Create your account

Hello, and welcome to our video tutorial. This video demonstrates how to create a CollegeNet account to apply to the University of Kansas as an international undergraduate student.

From the KU homepage, ku.edu, click “Admission.” Under “Undergraduate,” click “International Undergrads.”

This will bring you to the website for International Recruitment and Undergraduate admissions, irua.ku.edu. Click “Apply.”

Click the link “Are you an International Student?” and make sure the information describes you. If it does not, you must apply through the KU Office of Admissions at admissions.ku.edu. The international undergraduate application is not for you.

If you are an international student, click the “Apply now” button.

Next, click “Online Application.”

This will take you to the Application Welcome Page. Click “Create a New Account.”

First, enter your e-mail address. Your e-mail address will be your username. It is important for you to check your e-mail throughout the admissions process, because the Office of International Recruitment and Undergraduate Admissions will send important information to you via e-mail.

Next, enter your password in the “New Password” and “Confirm Password” fields. Your password must be 8 characters long. It must include lower and upper case letters, and it must contain a special character.

Next, enter your full legal name as it appears on your passport. Be sure to check the spelling and use of upper and lower case letters. Do not use all capital letters.

I am using the name “Just Seth Testing.”

Do not check the box unless you are filling out the application on someone else’s behalf. If you are an agent, you must check the box.

Choose your gender from the drop-down menu.

Enter your date of birth, using two digits for the month and day and four digits for the year.

Select the country code for your main phone number. Enter your phone number, including area or city code. Do not use dashes.

Select the country code for your mobile phone number. Enter your mobile phone number, including area or city code. Do not use dashes.

Click “Create Account.”
Now, check your e-mail and look for a message from accounts@applyweb.com.

Click the link in the e-mail.

Now your CollegeNet account has been set up. You will log into your application with the username and password you just created. Return to https://www.applyweb.com/kui/