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1. Creating an Account

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

2. Select link.

3. Fill fields and select continue.

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

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.
Graduate School Application – User Account Guide

2. Start a New Application

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

2. Select Log in.

3. Fill fields and select Login.


5. Select Create Application.

6. Select Open 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

1. Fill in fields.

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

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.

4. Fill in fields.
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5. Fill in fields.

6. Fill in fields. Select Continue.
4. Program of Study

1. Select answer from drop down list.

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

3. Select the appropriate radio button.
5. Academic History

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

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

3. Select Save.

4. Select Continue.
6. Test Scores

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

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

3. Select Save.

4. Select Continue.
7. Employment

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

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

3. Select Save.

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.

1. Select Add Recommender.
2. Select radio button.
3. Fill fields.
4. Select Send To Recommender.
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:
Choose File
No file chosen

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

Essay / Statement of Purpose:
Choose File
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.

Upload *unofficial documents* here by clicking ‘Choose File’ and upload.
11. Signature

1. Enter full legal name.

2. Select Confirm.
12. Review

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

1. Select Submit Application.

2. Select OK.
## Change Management

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