

# Kean University Online Application Portal Manual 2024

## STEP 1: Create a New Account

Welcome to the Kean University CougarApp where you can:

- Create and submit a new admissions application.
- Check on the status of an existing application.
- Sign-Up for in-person or virtual events.
- Upload admissions documents.
- Pay Application and Deposit Fees.
- Find out admissions announcements and more!

[Click here to sign in if you are an existing user.](#)

**0: Are you a Returning Applicant?**  
If yes, please note that Kean University has recently upgraded to a new Admissions Portal. If you are a former applicant from *Fall 2022 or later*, you will have to create a new application.

**0: Are you a High School student?**  
If yes, then we strongly encourage using a *personal email* as opposed to a school issued email in order to continue receiving important emails notifications after graduating.

[Click here to 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

[Continue](#)

### Login

To log in, please enter your email address and password.

Email  [switch](#)

Account

Password  [Forgot Your Password?](#)

[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](#)

## 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 have not attended Kean for two 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 **NON-MATRICULATED APPLICATION** is for Undergraduate and Graduate visiting students, or special population programs and Senior Citizens. Please visit [Registration Information](#) for further information.
- A **HIGH SCHOOL PARTNERS APPLICATION** is for current high school students partaking in an existing Kean University affiliated partnership.

[Start New Application](#)

APPLY · VISIT

# KEAN

Academics Admissions & Aid Student Life About

- A **TRANSFER** is an applicant who has been enrolled in a regionally accredited college or university after graduating from high school. Additionally, 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 have not attended Kean for two or more consecutive semesters.
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Start

- 2024 First-Year Student Application
- Transfer - Spring 2024 Application
- Transfer - Fall 2024 Application
- Readmission - Spring 2024 Application
- Graduate - 2024 Application
- CAS Graduate - 2024 Supplemental Application
- Non-Matriculated/Visiting - Fall 2023 Application
- Non-Matriculated/Visiting - Spring 2024 Application
- High-School Partners - 2023 Application
- High-School Partners - 2024 Application
- 2024 WKU Application

Create Application Cancel

University  
Morris Avenue  
New Jersey 07083

BEST Money's

Select **"2024 WKU**

**Application"** to create application.

**Do not** select "Graduate -2024 Application".

## STEP 4: Personal Background

- Personal Background
- [WKU Academic Intent](#)
- [Kean Academic History](#)
- [Test Scores](#)
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### 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)

**Permanent Address**

Street 1	City	State/Region	ZIP Code	Country
<a href="#">Add New</a>				

**Contact Information**

Email Address\*

Home Phone Number

Cell Phone Number\*  +86

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

Yes

No

**Biographical Information**

Birthdate\*  August  11  1990

Sex Assigned at Birth\*  Female

Gender Identity

**Citizenship Information**

Citizenship\*  China

Dual-Citizenship

Language Spoken at home

U.S. Permanent Resident

Status/Visa Type\*  I do not hold a U.S. non-immigrant Visa

Visa Expiration

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

For "Status/Visa Type", you might select "I do not hold a U.S. non-Immigrant Visa" if you are Chinese and do not hold a U.S. Visa.

# STEP 5: WKU Academic Intent

- [Test Scores](#)
- [Recommendations](#)
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- [Application Management](#)

Academic Level\* Graduate

Intended Start Fall 2024

Term\*

Student Type\* Graduate

Admission Type\* Masters

Campus

Location\* Wenzhou

Preferred Academic Program

- Preferred Specialization\*
- ✓ Masters
  - Architecture (M.Arch.)
  - Architecture 3 Year Degree Option (M.Arch.)
  - Biotechnology Science (M.S.)
  - Business Administration-Global Management (M.B.A.)
  - Computer Information Systems (M.S.)
  - Educational Administration-School Business Administrator (M.A.)
  - Instruction & Curriculum-Teaching English as a Second Language (M.A.)
  - Psychology-Human Behavior and Organizational (M.A.)

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Academic Level\* Graduate

Intended Start Fall 2024

Term\*

Student Type\* Graduate

Admission Type\* Doctorate

Campus

Location\* Wenzhou

Preferred Academic Program

- Preferred Specialization\*
- ✓ Doctorate
  - Doctor of Educational Leadership (Ed.D.)
  - Additional Questions

Do you plan to apply for Financial Aid?

Yes

Continue

# STEP 6: Kean Academic History

logout

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- Kean Academic History**
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## Kean Academic History

Academic History			
School Type/Level of Study	school_name	School Region	School Country
<a href="#">Add New</a>			
<b>Continue</b>			

**Academic History**

Institution:

CEEB:

Country:

City:

Region:

Start Date:

End Date:

Level of Study\* (required):

Degree or Expected Degree Type\*:

Graduation Date:

GPA:

GPA Scale:  (e.g., 4.0, 4.3, 5.0, 15, 100.)

Do not recalculate GPA, and do not report if not printed on transcript. Please note that Kean University will determine an official GPA on the 4.0 unweighted scale.

Language:  Yes, English is the primary language of instruction at this institution.

Credit Hours Completed:

Credit Hours Pending:

**Save** **Delete** **Cancel**

**Continue**

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## Kean Academic History

Academic History			
School Type/Level of Study	school_name	School Region	School Country
<a href="#">Add New</a>			
Graduate	King's College London	Greater London	United Kingdom
Undergraduate	Wenzhou-Kean University	Zhejiang	China
<b>Continue</b>			

## STEP 7: Test Scores

[Redacted] Logout

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### Test Scores

Date ▲	Type
<a href="#">Add Test</a>	

[Continue](#)

## STEP 8: Recommendations

[Redacted] Logout

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### Recommendations

Name	Status
<a href="#">Add Recommender</a>	

[Continue](#)

**Add Recommender** ✕

Format  To be submitted electronically by the recommender.  
 To be mailed 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:  
Xiaoming Wang [Change](#)

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

## STEP 9: Application Additional Information

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**Additional Information**

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### 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?

**Continue**

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

## STEP 10: Signature

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[Kean Academic History](#)

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**Signature**

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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

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**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

### 2024 WKU Application Information

Payment Due: 75.00 USD

✘ Awaiting Application Fee - [Submit Payment for 75.00 USD](#)

### Application Checklist

Below, you will find a list of Admissions Application requirements needed to complete your application based on your start term, student type, and major selections.

- Official Documents sent via third party systems (ie: SRAR, Parchment, Common App, SCOIR, and others), 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	Personal Statement	
✘ Awaiting	Resume / CV	
✘ Awaiting	Official Transcript Required for wenzhou-kean university	
✘ Awaiting	Recommendation from Long Zhang, lishui university Sent to recommender on 11/27/2023.	
✘ Awaiting	Recommendation from Yanye Jin, wenzhou-kean university	

### Upload Materials

The following self-service tool allows you to upload documents to help in the application completion process. The drop-down "Document Type" options will vary based on your submitted application type.

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.

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