Arizona State University application checklist

This guidance is provided to help ensure a full application is submitted to Kaplan. If you do not provide all the information required below, it may result in a delay in your application. For any further questions, please contact your Market Manager or asu@kaplan.com.

Before completing the application form

Please let us know if the applicant has previously applied to ASU (either independently or through an agency). If they have, send us:

- ASU ID
- Email address they used to apply
- Status of the application
- Degree/major applied for
- Offer (if they have one already)

Checklist summary

Key:
P ASU-USA Pathways applications
T Undergraduate transfer applications
E Intensive English before bachelor’s degrees or law master’s
B Bachelor’s degree applications
M Master’s degree applications

<table>
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<tr>
<th>Document Type</th>
<th>Submit to Kaplan initially</th>
<th>Send to ASU at point of application</th>
<th>Inform Kaplan of submission to ASU</th>
<th>Upload via MyASU when offer received</th>
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</thead>
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<tr>
<td>Kaplan application form</td>
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<td>P B T M</td>
<td>B T M (if from USA)</td>
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<td>Academic transcripts</td>
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<td>TOEFL/TOEFL Special Home Edition certificate</td>
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<tr>
<td>IELTS / PTE / Kaplan iBT score</td>
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<tr>
<td>Duolingo English Test</td>
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<td>Passport photo page copy</td>
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<td>Previous I-20 or copy of visa (if applicable)</td>
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<td>Financial documents</td>
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<td>SAT / ACT score</td>
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<td>Recommendations / references</td>
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<td>GMAT / GRE score</td>
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<td>Resume</td>
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<td>Specialization choices</td>
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Undergraduate pathway: ASU-USA Pathways
(including conditional admission via Intensive English Program)

1. Completed Kaplan application form: https://admission.asu.edu/kaplan/asu-apply
2. Academic transcripts: submit last 3 years of transcripts to Kaplan, including final diploma/certificate if available. Only send legible scans or photos of official documents. Online screenshots are not acceptable.
3. English language certificate:
   - submit copy of TOEFL, IELTS, Kaplan iBT, Pearson PTE score to Kaplan.
   - Duolingo English Test: submit the electronic copy or scan of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via their Duolingo account.
4. Passport photo page copy: submit to Kaplan on application.
5. Previous I-20 or copy of visa (If student has studied in the USA): send to Kaplan on application. Students will be required to submit this information through the MyASU portal after they receive an ASU offer.
6. Financial documents: submit to Kaplan. These are required at the time of application so the I-20 can be issued with the offer.

Bachelor’s degree year 1 and transfer admission
(including conditional admission via Intensive English Program)

1. Completed Kaplan application form: https://admission.asu.edu/kaplan/asu-apply
2. Academic transcripts: submit last 3 years of transcripts to Kaplan, including final diploma/certificate if available. Only send legible scans or photos of official documents. Online screenshots are not acceptable.
   1. If transcript is not in English: original transcripts must be submitted along with the translated copies which have official stamp from the translator.
   2. If student has studied in the USA previously: the applicant must also ask their US school, college or university to submit their transcripts to ASU directly by post or electronically:
      - If the institution uses Parchment, eSCRP or National Clearinghouse to send electronic transcripts, ‘Arizona State University’ must be selected on the request form.
      - If the institution uses the postal service, they should send transcripts to this PO Box:
        Arizona State University
        Admission Services Applicant Processing
        PO Box 871004
        Tempe, AZ 85287-1004
      - If the institution uses other courier services (FedEx, DHL, UPS, etc), the physical address for sending transcripts is:
        Arizona State University
        Admission Services Applicant Processing
        1150 East University Drive Building C, Room 226
        Tempe, AZ 85281
3. English language certificate:
   3. TOEFL / TOEFL Special Home Edition: first submit the certificate to Kaplan for assessment.
      Applicants must then send their score electronically to ASU via www.ets.org using institution code 4007. Once submitted please confirm the submission date to your Kaplan advisor.
   4. IELTS, Kaplan iBT or Pearson PTE: submit the electronic copy or scan of the certificate to Kaplan for assessment and submission to ASU.
   5. Duolingo English Test: submit the electronic copy or scan of the certificate to Kaplan for assessment.
      Applicants must then send their score electronically to ASU via their Duolingo account.
4. Passport photo page copy: optional, but desirable to ensure student’s name and date of birth are correct on the application. Students will be required to submit their latest passport information through the MyASU portal after they receive an ASU offer.
5. Previous I-20 or copy of visa (If student has studied in the USA): send to Kaplan on application. Students will be required to submit this information through the MyASU portal after they receive an ASU offer.
6. SAT or ACT score (if required or held by applicant): first submit a copy of the report card to Kaplan for assessment. Applicants must then send the score electronically to ASU using institution code 4007 for SAT or institution code 0088 for ACT. Once submitted please confirm the submission date to your Kaplan advisor.

Note: Financial documents are not required at application stage unless the applicant is also applying for the Intensive English Program. Direct admission students should submit their required documents through the MyASU portal after they receive an ASU offer, in order to apply for their I-20.
Master’s degree admission
(including conditional admission via International Graduate Preparation Program, where available)

1. Completed Kaplan application form: [https://admission.asu.edu/kaplan/asu-apply](https://admission.asu.edu/kaplan/asu-apply)
2. Academic transcripts: submit bachelor’s degree transcripts to Kaplan, including final diploma/certificate if available. Only send legible scans or photos of official documents. Online screenshots are not acceptable.
   6. If transcript is not in English: original transcripts must be submitted along with the translated copies which have official stamp from the translator.
   7. If student has studied in the USA previously: the applicant must also ask their US school, college or university to submit their transcripts to ASU directly by post or electronically:
      ▪ If the institution uses Parchment, eSCRIP or National Clearinghouse to send electronic transcripts, ‘Arizona State University’ must be selected on the request form.
      ▪ If the institution uses the postal service, they should send transcripts to this PO Box:
         Arizona State University
         Admission Services Applicant Processing
         PO Box 871004
         Tempe, AZ 85287-1004
      ▪ If the institution uses other courier services (FedEx, DHL, UPS, etc) the physical address for sending transcripts is:
         Arizona State University
         Admission Services Applicant Processing
         1150 East University Drive Building C, Room 226
         Tempe, AZ 85281
3. English language certificate:
   8. TOEFL / TOEFL Special Home Edition: first submit the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via [www.ets.org](http://www.ets.org) using institution code 4007. Once submitted please confirm the submission date to your Kaplan advisor.
   9. IELTS, Kaplan iBT or Pearson PTE: submit the electronic copy or scan of the certificate to Kaplan for assessment and submission to ASU.
10. Duolingo English Test: submit the electronic copy or scan of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via their Duolingo account.
4. Recommendations / References (if required by the program): Reference letters are not required for majority of degrees, but referee contact details are. Referee email addresses and telephone numbers should be uploaded with the Kaplan application form. Applicants should then:
   o inform their referees that they will be contacted by ASU directly
   o ask their referees to follow the steps required; ASU may request a letter, survey or verbal recommendation about the applicant
   o suggest that referees check their junk/spam folders for an ASU email
   o request that their referees confirm with the agent when the reference has been provided to ASU
   Please note: for Fall 2020, W.P. Carey School of Business is waiving the Letters of Recommendation requirement for non-MBA applicants. MBA applicants are still required to submit Letters of Recommendation.
5. GMAT or GRE score (if required by the program): First submit the copy of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU using institution code 4007 for GRE or 0GZ-1R-80 for GMAT (if department code is requested use 0000). Once submitted please confirm the submission date to your Kaplan advisor.
6. Passport photo page copy: optional, but desirable to ensure student’s name and date of birth are correct on the application. Students will be required to submit their latest passport information through the MyASU portal after they receive an ASU offer.
7. Previous I-20 or copy of visa (If student has studied in the USA): send to Kaplan on application. Students will be required to submit this information through the MyASU portal after they receive an ASU offer.
8. Resume (only required for some degrees): please submit to Kaplan with the application.
9. Other supporting documents: these vary depending on the chosen degree and may include a portfolio, short answer questions, writing samples, statement of purpose and other documentation that is listed on ASU’s individual degree webpages, under “Admission requirements”. If required, please submit to Kaplan with the application.
10. Specialization choices: some ASU programs require preferred specializations to be selected at application stage. Kaplan may request information from the applicant if this cannot be identified from submitted documentation. If we are not provided with the specializations the applicant wishes to pursue, we will make the selection (where required), but these can be changed once the student is admitted.

**Note:** Financial documents are not required at application stage. Students should submit their required documents through the MyASU portal after they receive an offer from ASU, in order to apply for their I-20.