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1. Creating an Account

1. Log on to <https://gradapp.clarkson.edu/apply>

Application Management

Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new application.

Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.

2. Select link.

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

3. Fill fields and select continue.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email dsutton@clarkson.edu [switch](#)

Account Sutton, Devon

Temporary PIN

Birthdate

Login

4. You will be brought to a login page that looks like this. Retrieve your PIN from your email, fill fields and select login.

Change Password

To protect the security of your account, please specify a new password.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 8 characters
- ✗ New passwords must match

Set Password

5. You will be brought to a page where you can enter in your password. Please note the requirements for the password on the right of the screen. Fill fields and select set password.

2. Start a New Application

1. Log on to <https://gradapp.clarkson.edu/apply>

Application Management

Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new application.

Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and selected password.

2. Select Log in.

Login

To log in, please enter your email address and password.

Email Address

Password

[Forgot Your Password?](#)

Login

3. Fill fields and select Login.

Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			
Start New Application			

4. Select Start New Application.

Application Management

Your Applications

Type

You have not yet started an application using this account.

Start New Application

Graduate Application

2017-18 Graduate Application

[Create Application](#) [Cancel](#)

6. Select Create Application.

Application Management

Your Applications

Type

You have started 1 application. Listed below:

2017-18 Graduate Application

Application Details

Started: 12/05/2016

Status: In Progress

Graduate Application

2017-18 Graduate Application

[Open Application](#) [Cancel](#)

7. Select Open Application.

Application Management

Your Applications			
Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
2017-18 Graduate Application	In Progress	12/05/2016	

[Start New Application](#)

Note. You may save and close out your application prior to submission. When you log back into the application site, select your application to continue to edit.

3. Personal Background

Name

Prefix

First (Given)

Middle

Last (Family)

Suffix

Chosen Name

Other Last Names Used

1. Fill in fields.

Addresses

Permanent Address Delete

Country

Street Address

City

State

Postal Code

2. Fill in fields. You may choose to delete or add additional addresses by selecting Delete or Insert Address.

Mailing Address Delete

Same as permanent

Country

Street Address

City

State

Postal Code

Insert Address

Email Address

Current Email Change

3. This will fill in automatically based on the email you used when registering. If you would like to use a different address, select Change.

Telephone Numbers (include +country code)

Daytime

Evening

Mobile

4. Fill in fields.

Biographical Information

Sex assigned at Birth

If you would like the opportunity, we invite you to share more about your gender identity.

Birthdate July 13 1980

Birth Country United States

Birth City

State Select State

Native Language

5. Fill in fields.

Citizenship Information

Primary Citizenship

Dual Citizenship

Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

Are you Hispanic or Latino?

☐ Yes

☐ No

Regardless of your answer to the prior question, please check *one or more* of the following groups in which you consider yourself to be a member:

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific

☐ White

6. Fill in fields. Select Continue.

Have you been convicted of a felony?

Have you been suspended from any school?

[Continue](#)

4. Program of Study

How, where or from whom did you learn about Clarkson?

1. Select answer from drop down list.

Clarkson Student

Are you currently, or have you been in the past, a student at Clarkson University?

☐ Yes

☒ No

3. Select the appropriate radio button.

Program of Study

What area of study are you interested in?

☒ All

☐ Business

☐ Education

☐ Engineering

☐ Health

☐ Sciences

☐ Multidisciplinary

What program are you interested in?

2. Select answer from drop down list and then select continue. Some answers may prompt additional fields that will require answers.

Continue

5. Academic History

Institution	Degree	Dates Attended
Add Institution		

1. Select Add Institution. You may add multiple institutions.

Add Institution

Institution

CEEB

Country

City

State

Dates Attended to

Level of Study

2. Fill all fields. Some fields may produce additional fields to be filled.

Save **Cancel**

3. Select Save.

Institution	Degree	Dates Attended
Add Institution		
Clarkson University	Master of Business Administration (MB...	04/2012-12/2014 Edit

4. Select Continue.

Continue

6. Test Scores

Date ▲	Type
Add Test	
Continue	

1. Select Add Test. You may add multiple tests.

Add Test	
Type	<input type="text"/>
Test Date	<input type="text"/> <input type="text"/> <input type="text"/>

2. Fill fields. Some answers may produce additional fillable fields.

Save	Cancel
----------------------	------------------------

3. Select Save.

Date ▲	Type
Add Test	
10/10/2011	GRE Edit
Continue	

4. Select Continue.

7. Employment

Please include only current employment information on this page. Any previous employment can be submitted through your resume to be uploaded in the *Materials Upload* section of this application.

Current Employer

[Add Employer](#)

1. Select Add Employer. Please note that only current employment information is preferred.

Add Employer

Current Employer	Clarkson University
Country	United States ▼
City	Potsdam
State	New York ▼
Position/Title	Project Manager
Division	FAS
Employer reimburses qualified continuing education?	▼

2. Fill fields. Filling some fields may result in additional fields and questions.

Save

Cancel

3. Select Save.

Current Employer

[Add Employer](#)

Clarkson University

[Edit](#)

Continue

4. Select Continue.

8. Recommendations

Please be sure your recommender is aware that they will be receiving a request from "Clarkson University Graduate Admissions" with an email of gradschool@clarkson.edu and please let them know a the recommendation is needed to process your application in a timely manner.

If you have a recommendation you wish to upload, enter the recommenders information, but choose the option to mail them a paper copy of the recommendation. You can then upload it when you submit your application.

Name	Status
------	--------

[Add Recommender](#)

Continue

1. Select Add Recommender.

Add Recommender

Format
☒ To be submitted electronically by the recommender.
☐ To be mailed by the recommender. [Print Paper Recommendation](#)

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

2. Select radio button.

3. Fill fields.

Send To Recommender

Cancel

4. Select Send To Recommender.

Continue

5. Select Continue.

9. How to Upload Materials – Official Documents

NOTE: You may upload *official documents* on this screen.

In order to submit any **unofficial documents**, you will need to **submit your application first** and then navigate to the 'Upload Materials' section on the Application Status screen in Clarkson's application portal. See Section 10 below.

Material Uploads

After submitting your official documentation here, you may upload any unofficial documentation on the application status screen, which you are taken to after submitting your application.

Need Help?

If you need assistance with your application, please see the [Applicant User Guide](#) or email the Clarkson University Graduate School at graduate@clarkson.edu.

Resume Upload:

No file chosen

1. Select Choose File and select your resume from your files. When your file appears, select Upload.

Essay / Statement of Purpose:
Please upload your essay/statement of purpose. In as many words as you would like, tell us what you would like to study at graduate school, why you want to study it, and other considerations you would like to tell our admissions committee. You may write about your aspirations for the future, how a Clarkson graduate degree will serve you in your career, or what makes your application worthy of special consideration.

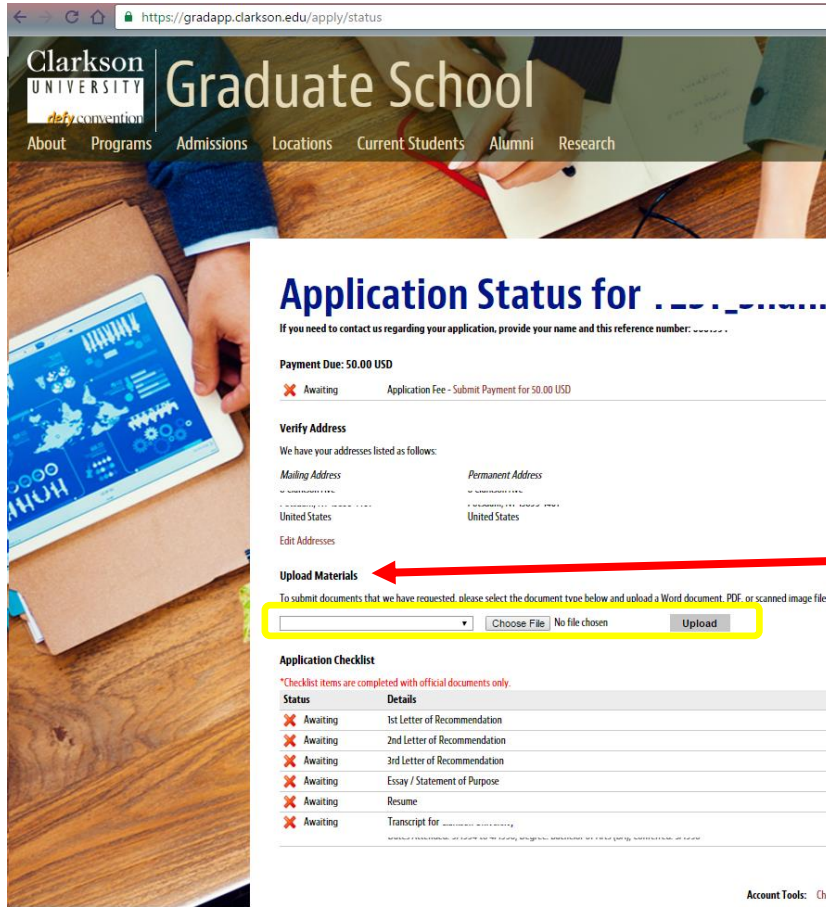
No file chosen

2. Select Choose File and select your Essay/Statement of Purpose from your files. When your file appears, select Upload.

3. Select Continue.

10. How To Upload Materials - Unofficial Documents

Once you have submitted your application, you will be automatically directed to the Application Status screen.



Clarkson UNIVERSITY *defy.convention*

About Programs Admissions Locations Current Students Alumni Research

Graduate School

Application Status for [REDACTED]

If you need to contact us regarding your application, provide your name and this reference number: [REDACTED]

Payment Due: \$0.00 USD

✖ Awaiting Application Fee - Submit Payment for \$0.00 USD

Verify Address

We have your addresses listed as follows:

Mailing Address Permanent Address

[REDACTED] [REDACTED]

United States United States

Edit Addresses

Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If

[REDACTED] Choose File No file chosen Upload

Application Checklist

*Checklist items are completed with official documents only.

Status	Details
✖ Awaiting	1st Letter of Recommendation
✖ Awaiting	2nd Letter of Recommendation
✖ Awaiting	3rd Letter of Recommendation
✖ Awaiting	Essay / Statement of Purpose
✖ Awaiting	Resume
✖ Awaiting	Transcript for [REDACTED]

Account Tools: Chan

Upload *unofficial documents* here by clicking 'Choose File' and upload.

11. Signature

I certify that the information on this application is complete and correct. I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment or any appropriate disciplinary action. I authorize Clarkson University to verify the information I have provided with all the schools I have attended. I agree to notify the proper officials of Clarkson University of any changes in the information provided.

In place of your signature, please type your full legal name:

1. Enter full legal name.

Confirm

2. Select Confirm.

12. Review

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

Submit Application

Save for Later

1. Select Submit Application.

gradapp.clarkson.edu says:

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

OK

Cancel

2. Select OK.

Change Management

Date	Section(s)	Name