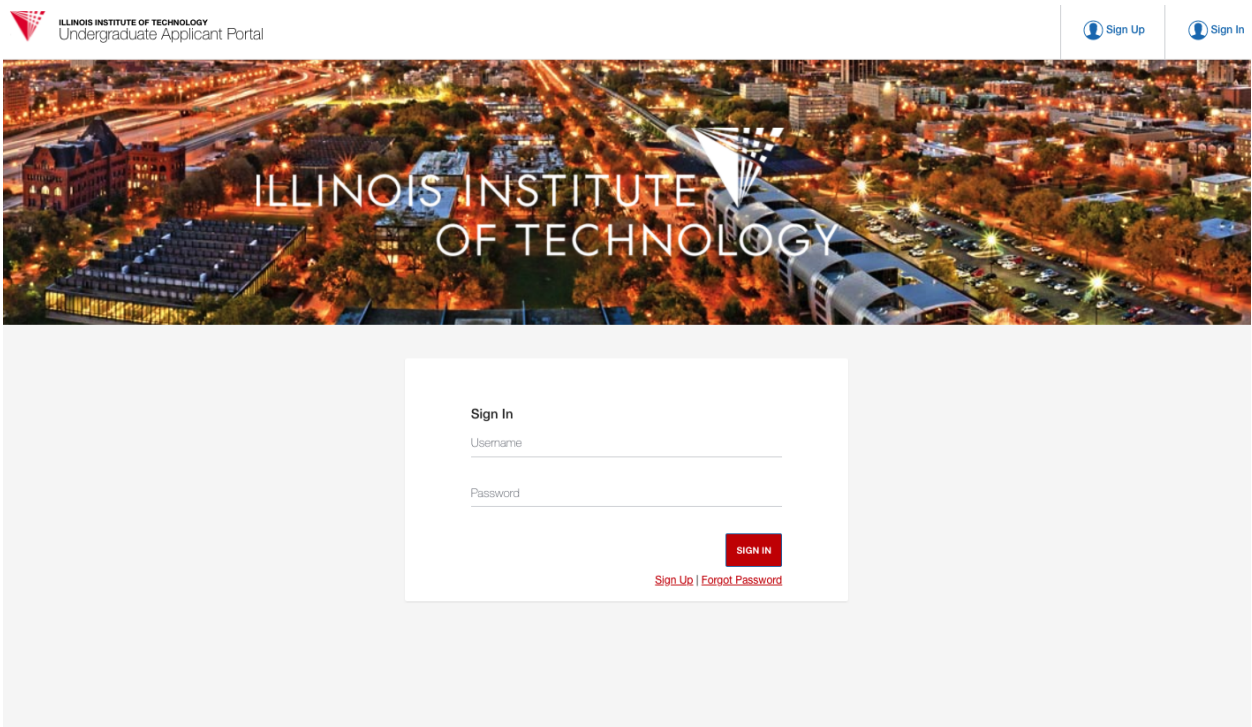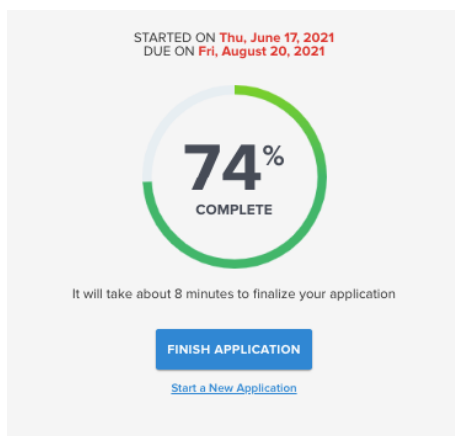# ILLINOIS TECH

Application Portal Instructions

Visiting and Exchange Students

Your Application Portal Account

To start your application or access an existing application, you must sign up or log in to your Undergraduate Application Portal account.

If this is your first time applying to Illinois Tech, please sign up for a new account. If you have applied to an Illinois Tech program in the past, you can log in using your existing account.
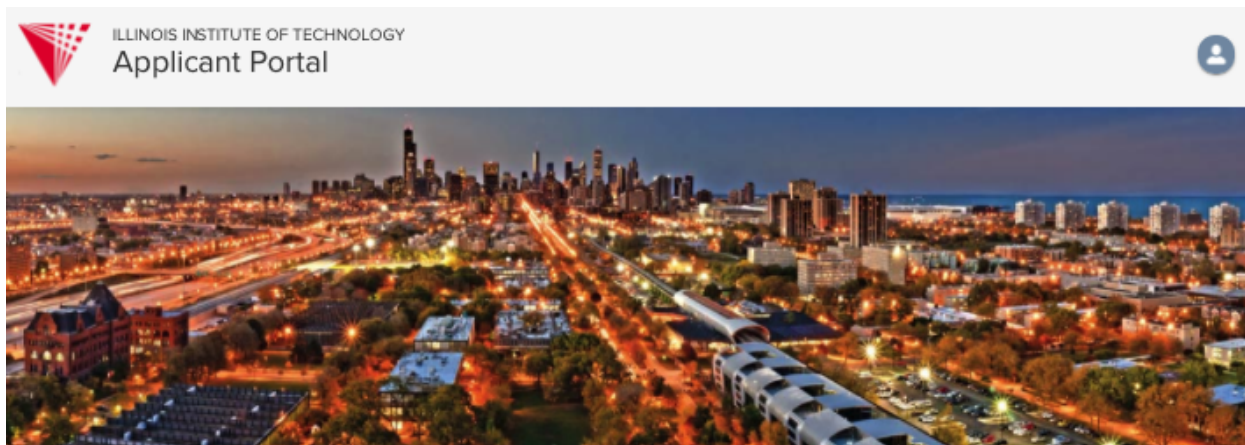

Note: If you have already started your application, once you log into your account, you can resume your application progress by selecting "Finish Application."

If you have not started an application, follow the steps below to start your application.

ILLINOIS TECH

Starting Your Application

1. Once you've logged in, click "**Start a new application**."

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2. Navigate to the "**Undergraduate**" application panel and click "**Start Application**"

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3. Select the appropriate application details.

Level: Undergraduate

Citizenship status: Pick your citizenship status.

Student type: If you are a Visiting or Exchange student, you should select "**Visiting**" or "**Exchange**" as your student type.

Term: Pick the appropriate term you would like to apply to.
Note: Applications for the following spring, fall, and summer term open in **August** of each year.

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Navigating Your Application

Saving Your Progress

To save your progress, click "**Continue**" as you navigate each section.

Monitoring Your Progress

You can monitor your application progress by viewing the dots on the left side of your screen.

- **Green** indicates that this section is complete
- **Yellow** indicates that this section is incomplete
- If the dot has no color, this indicates that you have not begun working on this section

Please note that any question with a ●**red dot** is required to be completed in order for you to submit your application.

Office of Undergraduate Admission
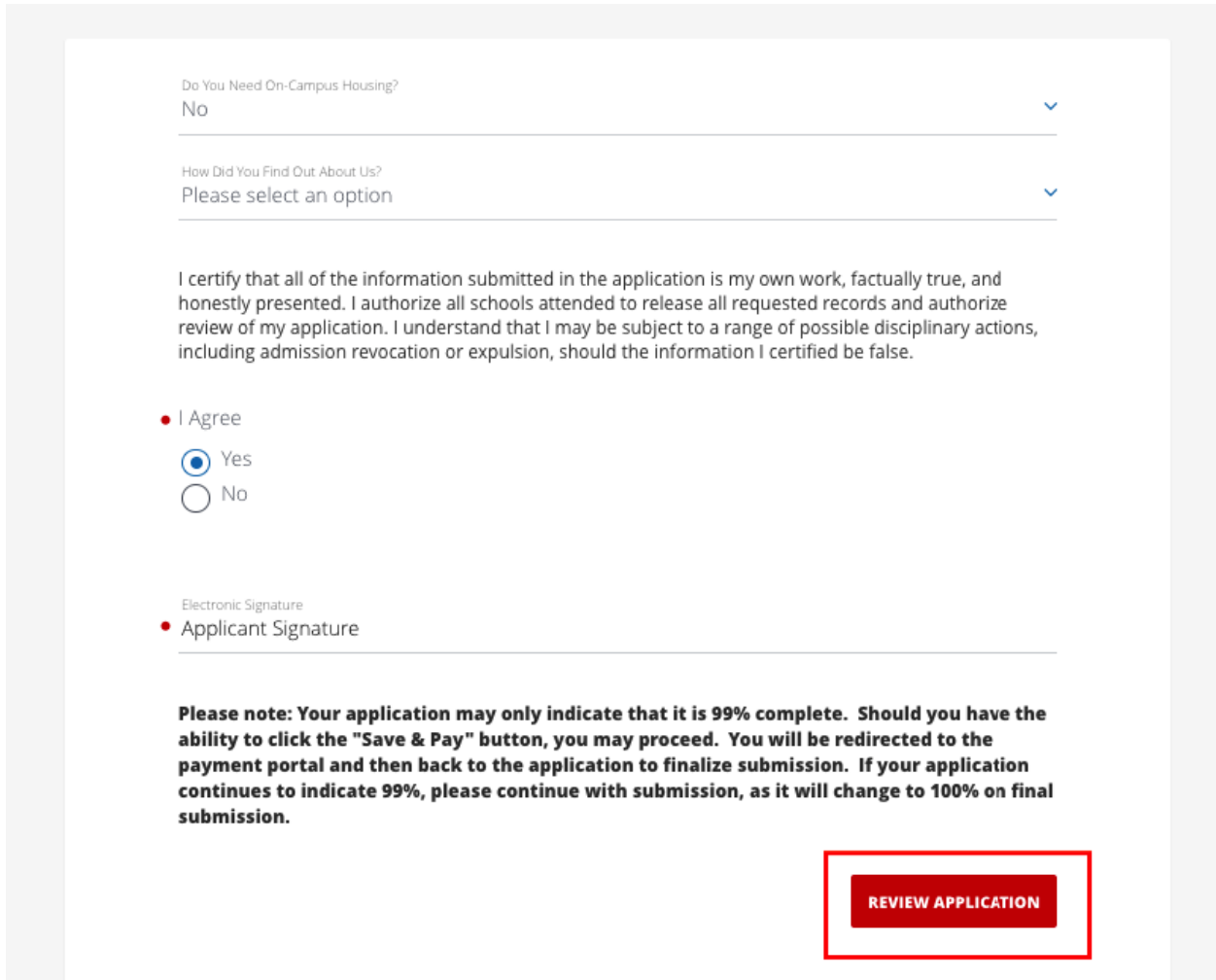10 W Perlstein Hall
Room 101
Chicago, IL 60616
admission@iit.edu

ILLINOIS TECH

Submitting Your Application

Review Your Application

Once you have finished filling out your application, click on the "**Review Application**" button located at the bottom of the application.

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Submit Your Application

It will take you to a new page, where you will be able to review your application and print it out. If the progress bar indicates that you are 99% complete, then you are ready to submit your application. Click on "**Submit Your Application**."

Verify and Submit Your Application

To finalize your submission, you must verify and submit your electronic signature.

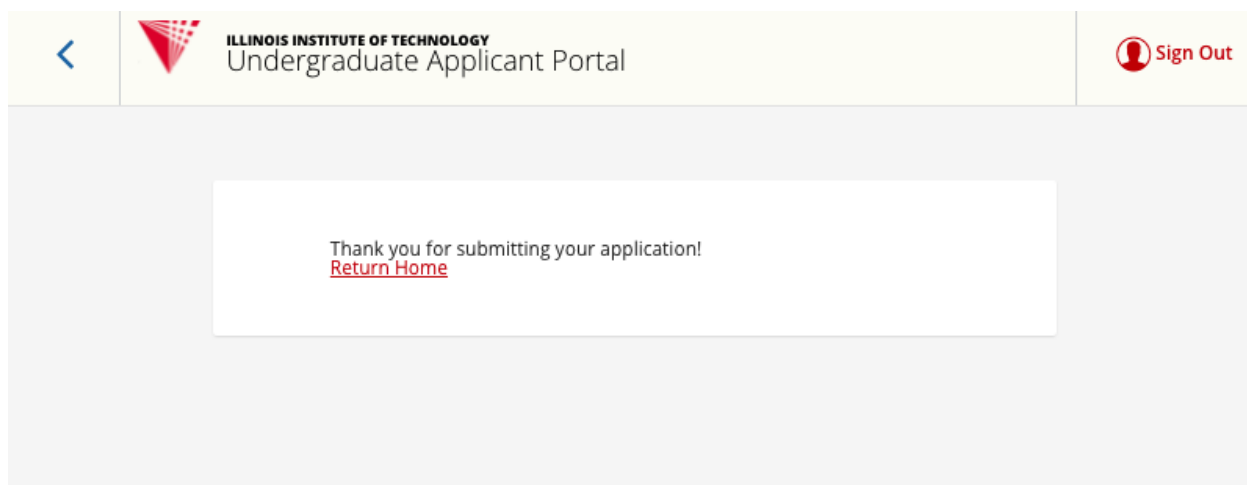**Office of Undergraduate Admission**
10 W Perlstein Hall
Room 101
Chicago, IL 60616
admission@iit.edu

ILLINOIS TECH

When you see this confirmation page, your application has been submitted.

Next Steps

Submit Required Documents

Depending on the program you're applying to, you may be required to submit supplemental documents such as an official transcript or test scores. **Please note that your application is not considered complete until all required documents are received.**

Supplemental documents can be mailed to **ugaprocessing@iit.edu**. If an electronic service is not available, then please mail your sealed official transcripts to:

> Illinois Institute of Technology
> Office of Undergraduate Admission
> 10 West 33rd Street
> Perlstein Hall Room 101
> Chicago, IL 60616

Checking Your Application Status

Within 1-2 business days you will receive an email confirmation with a link to your **Application Tracker**. Your Application Tracker will contain details about the status of your application and whether or not you are missing any materials.

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