University of Wyoming
New First Time Freshman Application

We recommend having your high school transcript in hand while filling out the University of Wyoming application as we will ask for specific information related to your classes. After submitting your application, have your high school transcript and test scores sent to UW for scholarship consideration.

1) Go to [http://www.uwyo.edu/admissions/apply.html](http://www.uwyo.edu/admissions/apply.html)
   For an ideal experience, we recommend using FireFox, Chrome, or Safari as your browser.

2) Select the applicant type that best describes you.
   If you are currently in high school, you will select “Bachelor’s Degree Seeking Students”

3) Select “New User?”

4) Enter your email address. Submit.
   Our system relies heavily on email addresses. If you have previously requested information, came to an event or campus visit, try to use the same email address you used previously.

5) It will ask for your name and prompt you to create a password.

   It is possible that we may have already added your information for you. If this is the case, it will prompt you to reset your password and check your email. You will receive an email from [admissions@uwyo.edu](mailto:admissions@uwyo.edu) containing your username and a temporary password. Go to the login page and enter your temporary password, it will then prompt you to create a new password, proceed to step 8.

6) Go to Login Page.

7) Login using your email address as your username and the password you just created.

8) You are in the application portal! Select “Get Started” near the bottom of the page.
9) Enter Contact Information. Select “Next”

10) Select “Yes”

11) Then enter your level and term. Select “Add”

   You will select “Undergraduate/Bachelors Degree Seeking” and select the term that would begin after your high school graduation (i.e. graduate in May 2017, apply for “Fall 2017”)
12) Select “Start Application” in the Current Application section near the center of the page.

You can save and log out at any time. The “LOGOUT” button is in the upper right on all the pages. When you log back in, you will select “Start Application” to get into the application you started and select “Next” to get back to the page you left off.

13) Enter your citizenship and personal information. Select “Next”

14) Enter your graduation date (ensure the year is correct)
Answer the questions carefully. This is what determines the questions you will asked for the remainder of the application.
Select “Next”

15) Enter your program of study and any interests you may have. Select “Next”
16) Answer the background questions accurately. Select “Next”

17) Enter your state of residency and if either of your parents have a 4-year degree (additional questions may appear)
Enter high school information and select “Add”

- If you attended more than one high school, enter the information for the school that you will be graduating from.

- If your high school is not listed, select “--Not Listed--”. A text box will appear for you to type in your high school name, home school, or GED.

18) Select “Add High School Transcript Information”.
The High School Transcript Information Page will open in a new window.

If no high school transcript information is entered and you select “Next”, you will get this error:
19) Enter all the classes from your high school transcript. Do not forget to enter your ongoing/future classes for your senior year that you have not taken yet. Select “Add Grade” to enter additional classes.

If you repeated or retook any classes, please enter all attempts. If you took any classes at a different high school, please enter them. We must be able to review all of your classes to make an early admission’s decision. We may request you to send transcripts and test scores if we do not have enough information to make an admission’s decision.

20) Select “Back to Application” when all your high school classes have been entered.

21) Select “Next” on your Residency/High School page.

If your graduation date is in the future and you do not enter any “ongoing/future classes” you will get this error:

⚠️ Error: 
Oops! It looks like we are missing the classes from your senior year. Please be sure to enter your grade for classes in your senior year as “Ongoing/future class – No grade available yet.”

If you enter less than 18 classes, you will also get a warning, but be allowed to continue with your application.

⚠️ Warning: 
Are you sure you entered all your classes? It looks like you might be missing any uncompleted classes from your senior year.

Select “Add High School Transcript Information” to add any classes you missed.
22) Add any college information for dual enrollment or other college classes taken while in high school.
Enter your test scores and test date. (either ACT or SAT, you are not expected to have both)
Select “Next”

23) Tell us how you heard about UW, select your payment mode, and click the “Pay Now” button to pay your
application fee. After your fee has been paid successfully you will return to this page and be able to proceed
with your application. Select “Next”

-If you have free/reduced lunch or are a member of GearUp, talk to your counselor to you may be eligible for a fee waiver.
-If you encounter complications with your application fee, the following are some suggestions that may resolve your issue.

- **How many times have you attempted to make the payment?**
  Most companies will lock your card after 3 or more failed attempts to protect it from fraud. If you have attempted to
  pay 3 or more times, then you would need to call your bank/credit union/credit card company to see if your card is
  locked, and if so, to unlock it.

- **What browser are you using?**
  I highly recommend avoiding Microsoft Edge, but Internet Explorer, FireFox, Safari, and Chrome work well with this
  system.

- **Do you know how your address is displayed on your card statement?**
  Be sure your address matches exactly the address in which your credit/debit card statements are mailed to. If Avenue
  is spelled all the way out on your statements you receive from your card company/bank/credit union, then you will
  need to spell it out on this form as well. The system will not recognize it if it is not identical.
• Take your time.
  It's easy to rush through, especially if you've already entered the information once. It's human nature to get a little frustrated with repetition sometimes. Double check the card number, security code, and expiration date before submitting. It's easy to accidentally transpose numbers, it happens to the best of us.

• Which account number did you enter?
  It asks for the “Account Number” which refers to your credit/debit card number. Some of our other applicants have tried to enter their bank account number and had problems.

• Did you enter in the phone number fields?
  I encourage you to leave the phone number fields null. They are not required.

If none of the above suggestions are helping, please call our Cashier’s Office at 307-766-2313 and let them know you have had trouble paying the application fee online and would like to pay it over the phone.

24) Read the agreement, if you would like to review or make any changes to your application select the “Back” button.
   If you agree, check mark the box. The “Submit” button will appear for you to submit your application.
   Once your application is submitted, you will only be able to update your personal information and transcript information. If there are any other changes you need to make, please contact the Admissions Office at admissions@uwyo.edu

![Admissions Agreement](image)

25) Admissions will review your application, and if able, make an admissions decision.

   If we do not have enough information, we may request you to submit your high school transcript and ACT/SAT scores.

   If you want to be considered for scholarships, please provide your high school transcript and ACT/SAT scores.

   We accept transcripts via electronic transcript centers or via postal mail. Our mailing address is:

   University of Wyoming Admissions
   1000 E. University Ave., Dept. 3435
   Laramie, WY 82071