



Application Update Form

Instructions for Updating an Undergraduate Application

When: Use the **Application Update Form** when requesting changes to your original application entry term. Be sure to submit this form by the application deadline of the term in which you wish to enroll.

Fee: If you do not update within 1 year from your originally request term of entry, you must submit a new application with a new application fee. Click on "Apply" on the www.eku.edu/admissions home page to access the application. Applications can only be updated once and cannot be changed once submitted.

Changes: The complete form **must** include:

- a) Your full legal name, ECU ID, phone number, date of birth and email address.
- b) The original and new term of entry.
- c) A listing of any additional colleges or universities, dates of attendance, test scores, degrees awarded or courses completed since you attended ECU or prior to enrollment at ECU that are not included on your original application.
- d) If you are a former degree-seeking student, and have attended another institution since leaving ECU, you are required to submit your college transcripts before a decision on re-admission can be rendered.

Change Semester: You can update your application no more than 2 semester (1 year) from the term indicated in your original application. Application updates can only be made once. If further updates are required, a new application and new application fee must be submitted. If attended any other post-secondary school, college, or university since your original application submission, official transcripts must be received before the application can be updated.

Mail to: Eastern Kentucky University
Office of Admission
112 Whitlock Building
Whitlock CPO 54
521 Lancaster Ave.
Richmond, KY 40475

Fax: 859-622-8024
Email Scanned File: admissions.processing@eku.edu



Application Update Form

Undergraduate Application Update Form

Change requested by: Fax In Person Email PDF _____(initials/date)

EKU ID: _____ Date of Birth: _____

Full Legal Name: _____
Last Middle First

Telephone: (_____) _____ - _____ Email Address: _____

I am: a first time college student applicant an undergraduate transfer a former student returning

Please check all that apply:

Updated Term of Entry*

Has more than 1 year passed since the semester original application was submitted? NO YES

If yes, then a new application, application fee, and any required supporting documents must be submitted.

Original Application:

Change to:

Fall / Spring / Summer _____ (year)

Fall / Spring / Summer _____ (year)

(circle a term)

(circle a term)

Have you attended any other college or universities since you last applied to EKU? NO YES

List below any additional information that was not on your original application, including any academic work completed or in progress since your original requested term of entry at EKU. This form cannot be processed until we receive transcripts from any 2- or 4-year institution since your original application.

You must provide official transcripts from each post-secondary school, college, or university you have attended.

Name of Institution	City, State	Dates of Attendance	Degree/Date	Credit Hours Earned

I hereby certify that the information given in this application update form is complete and accurate, and if accepted, I agree to abide by the policies and regulations of Eastern Kentucky University. I understand that this application update is only valid for the term indicated and that if I do not register for that term, I will need to reapply if it has been one year from my original application semester. I understand that any misrepresentation of facts on this Application Update Form can result in cancellation of admission, permanent suspension from the university, and forfeiture of tuitions and fees paid.

Signature: _____ Date: _____

Please allow 2-4 weeks for processing from the time we receive the form in our office. Thank you.

*see information on next page.