Arizona State University application checklist

This guidance is provided to help ensure a full application is submitted to Kaplan. If you do not provide all the information required below, it may result in a delay in your application. For any further questions, please contact your Market Manager or asu@kaplan.com.

Before completing the application form

Please let us know if the applicant has previously applied to ASU (either independently or through an agency). If they have, send us:

- ASU ID
- Email address they used to apply
- Status of the application
- Degree/major applied for
- Offer (if they have one already)

Checklist summary

Key:

P	ASU-USA Pathways applications	**B**	Bachelor's degree applications
T	Undergraduate transfer applications	**M**	Master's degree applications
E	English Language Program before bachelor's degrees		

	Upload with application to Kaplan	Send to ASU after Kaplan submits application	Inform Kaplan of submission to ASU	Upload via MyASU when offer received
Kaplan application form	P B T M			
Academic transcripts	P B T M	B T M (if from USA)		
IELTS / IELTS Indicator	P B T M	B T M	B T M	
TOEFL / TOEFL certificate	P B T M	B T M	B T M	
Kaplan iBT score	P B T M			
DET (Duolingo English Test)	P B T M	B T M	B T M	
PTE (Pearson)	P B T M	B T M	B T M	
Passport photo page copy	P B T M E			B T M
Previous I-20 or copy of visa (if applicable)	P B T M E			B T M E
Financial documents	P E			B T M
SAT / ACT score (if applicable)	B T	B T	B T	
Recommendations / references	M		M	
GMAT / GRE score (if applicable)	M	M	M	
Résumé	M			
Other supporting documents	M			
Specialization choices	M			
Personal statement / statement of purpose	M			

Undergraduate pathway: ASU-USA Pathways
(including conditional admission via English Language Program)

1. Completed **Kaplan application form**: https://admission.asu.edu/kaplan/asu-apply
2. **Academic transcripts**: submit last 3 years of transcripts to Kaplan, including final diploma/certificate if available. Only send legible scans or photos of official documents. Online screenshots are not acceptable.
   1. If transcript is not in English: original transcripts must be submitted along with the translated copies which have official stamp from the translator.
3. **English language certificate**:
   o submit electronic copy or scan of the certificate to Kaplan for assessment: IELTS / IELTS Indicator, Kaplan iBT, TOEFL, Duolingo DET or Pearson PTE score.
4. **Passport photo page copy**: submit to Kaplan on application.
5. **Previous I-20 or copy of visa** (If student has studied in the USA): send to Kaplan on application.
6. **Financial documents**: submit to Kaplan. These are required at the time of application so the I-20 can be issued with the offer.

Bachelor's degree admission and transfer admission
(including conditional admission via English Language Program)

1. Completed **Kaplan application form**: https://admission.asu.edu/kaplan/asu-apply
2. **Academic transcripts**: submit last 3 years of transcripts to Kaplan, including final diploma/certificate if available. Only send legible scans or photos of official documents. Online screenshots are not acceptable.
   - If transcript is not in English: original transcripts must be submitted along with the translated copies which have official stamp from the translator.
   - If student has studied in the USA previously: the applicant must also ask their US school, college or university to submit their transcripts to ASU directly by post or electronically:
     - If the institution uses Parchment, eSCRIP or National Clearinghouse to send electronic transcripts, 'Arizona State University' must be selected on the request form.
     - If the institution uses the postal service, they should send transcripts to this PO Box:
       Arizona State University
       Admission Services Applicant Processing
       PO Box 871004
       Tempe, AZ 85287-1004
     - If the institution uses other courier services (FedEx, DHL, UPS, etc), the physical address for sending transcripts is:
       Arizona State University
       Admission Services Applicant Processing
       1150 East University Drive Building C, Room 226
       Tempe, AZ 85281
3. **English language certificate**:
   - IELTS / IELTS Indicator: first submit the electronic copy or scan to Kaplan for assessment. Applicants must then send their score to ASU. Applicants can choose to send their IELTS to ASU at the time of booking their test or else by contacting their test centre after the exam has been taken. You can find your test centre contact details via https://www.ielts.org/for-test-takers/book-a-test. Once submitted please confirm the submission date to your Kaplan advisor.
   - Kaplan iBT: submit the electronic copy or scan of the certificate to Kaplan for assessment and submission to ASU.
   - TOEFL: first submit the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via www.ets.org using institution code 4007. Once submitted please confirm the submission date to your Kaplan advisor.
   - Duolingo DET: submit the electronic copy or scan of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via their Duolingo account.
   - Pearson PTE: submit the electronic copy or scan of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via Pearson.
4. **Passport photo page copy**: required to ensure student's name and date of birth are correct on the application. Students will be required to submit their latest passport information through the MyASU portal after they receive an ASU offer.
5. **Previous I-20 or copy of visa** (If student has studied in the USA): send to Kaplan on application. Students will be required to submit this information through the MyASU portal after they receive an ASU offer.
6. **SAT or ACT score** (if required or held by applicant): first submit a copy of the report card to Kaplan for assessment. Applicants must then send the score electronically to ASU using institution code 4007 for SAT or institution code 0088 for ACT. Once submitted please confirm the submission date to your Kaplan advisor.

Note: **Financial documents** are not required at application stage unless the applicant is also applying for the English Language Program. Degree admission students should submit their required documents through the MyASU portal after they receive an ASU offer, in order to apply for their I-20.

Master's degree admission

1. Completed **Kaplan application form**: https://admission.asu.edu/kaplan/asu-apply
2. **Academic transcripts**: submit bachelor's degree transcripts to Kaplan, including final diploma/certificate if available. Only send legible scans or photos of official documents. Online screenshots are not acceptable.
   - If transcript is not in English: original transcripts must be submitted along with the translated copies which have official stamp from the translator.
   - If student has studied in the USA previously: the applicant must also ask their US school, college or university to submit their transcripts to ASU directly by post or electronically:
     - If the institution uses Parchment, eSCRIP or National Clearinghouse to send electronic transcripts, 'Arizona State University' must be selected on the request form.
     - If the institution uses the postal service, they should send transcripts to this PO Box:
       Arizona State University
       Admission Services Applicant Processing
       PO Box 871004
       Tempe, AZ 85287-1004
     - If the institution uses other courier services (FedEx, DHL, UPS, etc) the physical address for sending transcripts is:
       Arizona State University
       Admission Services Applicant Processing
       1150 East University Drive Building C, Room 226
       Tempe, AZ 85281
3. **English language certificate**:
   - IELTS / IELTS Indicator, first submit the electronic copy or scan to Kaplan for assessment. Applicants must then send their score to ASU. Applicants can choose to send their IELTS to ASU at the time of booking their test or else by contacting their test centre after the exam has been taken. You can find your test centre contact details via https://www.ielts.org/for-test-takers/book-a-test. Once submitted please confirm the submission date to your Kaplan advisor.
   - Kaplan iBT: submit the electronic copy or scan of the certificate to Kaplan for assessment and submission to ASU.
   - TOEFL: first submit the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via www.ets.org using institution code 4007. Once submitted please confirm the submission date to your Kaplan advisor.
   - Duolingo DET: submit the electronic copy or scan of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via their Duolingo account.
   - Pearson PTE: submit the electronic copy or scan of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU via Pearson.
4. **Recommendations / References (if required by the program)**: Reference letters are not required for majority of degrees, but referee contact details are. Referee email addresses and telephone numbers should be uploaded with the Kaplan application form. Applicants should then:
   o inform their referees that they will be contacted by ASU directly.
   o ask their referees to follow the steps required; ASU may request a letter, survey or verbal recommendation about the applicant.
   o suggest that referees check their junk/spam folders for an ASU email.
   o request that their referees confirm with the agent when the reference has been provided to ASU.
5. **GMAT or GRE score (if required by the program)**: First submit the copy of the certificate to Kaplan for assessment. Applicants must then send their score electronically to ASU using institution code 4007 for GRE or 0GZ-1R-80 for GMAT (if department code is requested use 0000). Once submitted please confirm the submission date to your Kaplan advisor.
6. **Passport photo page copy**: required to ensure student's name and date of birth are correct on the application. Students will be required to submit their latest passport information through the MyASU portal after they receive an ASU offer.
7. **Previous I-20 or copy of visa** (If student has studied in the USA): send to Kaplan on application. Students will be required to submit this information through the MyASU portal after they receive an ASU offer.
8. **Résumé (only required for some degrees)**: please submit to Kaplan with the application.

9. **Other supporting documents:** these vary depending on the chosen degree and may include a portfolio, short answer questions, writing samples, statement of purpose and other documentation that is listed on ASU's individual degree webpages, under "Admission requirements". If required, please submit to Kaplan with the application.
10. **Specialization choices**: some ASU programs require preferred specializations to be selected at application stage. Kaplan may request information from the applicant if this cannot be identified from submitted documentation. If we are not provided with the specializations the applicant wishes to pursue, we will make the selection (where required), but these can be changed once the student is admitted. Check the list of programs with specializations.

Note: **Financial documents** are not required at application stage. Students should submit their required documents through the MyASU portal after they receive an offer from ASU, in order to apply for their I-20.