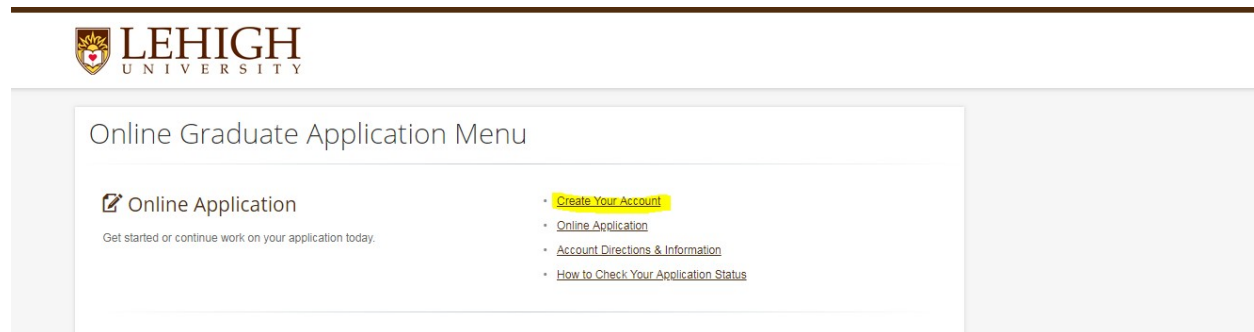# APPLICATION INSTRUCTIONS FOR
LEHIGH'S SUMMER 2021 TEST DRIVE

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. Next, verify your account via email, and start your application.

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

Step 4. Program Selection Page

Click "Filter by...", Select "College of Business" from dropdown box, Select "Non-degree, Business. A term box will appear-Select "2021 SUMMER Session" from the drop down menu, press the "Save and Confirm Program" button.

LEHIGH UNIVERSITY

Lehigh University Graduate Application for Admission

Program Selection

Application Pages

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

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   [Type to Search]

[Show All Program Names] [Filter by...]

[Click on any organization name to display available program names.]

College of Arts and Sciences

College of Business

College of Education

College of Health

P.C. Rossin College of Engineering and Applied Science

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[< Previous Page]   [Save] [Save & Exit]   [Next Page >]

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Flex MBA & Educational Leadership
Flex MBA & Engineering
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, Accounting (for non-accounting majors)
MS, Applied Economics
MS, Financial Engineering
MS, Management (M2)
Non-Degree, Business

Step 5. A term box will appear-Select the respective from the drop-down menu (i.e. "2021 Summer Semester") press the "Save and Confirm Program" button.

LEHIGH UNIVERSITY

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Financial Aid and Certification

MS, Management (M2)

Non-Degree, Business

Select Term: 2021 Summer Session ▾ | 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:
Summer I: May 1
Summer II: June 1
Fall: July 15
Spring 2021: December 1

Lehigh Test Drive: July 10

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

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Lehigh University Graduate Application for Admission

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

Term   2021 Summer Session

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

Step 7. Enter Application Information, Educational Background. Upload unofficial transcript under each school you list. Official transcripts must be sent directly from your institution secure parchment service is strongly preferred. Press "Save" and "Next Page" when done.

LEHIGH UNIVERSITY

Application Pages	Lehigh University Graduate Application for Admission
Personal Information	**Application Information**
Program Selection	
Application Information and Educational Background	**Intended Enrollment Status** ● Full-Time ○ Part-Time ○ Undecided
Clearances	**Did you visit Lehigh's table at a graduate fair?** ○ Yes ● No
Supplemental Information	**How did you first learn about Lehigh University?** Alumni ▼
Recommendations	**Educational Background**
Video Supplemental	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.
Financial Aid and Certification	

Search for Most Recent College or University

Institution	Lehigh University
City	Bethlehem
State	PA
Postal Code	18015

LEHIGH UNIVERSITY

Application Pages	
Personal Information	**Dates of Attendance - Start Date** 08 / 2016 🗓 (mm/yyyy)
Program Selection	**Dates of Attendance - End Date** 05 / 2020 🗓 (mm/yyyy)
Application Information and Educational Background	**Degree** Bachelor of Science In Business & Economics ▼
Clearances	Award Date / Expected Award Date 05 / 2020 🗓 (mm/yyyy)
Supplemental Information	**Field of Study** Accounting ▼
Recommendations	GPA 3.88 out of 4.00
Video Supplemental	Scholastic Honors
Financial Aid and Certification	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 Accepted File Types: .jpg, .pdf, .gif

[Choose File] No file chosen

Add Another School

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Step 8. Clearances are not required.

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 Summer 2021 Test Drive".

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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 | Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Choose File   No file chosen

Current Employer | Lehigh

Position/Grade | Lehigh

Years of Professional Work Experience | Lehigh

Essay

Please provide a summary of your career objectives and relevant work experience with reference to the chosen field of graduate study, and the leadership experience and skills you will bring to your peer group. The essay should not exceed two pages in length. This is your opportunity to set yourself apart from the other applicants...in your own words.

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

Upload Document | Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Choose File   No file chosen

We noticed you have indicated prior attendance at Lehigh University. Please enter your Lehigh Identification Number (LIN), if applicable.

Application Information and Educational Background

Clearances

Supplemental Information

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Video Supplemental

Financial Aid and Certification

We noticed you have indicated prior attendance at Lehigh University. Please enter your Lehigh Identification Number (LIN), if applicable.

Additional Information

Is there anything else you would like us to know?

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

LEHIGH UNIVERSITY

Personal Information

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Recommendations

Video Supplemental

Financial Aid and Certification

Lehigh University Graduate Application for Admission

Recommendations

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

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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.

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Step 11. Financial Aid and Certification page

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

LEHIGH UNIVERSITY

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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

Do you intend to apply for a Presidential Scholarship? ● Yes ○ No

Certification

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

☑ I Agree   Date 03 / 15 / 2021 📅 (mm/dd/yyyy)

Administrative Use Only

Step 12 Application fee is $75 and payable via credit/debit card or e-check.

Invoice

Form:	Lehigh University Graduate Application
Transaction ID:	LEHIGHG_84014057_20210312093115
LEHIGHG_84014057_20210312093115	75.00
Subtotal	$75.00
🏷 **TOTAL:**	$75.00
	(US Dollars)

Payment Processing

Choose A Payment Method

Next Steps: Please choose a payment option ("Credit/Debit Card") and click the *Continue* button.

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

Continue

ⓘ Please be sure that all 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.   ✕