

# **Graduate On-line Application Instructions**

We are pleased you have chosen to apply to Canisius College. These instructions are provided as a resource to simplify the on-line application process.

## ***Creating a Login ID and PIN***

Write down and save the Login ID and PIN that you create to start your application. If you do not complete the application in one sitting, you will need this information to login again.

If you lose or forget your Login ID and PIN, you will need to begin the application again.

## ***Navigating the Application Form***

There are nine sections to the on-line application. The sections are listed on the Application Checklist page and you can track the completion of your application by returning to the checklist page.

When you have completed the required fields in each section of the application, select the **Continue** button to save and move to the next section; or select the **Checklist** button to save and return to the Application Checklist.

To use the **Continue** button and proceed through the application, all required fields on that page must be completed. To simply navigate through the application without completing required fields, click on the **Return to Checklist without saving changes** link.

As you complete each section of the application, we recommend you print a copy for your records. Once you have submitted the application, you will **NOT** be able to review or revise it.

When you have completed all of the sections to your satisfaction, you must click the **Application is Complete** button at the bottom of the Application Checklist page to submit your application for consideration.

\* This icon will be used throughout the application to alert you to required information.

## ***First Address and Phone***

Canadian and other international students:

- Zip Code – Canadian students should enter their Postal Code in this field. All other international students should enter the numbers **12345** in the space provided.

## ***Personal Information***

Canadian and other international students:

- SSN – Canadian students should enter their Social Insurance Number (SIN) in this field. All other international students should enter the numbers **123456789** in the space provided.

## ***Essay/ Personal Statement***

Please state, as specifically as possible, your education and career goals in the text box provided on the Essay Questions page. Indicate what you plan to accomplish by enrolling in a graduate program at Canisius College.

Because the essay text box limits your formatting options and ability to check spelling and grammar, you may want to draft your essay in a word document and then cut and paste it into the essay text box.

## ***Transcripts, Test Scores, Letters of Recommendation, etc.***

Although academic transcripts, standardized test scores (where required), letters of recommendation, etc. may be submitted individually, we recommend that you collect all materials and submit in one packet to the office below:

Canisius College  
**Office of Graduate Admissions**  
2001 Main St.  
Lyons Hall, Room 120  
Buffalo, NY 14208-1098

## ***Have questions, need help?***

As always, we are here to help. So if you have any questions about the application process, please contact us at our office below:

**Office of Graduate Admissions**  
Toll-Free: 1-800-950-2505  
Local: 716-888-2545  
E-mail: GradEd@canisius.edu

Thank you for your interest in the graduate programs at Canisius College.