



Master's applicants: have you been notified that Kaplan has submitted your application to ASU?

### 4 things you need to do now to complete and track your ASU application

# 1. Send official test score reports

If you are applying with IELTS / TOEFL / DET (Duolingo) / PTE / GMAT / GRE certificates, you must submit your official test score reports electronically, via the testing agencies, to Arizona State University

#### Top tip

ASU Institution codes are: 4007 for TOEFL / GRE scores; 0GZ-1R-80 for GMAT scores; no code required for IELTS, PTE and Duolingo.

## 2. Get letters submitted by your recommenders

If you are applying with Letters of recommendation (LOR), ensure your recommenders submit these on the links they received from ASU.

#### Top tip

In MyASU, you can request links to be resent or you can request a change of recommender, if needed. If you resend a new link, only the latest link will work, not the older one.

### 3. Activate your ASURITE ID

In the next 2–3 working days, a message should arrive at the email address that you provided in your ASU application, with the subject "ASU Account Activation". Check your spam folder. You will find helpful setup instructions here: ASURITE ID Setup quide.

#### Top tip

If you have trouble logging in with your ASURITE User ID, contact the ASU Help Desk at +1 855-278-5080 or contact.asu.edu

### 4. Check status of your documents on MyASU

Please allow 7–10 business days after submission/ reporting, for the status of your application-related documents (including letters of recommendation, score reports etc.) to update in MyASU.

#### Top tip

If test scores or LORs still show as incomplete 7 business days after reporting or submitting them, please send us screenshots, showing the date of reporting to ASU.

We invite you to watch our guide to using MyASU here: <a href="https://www.youtube.com/watch?v=NI7gnueq2VY">https://www.youtube.com/watch?v=NI7gnueq2VY</a>

We look forward to hearing from you or your agent once you have an admission decision from ASU.