

ApplyYourself™ Application Procedures

1. Click the "Apply" button below; this will take you to the Graduate College Website
2. Click "Apply to Graduate School" under the "Prospective Students" heading
3. Please carefully read the instructions on the Graduate College Web site
4. Click "Domestic Applicants" (International Applicants see [International Applicant Procedures](#))
5. Read Instructions
6. Click "Apply Now." This will take you to the login page of the "ApplyYourself™" system
7. **Be sure you turn off any pop-up blockers that you may have running before beginning the ApplyYourself™ application.**
8. If you've already started an application, login using your ApplyYourself PIN and Password.
9. If you are a New applicant, Click "Create Account" on right bar of page
10. Fill out "Applicant Account Profile" and click "Create Account"
11. You should instantly receive an email (two emails if you've elected to receive your password) with your PIN and password information
12. If you want to continue applying right now, hit "Login" [If you want to continue at a later time make note of your PIN and password and return to: <http://www.grad.uiuc.edu/admissions/apply/>]
13. Continuing with the application...Agree to the terms (Check "I agree" checkbox) and click "Continue and Create New Account"
14. Click the "Application for Admission" link
15. Fill out each of the "Application for Admission" information sections on the left bar of the page [Personal Information, Contact Information, Application Information, Educational History, Languages, Test Information (Not Applicable for this program unless you're an international applicant), Statements]
16. Select "**Educational Organization & Leadership**" from the "Proposed Program" drop-down menu
17. Select appropriate degree (see above) from the "Degree" drop-down menu.
18. Type "**Educational Administration**" in the "Field(s) of Specialization" box
19. Remember to save each section of the application as you go along. Click either "save" or "save and continue" depending on whether you're going to keep going or come back later.
20. Most sections of the application are click-to-select-forms or simple fill-in-the-blank items. The "Statements" section allows you to upload other required documents.
21. Click the appropriate "Upload Document" button to add your 1) resume and 2) personal statement. A new dialog box will open with instructions on what types of documents are acceptable how to upload them. Use the dialog box's 'Browse' button to find your document on your computer and its 'upload document' button to insert it into your application.
22. Click "Close Window"
23. Once the required documents are uploaded, click "Save & Proceed to Submission"
24. Once satisfied with the application sections, click "Recommendations." There are complete instructions on how to add recommenders to your application.
25. "Downloadable Forms" takes you to links for forms if 1) any of you recommenders will submit a letter of reference offline, or 2) if you're an international applicant
26. Click "Print Application." A new dialog box opens, click "print."
27. If all fields are filled out, click "Submit"
28. Make credit card payment