

Graduate Education Cohort Admissions

How to Apply on the ECU Web

Note: You may want to print this page to use when completing the admissions process on the web. Click [HERE](#) for a printable (pdf) version.

1. Log on to the ECU website at: www.ecu.edu
 - click Admissions link at top left of screen
 - click Apply Now For Admissions Now
 - click Online Application
2. If you have never applied on line before: Scroll down the page and click on First Time Users, then New User.
3. Create a log in ID containing up to 9 characters. This can be letters, numbers or mixed. You may use both upper and lower case letters throughout this application.
4. Write your LOGIN ID here: _____(you may need to refer back to this later!).
5. Create a six (6) digit PIN number and Verify your PIN by re-entering the number.
6. Write your PIN NUMBER here:
_____(you may need to refer back to this later!).
7. DO NOT forget your login ID and PIN number. This will be your future link to ECU Admissions. (This PIN will also be needed to register for classes.)
8. Please pay attention to all wording printed in red within the application.
9. To continue click Login button.
10. At Select an Application Type Note: If you are not at a Cohort meeting site with several ECU representatives you must choose: Graduate Studies Education. If a Cohort meeting has been schedule then you would select an Application Type of Graduate Cohort and follow the instructions that is handed out to you. The rest of the instructions on this page pertains to the Graduate Studies Application Type.
11. Click Continue.

12. At Apply for Admissions, click the down arrow at Admission Term: _____ 200_____ (ask for term).
13. Enter your First Name, Middle Name if desired, and Last Name. then click Fill Out Application to continue.
14. If your name has changed since the last time you enrolled at ECU, please apply with your previous name. (After applying you should contact the Registrar's Office (859-622-2260) for instructions on how to process an official ECU name change. This will allow your application to be matched with your existing academic records.)
15. At Application Sections Checklist, click on each section to enter application data. Required sections are indicated with a red check mark.
16. After completing each section, click Continue at bottom of page to proceed to the next section.
17. It is necessary in the Previous College Section to list all prior Colleges with date(s) of attendance and degree(s) earned. It is NOT necessary to enter ECU Information here.
18. Carefully read the Important Information section and complete the Personal and Professional Objectives. It is important to clearly state what degree or certification program and/or option for which you are applying. Click Continue.
19. You may now click Application is Complete.
20. You now must allow the Graduate School Office to have time to process your application. You will receive an Initial Contact Letter once they have started the application process. Please allow anywhere from 2 to 4 days to start the process. Please note that the closer it get to when classes start the process may take a little longer.
21. Once the Graduate School has started the process of your Application, you may register now. If anything is needed and you have had prior Graduate Registration you may not be allowed to register until you have been accepted to your program with everything in. You should get an error message letting you know why you cannot get registered. Please contact the Graduate School Office letting them know what error message you are getting if you are not sure what to do. (859) 622-1742.