

# Kean University Online Application Portal Manual 2025

**Notice:** Prior to commencing your online application to Kean University, please ensure that you have completed Pre-Registration in the Wenzhou-Kean University Graduate Application System. (<https://ga.wku.edu.cn/>).

## STEP 1: Create a New Account

Click “**Click here to create a new account**” to create a new account.

## STEP 2: Register, Login, and Set Password

### Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

### Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please [switch](#)

Email

Account

Temporary PIN

Birthdate

### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.


New Password

New Password (again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Kean University will send you a Temporary PIN to your email address, please fill it in the login step.

## STEP 3: Start New Application

KEAN

AcademicsAdmissions & AidStudent LifeAboutAthletics

- A **FRESHMAN / FIRST-YEAR** is an applicant who has a high school diploma (or equivalent) and has not attended another college/university after high school graduation.
- A **TRANSFER** is an applicant who has been enrolled in a regionally accredited college or university after graduating from high school. Additionally, those applicants seeking a second bachelor's degree should also complete this application.
- A **READMISSION** is a student who was previously enrolled at Kean University, and has not attended Kean for three or more consecutive semesters.
- A **GRADUATE** is an applicant who has a bachelor's degree and is seeking a graduate degree.
- The **CAS SUPPLEMENTAL APPLICATION** is for applicants applying to Athletic Training, Doctor of Physical Therapy, Physician Assistant Studies, Speech-Language Pathology (SLPD & MA), Occupational Therapy (OTD & MS), or Doctor of Psychology programs ONLY. This should be completed along with the CAS application; please consult [grad.kean.edu](http://grad.kean.edu) for further information.
- A **VISITING/NON-MATRICULATED APPLICATION** is for Undergraduate and Graduate visiting students, or special population programs and Senior Citizens.
- A **HIGH SCHOOL PARTNERS APPLICATION** is for current high school students partaking in an existing Kean University affiliated partnership.

Start New Application

ment

Application Details

Details

Fall 2025-Wenzhou-Graduate

Kean University Current Application Cycle

☐ First-Year Student - Application

☐ Transfer - Application

☐ Readmission - Application

☐ Graduate - Application

☐ CAS Graduate - 2024/2025 Supplemental Application

☐ Visiting/Non-Matriculated - 2024-2025 Application

☐ High-School Partners - 2024/2025 Application

☒ WKU Application

Open Application


Cancel

Select “**WKU Application**” to create application.

**Do not** select “Graduate -Application”.

## STEP 4: Personal Background

APPLY · VISIT · ALUMNI · GIVE

 **KEAN**

Academics Admissions & Aid Student Life About Athletics

Personal Background  
[WKU Academic Intent](#)  
[Kean Academic History](#)  
[Test Scores](#)  
[Recommendations](#)  
[Additional Information](#)  
[Signature](#)  
[Review](#)  
[Application Management](#)

### Kean App Bio Demo Page

Name

Legal First Name\*  (as displayed on official documentation)

Middle Name

Legal Last Name\*  (as displayed on official documentation)

Preferred First Name

Other/Previous Last Name  (please list any previous last names that may be represented in official documentation)

### Contact Information

Personal Email

Address\*

Home Phone Number

Cell Phone Number\*

Do you consent to Kean University contacting you via text for updates to your application, events, and other important updates/news?

- ☐ Yes  
☐ No

By checking the box, you consent to receive text messages from Kean University. Msg & data rates apply. You may opt out at any time by following the instructions in the message. [Click Here](#) for Kean University's Privacy Policy.

### Citizenship Information

When selecting your status, consider the following definitions:

**US Citizen:** an individual who was born in the US or attained US citizenship another way, such as through naturalization. Select this status if you have a US passport or are currently eligible for one.

**Permanent US Resident:** an individual who was granted lawful permanent resident status. These individuals commonly have a Permanent Resident Card (I-551), often referred to as a "[Green Card](#)."

**Temporary US Resident:** an individual who is present in the US under any of the various possible immigration statuses. (Asylee, Refugee, DACA, New Jersey Dreamer)

**Non-resident:** an individual who is a foreign national and who is permitted to travel in the US for [tourism or business](#) for stays of 90 days or less. (Current Visa Holders)

**None:** an individual for whom none of the above selections apply.

Select your Citizenship status:

None

Country of Citizenship\*


Dual Country of Citizenship

China Citizen ID\*  18

Language Spoken at home

For "Cell Phone Number", please enter country calling code before the phone number. For instance, China Country Code is "+86"

STEP 5: WKU Academic Intent



KEAN

Academics

Admissions & Aid

Student Life

About

Athletics

Personal Background

WKU Academic Intent

Kean Academic History

Test Scores

Recommendations

Additional Information

Signature

Review

Application Management

Wenzhou Academic Intent

Academic Level\*Graduate


Intended Start Term\*Fall 2025

Student Type\*Graduate

Admission Type\*Masters

CampusMasters

Location\*Wenzhou



KEAN

Academics

Admissions & Aid

Student Life

About

Athletics

Signature

Review

Application Management

Masters

Accounting (M.S.)

Architecture (M.Arch.)


Architecture 3 Year Degree Option (M.Arch)

Biotechnology Science (M.S.)

Computer Information Systems (M.S.)

Educational Administration-School Business Administrator (M.A.)

Psychology-Human Behavior and Organizational (M.A.)



KEAN

Academics

Admissions & Aid

Student Life

About

Athletics

Signature

Review

Application Management

Student Type\*Graduate

Admission Type\*Doctorate

Campus

Location\*Wenzhou

Preferred Academic Program

Preferred Specialization\*


Doctorate

Doctor of Educational Leadership (Ed.D.)

Do you plan to apply for Financial Aid?

Yes

## STEP 6: Kean Academic History

KEAN


AcademicsAdmissions & AidStudent LifeAboutAthletics

Personal BackgroundWKU Academic IntentKean Academic HistoryTest ScoresRecommendationsAdditional InformationSignatureReviewApplication Management

### Kean Academic History

Academic History

School Type/Level of Study	school_name	School Region	School Country
<div>Add New</div>			
<div>Continue</div>			

KEAN

Student Life

Personal BackgroundWKU Academic IntentKean Academic HistoryTest ScoresRecommendationsAdditional InformationSignatureReviewApplication Management

### Kean Academic History

Academic History

Start typing your school's full name to use our AutoSuggest Tool to help you find your school faster. You can see location details to help you narrow down your search. If you do not see your school listed in the dropdown, you can click on "Continued" to see the full list of potential schools.

Still can't find your institution? Search for:

- "US High School Not Found" to add a US-based high school.
- "Foreign High School Not Found" for non-US high schools.
- "College/University Not Found" for domestic and foreign colleges/universities.

Institution

Wenzhou-Kean University

CEEB

Country

China

City

Wenzhou

Region

Zhejiang

Start Date\*

September

2021

End Date\*

June

2025

Level of Study\* (required)

Undergraduate

Degree or Expected Degree Type\*

Bachelor's Degree

Graduation Date

June

2025

GPA


3.7

Save

Delete

Cancel

\* Kean University requires applicants who have completed coursework outside of the U.S. to submit a course-by-course evaluation from a National Association of Credit Evaluation Services (NACES) approved organization.

KEAN

AcademicsAdmissions & AidStudent LifeAboutAthletics

Personal BackgroundWKU Academic IntentKean Academic HistoryTest ScoresRecommendationsAdditional InformationSignatureReviewApplication Management

### Kean Academic History

Academic History

School Type/Level of Study	school_name	School Region	School Country
Graduate	Wenzhou Kean University	Zhejiang	China
Undergraduate	World Education Services		United States

Continue

## STEP 7: Test Scores

The screenshot shows the Kean University application portal. The top navigation bar includes links for Academics, Admissions & Aid, Student Life, About, and Athletics. On the left, a sidebar lists various application sections: Personal Background, WKU Academic Intent, Kean Academic History, Test Scores (highlighted), Recommendations, Additional Information, Signature, Review, and Application Management. The main content area is titled "Test Scores" and features a table with columns for Date, Type, and Status. A single entry is shown for "03/29/20: Duolingo English Test (160-point scale)" with a status of "Verified". An "Add Test" button is highlighted with a red box. Below the table is a "Continue" button.

Date ▲	Type	Status
03/29/20	Duolingo English Test (160-point scale)	Verified

IELTS, TOEFL, and Duolingo English Test scores should be sent directly to **Kean University (NOT Wenzhou-Kean University)** by the respective official testing organizations.

## STEP 8: Recommendations

The screenshot shows the Kean University application portal. The top navigation bar includes links for Academics, Admissions & Aid, Student Life, About, and Athletics. On the left, a sidebar lists various application sections: Personal Background, WKU Academic Intent, Kean Academic History, Test Scores, Recommendations (highlighted), Additional Information, Signature, Review, and Application Management. The main content area is titled "Recommendations" and features a table with columns for Name and Status. An "Add Recommender" button is highlighted with a red box. Below the table is a "Continue" button.


Name	Status
------	--------

In this step, you are required to accurately provide the information of your referrers. Kean University will send an email to your referrers, who will then upload your recommendation letters.

The screenshot shows the "Add Recommender" form. It includes fields for Prefix, First Name, Last Name, Organization, Position/Title, Relationship, Telephone, and Email. A note states: "Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review." Below the fields, there is a section for the recommender's name and a "Change" link. At the bottom, there are "Send To Recommender" and "Cancel" buttons. The "Format" section at the top has two radio buttons: "To be submitted electronically by the recommender." (selected) and "To be mailed by the recommender." (with a link to "Print Paper Recommendation").



## STEP 9: Application Additional Information

KEAN

AcademicsAdmissions & AidStudent LifeAboutAthletics

[WKU Academic Intent](#)[Kean Academic History](#)[Test Scores](#)[Recommendations](#)[Additional Information](#)[Signature](#)[Review](#)[Application Management](#)

### Application Additional Information

Disciplinary and Conviction History\*\*

**Disciplinary History**

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. \*

**Conviction History**

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? \*


**Note:** If the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential, then respond "No"

Application Fee Promotion Code Entry

Do you have a promo code provided by Kean University?

For “Application Fee Promotion Code Entry”, you can enter the **fee waiver code** got from WKU application system.

## STEP 10: Signature

KEAN

AcademicsAdmissions & AidStudent LifeAboutAthletics

[Personal Background](#)[WKU Academic Intent](#)[Kean Academic History](#)[Test Scores](#)[Recommendations](#)[Additional Information](#)[Signature](#)[Review](#)[Application Management](#)

I hereby certify that all information supplied by me in this application is accurate and complete. I understand that any misrepresentation or omission of fact will constitute cause for nullification of my application prior to admission or rescission or dismissal following admission. I acknowledge that my application to Kean University is complete and I am requesting that Kean University process my application.


I acknowledge that the application fee is non-refundable and I must pay the application fee in order to have my application processed and considered for admission to Kean University.

-----

In place of your signature, please type your full legal name:

Confirm

## STEP 11: Review

KEAN

AcademicsAdmissions & AidStudent LifeAboutAthletics

[Personal Background](#)[WKU Academic Intent](#)[Kean Academic History](#)[Test Scores](#)[Recommendations](#)[Additional Information](#)[Signature](#)[Review](#)[Application Management](#)

### Review

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit ApplicationSave for Later

STEP 12: Upload Materials

WKU Application

App Management

Profile

Events

Resources

WKU Application Information

Application Checklist

Below, you will find a list of Admissions Application requirements needed to complete your application.

- Official Documents sent via third party systems (ie: Parchment, Common App, SCOIR, and others) will update each day.
- Physical documents sent to/dropped-off at the Office of Admission may take a little longer to be reflected in the system due to varying processing times throughout the academic cycle.
- Documents accessible for upload via the Material Upload section below will take a few minutes to process and be reflected in the requirement status.

Status	Details	Date
✗ Awaiting	Letter of Endorsement	
✗ Awaiting	Personal Statement	
✗ Awaiting	Resume / CV	
✗ Awaiting	Official Transcript Required for Wenzhou-Kean University	
✗ Awaiting	Official Transcript Required for World Education Services	
✗ Awaiting	Recommendation from Dawei Dong, Wenzhou University Sent to recommender on 10/18/2024.	
✗ Awaiting	Recommendation from Haiyan Liu, Nanjing University Sent to recommender on 10/18/2024.	
📄 Received	WES Evaluation	03/23/2023
📄 Received	WES Evaluation	07/17/2023

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

Upload Materials

Kean University DOES NOT ACCEPT SCHOOL TRANSCRIPTS via the self-service upload tool. Any transcripts uploaded by a student are considered unofficial and will be discarded. Please contact your institution(s) to send an official transcript to Kean University (ceeb code: 2517). Physical transcripts must remain in their sealed envelope and dropped off to the Office of Admissions.

Please do not upload files that do not match the document type selected as this will delay your application completion and processing.

We have received the following documents from you:

- 02/23/2023 01:33 AM - Transcript (Copy): World Education Services

选择文件 未选择文件

Upload

Materials under “Application Checklist” shall be sent to Kean University-Graduate Admissions Office by a third institution.

Other materials, such as CV and PS, shall be uploaded by applicants by clicking the button under “Upload Materials.”

STEP 13: Check the WKU Graduate Application System for Further Notification

**Please note:** Regarding the issue of the graduate application system at Kean University, please contact the Graduate Admissions Office of Kean University via email.

**Email address:** [gradadmissions@kean.edu](mailto:gradadmissions@kean.edu); [gradadmissions@exchange.kean.edu](mailto:gradadmissions@exchange.kean.edu)