



This step-by-step guide will assist you in completing the Bradley University Graduate School application for admission.

Creating an account is the first step. Click on the link under First-time users.

Application Management

Returning users:
Log in to continue an application.

First-time users:
Create an account to start a new application.

Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.

Complete the screen with all the required information. The email address will be your user name for the application system.

After you click on **Continue** you will receive an email with a pin number. Be sure to check your Spam filter if it does not show up in your inbox. A sample of the email is below.

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

BRADLEY
UNIVERSITY

Thank you for registering online with Bradley University Graduate School.

To activate your account click on this link: https://gradschool.bradley.edu/account/login?eid=hkrRy2-cpfY0PHRvO_aDs5WIVoyB9EAJec7AS7NizdZKBaRTAUzOQ&s=r&r=https%3a%2f%2fgradschool.bradley.edu%2fapply%2f

When requested for a password, enter the following temporary, randomly-generated PIN: **526106935**

You will have an opportunity to change your password after authenticating.

If you have a problem activating your account click on this link to send an email to request help. [HELP](#)

Bradley University Graduate School
bugrad@bradley.edu

Quicklinks: [Graduate School](#) | [Check Your Status](#) | [Programs of Study](#)

Copyright 2015 | Bradley University | 1501 W Bradley Avenue | Peoria, IL 61625 | (309) 677-1000

Use this link to go to the log in page. Your email address is the user name.

You can cut & paste the PIN into the Temporary PIN field. See next page for screen.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email: etanner@mail.bradley.edu switch *You cannot switch the email address.*

Account: Tanner Test, Elizabeth

Temporary PIN:

Birthdate:

The Temporary PIN is provided in the email you received. See previous page of r a sample of the email.

You can create the password you will use to access the Bradley University Graduate School application. Please note the requirements for creating the password to the right. As you meet them, a green checkmark will appear. When completed, click to save.

Change Password

To protect the security of your account, please specify a new password.

New Password:

New Password (again):

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 8 characters
- ✘ New passwords must match

STARTING YOUR APPLICATION

After you log in you will be sent to the Application Management page. Click on "Start New Application".

Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			
<input type="button" value="Start New Application"/>			

Select the year in the dropdown box that you will be starting your program.

Click after you select the year and an application will be created for you.

Start New Application

Select an application type:

Application Details	
Started	06/20/2016
Status	In Progress
	2017
	2017 Graduate School Application

Click to open the application that was created for you.

PERSONAL PAGE

When the application opens you will be on the Personal page. The Personal page is the first page of the application. Please complete each section. When you are done click on .

APPLICATION PAGE

The Application page is the second page of the application. This page will change based on answers you provide. The Doctor of Physical Therapy is an "On Campus" program. Select "On Campus" and watch the application change.

[Home](#)
[Personal](#)
[Application](#)
[Academic Information](#)
[VA Benefit Information](#)
[Signature](#)
[Review](#)

Application

Program Information

There are two ways you can complete a program at Bradley University. They are

- Fully online - The programs in this type are our Distance Learning programs. Currently we only have programs in Nursing and Counseling.
- On Campus - This is the traditional way of completing a program. The courses required for the program can be taken in the classroom or online. No program is totally online.

How will your program be delivered?

Fully online
 On Campus

Previous Admittance or Enrollment

Have you previously attended Bradley or submitted an application or been admitted as an undergraduate at Bradley?

Answer yes if you meet any of these conditions:

1. Admitted to and enrolled at Bradley University.
2. Admitted to but did not enroll at Bradley University.

Yes
 No

After clicking on "On Campus" you will now see the fields for the term and degree sought. Select the term of "Summer 1 (June) YYYY" and the degree of "Doctorate." Please refer to the inset to see what your selection will look like.

[Home](#)
[Personal](#)
Application
[Academic Information](#)
[VA Benefit Information](#)
[Signature](#)
[Review](#)

Application

Program Information

How will your program be delivered?
 Fully online
 On Campus

Term Applying For

Degree

Previous Admittance or Enrollment

Have you previously attended Bradley or submitted an application or been admitted as an undergraduate at Bradley?

Answer yes if you meet any of these conditions:
1. Admitted to and enrolled at Bradley University.
2. Admitted to but did not enroll at Bradley University.

Yes
 No

After clicking on "Doctorate," you will see a field to select your program. There is only one program to select. Please refer to the inset to see what your selection will look like.

[Home](#)
[Personal](#)
Application
[Academic Information](#)
[VA Benefit Information](#)
[Signature](#)
[Review](#)

Application

Program Information

How will your program be delivered?
 Fully online
 On Campus

Term Applying For

Degree

Please specify the program for which your are applying for

Previous Admittance or Enrollment

Have you previously attended Bradley or submitted an application or been admitted as an undergraduate at Bradley?

Answer yes if you meet any of these conditions:
1. Admitted to and enrolled at Bradley University.
2. Admitted to but did not enroll at Bradley University.

Yes
 No

What is your PTCAS ID

Previous Admittance or Enrollment

Have you previously attended Bradley or submitted an application or been admitted as an undergraduate at Bradley?

Answer yes if you meet any of these conditions:

1. Admitted to and enrolled at Bradley University.
2. Admitted to but did not enroll at Bradley University.

Yes
 No

Continue

After selecting your program, a field will appear asking for your PTCAS ID. This is the application ID that you received when you started your PTCAS application.

You will not be able to submit your application without this information.

The next section informs us if you have ever attended or applied to Bradley University as an undergraduate.

- If the answer is "No" then click on the "No" option button then click on **Continue**.
- If the answer is "Yes" then click on the "Yes" option button, complete the requested fields and then click **Continue**.

Yes
 No

Name at the time of attendance. Please be sure to complete this field if your name was different at the time attendance.

What was your campus ID number? This is the student ID number not the user name used to log into computer systems at Bradley.

Continue

VA BENEFIT INFORMATION

The VA Benefit Information page is the third page of the application. On this page you can inform us if you will be using any VA benefits to pay for your tuition.

[Home](#)
[Personal](#)
[Application](#)
[Academic Information](#)
VA Benefit Information
[Signature](#)
[Review](#)

Veteran Information

Are you a veteran of the U.S. military?

No
 Yes

Continue

Veteran Information

Are you a veteran of the U.S. military?

No
 Yes

Are you a spouse or dependent of a U.S. Veteran?

No
 Yes

Continue

If you answer "No" then you will be asked if you are a spouse or dependent of a U.S. Veteran.

- If you answer "No," click **Continue** to go to the Signature page.
- If you answer "Yes," go to the next page of this guide for instructions on what to do next.

Veteran Information

Are you a veteran of the U.S. military?
 No
 Yes

Are you eligible to use federal VA benefits?
 No
 Yes

More information on Veterans benefits available at Bradley University can be found using this link: [VA Benefits](#)

Continue

If you answer "Yes" to the first question then the you will be asked if you are eligible to use federal VA benefits.

If you answer "No" then click **Continue** to go to the Signature page.

If you answer "Yes" to the question then the you will be asked to select the benefit you will be using. Based on your selection, information about that benefit will appear.

See the inset below to see your choices. When you make your benefit choice, information will appear about the benefit. When you are ready to move to the next page click **Continue**.

Veteran Information

Are you a veteran of the U.S. military?
 No
 Yes

Are you eligible to use federal VA benefits?
 No
 Yes

Select the benefit you will be using

Select the benefit you will be using

- Post 9/11 Veterans Educational Assistance Act
- Montgomery GI Bill - Active Duty
- Montgomery GI Bill - Selected Reserve
- Vocational Rehabilitation and Employment Program

More information on Veterans benefits available at Bradley University can be found using this link: [VA Benefits](#)

Continue

If you answer "Yes" that you are the spouse or dependent of a U.S. Veteran then you will asked the following questions:

- A. Is your spouse/sponsor active duty? You will need to answer "Yes" or "No".
- B. Are you eligible to use federal VA benefits?
 1. If you answer "Yes" to the question then the you will be asked to select the benefit you will be using. Based on your selection, information about that benefit will appear. See the inset below to see your choices. When you make your benefit choice, information will appear about the benefit. When you are ready to move to the next page click **Continue**.
 2. If you answer "No" to the question then click **Continue** to go to the next page.

Veteran Information

Are you a veteran of the U.S. military?
 No
 Yes

Are you a spouse or dependent of a U.S. Veteran?
 No
 Yes

Is your spouse/sponsor (mother, father, guardian) active duty?
 No **A**
 Yes

Are you eligible to use federal VA benefits?
 No
 Yes **B**

Select the benefit you will be using

Select the benefit you will be using

- Post 9/11 Veterans Educational Assistance Act
- Dependents Educational Assistance

More information on Veterans benefits available at Bradley University can be found using this link: [VA Benefits](#)

Continue

SIGNATURE PAGE

The Signature page is the fourth page of the application. On this page you will “sign” your application. Your signature certifies that the information you have provided is complete and accurate. You will not be able to submit your application without a signature.

[Home](#)
[Personal](#)
[Application](#)
[Academic Information](#)
[VA Benefit Information](#)
Signature
[Review](#)

Signature*

The Graduate School must receive all supporting documents, including the application fee (\$40 for US citizens and \$50 for non-US citizens), before the application will be processed.

After you submit your application you will be able to pay your application fee and upload any missing documents.

With my signature, I certify that the information I have provided on this application and in supporting documents is complete and accurate. Misrepresentations or omissions may result in rescinding of admission or financial aid.

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

REVIEW PAGE

The Review page is the final page of the application. On this page you will see one of two screens:

If any required information is missing, you cannot submit your application. A statement will inform you what is missing and direct you to the incomplete page. You will have to go back and supply the missing information. Below is an example of this screen.

[Home](#)
[Personal](#)
[Application](#)
[Academic Information](#)
[VA Benefit Information](#)
[Signature](#)
Review

Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Application	You have not supplied your PTCAS ID. Please go back and complete this field.
Signature*	Please complete prior to submission.
Missing disciplinary history information	

As an administrator, you may bypass application warnings and submit the application in an incomplete state.

If all required information is entered then you can submit your application. Click on to submit your application.

Review

If you are satisfied with your application and are ready to submit it, click .

After submitting your application, you will be sent to the application status page to submit the application fee.

When you click on **Submit Payment for 40.00 USD** you will be sent to a page to make your payment. On this page you will see the credit cards Bradley University accepts for payment. Click on the type of card you will use.

Application Fee

If your credit card payment is not being accepted by the **third** attempt, please contact our office for assistance.

Making any more than 3 attempts at payment will slow down the processing of your application.

Use this link to contact us: [Help with payment](#)

Payment Details

Description	Application Fee
Amount Due	\$40.00

Payment Details

Method

- Discover
- MasterCard
- Visa

Your card will be charged immediately upon clicking **Submit Payment**. To avoid duplicate charges, do not click Submit Payment more than once. If you are not the primary account holder, please alert him/her to expect this charge.

Submit Payment

After choosing your method, you will be prompted for credit card details and your billing address.

Payment Details

Method

- Discover
- MasterCard
- Visa



Number

Expiration

Card Security Code  The verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number.

3-digit Card Security Code:

Billing Information

First Name (as it appears on card)

Last Name (as it appears on card)

Street Address

City

State

Postal Code

Your card will be charged immediately upon clicking **Submit Payment**. To avoid duplicate charges, do not click Submit Payment more than once. If you are not the primary account holder, please alert him/her to expect this charge.

Submit Payment

This information must match your billing information with your credit card company. If it does not your card will be denied.

Application Fee

If your credit card payment is not being accepted by the **third** attempt, please contact our office for assistance.

Making any more than 3 attempts at payment will slow down the processing of your application.

Use this link to contact us: [Help with payment](#)

If you have any problems please send an email using the link here.