



## NSU Application Guide

### CREATE AND VERIFY ACCOUNT

- Go to [apply.nsuok.edu](http://apply.nsuok.edu) and find the correct term and application type (undergraduate or graduate) for which you wish to apply.
  - Please reference the glossary terms for any questions regarding student type or application status.
- Click on apply and create an account by completing the right hand side of the form that appears.
  - **You will be sent an email to whichever email address you used to create your account. The email will contain a link to verify your account. This step must be taken before you will be able to log in. The link is only valid for 24 hours (If you were not able to verify your account before the link expires, please contact the Office of Admissions and Recruitment).**
  - If you have already applied to another program for Spring 2019 or later, you will not need to create a new account. Instead you can login with the user name and password you already created. You may use the 'Forgot Username/Password' link in case you have forgotten your username or password and need to reset it.

### COMPLETE AND SUBMIT APPLICATION

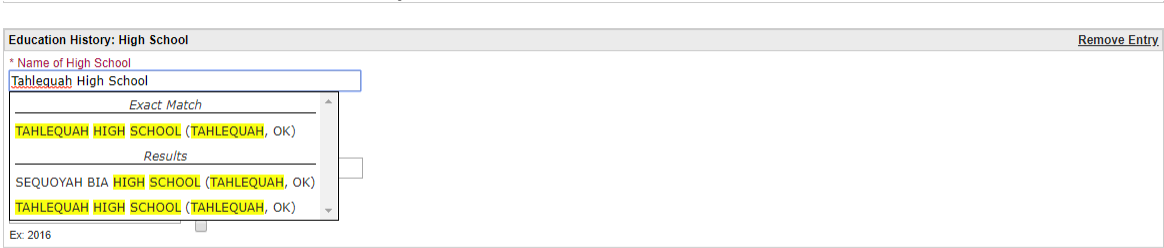
- Ensure that you are completing the correct term that you want to apply to and that you have selected the correct application in regards to undergraduate or graduate student.
- Answer all questions that appear, including those that are not listed as required.
- All questions must be answered fully and truthfully for an application to be considered for admission
- **Applications will only be considered for admission once they are submitted and paid. Payments may be made through the application system at the end of the application prior to**

**submission by choosing Online Payment from the dropdown.**

- Check, cash, or money order are also accepted as forms of payment in the Office of Admissions and Recruitment.
- If you are eligible for an application waiver, please complete the application and then exit the browser when you get to the payment page. Your application will be pushed for processing once your waiver has been approved.

## NOTES/TIPS

- High School Lookup: Start typing the most unique part of your school name, wait a few moments for the search to complete, and select your school from the dropdown menu



The screenshot shows a web form titled "Education History: High School" with a "Remove Entry" link. Below the title is a text input field containing "Tahlequah High School". A dropdown menu is open, showing search results. The first result is "TAHLEQUAH HIGH SCHOOL (TAHLEQUAH, OK)" under the "Exact Match" section. Below that, under the "Results" section, are "SEQUOYAH BIA HIGH SCHOOL (TAHLEQUAH, OK)" and "TAHLEQUAH HIGH SCHOOL (TAHLEQUAH, OK)". An example "Ex: 2016" is shown at the bottom left, and an "Add Another Response" link is at the bottom right.

- The same concept applies to the post-secondary lookup.
- Uploading a Document:
  - Ensure that you have named your file as indicated.
  - Only the documents listed should be uploaded at the time of submission.

## GATHER AND SUBMIT DOCUMENTATION

- **For every application, the specific requirements will vary. Within 7-10 business days of you submitting and paying for your application, we will publish a list of the documents that are required along with applicable deadline dates in your [application portal](#).**
- Some documents must be mailed to the address below, whereas others may be uploaded before you submit your application or via an upload button in your [application portal](#) after we have published what is required.
  - In order to ensure that your application is processed in a timely manner, ensure that you are submitting all documentation by the required deadlines and that it is in the format that we require.



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