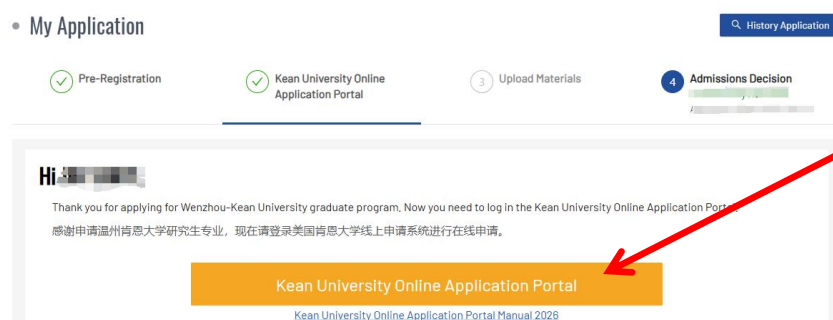


Kean University Online Application Portal Manual 2026

1. 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/>).
2. This guide is for general reference only. Applicants should complete the application based on their own circumstances.

STEP 1:



The screenshot shows the 'My Application' section of the Kean University Online Application Portal. At the top, there is a progress bar with four steps: 1. Pre-Registration (completed), 2. Kean University Online Application Portal (current step), 3. Upload Materials, and 4. Admissions Decision. Below the progress bar, there is a message: 'Hi [Name], Thank you for applying for Wenzhou-Kean University graduate program. Now you need to log in the Kean University Online Application Portal. 感谢您申请温州肯恩大学研究生专业，现在请登录美国肯恩大学线上申请系统进行在线申请。' Below this message is a large orange button labeled 'Kean University Online Application Portal'. A red arrow points from the text on the right to this button. Below the button is a link: 'Kean University Online Application Portal Manual 2026'.

Click “**Kean University Online Application Portal**” in the Wenzhou-Kean University Graduate Application System will redirect you to the Kean University Graduate Application Portal.

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

Continue

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

Login

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

Set Password

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

STEP 3: Start New Application

Profile Events Resources

Your Applications

Type	Major	Status	Started	Submitted
------	-------	--------	---------	-----------

You have not yet started an application using this account.

- 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 GRADUATE SUPPLEMENTAL APPLICATION** is for applicants applying to **Athletic Training, Doctor of Physical Therapy, Physician Assistant Studies, Speech-Language Pathology (MA), Occupational Therapy (OTD & MS), or Doctor of Psychology (Psy.D.) programs ONLY**. This should be completed along with the CAS application; please consult 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

Start New Application

You can start a new application here. Be advised that our system may not allow the creation of a new application based on your Academic Level, Student Type, Start Term, or major of interest.

Application Type

Kean University Current Application Cycle

- ✓ First-Year Student - Application
- Transfer - Application
- Readmission - Application
- Graduate - Application
- CAS Graduate - Supplemental Application
- Visiting/Non-Matriculated - Application
- High-School Partners - Application
- Wenzhou-Kean University (China) - Application

Select “ **Wenzhou-Kean University(China)-Application**” to create application.
Do not select “Graduate -Application”.

STEP 4: Personal Background

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* Jin (as displayed on official documentation)

Middle Name

Legal Last Name* Yeye (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)

Permanent Address

Street 1 City State/Region ZIP Code Country

[Add New](#)

Contact Information

Personal Email Address * lyf[REDACTED]163.com

Home Phone Number +86 [REDACTED]

Cell Phone Number * +86 [REDACTED]

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

☐ Yes

☐ No

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 * China

China Citizen ID* 3303[REDACTED]318

Ethnic Information

Race

☐ American Indian or Alaska Native

☒ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific

☐ White

Are you Hispanic or Latino?

☐ Yes

☒ No

For "Cell Phone Number", please include the country calling code before the number. For example, the country code for China is '+86'.

Please select "**None**" for Citizenship Status. Then choose your actual Country of Citizenship. If you are a citizen of China, please enter your **China Citizen ID** number below.

STEP 5: WKU Academic Intent

[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 2026 ▾

Student Type* Graduate ▾

Admission Type* ▾

Campus Masters

Location* Doctorate

Preferred Academic Program

Additional Questions

Continue

STEP 6: Kean Academic History



KEAN

[Academics](#)

[Admissions & Aid](#)

[Student Life](#)

[About](#)

[Athletics](#)

[Logout](#)

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

Kean Academic History

Academic History

School Type/Level of Study	school_L_name	School Region	School Country
Add New			

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 contains links for 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 table entry shows a Duolingo English Test score from 03/29/20, which is '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

[Add Test](#) [Edit](#)

[Continue](#)

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 contains links for 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
------	--------

[Add Recommender](#) [Continue](#)

The 'Add Recommender' modal is open, showing the following fields:

- Format: ☒ To be submitted electronically by the recommender. [Print Paper Recommendation](#)
- Prefix:
- First Name:
- Last Name:
- Organization:
- Position/Title:
- Relationship:
- Telephone:
- Email:

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as: [Change](#)

[Send To Recommender](#) [Cancel](#)

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 by following the instructions provided in the email.

STEP 9: Application Additional Information

[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?

Promo Code

Note: This field only accepts Kean University issued Promo Codes. Vendor codes (ie: NACAC, CommonApp) are not accepted.

[Continue](#)

For “Application Fee Promotion Code Entry”, you can enter the **fee waiver code** got from Wenzhou-Kean University Graduate Application System.

STEP 10: Signature

 **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](#)

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**

Academics Admissions & Aid Student Life About Athletics

[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 Application](#) [Save 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	07/23/2023
📄 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

1. Degree Certificates and Transcripts

These should be sent directly to Kean University by authorized third-party agencies (such as CHSI verification, WES, IEE) or the official institutions (especially if from US schools).

2. Recommendation Letters

Recommendation letters are submitted directly by your referees via email.

3. Language Test Scores

Language test results must be sent directly from the testing agencies (e.g., IELTS, TOEFL, Duolingo) to Kean University. Applicants do not need to upload these scores themselves.

4. Resume/CV and Personal Statement

Applicants should upload these documents by selecting a file and clicking the "Upload" button

STEP 13: Check the Wenzhou-Kean University 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; gradadmissions@exchange.kean.edu