



# ONLINE APPLICATION CHECKLIST



## APPLY TO EKU ONLINE

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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.*

### IF YOU ARE AN EMPLOYEE WITH ONE OF OUR **CORPORATE EDUCATIONAL PARTNERS:**

Answer "yes" to being a Corporate Educational Partner

Select your company from the list of choices

Upload your HR's employee letter of verification/confirmation (process for attaching a document)

## REQUEST YOUR TRANSCRIPTS

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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 [admissions.processing@eku.edu](mailto:admissions.processing@eku.edu)

## COMPLETE THE FAFSA

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Visit [www.studentaid.gov](http://www.studentaid.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: [eku.edu/bigeccentral/](http://eku.edu/bigeccentral/)

## ACTIVATE YOUR MY EKU ACCOUNT AND STUDENT EMAIL

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Activate your MyEKU and student email through your [application portal](#) under the MyEKU option. 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 ECU 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@ecu.edu](mailto:EKUVeteransAffairs@ecu.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](https://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

 @EKUOnline

 @EKUOnline

 EKUOnlineLearning



#### CAMPUS BOOKSTORE

Powell Student Center, Lower Level  
859-622-2696

[ekubooks@ecu.edu](mailto:ekubooks@ecu.edu)

#### CENTER FOR STUDENT ACCESSIBILITY

Whitlock Building, Room 361  
859-622-2933

[accessibility@ecu.edu](mailto:accessibility@ecu.edu)

#### BIG E CENTRAL (FINANCIAL AID)

Whitlock Building, Room 210  
859-622-2361

[bigecentral@ecu.edu](mailto:bigecentral@ecu.edu)

#### IT (INFORMATION TECHNOLOGY)

Powell Student Center, Room 225  
859-622-3000

[support@ecu.edu](mailto:support@ecu.edu)

#### OFFICE OF MILITARY AND VETERANS AFFAIRS

Powell Student Center 137  
859-622-2345

[EKUVeteransAffairs@ecu.edu](mailto:EKUVeteransAffairs@ecu.edu)

#### STUDENT ACCOUNTING SERVICES

859-622-1232

[mybill@ecu.edu](mailto:mybill@ecu.edu)

#### REGISTRAR

Whitlock Building, Room 239  
859-622-2320

[registrar@ecu.edu](mailto:registrar@ecu.edu)