

Applying to a graduate program

1. Navigate to the Graduate School home page, www.wku.edu/graduate
2. Choose “Apply Now” from the top bar (circled in the picture below):

The screenshot shows the WKU Graduate School website. The top navigation bar includes links for 'Apply', 'Visit', and 'More Info'. The 'Apply Now' link is circled in red. Below the navigation bar is a large banner image of students in a classroom with the text 'WKU GRADUATE SCHOOL'. A secondary navigation bar below the banner includes links for 'WKU Graduate School', 'Contact Us', 'Future Students', 'Current Students', 'Financial Resources', 'Faculty/Staff', and 'Apply Now' (circled in red). On the left side, there is a sidebar with links for 'Graduate Programs Available', 'Student Recruitment', and 'Graduate Assistantships'. On the right side, there is a text box that says 'I would like more information about WKU Graduate Programs'.

3. From the “Apply Now for Admission at WKU” page, choose the appropriate option in the “Graduate Applications” section:

The screenshot shows the 'Apply Now for Admission at WKU' page. At the top left is the WKU TopNet logo. At the top right is a 'HELP EXIT' link. Below the header is a section titled 'Apply Now for Admission at WKU'. There is a red checkmark icon and the text 'Already submitted your application? Check your status here.' Below this are two main sections: 'Undergraduate Applications' and 'Graduate Applications'. The 'Graduate Applications' section is circled in red and contains the following links: 'Domestic and International Applicants' (with sub-link 'Masters and Specialist Degrees, Graduate Certificates'), 'Doctoral Degree Applicants', and 'Advanced Education Certification' (with sub-link 'Rank I, Rank II, Endorsements, Certifications'). At the bottom of each section is a link to 'Learn more about Undergraduate Admissions' and 'View The Graduate School Homepage'.

4. After choosing the desired option, you will be taken to the WKU Admission Application page:

WKU TopNet

HELP EXIT

WKU Admission Application

Welcome to Western Kentucky University's on-line application. We are pleased you wish to apply to attend WKU.

The on-line application process is available to you as a convenient and secure process. You will be required to mail additional documentation to the Graduate School to complete your application.

If this is your **first time** applying to WKU, please create a new web application ID at [application account creation](#)

If you have **previously applied** to either graduate or undergraduate programs, please use your WKU ID (or web application ID) and PIN number to log in below. Click [here](#) to look up your WKU ID or reset your PIN.

****Warning:** Please do **NOT** share your application login with others, and if on a public computer please clear any autofill information prior to entering your login information, as it could result in inaccurate application data which may delay your admission decision.

Login ID:
PIN:

Login

Should you need any assistance, please feel free to contact us at graduate.school@wku.edu, or by telephone at (270) 745-2446. We look forward to receiving your application.

[Return to Homepage](#)

5. If this is your first time applying as a graduate student to WKU, you will create a new web application ID:

WKU TopNet

HELP EXIT

WKU Admission Application

Welcome to Western Kentucky University's on-line application. We are pleased you wish to apply to attend WKU.

The on-line application process is available to you as a convenient and **secure process**. You will be required to mail additional documentation to the Graduate School to complete your application.

If this is your **first time** applying to WKU, please create a new web application ID at [application account creation](#)

If you have **previously applied** to either graduate or undergraduate programs, please use your WKU ID (or web application ID) and PIN number to log in below. Click [here](#) to look up your WKU ID or reset your PIN.

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Login ID:
PIN:


Login

Should you need any assistance, please feel free to contact us at graduate.school@wku.edu, or by telephone at (270) 745-2446. We look forward to receiving your application.

[Return to Homepage](#)


Note: If you have previously created an application account, or if you have previously applied to WKU, please log in using your WKU ID number (it is a nine-digit number that starts with 800 or 801) and the PIN you chose when creating the account. If you have previously paid the graduate application fee (excluding doctoral program application fees) then you will be exempt from paying the fee a second time. After logging in, go to Step 7.

6. Clicking the “application account creation” link takes you to this page:



HELP EXIT

WKU Admissions Login - New User

 Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:


Create a PIN:

Verify PIN:

[Return to Homepage](#)


You will create your own login ID, then choose and verify your PIN. Please note that this is not your WKU ID number, your Net ID, or any other pre-assigned item – you create your login credentials yourself if you have not previously applied. Click the “Login” button after creating your Login ID and PIN.

7. You will next answer Pre-Application Questions to direct you to the correct application. Please enter your name, answer the citizenship question, and indicate whether you are seeking a planned program (note that if you do not choose “Yes” on this question you will not be able to apply for any of the programs listed above). You also choose your admission term here (note that the admission term question does not appear until you have indicated whether you are seeing a planned program). Click the Continue button to move to the next screen:





HELP EXIT


Pre-Application Questions


 Before the application proper can begin we need to gather a little more information. Please answer the questions below.


* - indicates a required field.

What is your *legal* name? 

Suffix 

Are you a US citizen? * 

Are you seeking a planned program (masters, certification, certificate, ranks, or specialist)? * 

What term are you interested in applying for? This is the term on which you want to begin taking classes. * 

8. You next see the Application Checklist, which has ten elements that must be completed:

HELP EXIT

Application Checklist

i This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete/Submit** to submit the application.

You may return to an incomplete application at any time by using your **Logon ID** and **PIN**. If you forget your ID or PIN, you may contact us by clicking on the **"Need help?"** link below.

- [Primary Address](#)
- [Test Information](#)
- [Personal Information](#)
- [Previous College](#)
- [Personal Information Cont.](#)
- [Planned Course of Study](#)
- [Personal Information Cont.](#)
- [Additional Comments](#)
- [Emergency Contact Information](#)
- [Judicial Information](#)

I certify that the information provided on this application is complete and accurate. Intentional falsification could result in immediate dismissal from Western Kentucky University and revocation of credits or degrees earned. By clicking the submit application button below, I understand that all applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to any academic program, regardless of economic or social status and will not be discriminated against on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, or genetic information. I authorize Western Kentucky University to provide important updates about my status as a WKU student, at the current or future telephone number that I provide using text messages or a pre-recorded voice. By clicking the submit application button, I agree to receive my 1098T form electronically indefinitely unless consent is withdrawn at a later date. I also agree to abide by the Student Code of Conduct while enrolled at Western Kentucky University.

[Need help? Email us at \[graduate.school@wku.edu\]\(mailto:graduate.school@wku.edu\)](#)

RELEASE: 8.7.2.10

9. Start with the Primary Address section and answer all questions. If you have applied previously, this information will be pre-populated. Click the “Continue” button when completed.

HELP EXIT

Primary Address (Checklist item 1 of 10)

i Enter your Address information. You must enter a city and either a state or nation and zip code.

When completing sections, select "Return to Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

***** - indicates a required field.

Mailing/Permanent

Street Line 1: *

Street Line 2:

Street Line 3:

City: *

State: *

Zip Code: *

County:

Nation (if NOT United States):

Please enter at least one phone number WKU can use to get in touch with you: *

Home Phone (xxx)-(xxxxxxx): -

Cell Phone (xxx)-(xxxxxxx): -


May we text you?

By authorizing text messaging, you are agreeing to allow WKU to send messages to this phone about official University business, upcoming reminders relating to events or deadlines, as well as messages related to campus emergencies. Examples of campus emergencies include weather alerts, unplanned campus closings, etc. Messages related to campus emergencies will not be sent until you enroll in classes at WKU. You may incur charges for text messages sent to your cell phone depending on your cell phone provider.

[Return to Checklist without saving changes](#)

10. Checklist item 2 is the Personal Information page. Complete it and hit the "Continue" button.

Personal Information (Checklist item 2 of 10)

 Enter your Personal Information. If you enter your e-mail address you will need to verify it by entering it again.


When completing sections, select "Return to Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

Note: Gender and Ethnicity information is requested for reporting purposes and will not be used in an admission decision.

Social Security number is required for US citizens.


* - indicates a required field.

Social Security Number (XXXXXXXX): *	<input type="text"/>
Birth Date: *	Month <input type="text" value="None"/> Day <input type="text" value="None"/> Year (YYYY) <input type="text"/>
Legal Sex: *	<input type="radio"/> Male <input type="radio"/> Female
Gender Identity	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Transgender Female <input type="radio"/> Transgender Male <input type="radio"/> Gender Non-binary/Non-conforming <input type="radio"/> Write-In
Pronouns	<input type="radio"/> He/Him/His <input type="radio"/> She/Her/Hers <input type="radio"/> They/Them/Theirs <input type="radio"/> Write-In
Email: *	<input type="text"/>
Verify e-mail address: *	<input type="text"/>
U.S. citizen by birth: (Yes or No)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
U.S. citizen by naturalization: (Yes or No)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Alien, non-immigrant: (Yes or No)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response

 What is your ethnicity?

Ethnic Category: *

- Hispanic or Latino
- Not Hispanic or Latino


 Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White

[Return to Checklist without saving changes](#)

RELEASE: 8.7.2.2

11. The third checklist item is additional personal information; complete it and hit "Continue".

HELP EXIT

Personal Information Cont. (Checklist item 3 of 10)

* - indicates a required field.

U. S. Military Service: When I enroll at WKU, I will be: *

- On active U.S. Military duty
- A Reserve member (receiving reserve pay)
- A National Guard member
- A discharged veteran no longer serving on active duty or in the Reserve or National Guard (must provide DD214, Member Copy 4)
- A Department of Defense employee
- The spouse or dependent of a U.S. Military veteran or active duty service member
- The spouse or dependent of a Department of Defense employee
- I will not be in the military

Please enter your current employers name, address and phone number.


Do you hold a valid teaching certificate? (Yes or No) Yes No No Response

[Return to Checklist without saving changes](#)

RELEASE: 8.7.11

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12. Checklist item 4 is also additional personal information. Complete and hit "Continue".

HELP EXIT


Personal Information Cont. (Checklist item 4 of 10)

To the right is a list of the names which WKU currently has on file for you:

- Big Red

Please add any names which you have been known by in the past which are not included in the list above: [Add a Name](#)

If you have previously been assigned a WKU ID (800 number), please enter it here:

Will you be transferring from another graduate college/university? * 

Are you a Kentucky resident? *

[Return to Checklist without saving changes](#)

RELEASE: 8.2

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13. Checklist item 5 is Emergency Contact Information. Complete and hit "Continue".



HELP EXIT

Emergency Contact Information (Checklist item 5 of 10)

i In the relationship box, please select the entry that describes your primary emergency contact and enter information about that person. If you wish to enter information about other emergency contacts, please select "Enter or View Another Relative".

When completing sections, select "Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

Relationship:	None
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Street Line 1:	
Street Line 2:	
Street Line 3:	
City:	
State/Province:	None
Zip Code:	
County:	None
Nation:	None
(Area Code) and Phone Number (xxx)-(xxxxxxx):	

[Enter or View Another Emergency Contact](#)

[Return to Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

14. Checklist item 6 is Test Information. It applies to relatively few programs, and if you have not taken these tests, hit "Continue".



HELP EXIT

Test Information (Checklist item 6 of 10)

i Enter the Additional Information requested. This additional information is required when considering your application. If you answer "Yes" to either of these questions, you will be required to provide an explanation. If you do not provide an explanation, your application will not be considered complete until this information is received.

When completing sections, select "Return to Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

Have you taken the: Graduate Record Examination (GRE)? (Yes or No)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Took or will take GRE (MM/YY):	
Have you taken the: Graduate Management Admission Test (GMAT)? (Yes or No)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Took or will take GMAT (MM/YY):	

[Return to Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

15. Checklist item 7 asks for information on all previous colleges attended. You can add as many schools as needed; all postsecondary school attended at any time must be reported. Please complete the requested information and hit "Continue".



[HELP](#) [EXIT](#)

Previous College (Checklist item 7 of 10)

Complete this section for each college or university you have attended **at both the undergraduate and graduate levels**. If you have completed more than one degree from a single college or university, please list only the baccalaureate degree. Please be sure to indicate month, day, and year the degree was awarded or will be awarded.

International Students: YOU MUST enter a college code. If your college does not appear in the Lookup College Code list and you earned your undergraduate degree from a foreign institution, please enter the **college code of 699999**.

All other students: Enter your College code. If you do not know the code, select the Lookup College Code link to search for it. The page allowing you to search by the college's state or province, or by the country will display. If you cannot find your college through the lookup page, please contact the Graduate School.

Unless you are a WKU student, please have an official transcript from each institution attended (other than WKU) sent to the Graduate School.

When completing sections, select "Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

* - indicates a required field.

College School Code: * [Lookup College Code](#)

If College not found:

College Name:

College Degree:

If not found, enter degree:

College Degree Date: Month Year (YYYY)

Did either of your parents graduate from a college or university? * Yes No

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

16. Checklist item 8 is the Planned Course of Study. Note that if you did not indicate on the Pre-Application Questions (Step 7) that you were seeking a planned course of study, you will not be able to select one here. Hit "Continue" when finished.



[HELP](#) [EXIT](#)

Planned Course of Study (Checklist item 8 of 10)

Please select a Planned Course of Study in the drop-down box below and a concentration (if applicable).

The (T) next to your program selection indicates it is "Teacher Certifiable" and a (C) indicates that a concentration is required.

Selection of any program and/or concentration does not guarantee admission to the program.

Students pursuing Rank I programs are ineligible for federal financial aid. Please select a certification-only or certificate program if relying on federal student loans.

* - indicates a required field.

Category of Study *

Planned Course of Study: *

Concentration *

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

17. Checklist item 9 is Additional Comments; if you do not have any, click the "Continue" button.



[HELP](#) [EXIT](#)

Additional Comments (Checklist item 9 of 10)

Complete this section if you have additional information regarding your graduate application.

When completing sections, select "Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

Do you have any additional information you would like to provide?

[Return to Checklist without saving changes](#)

RELEASE: 8.7.2.12

18. Checklist item 10 is Judicial Information. Please answer the questions and hit "Continue".



[HELP](#) [EXIT](#)

Judicial Information (Checklist item 10 of 10)

Enter the Additional Information requested. This additional information is required when considering your application. If you answer "Yes" to either of these questions, you will be required to provide an explanation. If you do not provide an explanation, your application will not be considered complete until this information is received.

When completing sections, select "Return to Checklist" to save your changes and display the Application Checklist. To progress to the next section, please select "Continue". "Finish Later" saves your changes and displays the Application Menu.

* - indicates a required field.

Have you ever pled guilty (or no contest) to, or been convicted of, any felony? * Yes No

If "YES", please explain in detail. Please include dates and circumstances. Your application cannot be processed without an explanation.

Within the past 10 years, have you pled guilty (or no contest) to, or otherwise been convicted of, a misdemeanor involving violence or the threat of violence? * Yes No


If "YES", please explain in detail. Please include dates and circumstances. Your application cannot be processed without an explanation.

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

19. When you have completed all ten sections of the application, you are returned to the Application Checklist page, and all sections will have a check mark by them, indicating completion. Please read the statement at the bottom of the page where you attest that you are providing complete and factual information, then hit the "Submit Application" button. If this is your first graduate application, you will go to the fee payment page. If you have previously paid the graduate application fee, you will bypass the fee payment section.

Application Checklist

 This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete/Submit** to submit the application.

You may return to an incomplete application at any time by using your **Logon ID** and **PIN**. If you forget your ID or PIN, you may contact us by clicking on the "**Need help?**" link below.

- | | |
|---|---|
|  Primary Address |  Test Information |
|  Personal Information |  Previous College |
|  Personal Information Cont. |  Planned Course of Study |
|  Personal Information Cont. |  Additional Comments |
|  Emergency Contact Information |  Judicial Information |

I certify that the information provided on this application is complete and accurate. Intentional falsification could result in immediate dismissal from Western Kentucky University and revocation of credits or degrees earned. By clicking the submit application button below, I understand that all applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to any academic program, regardless of economic or social status and will not be discriminated against on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, or genetic information. I authorize Western Kentucky University to provide important updates about my status as a WKU student, at the current or future telephone number that I provide using text messages or a pre-recorded voice. By clicking the submit application button, I agree to receive my 1098T form electronically indefinitely unless consent is withdrawn at a later date. I also agree to abide by the Student Code of Conduct while enrolled at Western Kentucky University.

[Need help? Email us at graduate.school@wku.edu](mailto:graduate.school@wku.edu)

RELEASE: 8.7.2.10

20. Congratulations – you have submitted your application! You will receive an email from the Graduate School indicating the application has been submitted. It takes 1-2 business days for applications to move from the application system to the student information system. If this is your first application to WKU, you will be assigned a WKU ID number; if you have applied previously, you will retain the WKU ID number that was assigned earlier. Your application will then go through initial processing, and you will be informed of any additional admission requirements needed, as well as how to submit them. After initial processing, you can check the status of your application at any time using the Application Status link (it is on the Apply now for Admission at WKU page referenced in Step 3). If you have questions, please contact the Graduate School at 270-745-2446 or graduate.school@wku.edu.