

# Lock Haven University Online Graduate Application Instructions

Website: <https://www.admin.lhup.edu/cgi-bin/public/apply.cgi?program=GRAD>

This document provides information that will assist LHU graduate candidates for the Master of Education programs successfully and efficiently completing the online graduate application. Master of Health Science: Physician Assistant Students should not use this application. They will use the CASPA application located at: <https://portal.caspaonline.org/>

Please consider reviewing and printing this information prior to completing the application.

This is a secure site. Your information will remain protected.

## Opening Screen:

Master of Education Candidates must select the Online Degree option under the Mode heading.

After entering your Birth Date, Social Security Information and selecting the appropriate Mode, click the Continue button.

## Contact, Profile, and Enrollment Information:

Enter all Contact information requested including, Name, Permanent Address, Local Address (only if different from Permanent Address), Email, Profile, and Enrollment Information.

Note: The email and phone numbers entered will be used by graduate admissions to communicate your progress in the admissions process. Please provide an email address that you most often use and a phone number that you can be reached during daytime hours.

### Enrollment Information:

Graduate Students can apply only during one of the following three sessions:

Fall, Spring, or Summer Session 1

Master of Education candidates should select off campus housing.

Graduate candidates must select the main campus location.

After completing all Information, click on the Save Partial Application button

The application will save and reset to the top of the page.

Click on the Education Tab (top left) to enter your education information.

## Education Section:

**Do not** include High School Information.

Click on the Add College button.

Enter information about the undergraduate institution at which you received your degree.

If you completed graduate credits, or an entire graduate degree enter this information also.

When adding school information, carefully follow the instructions written in red and your school information will automatically populate the appropriate fields.

**Do not** submit information about extracurricular activities.

Upon completion of this section click on the Back button and you will return to the contact information screen. Scroll to the bottom of the page click on the Save Partial Application button and then click on the Next Section button.

## Certification of Information Accuracy:

A Windows Internet Explorer Pop-Up Window will appear. Click OK.

After certifying that the information you provided was correct, you will be directed to a secured electronic payment website.

## Electronic Payment Form:

At this time you will be asked to pay a \$25 non-refundable application fee. Your credit card, billing, and contact information will be requested. Once the form is complete select "Submit Payment". You will receive a confirmation notice stating that your application has been successfully submitted. Print a copy of this form for your records.

Your application has now been submitted and you can exit the online application.

The Office of Graduate Admissions will follow-up with new applicants within two business days. If you have questions regarding the application or the admissions process, feel free to call 570-484-3869 or email [gradadmissions@lhup.edu](mailto:gradadmissions@lhup.edu)