

Step 1: Select "Create an account."

The screenshot shows the top navigation bar of the Bellarmine University website. The navigation menu includes: ADMISSIONS, ACADEMICS, STUDENT LIFE, ATHLETICS, and ALUMNI & GIVING. Below the navigation bar, the "Application Management" section is visible, with options for "Returning users: Log in to continue an application." and "First-time users: Create an account to start a new application."

Step 2: Fill in your current email address, your legal first name and last name, and your birthdate.

The "Register" form prompts the user to enter the following information:

- Email Address
- First Name
- Last Name
- Birthdate (with dropdown menus for month, day, and year)

A "Continue" button is located at the bottom of the form.

Step 3: Check your email for an email from Bellarmine and click "activate your account" copy the temporary PIN to use as your temporary password.

The "Login" page features a notification message in a green box: "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."

Step 4: Create a password.

The "Set Password" form requires the user to enter a new password twice. The password must meet the following requirements:

- At least one letter
- At least one capital letter
- At least one number
- Be at least 12 characters
- New passwords must match

A "Set Password" button is located at the bottom of the form.

Step 5: Start your application by clicking “Start New Application”.

BELLARMINE UNIVERSITY

Application Management

Your Applications

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

[Start New Application](#)

Step 6: Select “Undergraduate” for application type – then select “Non-degree, Dual-Credit Only, Exchange or Returning Application” then press “Create Application” and then “Open Application”.

Start New Application

Select an application type:

Step 7: Complete the “Personal Information” section.

Step 8: Complete the “Academic Plans” section. To answer “When will you be starting at Bellarmine?” select “Fall” if you plan to study from August to December at Bellarmine or if you plan to study for a full year, from August to April/May at Bellarmine. Select “Spring” if you plan to study at Bellarmine starting in January and finishing in April/May.

Academic Plans

Please answer the following questions about your Academic Plans.

What type of student will you be?

- Dual-Credit
- Exchange
- Non-Degree
- Returning

When will you be starting at Bellarmine?

- Summer 2019
- Fall 2019
- Spring 2020

Please select your first-choice major or concentration.

Will you be attending full-time or part-time? It is considered full-time if you are registered for 12 or more credit hours and part-time is 11 credit hours or less.

Step 9: Click “Add Institution” – you only need to add your current university. Do not add any additional schools. For “Degree” select “Other Degree”.

Step 10: Add Test Scores, if applicable. If this is not applicable, skip this step.

Step 11: Complete the Disciplinary History and Application Certification.

Step 12: Electronically sign the application by typing your name in the box.

Step 13: Submit Application – Wait! You are not finished yet – please move onto the next step.

Step 14: Upload Supporting Documentation.

From the drop down list select the document you are ready to upload.

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 we have not requested that you submit documents to us, you may disregard this.

We have received the following documents from you:

- 03/14/2019 04:07 PM Statement of Purpose

No file selected.

If you are not ready to upload all of your documents at once, that is okay, you will be able to log in and out of the application system using the password you created. You will notice that they system *may* ask for your transcript twice. You only need to upload your transcript once under the title “transcript from your current institution.”