

PSEO Application Instructions



Thank you for your interest in PSEO! This guide will provide step-by-step instructions on how to apply successfully to the university. To review application instructions, watch this [video](#) or review the screenshot instructions provided in this document.

Please follow each step accurately as the PSEO e-application process requires specific information to be entered to ensure your application is coded correctly upon receipt.

Step 1: Go to <https://mankato.mnsu.edu/> video time: 0:16

Step 2: Click on “Admissions & Aid” at the top of the page. video time: 0:25



Step 3: Click on “Undergraduate Admissions.” video time: 0:30

A screenshot of the website's navigation menu. At the top, there are two main menu items: "ABOUT THE UNIVERSITY" with a downward arrow and "ADMISSIONS & AID" with an upward arrow. Below "ADMISSIONS & AID", a dropdown menu is open, listing several options: "ADMISSIONS & AID", "UNDERGRADUATE ADMISSIONS", "GRADUATE ADMISSIONS", "INTERNATIONAL ADMISSIONS", "TUITION AND AID", and "REQUEST INFORMATION". The "UNDERGRADUATE ADMISSIONS" option is circled in black. A vertical purple bar is visible on the right side of the dropdown menu area.

ABOUT THE UNIVERSITY ▾

ADMISSIONS & AID ▲

ADMISSIONS & AID

UNDERGRADUATE ADMISSIONS

GRADUATE ADMISSIONS

INTERNATIONAL ADMISSIONS

TUITION AND AID

REQUEST INFORMATION

Step 4: Scroll down and select “apply.” video time: 0:37



VISITS AND TOURS

Minnesota State Mankato has always been a place where big ideas meet real-world thinking. Experience it all firsthand by visiting our campus—there really is no substitute for getting to know us in person.



APPLY

We accept applications online or by mail. Completed applications, paper or online, must be submitted with all required materials no less than five (5) working days prior to the start of classes. Under certain circumstances the University may institute an earlier priority admission deadline.

Step 5: Select the purple “Apply Now” button to begin the PSEO application. video time: 0:42

Apply Now - Undergraduate

Congratulations on your decision to apply to Minnesota State Mankato! We are here to help at any point in the process, so please be sure to [contact us](#) with any questions.

We accept applications online or by mail. **Completed applications, paper or online, must be submitted with all required materials no less than five (5) working days prior to the start of classes.** Under certain circumstances the University may institute an earlier priority admission deadline.

Online Application

Click "**Apply Now**" to complete the undergraduate application. International students should follow the [International Application Instructions](#).



Step 6: From here, if you do not already have a Star ID, you will need to select “Create your Star ID.” If you already have a Star ID, log-in with your existing Star ID. video time: 0:46

Welcome to the Online Application

To begin your Online Application please log in using your StarID.
New to StarID? Continue by selecting the "Create StarID" button below.

Login with existing StarID

Login

Create your StarID

Create StarID

Step 7: To create a Star ID, input basic personal information and create a password.

Create StarID

* First Name

* Last Name

Enter an email address specifically created for your use and that you check most often since you will receive email messages from the Minnesota State Colleges and Universities system containing important information regarding your application status.

* Email Address

* Re-enter Email Address

The password complexity requirement associated with the StarID complies with the Minnesota State Colleges and Universities password security guideline. Passwords must meet or exceed these criteria:

- Changed at least every 180 days.
- Must be at least 8 characters long.
- Use at least 3 of these types of characters: uppercase, lowercase, numbers, special characters.
- May not have been used before.
- May not contain your first name or last name if they are longer than 2 characters.

Special characters include characters like these: !@#%&*()_+ = - ` { } [] \ : " ; ' < > , . ? /

* Password

* Re-enter Password

Step 8: On the same page, acknowledge the terms of access and select “Get my Star ID.” **Write down your Star ID and password.**

I acknowledge that I am subject to the terms of access and use as defined in [Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources](#).

← Back

Get my StarID

Step 9: Input all the required fields, including first name, last name, and email address. video time: 1:27

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Personal - Legal Name and Email Address

Enter your name as it appears on your U.S. Social Security card or passport.

* First Name Middle Name * Last Name Name Suffix (Jr. Sr II III)

Enter an email address specifically created for your use and that you check most often since you will receive email messages from Minnesota State Colleges and Universities containing important information regarding your application status.

* Email Address

+ Add a Former Name + Add a Preferred Name Next →

Step 10: This step is optional. Providing your social security number and date of birth is voluntary and failing to do so will not affect admission decision. However, the information requested can help to identify your record in the system and match to financial aid information. video time: 1:43

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Personal - Social Security Number (SSN) and Date of Birth:

Providing your SSN and Date of Birth is voluntary and failing to do so will have no effect on the processing or consideration data is matched together, including financial aid application information, if applicable. If you provide your SSN and Date of B It may also be used within the system for purposes such as system consumer and alumni relations and to create summary c

Social Security Number (The following formats are acceptable: 333-22-4444, 333224444)

Show Social Security Number

Date of Birth

 (mm/dd/yyyy)

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Step 11: This step is optional. video time: 2:20

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Personal - Veteran Status

Are you now serving, or have you ever served, in the United States Armed Forces or Uniformed Services?

Yes No

Are you a spouse or dependent of an individual who is now serving, or has ever served, in the United States Armed Forces or Uniformed Services?

Neither
 Spouse
 Dependent

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Step 12: Optional: input the highest level of education for your parents/guardians. video time: 2:25

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Personal - Parent Education

! The following information will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies; it will not be used as a basis for...

What is the highest level of education for your parent(s)/guardian(s)?
Please respond for the parent(s), adoptive parent(s) who raised you.

First Parent/Guardian	Second Parent/Guardian
<input type="radio"/> No high school diploma	<input checked="" type="radio"/> No high school diploma
<input type="radio"/> High school diploma	<input type="radio"/> High school diploma
<input type="radio"/> Some college	<input type="radio"/> Some college
<input type="radio"/> Two-year college degree/diploma	<input type="radio"/> Two-year college degree/diploma
<input checked="" type="radio"/> Bachelor's degree or higher	<input type="radio"/> Bachelor's degree or higher
<input type="radio"/> Unknown	<input type="radio"/> Unknown

[← Back](#) [Continue to Citizenship →](#)

Step 13: Please let us know your current citizenship status. If status is not US Citizen or Dual National with U.S. Citizenship student will need to be specific in what their status is. PSEO is not available to international or exchange students. video time: 2:31

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Citizenship

* Which best describes your current citizenship status?

U.S. Citizen or Dual National with U.S. Citizenship International Visa Holder or Seeker Other

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Continue to Contact →

Step 14: Let us know how long you have been a resident of Minnesota. video time: 2:45

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Contact - Residency

* Are you a resident of Minnesota?

Yes No

* How long have you lived in this state?

Years Months

[← Return to Citizenship](#) [Next →](#)

Step 15: Let us know your home address. Note: Minnesota State University, Mankato will not sell or disburse the information to anyone. The information will be used solely to reach out to the student if there are questions about their application status. video time: 3:06

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Contact - Address

! If you supply more than one address, please select which address you would prefer to receive mail at by clicking

* Entry of at least one address is required.

Permanent Address Edit Delete

122 Taylor Center
Mankato, MN 56001

Local Address Add

International Address Add

← Back Next →

Step 16: What is your preferred phone number? You can provide mobile and home phone number.

video time: 3:37

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Contact - Phone Number

* Entry of at least one phone number is required.

Local Contact Information.

Home Phone	Mobile Phone
<input type="text" value="555-555-5555"/>	<input type="text" value="555-555-5555"/>

← Back Continue to Education →

Step 17: Select yes for high school student status. video time: 3:55

1 Personal > 2 Citizenship > 3 Contact > 4 Education > 5 Confidential > 6 Major > 7 Additional > 8 Review

Education - High School Information

* Are you currently a High School Student?

Yes No

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Step 18: Complete the required fields. Always enter June of the year you are graduating high school, for example: 06/2022. video time: 4:06

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential

Education - High School Attended:

Important Note: Graduates of high schools that are not regionally accredited should not be included on this list. Inclusion of a high school name on this list is not an indication that the school is regionally accredited.

* High School State:

* High School:

* Graduation or GED Date: (mm/yyyy)

Provide your cumulative high school grade point average (GPA) as reported on your transcript or know your high school GPA, enter zero (0). You may be asked to provide your high school GPA if you are applying for a job or college.

* High School Grade Point Average:

Step 19: Students can skip the high school preparation standards portion. We will get this information from the high school guidance counselor when transcripts are sent in. video time: 4:23

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review Save and Exit

Education - High School Preparation Standards

1 Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years or partial years of high school education you have or will have completed by the end of high school in each of the categories below. (e.g. Enter 2.5 for a subject if you have taken the subject for 2 full years and part of a third.)

English and Mathematics (step 1 of 3)

English	
English:	<input type="text" value="2"/>

Mathematics			
Elementary Algebra:	<input type="text" value="1.5"/>	Trigonometry:	<input type="text"/>
Intermediate Algebra:	<input type="text"/>	Pre-calculus:	<input type="text"/>
Geometry:	<input type="text"/>	Other Math:	<input type="text"/>

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Step 20: Higher Education: If you have taken any other post-secondary courses, select yes and follow the prompts. If this is the first university-level course a student has taken, select no. Any other institutions where the student has completed PSEO or concurrent enrollment should be listed here. video time: 4:53

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review Save and Exit

Education - Colleges / Universities Attended

i You are required to disclose all education and training received at the undergraduate or graduate level, regardless of whether or not you intend to transfer credits. A bachelor's degree is the minimum educational requirement for consideration for admission to graduate school.
Failure to list undergraduate or graduate information may delay the processing of your application.


Institution Name	Attendance Dates	Degree Earned
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← Back + Add Institution Continue to Confidential →

Step 21: This information is optional. However, the university can use this information to provide additional resources for students. video time: 5:06

1 Personal > 2 Citizenship > 3 Contact > 4 Education > 5 Confidential > 6 Major > 7 Additional > 8 Review

Confidential - Demographic Information

 Providing the following confidential demographic information is voluntary; it will not be used as a basic completion practices.

Sex shown on your official documents
Sex shown on your official documents is the sex listed on birth certificate, driver's license, passport, or other c

Female
 Male
 Other

What is your gender identity?
Gender identity is a person's innermost concept of self as feminine, masculine, neither, or a combination - how
(Please select all that apply)

agender

Step 22: Select the term you wish to start taking courses. This must be accurate. If a student selects a later term than when they want to start taking classes, they will need to reapply. video time: 5:36



Major - Application Term

If the term in which you want to start is not listed, please contact the [Admissions Office](#) at Minnesota State University, Mankato.

* When would you like to start classes?

- Summer 2022 (May 16, 2022 - July 22, 2022)
- Fall 2022 (August 22, 2022 - December 09, 2022)

Step 23: Select the “Post-Secondary Enrollment Option (PSEO) student.” video time: 6:07

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Application Type

* Please indicate the type of student you will be?

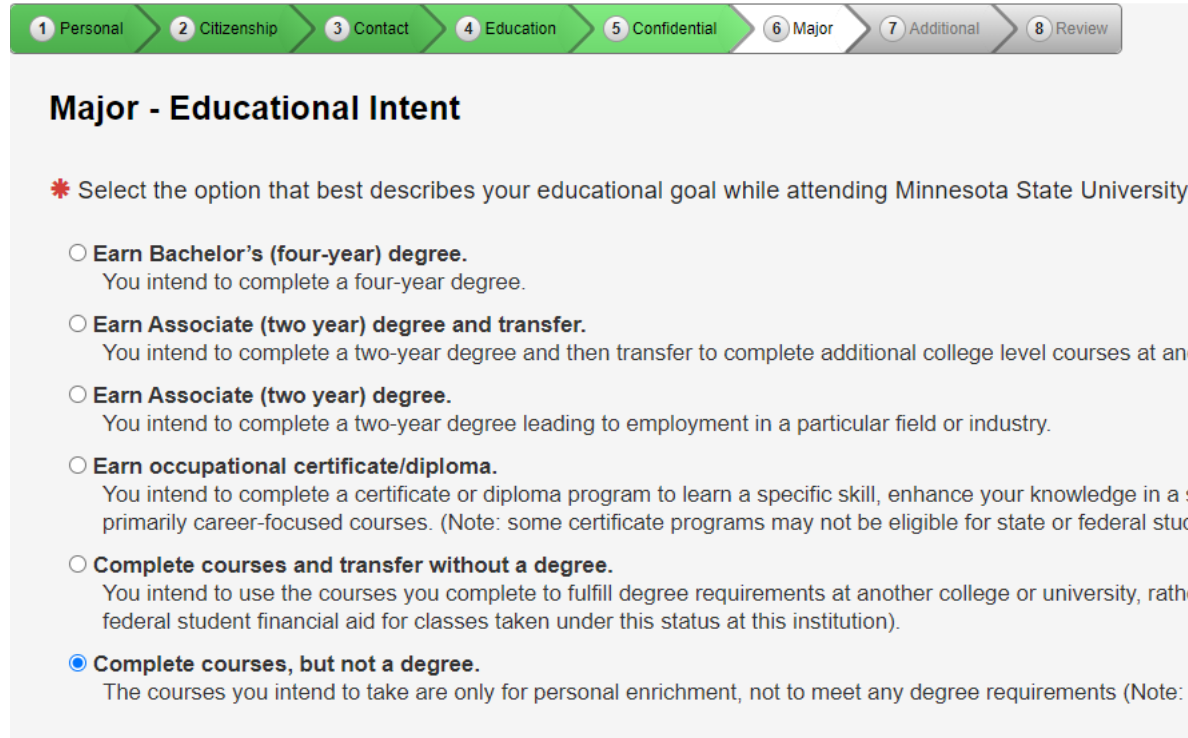
First Year, Returning, or Transfer Student
(Pursuing certificate, diploma, or a two-year or four-year degree; not seeking a degree, or returning student)

Post Secondary Enrollment Options (PSEO) Student
[What's this?](#)

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Next →

Step 24: PSEO/Concurrent Enrollment students will need to select “complete courses, but not a degree.” Even if you plan to earn a bachelor’s or associates degree, high school students need to select this option while taking classes in high school. video time: 6:13



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Major - Educational Intent

* Select the option that best describes your educational goal while attending Minnesota State University

- Earn Bachelor’s (four-year) degree.**
You intend to complete a four-year degree.
- Earn Associate (two year) degree and transfer.**
You intend to complete a two-year degree and then transfer to complete additional college level courses at another institution.
- Earn Associate (two year) degree.**
You intend to complete a two-year degree leading to employment in a particular field or industry.
- Earn occupational certificate/diploma.**
You intend to complete a certificate or diploma program to learn a specific skill, enhance your knowledge in a particular field, or complete primarily career-focused courses. (Note: some certificate programs may not be eligible for state or federal student financial aid.)
- Complete courses and transfer without a degree.**
You intend to use the courses you complete to fulfill degree requirements at another college or university, rather than earn a degree (Note: you will not be eligible for federal student financial aid for classes taken under this status at this institution).
- Complete courses, but not a degree.**
The courses you intend to take are only for personal enrichment, not to meet any degree requirements (Note: you will not be eligible for federal student financial aid for classes taken under this status at this institution).

Step 25: Select part-time student. video time: 6:31

* Do you plan to attend Minnesota State University, Mankato as a:

Full Time Student

Part Time Student

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Step 26: Do NOT select a major. Select next and move on. video time: 6:06

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Major - Academic Program

Selecting a major/academic program of interest is optional. However, to be eligible for financial aid choosing a major/pr

Campus	Delivery of Major	Major
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← Back + Add Major/Program Next →

Step 27: Select “Minnesota State University, Mankato.” video time: 6:48

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Major - Application Campus

* On which campus do you intend to receive services while a student?

Concurrent -at your high school

Minnesota State University, Mankato

Step 28: Select no. video time: 7:05

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Major - Application Information

* Have you attended Minnesota State University, Mankato before?

Yes No

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Step 29: Optional: select any of the activities, organizations, or sports that interest you. video time: 7:33

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Additional - Activities & Sports

Please indicate any activities you are interested in at Minnesota State University, Mankato:

Academic <ul style="list-style-type: none"><input type="checkbox"/> Honors Program<input type="checkbox"/> Speech Team	Men's Sports <ul style="list-style-type: none"><input type="checkbox"/> Baseball<input type="checkbox"/> Basketball<input type="checkbox"/> Cross Country<input type="checkbox"/> Football<input type="checkbox"/> Golf
Arts and literature <ul style="list-style-type: none"><input type="checkbox"/> Art	

Step 30: Select “no” for taking concurrent enrollment courses at your high school campus. Select “yes” for taking PSEO courses at Minnesota State University, Mankato. video time: 7:57



Additional - Application Questions



The following information will help Minnesota State Colleges and Universities evaluate student recruitment used as a basis for admission. Providing this information is voluntary.

Do you plan to take Concurrent Enrollment courses at your high school campus?

- NO
- YES

Do you plan to take PSEO courses on the Minnesota State University, Mankato campus?

- NO
- YES

Step 31: Review the application and select “continue to submit application.” video time: 8:30

1 Personal > 2 Citizenship > 3 Contact > 4 Education > 5 Confidential > 6 Major > 7 Additional > 8 Review

Application Review

! Click on section title to edit information
! Providing confidential demographic information is voluntary; it will not be used as a basis for admission. Mir practices.

Personal

Name

Legal Name: October Test

Former Name:

Preferred Name:

Additional

Additional Information

Do you plan to take Concurrent Enrollment courses at your high school campus?	YES
Do you plan to take PSEO courses on the Minnesota State University, Mankato campus?	NO
Are you a participant in AVID-College & Career Readiness?	YES

← Return Continue to Submit Application →

Step 32: Review the information and click “select all” type in your Star ID password under “Verify Star ID Password.” video time: 8:56

Application(s) ready for submission

Minnesota State University, Mankato

Delete **Review**

Application Year Term: Spring 2022 | Application Type: Post Secondary Enrollment Options (PSEO) | Last Modified: Aug 19, 2021

By checking this box I am confirming I want to submit this application and:

- 1. I verify all the information included on this application is true and complete to the best of my knowledge.
- 2. I understand withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.
- 3. I understand that I am responsible for paying the application fee, if I am charged.
- 4. I understand that once I submit my application, my application is final and changes can only be made by directly contacting the Admissions office.

By checking this box, I give permission for the college or university to which I am applying to access previously submitted ACT scores within Minnesota State for the purposes of course placement.

Promo Code **Validate Promo Code**

Select All

*** Verify StarID Password**

Submit Selected Application(s)

Last Step:

- Write down your Star ID and your password.
- If you lose your Star ID or your password, you can follow these steps to get back into your student account: <https://mankato.mnsu.edu/it-solutions/help-support/starid/>.

Questions?

- Contact the PSEO/Concurrent Enrollment staff at MSU, Mankato: pseo@mnsu.edu.