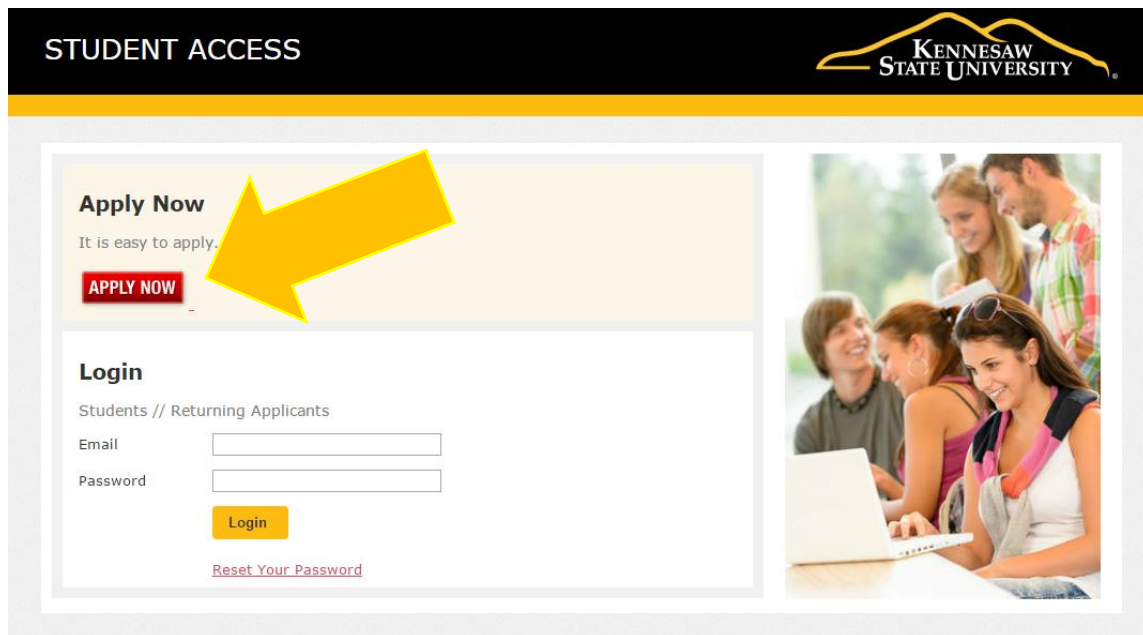


# How to Apply Online

1) Go to <https://ksu.campusaxess.com>. Click “Apply Now.”



2) Create your account information. Remember to save your password.

[Create Account](#) ▶ [Personal Info](#) ▶ [Immigration Info](#) ▶ [Contact Info](#) ▶ [Academic Info](#) ▶ [Other Options](#) ▶ [Payment](#)

First Name / Given Name	<input type="text" value="John"/>
Middle Name	<input type="text" value="Good"/>
Last Name / Surname	<input type="text" value="Student"/>
Date of Birth	<input type="text" value="January"/> <input type="text" value="1"/> <input type="text" value="1990"/>
Nationality	<input type="text" value="UNITED STATES"/> Country of Citizenship
Gender	<input type="text" value="Male"/>
Email Address	<input type="text" value="ksu.iep@gmail.com"/>
Password	<input type="password" value="....."/>
Repeat Password	<input type="password" value="....."/>
<input checked="" type="checkbox"/> I agree <a href="#">Terms &amp; Conditions</a> .	
<input type="button" value="Create Account &amp; Continue"/>	

3) Enter your native language and indicate if you need an I-20 for an F-1 student visa.

Welcome to My KSU-IEP. Home of your application and student account.

Please complete your profile and contact information. If any of your information changes, please remember to update your profile on this site.

**APPLICATIONS**    **PROFILE**    **COURSES**    **CART**

Create Account ▶ **Personal Info** ▶ Immigration Info ▶ Contact Info ▶ Academic Info ▶ Other Options ▶ Payment

**STEP 1 Personal Information** [Close](#)

John Good Student  
Male born on 1/1/1990  
UNITED STATES  
[Update Your Profile](#)

Native Language    English ▼

Do you need an I-20?    Yes ▼  
Select 'Yes' if you need I-20 form from our school.  
An I-20 Form is require to apply for a student visa.

**Save & Continue**

4) If you selected “No” for an I-20, select the immigration status you will study with.

**APPLICATIONS**    **PROFILE**    **COURSES**    **CART**

Create Account ▶ **Personal Info** ▶ Immigration Info ▶ Contact Info ▶ Academic Info ▶ Other Options ▶ Payment

**STEP 1 Personal Information** [Close](#)

John Good Student  
Male born on 1/1/1990  
UNITED STATES  
[Update Your Profile](#)

Native Language    English ▼

Do you need an I-20?    No ▼  
Select 'Yes' if you need I-20 form from our school.  
An I-20 Form is require to apply for a student visa.

Current Visa    B2 Visa ▼

**Save & Continue**

5) If you selected “Yes” for an I-20, click “Save & Continue” to enter your Immigration Info for your I-20. If you have any family members (spouse or children) who will be accompanying you as dependents with an F-2 visa, include their information as well.

**APPLICATIONS**   PROFILE   COURSES   CART

Create Account   Personal Info   **Immigration Info**   Contact Info   Academic Info   Other Options   Payment

**STEP 2 I-20 Application** [Close](#)

Type of I-20 You Need

Source of Funding

City of Birth

Country of Birth

Are You Currently in the US

Address in Your Country

City

State/Province

Postal Code

Country

Mailing Address for I-20

Family Members Who Need to Be Included on Your I-20?

If you plan to bring your spouse and/or children with you, they will need to be included on your I-20. Submit a copy of each dependent's passport. Additional proof of funding is required for each dependent.

**Family Member - 1**

First Name

Middle Name

Last Name

Date of Birth

Nationality

Country of birth

Gender

Relationship

[Back](#)

6) Enter your contact information. If you do not have a U.S. address yet, check the box for “I don’t have U.S. Address.”

APPLICATIONS PROFILE COURSES CART

Create Account > Personal Info > Immigration Info > **Contact Info** > Academic Info > Other Options > Payment

STEP 3 Contact Info [Close](#)

I don't have U.S. Address

My U.S. Address

City

State

Zip Code

Email Address

Home Phone  exm: +1-555-999-8765

Work Phone  exm: +1-555-999-8765

Mobile Phone  exm: +1-555-999-8765

[Back](#) [Save & Continue](#)

7) Enter your information in the Academic Info section.

Create Account > Personal Info > Immigration Info > Contact Info > **Academic Info** > Other Options > Payment

STEP 4 Academic Information [Close](#)

Program

Package

I want to start

Number of sessions you plan to attend

How many years have you studied English?

Please select your highest level of academic study

Do you wish to attend KSU for a degree program after studying in the IEP?

How did you hear about us?

[Back](#) [Save & Continue](#)

8) Select the correct application fee. If you have or need an F-1 visa, choose the \$125 Application Fee for F-1 Students or the \$200 Application and Mailing Fee for F-1 Students. If you will be studying with another immigration status, choose the \$60 Application Fee for Non-F-1 Students.

The screenshot shows the 'STEP 5 Finalize and Review Your Selections' page. At the top, there are navigation tabs for 'APPLICATIONS', 'PROFILE', 'COURSES', and 'CART'. Below these are buttons for 'Create Account', 'Personal Info', 'Immigration Info', 'Contact Info', 'Academic Info', 'Other Options', and 'Payment'. The main content area includes a dropdown menu for 'Application Fee' set to 'Application Fee (F-1 Students) \$125.00' and another dropdown for 'I would like information on housing at KSU' set to 'I don't need housing help'. At the bottom left is a 'Back' link, and at the bottom right is a yellow 'Save & Continue' button.

9) Select your payment option. For faster service, choose to pay with a Credit or Debit Card online. To pay with cash, check, money order, or wire transfer choose the “I will make the payment later” option.

The screenshot shows the 'STEP 6 Payment Information' page. At the top, there are navigation tabs for 'APPLICATIONS', 'PROFILE', 'COURSES', and 'CART'. Below these are buttons for 'Create Account', 'Personal Info', 'Immigration Info', 'Contact Info', 'Academic Info', 'Other Options', and 'Payment'. The main content area includes a 'Total Amount' of '\$125.00', a 'Payment Method' dropdown set to 'Credit or Debit Card', and a checked checkbox for 'I accept terms & conditions.' At the bottom left is a 'Back' link, and at the bottom right is a yellow 'Submit & Go to Payment Screen' button.

10) If you chose to pay with credit or debit card, enter your information to pay online.

Please enter your credit card information

Total:	\$100.00
--------	----------

\* Indicates required information

\* Credit Card Type:

\* Account Number:

\* Expiration Date:

\* Security Code: ([View example](#))







\* Name on Card:

\* Email:

Day Phone:

Night Phone:

Mobile Phone:

11) If you decide to cancel the online payment, you can always log back into your account and click the black “Make Payment” button to pay your application fee later.

Welcome to My KSU-IEP. Home of your application and student account.

Please complete your profile and contact information. If any of your information changes, please remember to update your profile on this site.

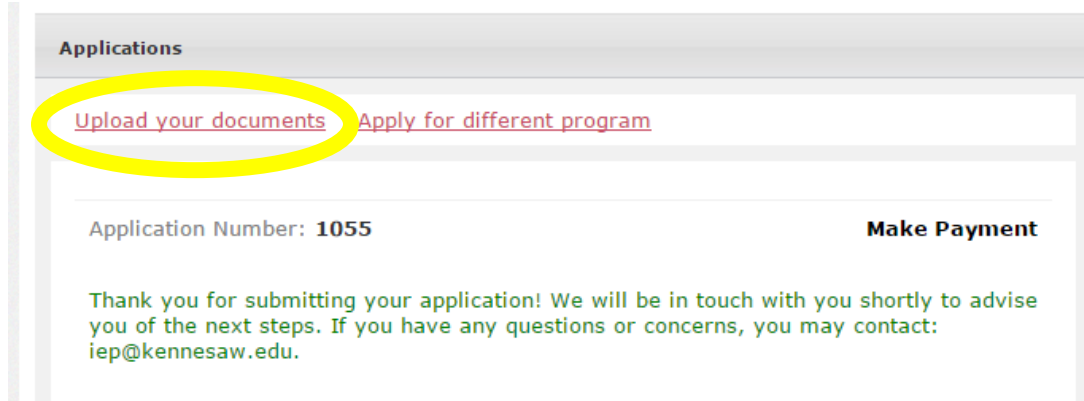
**APPLICATIONS**   PROFILE   COURSES   CART

[Upload your documents](#)   [Apply for different program](#)

Application Number: 1055   **Make Payment**

Thank you for submitting your application! We will be in touch with you shortly to advise you of the next steps. If you have any questions or concerns, you may contact: [iep@kennesaw.edu](mailto:iep@kennesaw.edu).

- 12) After you complete these steps, your application form will have been submitted. Your next step is to upload your documents by clicking the red “Upload your documents” link.



These are the documents you should upload:

New F-1 Visa	F-1 Transfer	Change of Status to F-1	Other Visa Types	Permanent Resident or Citizen
Passport	Passport	Passport	Passport	Copy of Green Card, passport, or other citizenship documents
Bank Letter	Bank Letter	Bank Letter	Visa	
Sponsor Letter	Sponsor Letter	Sponsor Letter	I-94	
Immunization Form	Immunization Form	Immunization Form	Other visa documents	
	Visa	Visa		
	I-94	I-94		
	I-20			
	SEVIS Transfer Form			

- 13) Upload your documents to your application by choosing the appropriate document types from the drop-down menu.

Document - New

[Click here](#) to review the list of required documents.

Document Type:

Select File:  No file chosen

[Cancel](#)

- 14) After you upload a document, you will be able to see a list of all documents you have submitted, and will have the ability to delete them if necessary.

APPLICATIONS PROFILE COURSES CART

Student Documents

[Click here](#) to review the list of required documents.

[Upload Another Document](#)

UPLOADED DOCUMENTS:

1/27/2017	SEVIS Transfer Form SEVISform.doc	Delete
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Saved successfully.



15) After you have uploaded your documents, you are finished! The IEP Registration Coordinator will review your application form and documents, and will contact you about your application!