How to Complete Your Application

STUDENT

Workday Student

This tip sheet explains the process for completing your application. It is intended for students.

To complete this task in workday, follow these steps:

Submitting an Application

1. Access the Admissions Portal.
2. Go to our official website and click **Apply Now** or **Admissions Portal**.

NOTE: You do *not* need a Workday login for this. You will create a brand-new, unique applicant account just for this portal.

3. First-time users, select **Create Account**. Use a personal email address you check often.
   - Check your inbox immediately for an activation email and click the **link to activate your account** before trying to log in.
4. Returning users, select **Sign in** and log in with the email and password you used to start the application.
5. Once open to the dashboard, select **Learn More** to access the **Start a New Application** option.
6. Select the correct application type that fits your goals (e.g., Undergraduate, International).
7. Fill out the sections, including Personal Information and Academic History.
   - Any fields containing an Asterisk (*) cannot be left blank.
   - The system auto-saves your work as you move from page to page.

Note: We recommend double-checking your Applicant/Admit Type before moving on to ensure your application gets routed correctly.

8. Review information listed in the Review page. Confirm all dates, names, and contact details.

Note: Most details cannot be changed once your application is submitted.

9. Select **Submit Application**.
    - If your program requires an application fee, you will be prompted to enter your payment details.
    - Stay on the page until you see the confirmation screen.

After Submitting an application

1. Check your email inbox for an automated confirmation email.
2. Upload Your Supporting Documents. Attach required files such as High School Diploma, transcripts, personal statements, resumes, or program-specific documents.
    - File Format. All files must be in PDF format and within the stated size limits.

Note: Ensure your scans are clear, easy to read, and show the entire page.

3. Tracker your application status by logging into the portal. Some status updates include:
    - In Review
    - Pending Documents
    - Decided

Tips & Support

- Watch the Clock. Deadlines are based on our local time zone.
- We highly recommend submitting your application *at least* 24 hours before the deadline to avoid heavy system traffic or unexpected technical glitches

Need Help?

If you run into technical issues or have questions about requirements, click the **Contact Link** at the bottom of the portal page to reach the Admissions Office.