

## Application Steps for Dixie State University

Remember, if you are applying to Dixie State University as part of UCAW, you do not need to pay the application fee. You will receive a fee waiver code.

### Step 1: Setup a new application account.

1. Go to [apply.dixie.edu](http://apply.dixie.edu)
2. Click Create an account as a First-time user
3. Register for a new account with your email, name, and birthdate and click continue
4. Login to email account and open email from Dixie State University with temporary PIN
5. Use PIN and birthday to login to new application. Setup new PIN and remember it 😊

### Step 2: Select your Application Term

1. Click Start New Application,
2. Select 2019-20 Academic Year from drop down, then you'll see 2019 Fall Undergraduate Application and click Create Application, Open Application, See Instructions and hit continue
3. Begin filling out the Personal Information page.
  - a. If prompted to validate address, double check it and either fix or skip
  - b. Input SSN number if you can. If you don't have it, simply put in all zeros (00000000)**
  - c. Complete all fields in Citizenship and Residency sections**
4. Complete Relationships page
  - a. Click Add New and provide us with an emergency contact or relationship
5. Complete Application Information page
6. Complete Education History page
  - a. Click Add your School and start typing the name of your high school. A drop down list will appear with your school name. Select from list. Other information will auto populate
  - b. Put in your start date in high school (August 2016) for Attended From
  - c. Put in the current date for Attended To
  - d. Select the Type of Education
  - e. Repeat for Concurrent Enrollment or other schools
7. Complete General Information
8. Complete Background Information page
9. Sign with full name.
10. Fix any errors on the Review page. Use the link to go back to the section.
11. Select 'Submit Application'

### Step 3: Enter the Application Fee Waiver Code on Status Page

1. After submitting your App, you will be linked to your Status Page. Under Payment Due, you will see a link to submit an Application Fee Waiver. Click the link.
  - a. Use code **UCAW2019**
  - b. You will know the fee waiver processed if the payment due is removed from status page
2. Your application is all done. Congrats!

### **Application Deferral Process**

1. After completing your application Go to [admissions.dixie.edu](https://admissions.dixie.edu)
2. Click 'Defer Admissions/Scholarship' on the left hand side of the page
3. Complete the Leave of Absence & Scholarship Deferment form
  - a. You can leave your Dixie ID number blank
  - b. Request both the admissions deferment/leave of absence & Scholarship Deferment
  - c. Give permission to your parent or legal guardian to transact on your behalf so that they can make changes to your account information while you're away
  - d. Make up a passphrase and be sure to let your parent or legal guardian know it.

### **What's Next after Applying**

After applying, students are encouraged to visit [admissions.dixie.edu/whats-next](https://admissions.dixie.edu/whats-next) to see a list of things they should do to prepare to attend DSU.