Application Directions for NEW C2C Students

Note: Only <u>New</u> Students Should Apply
If you have been a student with us in the past, please do not re-apply.
We are able to use one that we have open for you previously.

1. Go to www.southeastmn.edu/apply

2. Select **Online Application Form**

3. On next page, select **"Log-In"** if you already have a StarID or **"Create StarID"** if you need one *(do NOT create a new StarID if you already have one!)*
   - Fill out the required fields
   - NOTE: If you "Create a StarID" be sure to write down your StarID (format ab1234cd) and the password you created. You will need this to log in to any Minnstate account now and in the future!

4. Once the StarID is created the application will open.

Important Selections for Students to Make on the Application

1. Personal
   a. Social Security Number (SSN) and Date of Birth
      i. Enter your social security number if you know it. This helps identify you and your record in our system.
      ii. Date of Birth must be entered in this format: mm/dd/yyyy
         - example: 01/01/2005
   b. Parent Education
      i. Enter your parent/guardian highest level of education (if known)

2. Citizenship
   a. Select which best describes your status

3. Contact
   a. Contact – Address
      i. Add a Permanent Address; there is no need to add additional addresses on this page
   b. Contact – Phone Number
      i. Add at least one Phone Number; it can be either a home phone or a cell phone

(see next page)

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4. Education
    a. Are you currently a High School Student – select Yes
    b. Enter your High School and Grad Date Information.
    c. High School Preparation Standards
        i. Can skip through all 3 pages
    d. Colleges/Universities Attended
        i. If you have attended any other college, please add that institution

5. Confidential
    a. Demographic Information

6. Major
    a. Application Term
        i. Select the available Fall or Spring Semester
        ii. NOTE: Don't worry if the terms that show are incorrect. We will adjust it when you are admitted.
    b. Application Type
        i. "Post Secondary Enrollment Options (PSEO) Student" should already be selected. **Do not change this!** Concurrent Enrollment is a PSEO program.
    c. Educational Intent
        i. Select Complete courses, but not a degree
        ii. Select Part Time Student
    d. Academic Program
        i. Click NEXT. *You do not need to add a major (skip).*
    e. Application Campus
        i. Select C2C in High School

7. Additional
    a. Activities & Sports
        i. Do not select; click next.
    b. Enter language preferences if applicable.
    c. Click Continue to Review

8. Review
    a. Review application, if any changes need to be made, click on the section title in blue and make necessary changes. You will need to click through the application again.

Click Continue to Submit Application

Check the box in the gray area

You do not need a promo code.

Enter the StarID Password (the one you just created)

Click Submit Selected Application(s)

Once this is done, there will be a page confirming the submission of the application.