

User Guide for Creating an application for Clarkson University

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

Application Instructions

2. [Create an account](#) to start a new application or [log in](#) to continue an application you already started. Add email address, first name, last name, birthday and then hit continue.

Register

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

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Continue"/>	

3. You will then get an email asking you for the PIN number that was sent to your email. Paste it in and enter your birthday and login.

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	<input type="text"/>
Account	<input type="text"/>
Temporary PIN	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Login"/>	

4. You will then be asked to set up a password. Once you set up your password you are brought back to the applications instructions page...you can then log in.

5. Once logged in scroll to the bottom of the applications instructions page and you'll click on **START NEW APPLICATION**.

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

6. Click on the pull down and pick the program you are applying to.

Start New Application

Select an application type:

Create Application

Cancel

7. Use the pull down and select an application type.

Start New Application

Select an application type:

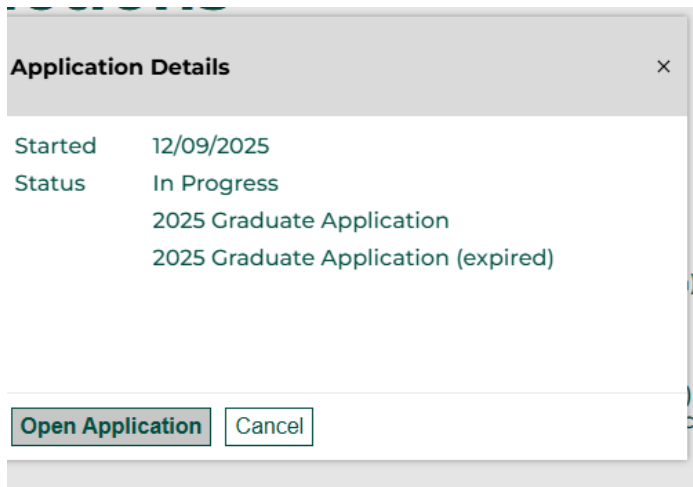
2025 Graduate Application

2025 Graduate Application (expired)

Create Application

Cancel

8. Click create Application. Then click open application.

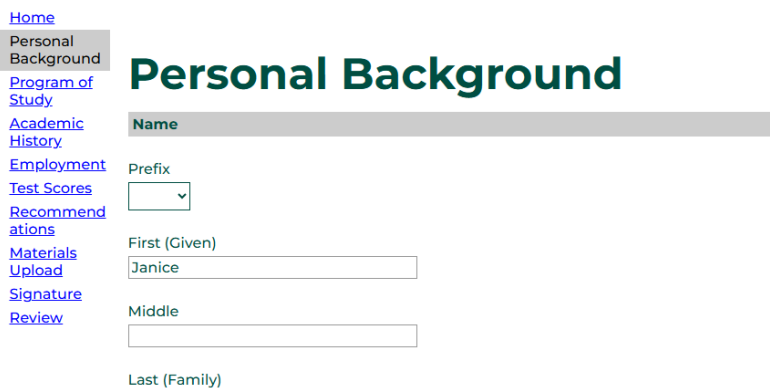


The image shows a modal window titled "Application Details" with a close button (X) in the top right corner. The window contains the following information:

Started	12/09/2025
Status	In Progress
	2025 Graduate Application
	2025 Graduate Application (expired)

At the bottom of the modal, there are two buttons: "Open Application" and "Cancel".

9. You will now see all the information you're going to need to fill out...personal background is first. Fill in all boxes and questions. Once done with this page at the bottom click on continue.



The image shows a web form titled "Personal Background". On the left side, there is a vertical navigation menu with the following links: Home, Personal Background (highlighted), Program of Study, Academic History, Employment, Test Scores, Recommendations, Materials Upload, Signature, and Review. The main content area has a header "Name" in a grey box. Below this, there are several input fields:

- Prefix: A dropdown menu.
- First (Given): A text input field containing "Janice".
- Middle: A text input field.
- Last (Family): A text input field.

☐ Write

Additional Information

Have you been convicted of a felony?

Have you been suspended from any school?

Take the Next Step

10. Click on continue to fill out program of study information.

Impersonation Active: you may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

[Home](#)
[Personal Background](#)
[Program of Study](#)
[Academic History](#)
[Employment](#)
[Test Scores](#)
[Recommendations](#)
[Materials Upload](#)
[Signature](#)
[Review](#)

Graduate Program of Study

Need Help?
If you need assistance with your application, please email the Clarkson University Graduate School at graduate@clarkson.edu.

Clarkson Student

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

☐ Yes
☒ No

Are you applying with the help of an education agency or consultancy?

☐ Yes
☒ No

Program of Study

11. Complete all the questions and click on what program you're interested in applying for and then at the bottom click on continue.

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

Would you like to receive helpful text updates and reminders from Clarkson University?
I understand I can opt-out of these at any time, standard data rates may apply.

☐ Yes
☒ No

Take the Next Step

12. Now you will be asked to fill in your ACADEMIC HISTORY information.

Academic History

Need Help?

If you need assistance with your application, please email the C Graduate School at graduate@clarkson.edu. Please have official transcripts sent directly to:
Clarkson University
8 Clarkson Ave
Box 5605
Potsdam, NY 13699 USA
Attn: Mia Wicke

13. When done filling out your academic history click on continue.



Continue

Take the Next
Step

14. Now you will be asked to fill out your EMPLOYMENT HISTORY. Click on ADD NEW and add your information.

Employment History

Employer	Title
----------	-------

[Add New](#)

15. Once you fill in your information hit save and continue.

The screenshot shows a portion of a web form for Clarkson University. At the top, the text 'Clarkson University' is partially visible. Below it is a light gray rectangular box. Further down is a button labeled 'Continue' in a gray box. At the bottom of the visible area is a dark green horizontal bar.

16. Now you will be asked to fill in your TEST SCORES. If you are not adding test score just hit continue and you will be brought to the RECOMMENDATIONS page.

The screenshot shows the 'Test Scores' section of the application form. On the left, there is a vertical navigation menu with links: 'd', 'r', 'nt', 'd', and 'ad'. The main heading is 'Test Scores' in a large, bold, dark green font. Below the heading, there is a section titled 'Need Help?' with the text: 'If you need assistance with your application, please email Graduate School at graduate@clarkson.edu.' Below this is a table with two columns: 'Date' and 'Type'. The 'Date' column has a dropdown arrow. Below the table is a link that says 'Add Test'.

17. Now you will be asked for RECOMMENDATIONS. Click on ADD RECOMMENDER...and fill in their information.

Recommendations

Need Help?

If you need assistance with your application, please see email the Clarkson University Graduate School at graduate@clarkson.edu.

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 the recommendation is needed to process your application in a timely manner.

If you want to upload a recommender letter, enter the recommender's name and contact information in the application. Choose the option "To be mailed by the recommender." You can then upload the scanned letter when you submit your application.

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

[Add Recommender](#)

18. Once filled out click on SEND TO RECOMMENDER. An email will go to your recommender asking them to write a recommendation letter and where and how to upload it to your application. If you don't have all their information, you can hit save and come back to this piece. All their information MUST be filled out to continue and send to them.

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.

Your name will be displayed to recommender as:
Janice Hollister - TEST [Change](#)

Waiver

****Please refer to the program that you are applying for...some programs request 2 LOR's and some request 3 LOR's. Once done with this click on continue.**

19. Now you will need to upload your MATERIALS. We'll need your RESUME and ESSAY/STATEMENT OF PURPOSE. Once loaded click on continue.

nd
of

Material Uploads

:

Need Help?

If you need assistance with your application, please email the Clarkson University Graduate School at graduate@clarkson.edu.

ent

is

and

After submitting your official documentation below, you may upload any unofficial documentation (transcripts, test scores, etc.) on the application status screen, which you are taken to after submitting your application.

:

Please have official documents sent directly to:
Clarkson University
8 Clarkson Ave
Box 5605
Potsdam, NY 13699 USA
Attn: Mia Wicke

20. You will be asked for your signature to certify that this information is complete and correct. Click in the box and “sign/type in” your name and hit confirm.

1

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.

it

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

d

Confirm

:

21. Review your information. If you are missing pieces and “error” will pop up letting you know what you are missing. Once you’ve loaded all your information and documents you will hit SUBMIT APPLICATION and your application will be sent for review. If you’re not able to finish...click on SAVE FOR LATER...so you don’t lose what you’ve already filled out.

application in an incomplete state.

Submit Application

Save for Later

Thank you for choosing Clarkson University!