ONLINE APPLICATION CHECKLIST

☐ APPLY TO EKU ONLINE
Select the degree type & program you are wanting to pursue to begin the application process:

UNDERGRADUATE  GRADUATE  TRANSFER STUDENTS

*For information regarding specific EKU Online programs, please visit our program list for enrollment advisor contact information.

☐ REQUEST YOUR TRANSCRIPTS
Ask that your transcripts be sent from the school(s) to:

EKU Admissions
Eastern Kentucky University
521 Lancaster Avenue
Whitlock 112 CPO 54
Richmond, KY 40475-3154

We will also accept electronic transcripts from the National Student Clearing House if your school participates (faxes will not be accepted). Send those transcripts to online.processing@eku.edu

☐ COMPLETE THE FAFSA
Visit www.fafsa.ed.gov and use EKU's school code 001963. We recommend all undergraduate students complete the FAFSA, even if you do not intend to use loans. Doing so means you will be assessed for other federal aid options, including grants. The sooner you start this process, the better!
For more information about financial aid please visit: ekuonline.eku.edu/financial-aid

☐ ACTIVATE YOUR EKU DIRECT AND STUDENT EMAIL
Navigate to the EKU Direct page in your application portal. Within your portal you will find your EKU ID number and your temporary password for account access. You will use your EKU ID for many things. Please keep this number confidential and easily accessible.
**VETERAN STUDENTS**

**REQUEST YOUR JST**

To receive credit for your military service, you must submit a Joint Services Transcript (JST). Visit the [JST website](#) and request for your transcript to be sent to EKU electronically. If you get an error screen when you click the link, click “Advanced” at the bottom and click “Proceed to Website.”

Air Force veterans and servicemembers should click [HERE](#) to request their Community College of the Air Force (CCAF) transcript to receive military credit. For more information, contact [EKUVeteransAffairs@eku.edu](mailto:EKUVeteransAffairs@eku.edu).

**ACTIVE MILITARY STUDENTS**

**CONFIRM ELIGIBILITY FOR ACTIVE DUTY TUITION RATE**

Complete the following steps to be eligible for the active duty tuition rate:

- [ ] Visit: [scra.dmdc.osd.mil/scra/#/login](http://scra.dmdc.osd.mil/scra/#/login)
- [ ] Provide the information requested to generate a certificate verifying active duty status
- [ ] Submit your certificate of active duty status to the Office of Military & Veteran Affairs

**ANY QUESTIONS? CONNECT WITH YOUR ADVISOR!**

If you have any questions about your online program, contact your advisor. You should already be receiving emails from them! If you do not know who your advisor is, log into your application portal, and their contact information will be on the right-hand side of the screen.

**CONTACTS**

- **CAMPUS BOOKSTORE**
  Powell Student Center, Lower Level  
  859-622-2696  
  [ekubooks@eku.edu](mailto:ekubooks@eku.edu)
- **IT (INFORMATION TECHNOLOGY)**
  Powell Student Center, Room 225  
  859-622-3000  
  [support@eku.edu](mailto:support@eku.edu)
- **CENTER FOR STUDENT ACCESSIBILITY**
  Whitlock Building, Room 361  
  859-622-2933  
  [accessibility@eku.edu](mailto:accessibility@eku.edu)
- **OFFICE OF MILITARY AND VETERANS AFFAIRS**
  Powell Student Center 137  
  859-622-2345  
  [EKUVeteransAffairs@eku.edu](mailto:EKUVeteransAffairs@eku.edu)
- **FINANCIAL AID**
  Whitlock Building, Room 251  
  859-622-2361  
  [finaid@eku.edu](mailto:finaid@eku.edu)
- **STUDENT ACCOUNTING SERVICES**
  859-622-1232  
  [mybill@eku.edu](mailto:mybill@eku.edu)
- **REGISTRAR**
  Whitlock Building, Room 239  
  859-622-2320  
  [registrar@eku.edu](mailto:registrar@eku.edu)

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