

## How-to guide to navigating the 2023 Kean CAS Supplemental Graduate Application:

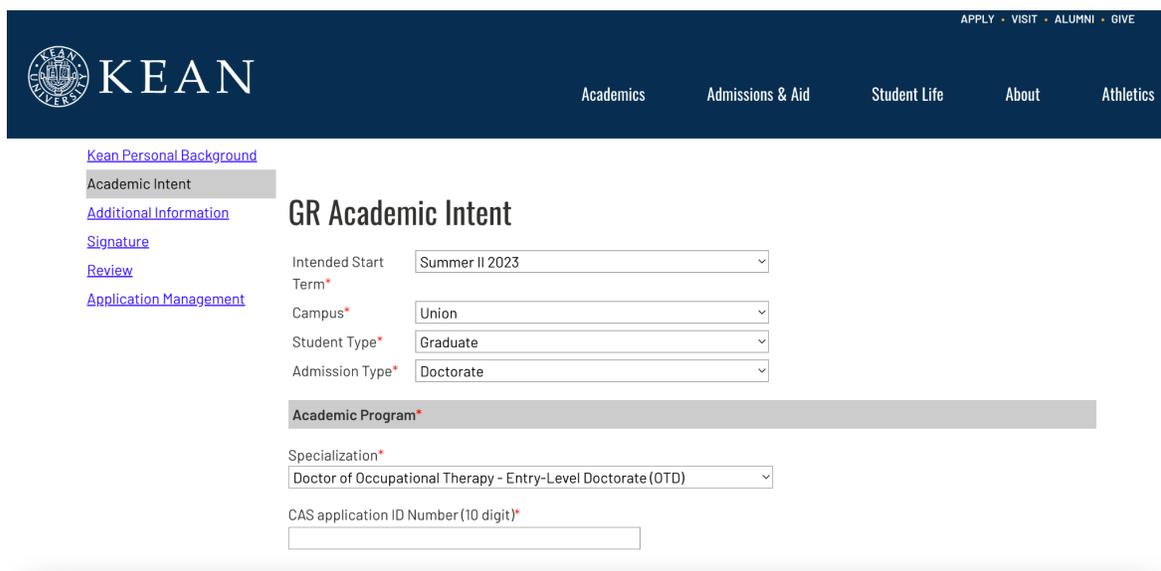
1. <https://www.kean.edu/>
2. Click **“Apply”** at the top of the page
3. Click **“Visit the Kean University Online Application Portal”**
  - a. It does not matter where on the page because it all goes to the same portal.
4. You must either **make a new account** or **log-in to your existing account**.
5. Scroll to bottom of the page and click **“Start New Application”**

The screenshot shows the top navigation bar of the Kean University website. The header includes the Kean University logo and the name 'KEAN'. Navigation links are provided for 'Academics', 'Admissions & Aid', 'Student Life', 'About', and 'Athletics'. A secondary navigation bar contains links for 'APPLY', 'VISIT', 'ALUMNI', and 'GIVE'. Below the navigation bar, a list of application types is displayed, including Freshman/First-Year, Transfer, Re-enrollment/Readmit, Graduate, Non-matriculated Application, and High School Partners Application. Each type includes a brief description and a note with a link to further information. At the bottom of the list, a button labeled 'Start New Application' is visible.

6. From here, click on the drop down menu and select **“CAS Graduate- 2023 Supplemental Application”** and **“Create Application”**

This screenshot shows the 'Start New Application' dropdown menu on the Kean University application portal. The menu is open, displaying a list of application types. The 'CAS Graduate - 2023 Supplemental Application' option is selected and highlighted. Below the dropdown menu, there are two buttons: 'Create Application' and 'Cancel'. The background of the page shows the same navigation bar and application type list as the previous screenshot.

7. The application will take you to a page entitled, “**Kean App Bio Demo Page.**” To the left, you will see “**Academic Intent,**” click it.
8. “**Intended Start**” is “**Summer II 2023**”
9. “**Campus**” is “**Union**”
10. “**Student Type**” is “**Graduate**”
11. The drop down menu for “**Admission Type**” contains “**Masters**” or “**Doctorate**”
  - a. Choose your desired admission type.
12. When you click “**Doctorate,**” you will then go to “**Specialization**” and see “**Doctor of Occupational Therapy- Entry-Level Doctorate (OTD)**”



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Academic Intent

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### GR Academic Intent

Intended Start Term\* Summer II 2023

Campus\* Union

Student Type\* Graduate

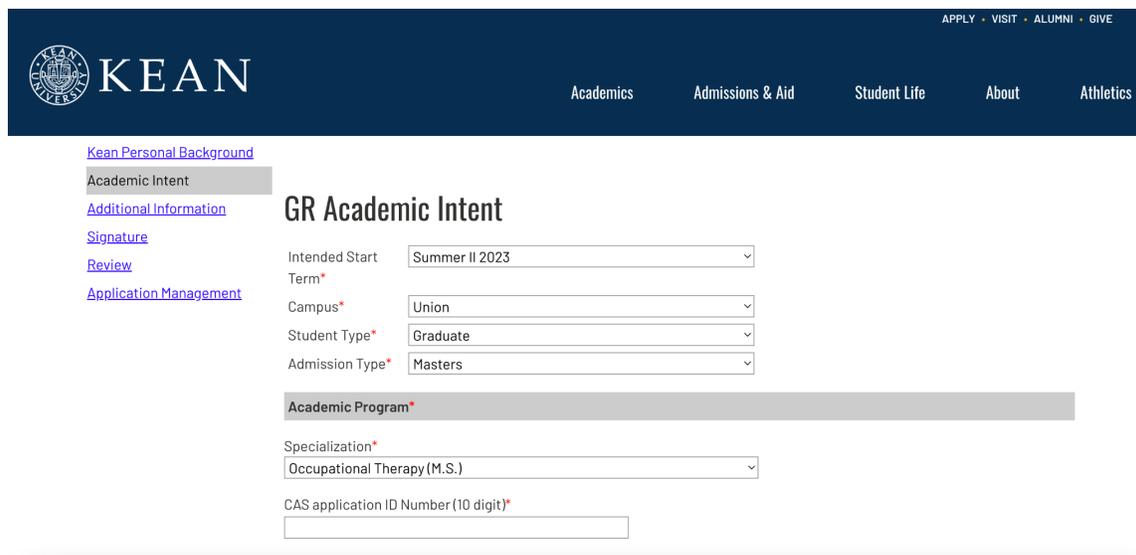
Admission Type\* Doctorate

**Academic Program\***

Specialization\* Doctor of Occupational Therapy - Entry-Level Doctorate (OTD)

CAS application ID Number (10 digit)\*

13. When you click “**Masters,**” you will then go to “**Specialization**” and see “**Occupational Therapy (M.S.)**”



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### GR Academic Intent

Intended Start Term\* Summer II 2023

Campus\* Union

Student Type\* Graduate

Admission Type\* Masters

**Academic Program\***

Specialization\* Occupational Therapy (M.S.)

CAS application ID Number (10 digit)\*

14. On this page, you will enter your **CAS application ID number** (10 digits) found on your OTCAS application.
15. When you scroll down, you will see **“Graduate Assistantship Program”** where you can select **“Yes”** or **“No”** if you are interested in applying for a Graduate Assistantship.

The screenshot shows the Kean University website header with the logo and navigation menu. The main content area is titled "Graduate Assistantship Program" and contains the following text:

Students interested in being considered for a Kean University Graduate Assistantship must complete this section in its entirety.

The Graduate Assistantship program is available to all graduate students who are in a degree granting program, (Masters, Professional Diploma, and Doctorates). Graduate assistants are assigned to a University office and work 15-20 hours per week and receive an hourly tuition and a waiver of graduate tuition and fees. To be considered for a GA position, click "Yes" below and complete the subsequent questions.

Are you interested in applying for a Graduate Assistantship?

Yes

No

[Continue](#)

The footer of the page displays the Kean University logo and address: 1000 Morris Avenue, Union, New Jersey 07083.

16. Fill out the rest of the application as it says.