

KU TPE Application Planning & Checklist

This document provides application guidance for prospective students applying to KU Transition to Postsecondary Education.

It is recommended to submit disability and IEP documentation **prior to completing the applications below** since this determines eligibility. Please email documentation to kutpe@ku.edu or mail to the Program Coordinator at:

KU Transition to Postsecondary Education
Joseph R. Pearson Hall, Room 521
1122 West Campus Rd
Lawrence, Kansas 66045-3101

Be sure to have all reference letters and transcripts ready to upload as you complete the online applications. We do not accept these materials via email. The KU Application can be saved and completed in parts. The *KU TPE Part 2 Application* **must** be completed at one time as you will not be able to log back in to complete any portions.

Students should write the essay questions on the KU TPE application using their own skills and words. Admission decisions are not made on grammar, spelling, etc. It is important that they complete their own application. It is helpful to type it in a Word document first, and then copy/paste the text into the application.

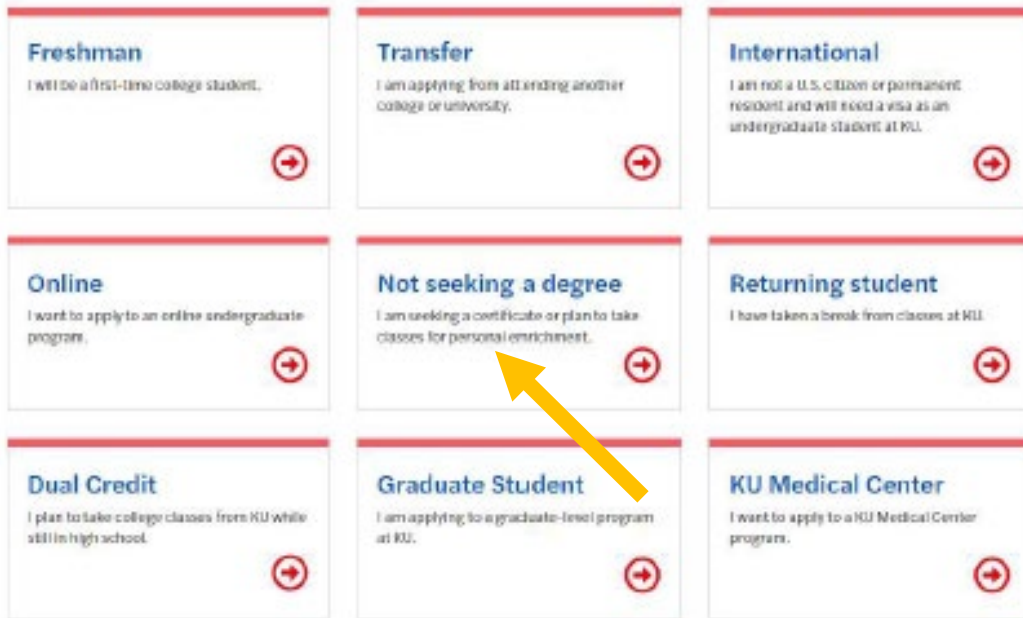
Part 1: Apply to KU as Not Seeking a Degree

Click on the link to start your application to
KU <https://admissions.ku.edu/apply>

Next, select “Not seeking a degree”

Let's start you on the right path to KU.

Choose the application that best identifies you.



After that, you will either create an account if you have never created an account for a KU Application before or you will log in if you have already created an account.

Application Management

Returning users:

[Log in](#) to continue an application.

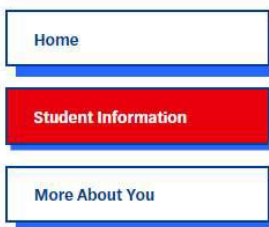
First-time users:

[Create an account](#) to start a new application.

Once you either create an account or log into your account, you want to be taken to the ***KU Non-Degree Application***.

STUDENT INFORMATION & MORE ABOUT YOU

Please fill in the “Student Information” and “More About You” page with the appropriate Information



Student Information - Admissions



YOUR PLANS

On the “Your Plans” page should be completed as follows:

Your Plans

What semester do you plan to enter KU?*

Fall 2024

Are you going to be in high school during the term you are applying?

Yes

No

Are you applying to KU as a non-degree student in order to participate in Study Abroad?

Yes

No

Have you previously enrolled as a non-degree student at the University of Kansas before?

Yes

No

Are you attending as part of a special or grant-funded academic program?

Yes

No

Are you seeking a certificate?

Yes

No

Please select your certificate.

TPE - Transition to Post Secondary Education Certificate

Continue

Complete the following sections:

- **FAMILY INFORMATION**
- **RESIDENCY INFORMATION**
- **SCHOOL INFORMATION**
- **ADDITIONAL INFORMATION**

Family Information

Residency Information

School Information

Additional Information

SIGNATURE

Signature

You will type your full legal name instead of signing. Please see below:

In place of your signature, please type your full legal name:

Confirm

REVIEW

After you have completely reviewed the application, you will want to select SUBMIT APPLICATION.

Submit Application

Save for Later

IMPORTANT: When KU application process is completed, please email KU TPE at kutpe@ku.edu to let us know you have completed this step.

PART 2: APPLY TO KU TPE

LETTERS OF RECOMMENDATION:

Upload Three (3) letters of recommendation from individuals who know the applicant, representing each of the following areas (specific questions included on each reference form).

- Personal (e.g., friend, but cannot be a family member)
- High School Teacher or Guidance Counselor
- Employer or Volunteer reference (or someone who can discuss student's employment experience, example: transition coordinator)

HIGH SCHOOL TRANSCRIPT:

- Upload your high school transcript. An unofficial copy is fine.

SUPPORTS:

- Do you receive personal, in-home or community support services from an agency?
Yes/No
 - If yes, Agency Name:
 - Agency City
 - Agency State
 - Agency Case Manager

HOUSING:

- If accepted into KU-TPE, what is your living preference for your FIRST YEAR?
 - Live on-campus student housing (e.g., Residence Halls, Cost Approx: \$10,000-\$11,000/year)
 - Live at home
 - Other
- If accepted into KU-TPE, what is your living preference for your SECOND YEAR?
 - Live on-campus student housing (e.g., Residence Halls)
 - Live at home
 - Other

EDUCATION EXPERIENCE:

- Name of high school attended (include city and state)
- Year of graduation
- High school graduation status (Certificate of completion, standard diploma, modified diploma, GED or High School equivalent certificate)

ESSAYS: (these should be written by the student)

- Describe your strengths
- Describe your dreams for the future
- What do you hope to gain from attending KU?

PART 3: DOCUMENTATION

If you haven't already, please be sure to submit your documentation of intellectual disability.

*Documentation of Intellectual Disability

- IEP
- Physician's documentation
- Social Security Administration documentation
- Psychological or Neuropsychological Evaluation Summary
- Comprehensive Evaluation Summary
- Vocational Rehabilitation documentation

*Most recent IEP from last year in high school (if not included as documentation of disability above)

***Please note: documentation of intellectual disability and/or IEP do not need to be uploaded to the application. Please email documentation to kutpe@ku.edu**