (Non Degree)** in the **Academic Program** field. This is the only option for Visiting/Exchange students.



Academic Plans

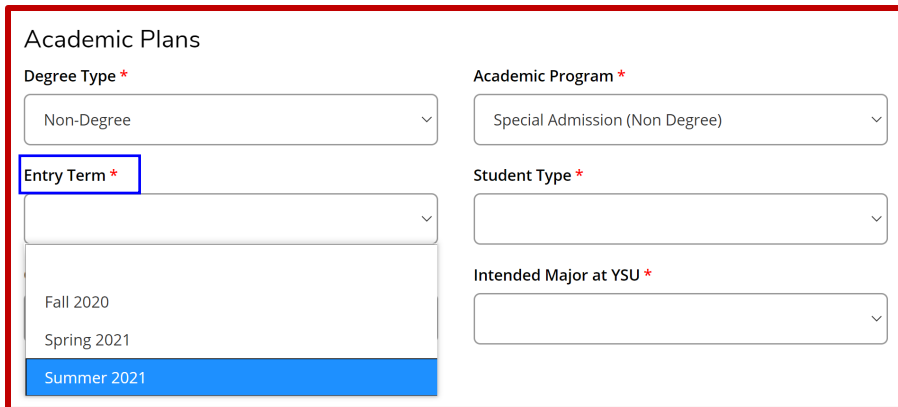
Degree Type \*  
Non-Degree

Academic Program \*  
Special Admission (Non Degree)

Entry Term \*  
Special Admission (Non Degree)

Current Major at Home Institution \*  
Intended Major at YSU \*

3.3.3 Choose the summer term you wish to enroll in the **Entry Term** field.



Academic Plans

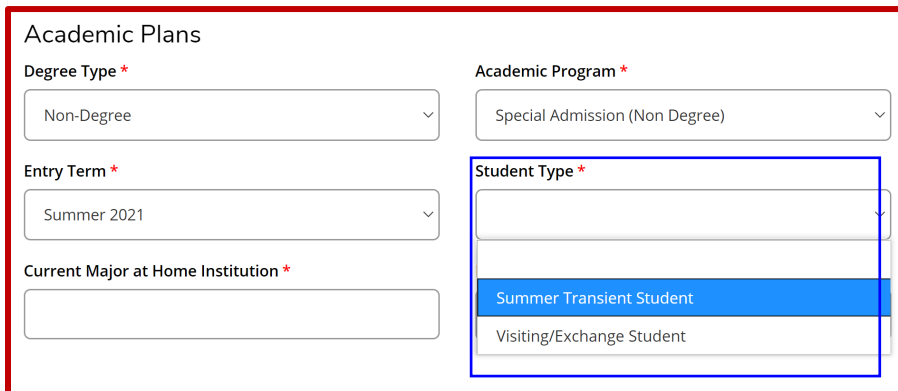
Degree Type \*  
Non-Degree

Academic Program \*  
Special Admission (Non Degree)

Entry Term \*  
Fall 2020  
Spring 2021  
Summer 2021

Student Type \*  
Intended Major at YSU \*

3.3.4 Select **Summer Transient** in **Student Type** field.



Academic Plans

Degree Type \*  
Non-Degree

Academic Program \*  
Special Admission (Non Degree)

Entry Term \*  
Summer 2021

Current Major at Home Institution \*  
Student Type \*  
Summer Transient Student  
Visiting/Exchange Student

3.3.5 Type your current major in the **Current Major at Home Institution** field.

The screenshot shows the 'Academic Plans' section of a form. It contains six dropdown menus arranged in two columns. The 'Current Major at Home Institution' dropdown menu is highlighted with a blue border and contains the text 'Computer Science'. The other dropdown menus are: Degree Type (Non-Degree), Academic Program (Special Admission (Non Degree)), Entry Term (Summer 2021), Student Type (Summer Transient Student), and Intended Major at YSU (empty).

3.3.6 Choose your intended major in YSU from the drop-down menu in **Intended Major at YSU** field.

The screenshot shows the 'Academic Plans' section with the 'Intended Major at YSU' dropdown menu open. The menu is displaying a list of majors, with 'Computer Science (BS)' highlighted in blue. The other dropdown menus are: Degree Type (Non-Degree), Entry Term (Summer 2021), and Current Major at Home Institution (Computer Science). The list of majors in the dropdown includes: Civil and Construction Engineering Technology (BSAS), Civil Engineering (BE), Communication Stud Interpersonal Organizational Track (BA), Communication Studies Media Track (BA), Communication Studies Persuasion Track (BA), Communication Studies Social Media Track (BA), and Computer Science (BS).

3.3.7 After you have filled all the fields, click on **Save and Continue** button near the bottom of the page which will direct you to the next **Academics** tab.

The screenshot shows the 'Academic Plans' section with all fields filled. The 'Intended Major at YSU' dropdown menu is now closed and shows 'Computer Science (BS)'. At the bottom of the form, there are three buttons: 'Previous Page', 'Save Application', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a blue border.

## STEP FOUR: ACADEMICS

4.1 Here, you will be required to input your high school information.

### High School Information

You must fill out your high school information. Type your school name in the School Name or City (full or partial) box. Please NOTE: to get a better search result, please just type the city name, or a partial name of your school. If "School Not Found" button shows up, please click the button, then type your detailed school name and address information in the "Unlisted School Name and Address" box. You must fill out all fields under the "Unlisted School Name and Address" box (e.g. Attended From Month, Attended From Year, etc.)

#### High School Attended 1

**High School**  
**School Name or City (full or partial)**

Enter at least 3 characters to search by school name.

  
**Country**

4.1.1 You may search for your high school by inputting the required information and selecting your school from the search results.

**High School**  
**School Name or City (full or partial)**

  
**Country**

**State/Province**

Search Results

**Southside** Christian - 410907  
(Simpsonville, South Carolina, United States)

4.1.2 If your school cannot be found from the search result (schools outside of the U.S. are not listed), please select the **School Not Found** button.

High School

School Name or City (full or partial)

St. Andrews International School

Country

Bahamas

Search Results

No organizations found

School Not Found

4.1.3 Here, you can manually enter your high school's information using the **Unlisted School Name and Address** textbox. Please include your high school's full name, street address, city, province, and country information.

Unlisted School Name and Address

4.2 Once completed, please enter the dates you attended your high school. If you are still in high school, include your anticipated graduation date.

Attended From Month \*

Attended From Year

Attended To Month

Attended To Year



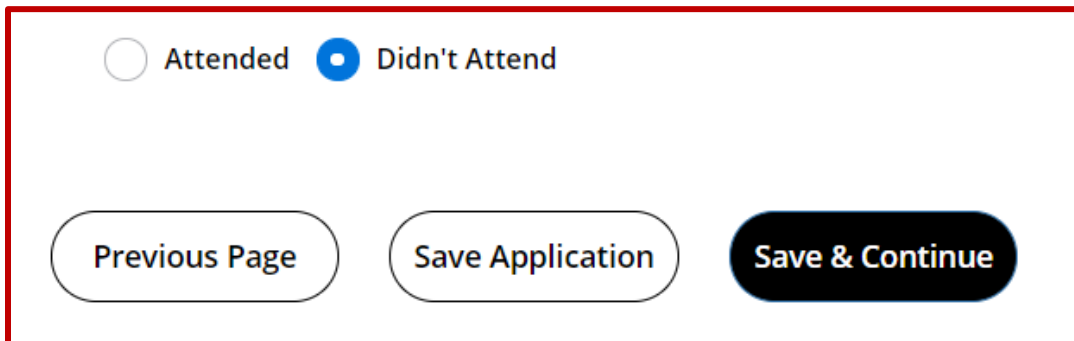
4.3 Next indicate whether you have graduated by selecting **Yes** or **No** from the drop-down menu. Then, input your graduation date or anticipated graduation date. If you have attended multiple high schools, please select **Add Another High School Attended** and then repeat the previous steps.



The form contains two input fields: a dropdown menu labeled "Graduated\*" and a text box labeled "Actual/Anticipated Graduation Date\* (MM/DD/YYYY)". Below these fields is a button labeled "+ Add High School Attended".

4.4 After providing your high school information, you will be asked to provide information about colleges and universities you may have attended. **You must select “Attended” and provide your college attendance history if you are applying as a Transfer student, Visiting/Exchange student, or a Summer Transient student.**

4.4.1 If you have NOT attended any college or university (for freshman applicants), please select **Didn't Attend** and select the **Save & Continue** button to go to the next page. You may skip Step 4.5-4.9.



The form features two radio buttons: "Attended" (unselected) and "Didn't Attend" (selected). Below the radio buttons are three buttons: "Previous Page", "Save Application", and "Save & Continue".

4.4.2 If you have attended a college or university, please select **Attended**, then indicate if you are currently enrolled by selecting **Yes** or **No**. You must then complete steps 4.5 – 4.10.

Have you attended other colleges for credit?	Currently enrolled *
<input checked="" type="radio"/> Attended <input type="radio"/> Didn't Attend	<input type="radio"/> Yes <input checked="" type="radio"/> No

4.5 Please indicate how many colleges or universities you have attended. You can select up to 9 from the drop-down menu. **Please note that you must provide information for ALL colleges or universities you have attended.** Then select **Add College(s) Attended** to input you school's information.

<b>Number of Colleges Attended *</b>
<input type="text"/>
<b>+ Add College(s) Attended</b>

4.6 Here, you will be required to input your college or university information.

<b>College(s) Attended 1</b>
College
Organization Name (full or partial)
Enter at least 3 characters to search by school name.
<input type="text"/>
Country
<input type="text"/>

4.6.1 Input the required information and select your school from the search results.

College  
Organization Name (full or partial)

Country

State/Province

Search Results

Youngstown State University - 1975  
(Youngstown, Ohio, United States)

4.6.2 If you input your information and your school cannot be found, please select the **School Not Found** button.

College  
Organization Name (full or partial)

Country

Search Results

No organizations found

School Not Found

4.6.3 Here, you can manually enter your college or university's information using the **Unlisted School Name and Address** textbox. Please include your school's full name, street address, city, province, and country information.

Unlisted School Name and Address
<input type="text"/>

4.7 Once completed, please enter the dates you attended your school.

Attended From Month *	Attended From Year
<input type="text"/>	<input type="text"/>
Attended To Month	Attended To Year
<input type="text"/>	<input type="text"/>

4.8 Next indicate if you have graduated from that college or university by selecting **Yes** or **No** from the drop-down menu. If yes, type the degree you earned (e.g. **Associate's**, **Bachelor's**, or **Master's**).

Graduated	Degree Type
<input type="text"/>	<input type="text"/>

4.9 Lastly, report the number of college credits you have earned and your cumulative GPA, if applicable.

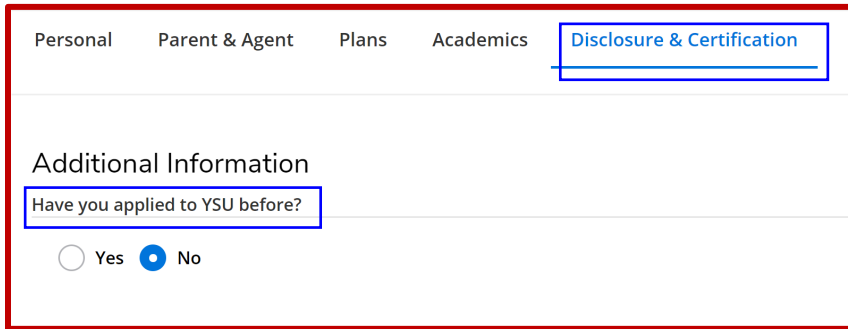
Credits Earned	GPA
<input type="text"/>	<input type="text"/>

4.10 If you have another college or university to add, please select **Add Another College(s) Attended**. Otherwise, select the **Save & Continue** button to go to the next page.

## STEP FIVE: DISCLOSURE AND CERTIFICATION

### 5.1 Additional information

5.1.1 Please select **Yes** if you have previously applied to YSU. Otherwise, Select **No** and skip to 5.2.



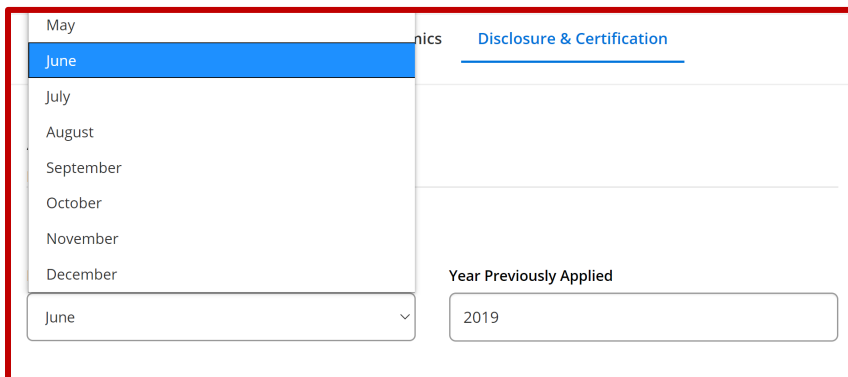
Personal Parent & Agent Plans Academics **Disclosure & Certification**

Additional Information

Have you applied to YSU before?

Yes  No

5.1.2 Select the month from the drop-down menu in the **Month Previously Applied** field and type the year in **Year Previously Applied** field.



May June July August September October November December

Year Previously Applied

2019

## 5.2 Disciplinary History

If you have ever been suspended or dismissed from any of your former educational institutions, you must check “**Yes**” and explain in the box below. Otherwise, check “**No**” and go to the Certification section.

**Disciplinary History**

Have you ever been suspended or dismissed from any school/college/university for academic reasons?

Yes  No

If you have checked "Yes," you must explain.

Have you ever been suspended or dismissed from any college/university for nonacademic reasons?

Yes  No

If you have checked "Yes," you must explain.

## 5.3 Certification

5.3.1 You must certify the three statements in this section to move forward with the application. Please select **Yes** after reading the given certification statements.

**Certification**

Do you certify the following? \*

I certify that, to the best of my knowledge, the information provided in this application is true. I understand that any omission or misrepresentation of facts may be cause for refusal of admission, cancellation of application, or dismissal from Youngstown State University if later discovered.

Yes  No

Do you certify the following? \*

I further understand that it is my responsibility to arrange for ALL ADMISSION CREDENTIALS (official transcript[s], test scores, etc.) to be forwarded directly from the issuing institutions to be received by the International Programs Office of Youngstown State University NO LATER THAN THE CREDENTIAL DUE DATE OF THE SEMESTER FOR WHICH I AM APPLYING.

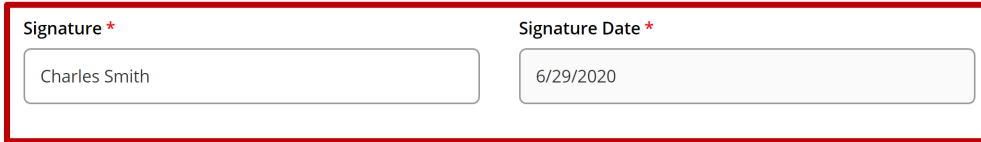
Yes  No

Do you certify the following? \*

I also understand that when the International Programs Office receives my transcript(s), test scores, etc., they become the property of Youngstown State University.

Yes  No

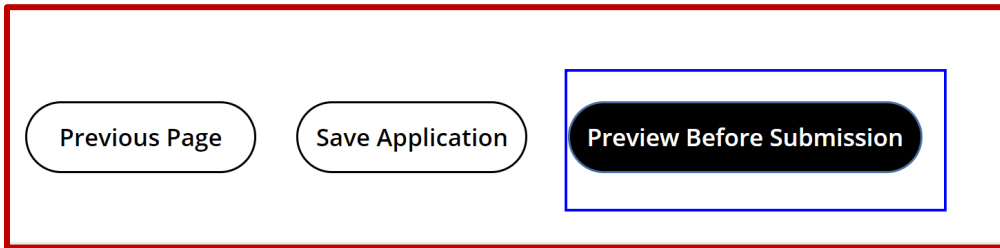
5.3.2 Type your **full name** in order of **first, middle and last** name in the **Signature** field. The **Signature Date** field will be auto populated with the date of application.



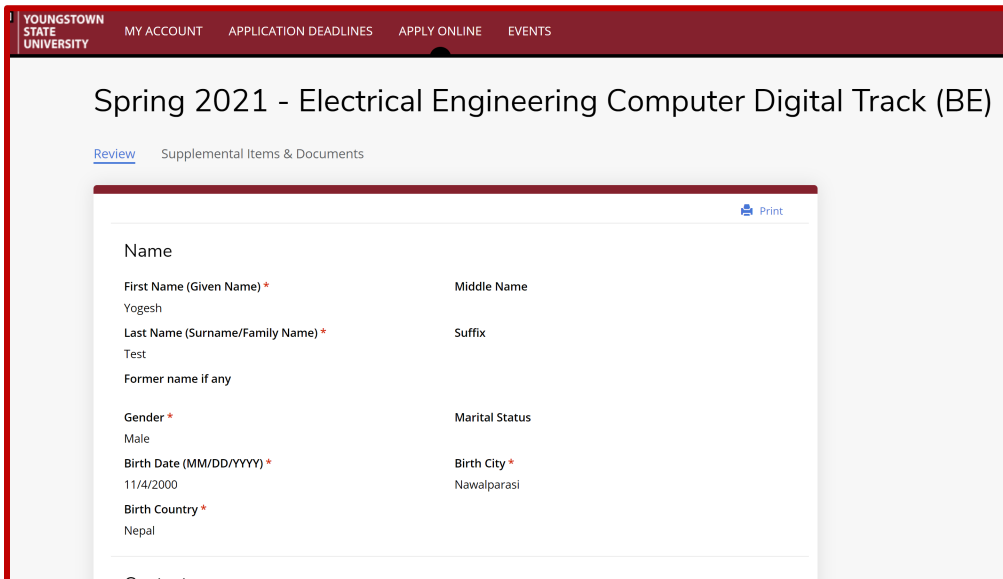
A screenshot of two input fields. The first field is labeled "Signature \*" and contains the text "Charles Smith". The second field is labeled "Signature Date \*" and contains the date "6/29/2020". Both fields are enclosed in a red rectangular border.

## 5.4 Submission

5.4.1 Click on the **Preview Before Submission** button at the end of the page.



5.4.2 You will enter the **Review** page. Scroll down the application review page to ensure that all information you have entered is correct.



A screenshot of the "Review" page for the "Spring 2021 - Electrical Engineering Computer Digital Track (BE)" program. The page header includes "YOUNGSTOWN STATE UNIVERSITY" and navigation links: "MY ACCOUNT", "APPLICATION DEADLINES", "APPLY ONLINE", and "EVENTS". Below the header, there are tabs for "Review" and "Supplemental Items & Documents". The main content area displays a form with the following fields and values:

Name	
First Name (Given Name) *	Middle Name
Yogesh	
Last Name (Surname/Family Name) *	Suffix
Test	
Former name if any	
Gender *	Marital Status
Male	
Birth Date (MM/DD/YYYY) *	Birth City *
11/4/2000	Nawalparasi
Birth Country *	
Nepal	

5.4.3 You can edit your application by clicking **Edit Application** at the bottom of the page. Finally, after confirming all information is accurate, click on **Submit Application** button. You will be directed to the application payment page. **Your application will NOT be submitted until you complete your application fee payment.**

Certification

Do you certify the following? \*

I certify that, to the best of my knowledge, the information provided in this application is true. I understand that any omission or misrepresentation of facts may be cause for refusal of admission, cancellation of application, or dismissal from Youngstown State University if later discovered.

Yes

Do you certify the following? \*

I further understand that it is my responsibility to arrange for ALL ADMISSION CREDENTIALS (official transcript[s], test scores, etc.) to be forwarded directly from the issuing institutions to be received by the International Programs Office of Youngstown State University NO LATER THAN THE CREDENTIAL DUE DATE OF THE SEMESTER FOR WHICH I AM APPLYING.

Yes

Do you certify the following? \*

I also understand that when the International Programs Office receives my transcript(s), test scores, etc., they become the property of Youngstown State University.

Yes

Signature *	Signature Date *
Charles Smith	7/7/2020

[Edit Application](#) [Submit Application](#)



## STEP SIX: APPLICATION FEE PAYMENT

6.1 After you have submitted your application, you will be taken to the **Order Summary** page to pay the application fee. **Please note: Your application will not be received until you pay the fee.**

DESCRIPTION	TOTAL
Undergrad Application Fee - Intl	\$45.00
	Subtotal: \$45.00
	Discount: \$0.00
	Total: \$45.00

Enter a promo code:

6.1.1 If you have difficulty paying your application fee by credit card, you can try to pay through [Flywire](#). This only requires a bank account to initiate the payment. If you successfully pay through Flywire, please send an E-mail to [intadm@ysu.edu](mailto:intadm@ysu.edu) to obtain the payment promo code.

DESCRIPTION	TOTAL
Undergrad Application Fee - Intl	\$45.00
	Subtotal: \$45.00
	Discount: \$0.00
	Total: \$45.00

Enter a promo code:

6.1.2 If you have a promo code, input the promo code in to the **Enter a promo code** field and select the **Apply** button. Then, select the **Submit** button in order to proceed with the payment.

DESCRIPTION	TOTAL
Undergrad Application Fee - Intl	\$45.00
	Subtotal: \$45.00
	Discount: \$45.00
	Total: \$0.00

Enter a promo code:

6.2 If you do not have a promo code, Select the **Make Online Payment** button to input your credit card information.

Ask for Help

## Bill+Payment Client

**Payment amount:** \$45.00  
**Payment method:** Credit or Debit Card

**Account Information**  
*\*Indicates required fields*  
**\*Card account number:**

**Credit or Debit Card** - We accept the following credit and debit cards.

6.3 Once you input your credit card information, select the **Continue** button.

6.4 After the payment is received, you will be shown this page notifying you that your application is completed and submitted. You can either select **My Account** or **Click to check your application status** to view the next steps for your application and view the Supplemental Items you will be required to submit.

**Apply Online**

Thank you. Your application has been submitted! You should receive an email shortly confirming your submission. Click on "My Account" to get to a list of Supplemental Items that are required to complete your application. The submission confirmation email will also contain that list. It may take several minutes for your submission to fully complete and load the Supplemental Items. You should check your email regularly for any notices related to your application and respond accordingly.

[Click to check your application status](#)

6.4.1 A few minutes after submitting your application, you will also be sent an email notifying you that your application has been received and what Supplemental Items you will be required to submit.