

Application Directions for NEW C2C Students

Note: Only New Students Should Apply

If you have been a student with us in the past, please do not re-apply.

We are able to use application that we have open for you previously.

1. Go to www.southeastmn.edu/apply
2. Select **Online Application Form**
3. On next page, select **“Log-In”** if you already have a StarID or **“Create StarID”** if you need one
Do NOT create a new StarID if you already have one!
(Even if it is from another MinnState college or university.)
 - Fill out the required fields.
 - **Please use your personal email**, not your high school email, to create an account.
4. You will need to verify your email. Check your email and watch for a new message with your new Star ID. **This confirmation email can take up to 10 minutes to generate!**
 - **NOTE:** If you “Create a StarID,” be sure to save your StarID (format ab1234cd) and the password you created. You will need this to log in to any Minnstate account now and in the future.
5. Once you have your Star ID, click on the blue “finish your application” link in the middle of the page and then select “yes” on the next page. From there, you can “Log in” with your new Star ID.

Important Selections for Students to Make on the Application

NOTE: Only items with a red asterisk next to them are required.

1. Personal

- a. Social Security Number (SSN) and Date of Birth
 - i. Do not enter your Social Security Number. If it is incorrect, then you need to bring in your Social Security Card to resolve the conflict.
 - ii. Date of Birth must be entered in this format: mm/dd/yyyy
 - example: 01/01/2005
- b. Parent Education
 - i. Enter your parent/guardian highest level of education (if known)

2. Citizenship

- a. Select which best describes your status

(see next page)

3. Contact

- a. Contact – Address
 - i. Add a **Permanent Address**; there is no need to add additional addresses on this page.
 - ii. If you have two addresses, list a permanent and local address.
- b. Contact – Phone Number
 - i. Add at least one **Phone Number**; it can be either a home phone or a cell phone. *Please use your own phone number, not a parent's, if possible.*

4. Education

- a. Are you currently a High School Student – **select Yes**
- b. Enter your High School and Grad Date Information.
- c. Colleges/Universities Attended
 - i. If you have attended any other college, please **add that institution**

5. Confidential

- a. Demographic Information

6. Major

- a. Application Term
 - i. Select **the available Fall or Spring Semester**
 - ii. **NOTE: Don't worry if the terms that show are incorrect. We will adjust it when you are admitted.**
- b. Application Type
 - i. "Post Secondary Enrollment Options (PSEO) Student" should already be selected. **Do not change this!** Concurrent Enrollment is a PSEO program.
- c. Educational Intent
 - i. Select **Complete courses, but not a degree**
 - ii. Select **Part Time Student**
- d. Academic Program
 - i. Click **NEXT**. *You do not need to add a major (skip).*
- e. Application Campus
 - i. Select **C2C in High School**

7. Additional

- a. Activities & Sports
 - i. Do not select; click next.
- b. Enter language preferences if applicable.
- c. Click **Continue to Review**

8. Review

- a. Review application, and if any changes need to be made, click on the section title in **blue** and make necessary changes. You will need to click through the application again.

Click **Continue to Submit Application**

Check the box in the gray area.

You do not need a promo code.

Enter the **StarID Password** (the one you just created).

Click **Submit Selected Application(s)**

Once this is done, there will be a page confirming the submission of the application.