1. If you are (or were) a Wichita State Graduate Student

   - If you have been admitted/enrolled as a graduate student in the past, but it has been a while (2 years or more) since you attended WSU, go to [www.wichita.edu/reactivation](http://www.wichita.edu/reactivation) to reactivate your record.

   - If it has only been a year or two since you took a WSU class, then you should be able to log in to [myWSU](http://myWSU) by managing your password (it expires every 90 days, so your old one won’t work anymore, but you can set a new one).

Are you not sure if you have taken graduate courses at WSU before? Before you submit an application, please contact John Calabro (316-978-6954 or john.calabro@wichita.edu) in the Graduate School so he can check your status and let you know what you need to do.

2. If you are not a Wichita State Graduate Student

   - As soon as you decide you would like to earn Graduate credit for the CI 709AI - Advanced Placement Summer Institute course, please go to [www.wichita.edu/GradAppPortal](http://www.wichita.edu/GradAppPortal) and click the option to Create Account.

   - When creating an account, fill out the required fields and make note of the email address and password you create. Once you have done this, you will go to your email and activate your account. Then log back into your account at [www.wichita.edu/GradAppPortal](http://www.wichita.edu/GradAppPortal) and start your application by clicking “Online Application.”

   - Answer all of the required questions on the application.

   - On the Academic History section, you will need to upload an unofficial transcript from the school where you obtained your degree or a copy of your teaching license.

   - In the section “Academic Plans” fill it out as in the example below:

![Application for Graduate Admission](Application.png)
On the “Program Area” section, please make the selections as shown in the example below. Click Save and Confirm Program.

On the “Program Requirements” section, type your teacher id if you opted not to provide your SSN. You can also upload a copy of your teaching certificate (again) if you have it, but if you uploaded it to the transcript section, there is no need to upload it to this section. See below:
Once you have answered all of the required questions you will be taken to the certification page and then the payment page. The app fee is $60 for domestic students.

If you are a licensed teacher, we will be able to process your admission quickly and will email you with information on how to activate your myWSUID so you can register online for the course.

Wait for an email from the admissions staff or Registrar. If you haven’t heard anything in a couple of days, check your spam/junk mail folders to make sure the email was not misdirected.

- Once your application has been fully processed, the admissions staff will email you to let you know you have been admitted. They will also provide you with your myWSUID number, and instructions on how to activate your ID. Please follow those instructions to access your myWSU account.
- If you reactivated your WSU record, you will be emailed when that process is complete.
- You will use your WSU ID to log into myWSU to enroll in classes and to access Blackboard and set up your university-provided email account, etc.
- You will be provided a WSU email address. This email address will be used to send all future WSU correspondence, including information about classes, tuition, etc. If you wish, you can set up your myWSU email account to automatically forward incoming emails to a different email account so you don’t miss any important emails.

Please contact the Graduate School with specific transcript/application questions, Graduate School, wsugradschool@wichita.edu, (316) 978-3095 (option 2).