

Applying for Admission to Illinois State University as a Freshman Student – Script 1

In this video, you will learn how to apply for admission to Illinois State University as a freshman student. This video is intended for prospective students who wish to apply for the Fall 2015 semester and beyond. We will cover how to navigate through the online application, how to enter information, and how to review and submit your application. For this video, I am going to apply as Illinois State's mascot, Reggie Redbird. I will enter information as if I am Reggie.

To apply for admission to Illinois State, you need to log in with your ULID account. "ULID" stands for "University Login ID." A ULID account is granted to all prospective students and members of the University. If you have ever been a member of the University in the past – as a student, faculty member, staff member, or as a student at U-High in Normal, IL – you already have a ULID account. If you are new to the University, you will need to create a ULID account before you can apply for admission. For more information on creating a ULID account, you should stop this video now and watch the video titled, "Creating a ULID Account for Admission to Illinois State University."

Now let's get started!

To start your online application, navigate to admissions.illinoisstate.edu/apply. Click *Apply Now* under Fall 2015, which takes you to the application log in page. You can also access this page by opening the account confirmation email you received when you created your ULID.

Once on the application log in page, enter your ULID and password and click *Sign In*. You will now see the welcome page, which displays your University ID number and provides links to three types of applications: one for undergraduates, or first time college students, one for graduate students, and one for non-degree seeking students. Reggie has never been to college before, so he's going to apply as an undergraduate. Click *Undergraduate Applicants* and then click *Start New Application*.

You are now presented with information about the undergraduate application process. Please take time to review the information. The Helpful Hints section outlines important information you should know about the online application. As you go through the application, it's important to save and save often in case you are interrupted and need to return to the application at a later time. The application will timeout after 30 minutes of inactivity, which is one reason you should save often. It's also important that you do not use your browser's back button to return to a previous page; if you click the back button, you will be taken to the application home page and all of your unsaved information will be lost. To navigate through the online application, use the previous button or click the items on the left side of the page.

After you have reviewed the application overview, click the check box next to the statement *I have read and understand the above information*. Then click *Save*. Once you have acknowledged that you have read and understood the application overview statement, click *Next*.

Now that we're in the application, you can see that each section has help icons which provide additional information. We'll start with the Application Setup. Reggie is applying as a freshman, and he's a US Citizen, so we'll make those selections. If you are a United States citizen, you are also asked to indicate your military service status. Finally, you should indicate whether or not your parent or legal guardian has ever attended college in the past. On the next page, review the information you

provided. If you find a mistake, click the “Previous” button to return to the Application Setup page. The information I’ve provided is correct, so I will proceed to the next step.

Now we’ll enter Reggie’s personal information. Your name will already be pre-populated, but you should verify that this is your legal name. If you prefer to go by a name other than your legal name, click the box that says, “Check here if you have a Preferred Name.” For example, Reggie’s LEGAL name is Reginald, but he prefers to go by Reggie, so that’s what I’ll enter in the Preferred First Name box. You should also indicate if you have any application materials under a different name at Illinois State.

The next section includes information about your date of birth and gender; this information should be prepopulated, but you should review it for accuracy. You should also select your birth country and enter your birth city. Then, enter your social security number, save the information and continue. If you do not have a social security number, you can leave this box blank.

On the Contact Information page, enter your home address. If you are an international student, select your Country of residence and enter your international address as well. If you have a permanent address that is different than your home or mailing address, click the check box next to that statement and provide your mailing address. You will also need to add a phone number and an email address to your contact information. Enter information about your parent or guardian in the Family Information section. If one of your relatives has ever attended Illinois State University, select the appropriate option from the menu in the Legacy section. Select “None” if you do not have any relatives that have attended Illinois State.

Now we’ll move to the Residency section of the application. If you are a US Citizen, your citizenship information will be prepopulated. If you are an international student, please provide your Country of Citizenship and Visa Information. If you are a US Citizen, indicate if you are a resident of Illinois or one of the states that borders Illinois by clicking the check box. Then select your state of residency from the drop down menu.

It’s time to answer some final questions about yourself. Providing your Ethnicity Information is voluntary, and any information you provide will be kept confidential. Indicate if you’re Hispanic or Latino, and select your race. If you are interested in the ROTC program, click the box next to the statement, “I am interested in the ROTC program.” Otherwise, leave it blank. Next, read and complete the Criminal Activity Disclosure section. Then read and complete the Disciplinary Dismissal Disclosure section. Based on your answers, you may be asked to provide additional information.

Now that you’ve provided all of your personal information, you can select a major! First, select the term for which you are applying. Reggie is applying for the Fall 2015 semester, so I will select that. To select a major, click “Search & Select Major.” On the search page, enter the name of the major you want to select. Or, to see a list of all majors, leave the box empty and click search. As you can see, a list of all available majors is returned alphabetically. Reggie wants to apply to be a Music major, so I’ll scroll through the list and click “General Music.” After selecting a major, you are returned to the Major Selection page. You will see your selected major is now displayed on the page.

If you are interested in one of the pre-professional programs, select it from the menu. If you don't want to join a pre-professional program, leave the box empty.

Based on the major you selected, you may be asked to provide additional information. Because Reggie wants to be a Music major, he has additional questions to answer, such as his primary instrument and his musical experiences. Some majors also require that you attach supporting materials, such as an essay or resume. To add any additional supporting materials, select the Topic and click Attach Here. Then choose the document you want to upload. If you wish to add another document, click the link that says "Click here to add another Supporting Material." In Reggie's case, no additional supporting materials are required so he does not have to do anything, and he can move on to the rest of the application.

We are now moving into the Educational Information section! You will be asked to provide information about past education and test scores. Since Reggie graduated high school in the United States, I will select that option. As you can see, this section expanded so I can provide additional information about my high school. If you attended high school in the United States, click *High School Search*. Select the State in which your high school was located and enter the name of the city. Reggie went to Normal Community West, so I'll select Illinois and type Normal in the box. Click Search. Find the high school you attended and click Select. As you can see, my high school is now displayed on the page. If you attended high school outside the United States, select that option. You do not have to search for your individual school; instead you will enter the name and address of your high school manually. You will also be asked to provide start and end dates, and your GPA.

If you are a US Citizen, enter the dates during which you attended high school. You can click the calendar icon to select the dates, or you can type them in manually. I went to high school from August 2009 to May of 2013, so I'll enter those dates. The dates that you list do not have to be exact; if you are unsure of your starting or ending dates, make an approximation. Then enter your GPA Type, your GPA, and your date of graduation.

Below the date of graduation, you are required to select the subjects you will have completed by the time you enroll at Illinois State. If you attended high school outside the United States you will not be asked about subjects and semesters at this time. You should only select the subjects you will have completed by the time you graduate high school. You do not need to add subjects that you did not take. For example, Reggie took two semesters of Algebra in high school, so I'll select Algebra and type 2 in the box. For more information about course requirements, and an example of what courses you may enter, click the Help icon. You can keep the help box open while you enter your information if you want the additional assistance. To add a new row for the next subject, click the link that says, "Add another high school subject." Select the next subject and provide the number of semesters. Reggie also took two semesters of Algebra 2, so I'll select that and enter 2 in the box. Repeat this process until you've listed all the subjects you took in high school along with the number of semesters.

Next, you will be asked to provide your ACT or SAT test scores. If you are an international student, you do not need to complete this section of the application. However, upon submission of the application, you will be asked to provide official TOEFL or IELTS test scores to Illinois State. Reggie

took the ACT, so I will select that test from the menu. As you can see, a new section appeared below. Enter your composite ACT score, as well as your individual scores here. You'll see a similar section if you chose to add your SAT scores. You must also provide an estimated test date on each line. If all of your scores are from one test day, you can copy and paste the date in each box to save time.

The next section is for Supporting Information. In this section, you have the option to provide an academic personal statement. If you choose to submit a statement you must write a document and save it as a pdf or word doc. Upload the document by clicking Attach Here and choosing the file. If you want to attach multiple documents, click the link that says "Click here to add another Supporting Material."

You're almost done! An application fee of \$50 is required to complete your application. You can choose to pay using a credit card, by electronic check, with a regular check, money order, or wire transfer. If you choose to pay by credit card or electronic check, you must select your payment type from the drop down menu; then click the Make a Payment. I want to pay with a credit card, so I'm going to select that option, and click "Make a Payment." You will not be able to make a payment unless your application is completely filled out. When you click make a payment, you will be directed to TouchNet, which is Illinois State's online payment website. On the TouchNet payment page, enter your credit card number in the Card account number field. Click Continue and enter your Name on the card, the expiration date, and the security code. Click Continue, verify the details are correct, and click Submit. You will see the Payment Processed message, click the button "Click here to continue." Notice the Application Fee status is now listed as Received.

We've reached the final step of the online application process! Review the information displayed on the Application Confirmation page. Important information such as what to do if you are submitting a fee waiver or official test scores will be provided here as well. If you are an international student, you are referred to the Declaration of Finances form and you are required to send a copy of your passport. It's important to note that you are asked to check back in 48 hours to review your application status and to-do list items. The to-do list might contain some additional items you need to provide, so be sure to check on this later.

Click *Summary Information* to review your application information. You can also print your application. After you have finished reviewing your application, click *Return to Confirmation page*. This is your last chance to edit your online application. After you click submit, you cannot go back into the application and make changes. Reggie's application is done, so I will check the box to confirm the application submission. Then I'll click Submit, and I'm done! You will receive an email confirming your successful application submission. Remember to sign into the Student Service Center in 48 hours to check on your application status, as well as any To-Do list items that need your attention. At that time, you can watch the next video titled "Checking on the Status of your Application to Illinois State University" which covers the steps you will need to take next.

This concludes the video on applying for admission to Illinois State University as a freshman. To get help with the online application and for questions about requirements, test scores, or anything else related to the admission process, please contact the Office of Admissions at Illinois State by calling 1-800-366-2478 or by email at Admissions@IllinoisState.edu.