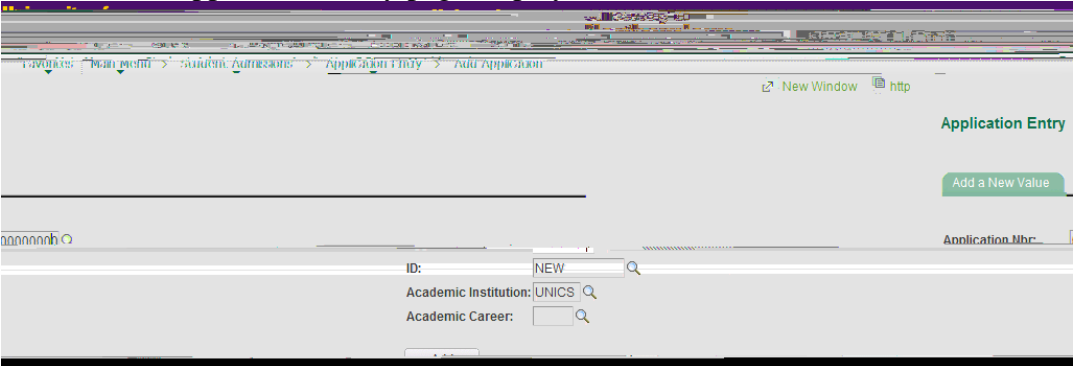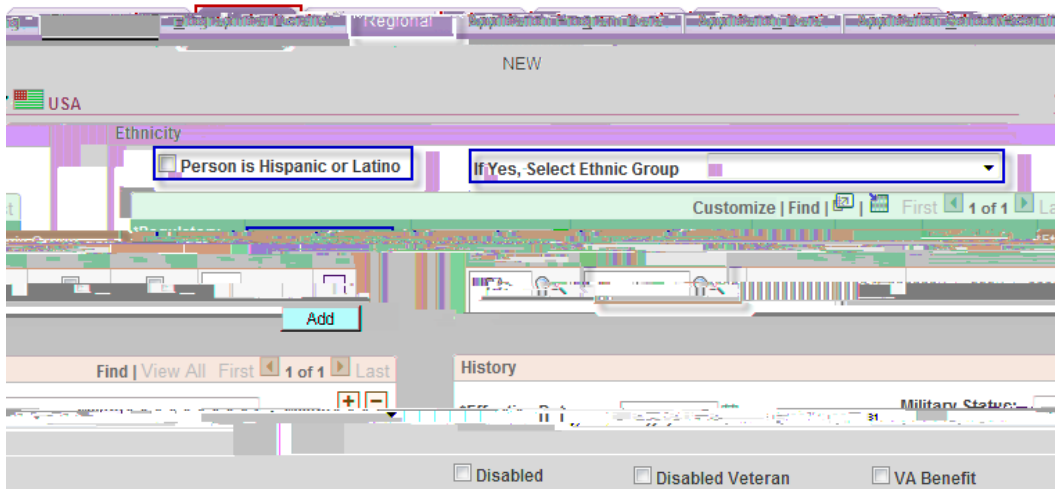| Step	Action
1.	Navigate to the **Add Application** page. Select **Main Menu › Student Admission › Application Entry › Add Application.** *Result:* The Application Entry page displays. ![Application Entry screenshot]
2.	Complete the following: **Application Number** – DO NOT CHANGE. The system will automatically assign an application number once the application is saved. **ID** – Enter the U-ID generated by the Continuing Ed form. This populates some of the information. If there is no U-ID, leave "NEW" in this field and the system will auto-assign a university id. **Academic Institution** – UNICS (University of Northern Iowa Campus Solutions). You may set this value as a default. **Academic Career** – Use the Lookup button 🔍 to select GRAD (graduate) or UGRD (undergraduate)

Step	Action

Step	Action
4.	Complete the following on the *Biographical Details* tab:

Person Information:

Step	Action
5.	Select the *Regional* tab. Complete the **Ethnicity** information on the **Regional** page:

Ethnicity
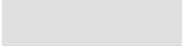> **Person is Hispanic or Latino** – Check if appropriate
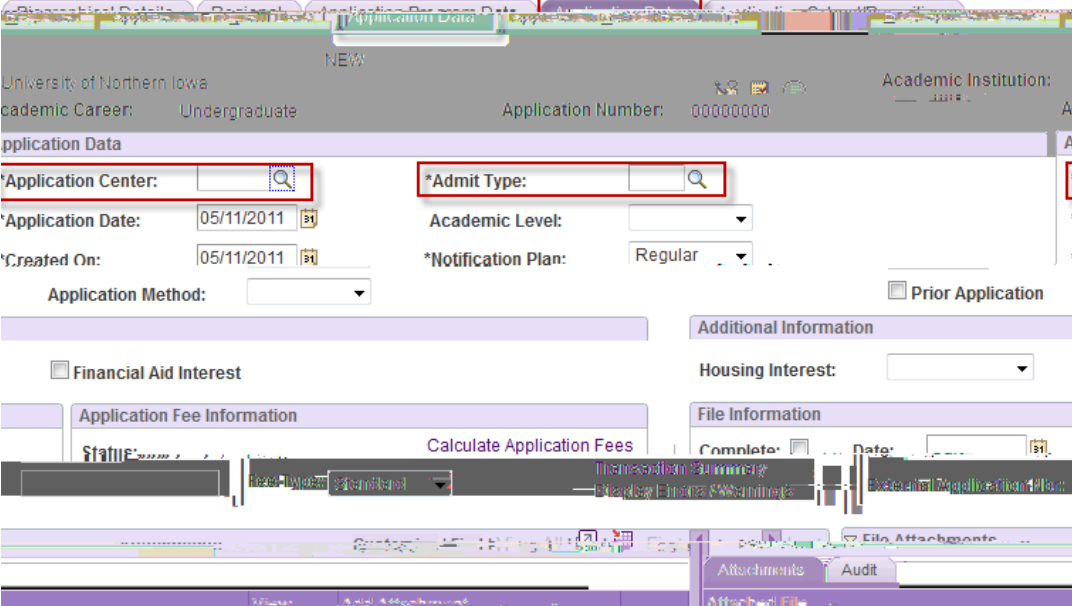> **If Yes, Select Ethnic Group** – Select ONLY if Hispanic/Latino box is checked.
> ***Regulatory Region** – USA
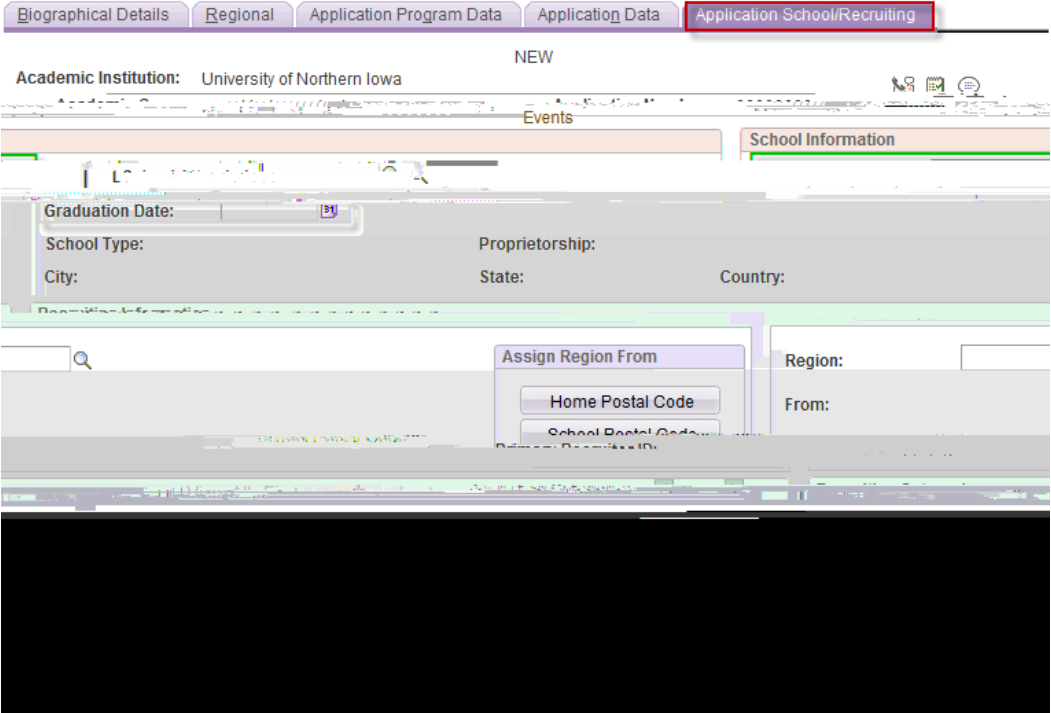> ***Ethnic Group** – Select as appropriate
> **Primary/IPEDS/Percentage** – NOT USED AT THIS TIME
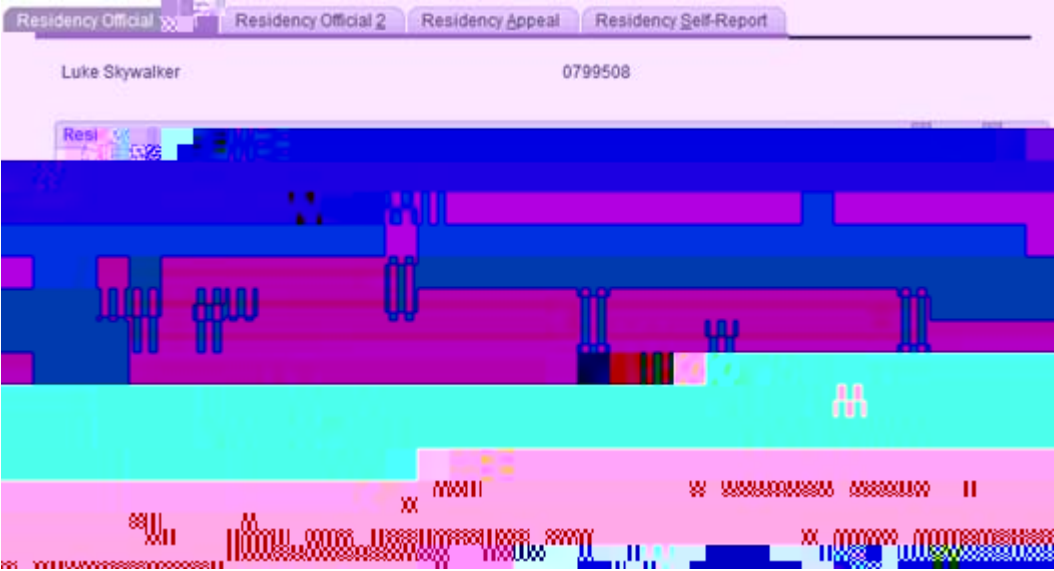
History - NOT USED AT THIS TIME
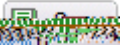
Step	Action
7.	Complete the **Application Data** information on the *Application Data* tab:

Application Data
*Application Center – CE (Continuing Education)
***Application Date** – Today's date
***Created On** – Today's date
Prior Application checkbox – NOT USED AT THIS TIME
*Admit Type – Select as appropriate, CEC (Cont Educa – Guided Independent Study) or CEE (Cont Edu – Extension)
Academic Level – NOT USED BY CONTINUING ED
*Notification Plan – Defaults to Regular. DO NOT CHANGE
Application Method – NOT USED BY CONTINUING ED

Additional Information/File Information/Application Fee Information - NOT USED AT THIS TIME

File Attachments – NOT USED AT THIS TIME

Step	Action
8.	Complete the **School Information** information on the *Application School/Recruiting* tab:

Biographical Details   Regional   Application Program Data   Application Data   Application School/Recruiting

NEW

Academic Institution: University of Northern Iowa

Events

School Information

Graduation Date:

School Type: Proprietorship:

City: State: Country:

Assign Region From   Region:

Home Postal Code   From:

School Postal Code

> **Last School Attended** – Select last school attended. This could be a high school or a college.
> **Graduation Date** – If last school is high school, enter high school graduation date. Enter as ddmmyyyy, CS will format
>
> Recruiting Information/ Recruiting Categories/Recruiters – NOT USED AT THIS TIME

Step	Action
9.	Navigate to **Residency.** At the bottom of the page, select **Residency Data** from the *Transfer To* drop-down field. Click the **Go** button.
	Transfer To: Residency Data ▼ Go
	IMPORTANT: Residency must be entered in order to term activate!
	Result: The **Residency Official 1** tab displays. This is the only tab used at this time.
	Complete the following information:
	Effective Term – Use the **Look Up** 🔍 button to select the appropriate term
	Residency – Select the appropriate value (Non-Resident, Resident, Not Determined). *Note:* The *Additional Residency Data* section populates based on the selection made in the **Residency** field.
	Residency Date – Use the **Choose a Date** button to select the appropriate date or enter the date (format = ddmmyyyy) - CS will add date format.
	Note: There are specific procedures to follow in the event of an exception. For example, the student is a non-resident, however we want to charge "resident" tuition rates, as an exception, because of military service, spouse of faculty, etc.
10.	Click the **Save** button ▨▨▨ at the bottom of the screen.
	Result: The application has been saved. The system has assigned an **Application Number** to the new application.