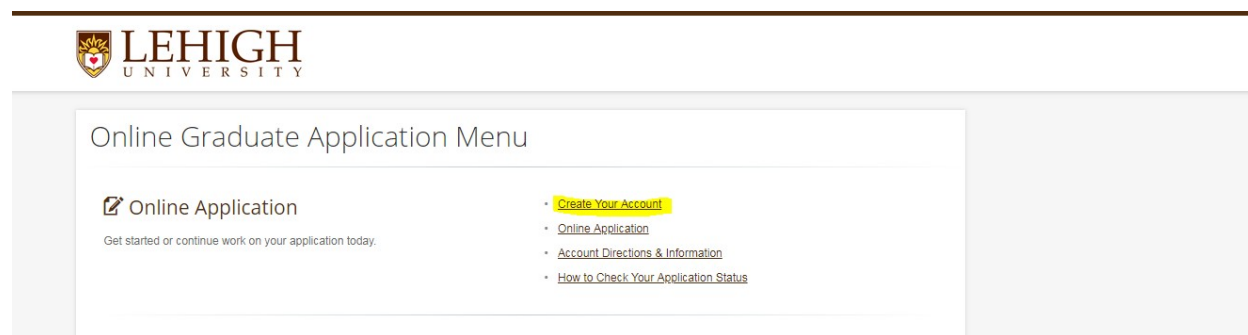


APPLICATION INSTRUCTIONS FOR LEHIGH'S SPRING 2020 TEST DRIVE

Students must complete an application for **non-degree admission** by following the below steps:

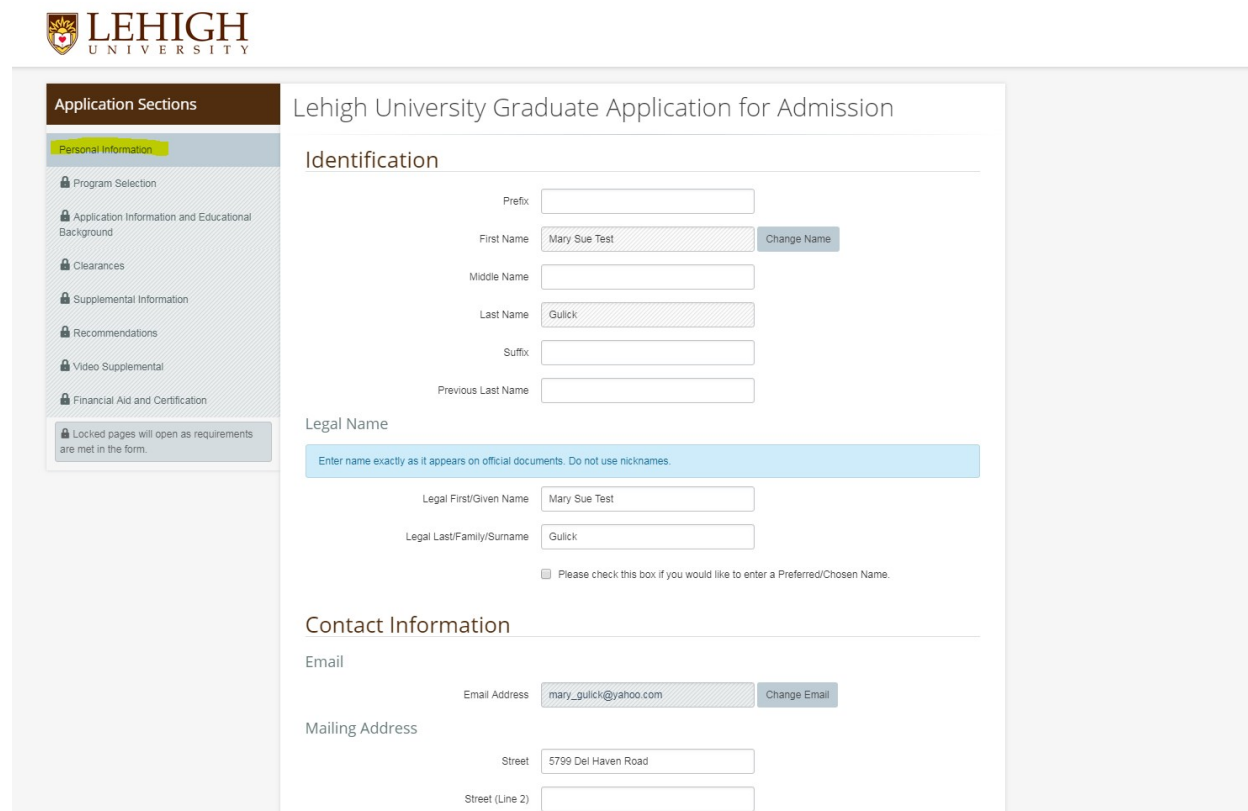
Step 1. Link to the Online Application System: <https://www.applyweb.com/lehighg/index.ftl>

Step 2. Follow the instructions to create your account.



The screenshot shows the Lehigh University logo at the top left. Below it is a white box titled "Online Graduate Application Menu". Inside this box, on the left, is a link "Online Application" with a pencil icon and the text "Get started or continue work on your application today." On the right, there is a list of links: "Create Your Account" (highlighted in yellow), "Online Application", "Account Directions & Information", and "How to Check Your Application Status".

Step 3. Fill out personal and demographic information, Click "Save" and then Click "Next Page".



The screenshot shows the Lehigh University logo at the top left. Below it is a dark brown sidebar titled "Application Sections" with a list of sections: "Personal Information" (highlighted in yellow), "Program Selection", "Application Information and Educational Background", "Clearances", "Supplemental Information", "Recommendations", "Video Supplemental", and "Financial Aid and Certification". A note at the bottom of the sidebar says "Locked pages will open as requirements are met in the form." The main content area is titled "Lehigh University Graduate Application for Admission" and has a sub-header "Identification". It contains several text input fields: "Prefix", "First Name" (with value "Mary Sue Test" and a "Change Name" button), "Middle Name", "Last Name" (with value "Gulick" and a "Change Name" button), "Suffix", and "Previous Last Name". Below this is a "Legal Name" section with a blue instruction bar: "Enter name exactly as it appears on official documents. Do not use nicknames." It has fields for "Legal First/Given Name" (with value "Mary Sue Test") and "Legal Last/Family/Surname" (with value "Gulick"). A checkbox below these fields is labeled "Please check this box, if you would like to enter a Preferred/Chosen Name." The "Contact Information" section has an "Email" field with "mary_gulick@yahoo.com" and a "Change Email" button, and a "Mailing Address" section with "Street" (with value "5799 Del Haven Road") and "Street (Line 2)" fields.

Step 4. Program Selection Page

Click "Filter by...", Select "College of Business" from dropdown box, Select "Non-degree, Business & Economics. A term box will appear-Select "2020 Spring Session" from the drop down menu, press the "Save and Confirm Program" button.

UNIVERSITY

Application Sections

- Personal Information
- Program Selection**
- Application Information and Educational Background
- Clearances
- Supplemental Information
- Recommendations
- Video Supplemental
- Financial Aid and Certification

Locked pages will open as requirements are met in the form.

To search for your program, type a keyword into the Search box. Your program can be found on a partial match search. For example, searching for "Bio" will give you results for both Biology and Bioengineering. Additionally, searching for "PHD" will give you results for all available PHD programs, while searching for "Distance" will give you results for all available Distance Education programs.

Search for a Program Name

Show All Program Names **Filter by:**

Click on any organization name to display available program names.

College of Arts and Sciences

College of Business

1-MBA, One Year Full Time
Flex MBA, Business Analytics
Flex MBA, Corporate Entrepreneurship
Flex MBA, Finance
Flex MBA, General
Flex MBA, International Business
Flex MBA, Marketing
Flex MBA, Project Management
Flex MBA, Supply Chain Management
MS, Accounting & Information Analysis
MS, Applied Economics
MS, Management (M2)
Non-degree, Business & Economics

Step 5. A term box will appear-Select “2020 Spring Semester” from the drop down menu, press the “Save and Confirm Program” button.

Non-degree, Business & Economics

Select Term: 2020 Spring Semester ▾ Save and Confirm Program

Program Name Info

Admission to the College of Business as a non-degree graduate student requires the applicant to have earned a four year baccalaureate degree. Foreign transcripts may require independent evaluation; please contact our office well in advance of your planned start date for information pertaining to foreign credentials. A Test of English as a Foreign Language (TOEFL) or IELTS is required if you have not completed at least one year of study at a university in the United States.

Students may pursue 12 credit hours for college credit as a non-degree student. The credits earned will be recognized on a Lehigh University transcript and the twelve credits earned may be applied towards the Lehigh University Flex MBA degree program or other program, as appropriate, upon full application and acceptance into an appropriate degree-seeking program.

Application Deadlines:
Spring: January 1 (includes Spring 2020 Lehigh Test Drive)
Summer I: May 1
Summer II: June 1
Fall: August 1

You are taking an exciting step forward in your career. If you have further questions or would like to schedule a visit with the Admissions Director, please contact business@lehigh.edu.

Step 6. The Program Selection confirmation page will appear. Press “Save” and click “Next Page” when you are satisfied with your choice.

Program Selection

To search for your program, type a keyword into the Search box. Your program can be found on a partial match search. For example, searching for “Bio” will give you results for both Biology and Bioengineering. Additionally, searching for “PHD” will give you results for all available PHD programs, while searching for “Distance” will give you results for all available Distance Education programs.

You have successfully chosen a program name. See details below.

Your Selection **Non-degree, Business & Economics**

Term **2020 Spring Semester**

Organization Name Info

Lehigh University's College of Business is committed to preparing graduates to be outstanding citizens and well-educated business leaders. Lehigh's academic programs are accredited by AACSB International (The Association to Advance Collegiate Schools of Business) and have been continually accredited since 1953. This represents the highest standard of achievement for business schools worldwide; less than 5% of the world's 13,000 business programs have earned AACSB accreditation. Our innovative, flexible approach to programming incorporates cutting-edge technology which strongly positions our students for success in today's evolving business climate. The College of Business celebrated its 100th anniversary in 2010.

Program Name Info

Admission to the College of Business as a non-degree graduate student requires the applicant to have earned a four year baccalaureate degree. Foreign transcripts may require independent evaluation; please contact our office well in advance of your planned start date for information pertaining to foreign credentials. A [Test of English as a Foreign Language \(TOEFL\)](#) or IELTS is required if you have not completed at least one year of study at a university in the United States.

Students may pursue 12 credit hours for college credit as a non-degree student. The credits earned will be recognized on a Lehigh University transcript and the twelve credits earned may be applied towards

Step 7. Enter Application Information, Educational Background. Upload unofficial transcript under each school you list. Official transcripts must be sent directly from your institution, either via secure parchment service or through U.S. Mail. Press "Save" and "Next Page" when done.



Lehigh University Graduate Application for Admission

Application Sections

- Personal Information
- Program Selection
- Application Information and Educational Background**
- Clearances
- Supplemental Information
- Recommendations
- Video Supplemental
- Financial Aid and Certification

Application Information

Intended Enrollment Status: Full-Time Part-Time Undecided

Did you visit Lehigh's table at a graduate fair? Yes No

How did you first learn about Lehigh University?

Educational Background

Please list all the previous post-secondary institutions which you have attended in order of the institution where you received your bachelor's degree or equivalent first, followed by institutions where any graduate degrees were earned in order of academic history. Institutions that you attended where no degree program was completed should be listed last.

Search for Most Recent College or University

Institution:

City:

State:

Postal Code:

Nation:

Dates of Attendance - Start Date: / (mm/yyyy)

Dates of Attendance - End Date: / (mm/yyyy)

Degree:

Award Date / Expected Award Date: / (mm/yyyy)

Field of Study:

GPA out of

Scholastic Honors

Official transcript requested from this institution? Yes No

Please upload transcripts here. This will allow us to begin processing your application. Please note: Uploaded transcripts are NOT considered official. All applicants that accept an offer of admission are required to submit final, official transcripts prior to beginning coursework.

Unofficial Transcript Upload No file chosen
Accepted File Types: .jpg, .pdf, .gif

Search for Second College or University

Step 8. Clearances are not required.



Application Sections

- Personal Information
- Program Selection
- Application Information and Educational Background
- Clearances**
- Supplemental Information
- Recommendations
- Video Supplemental
- Financial Aid and Certification

Lehigh University Graduate Application for Admission

Clearances

The program you have selected does not require clearances, please continue to the next page.

Page 4 of 8

< Previous Page Save Save & Exit Next Page >

Step 9. Supplemental Information

Test scores are not required at this time. Please scroll to the Work Experience Section. Upload your resume and input your Current Employer, Position/Grade and Years of Professional Work Experience into the available fields. Applicant should indicate the following information in the Additional Information Field: "Lehigh Spring 2020 Test Drive".



% Below

Application Sections

- Personal Information
- Program Selection
- Application Information and Educational Background
- Clearances
- Supplemental Information**
- Recommendations
- Video Supplemental
- Financial Aid and Certification

Work Experience

You are required to attach a resume before you submit your application, but you may continue on and do this at a later time.

Resume Attachment No file chosen
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Current Employer

Position/Grade

Years of Professional Work Experience

Were any of the following influential in your decision to apply to the program?

Name:

Relationship to you:

Additional Information

Is there anything else you would like us to know?

Page 5 of 8

< Previous Page Save Save & Exit Next Page >

Step 10. Recommendations and Video Supplemental are not required at this time. Click Next Page on both sections.



Application Sections

Lehigh University Graduate Application for Admission

Recommendations

The program you have selected does not require any recommender information. Please proceed to the next page.

Page 6 of 8

< Previous Page Save Save & Exit Next Page >



Application Sections

Lehigh University Graduate Application for Admission

Video Supplemental

Your program does not request a Video Supplemental response. Please continue to the next page to complete your application.

Page 7 of 8

< Previous Page Save Save & Exit Next Page >

Step 11. Financial Aid and Certification page

Please answer the few remaining questions and certify your application. Click "Submit and Pay"



Application Sections

Lehigh University Graduate Application for Admission

Financial Aid

All applicants that apply by the appropriate deadline are considered for positions of Graduate Assistants, Teaching Assistants, Research Assistants as well as University, College, and Departmental Fellowships where applicable.

Military

Do you currently or have you ever served in any branch of the U.S. armed forces? Yes No

Outside Funding

Other

Would you like the Office of Financial Aid to contact you with information regarding the types of assistance available? Yes No

Are you a Lehigh University employee, employee spouse, or dependent? Yes No

Certification

I certify that all information given by me on this application is accurate.

Agree Date 10 / 11 / 2018 (mm/dd/yyyy)

Administrative Use Only

Page 8 of 8

< Previous Page Save Save & Exit Submit & Pay >

Step 12 Application fee is \$50 and payable via credit/debit card or e-check.

Invoice

Form: LehighUniversityGraduateAppkation
Transaction ID: LEHIGH3_T2880427_201810111064918
Subtotal: \$5.00
TOTAL: \$50.00
(US\$50.00)

Payment Processing

Choose A Payment Method

Next Step: Please choose a payment option ("Credit/Debit Card or Electronic Check") and click the Continue button

Credit/Debit Card (Visa, Mastercard, American Express or Discover)

Pay Other With: Electronic Check (US Intra Bank)

Please Note: Forms that are paid by check will be held for 6 days while the check clears. X
Please be sure that the information on the form is correct. Once you have completed your payment, you will not be able to resubmit this form or change any of the data on it.
