Admission Process for Non-Degree or Licensure Graduate Students

Step 1  **Apply** to Emporia State University
- [www.emporia.edu/grad](http://www.emporia.edu/grad)
- You must have a bachelor’s degree from a regionally accredited university.
- Within 24 hours of completed application, application is processed and an email is sent on activating your ESU email

Step 2  **Proof of Undergraduate Degree**
- We must have proof that you have a Bachelor’s Degree (unofficial transcript, copy of diploma or letter from undergraduate institution registrar)
- Fax documents to 620-341-5909, email to [gradinfo@emporia.edu](mailto:gradinfo@emporia.edu) or mailed to Emporia State University, Campus Box 4003, 1200 Commercial, Emporia, KS 66801

Step 3  **Buzzin Portal and Enrollment**
- Once we have received an unofficial transcript, you will receive an email from us on the way to log into your buzzin portal. This portal is the area where students can register, pay tuition, check schedules, etc.
- To enroll in courses, please call 620-341-5385 to get enrolled or email jgerstn1@emporia.edu

Step 4  **Admission to Graduate Program**
- Non-degree or licensure students, who wish to enter a degree program at a later date, must submit a new application and go through admission review.
- A maximum of 12 approved hours earned as a non-degree may be applied to a degree program.