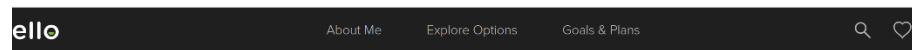
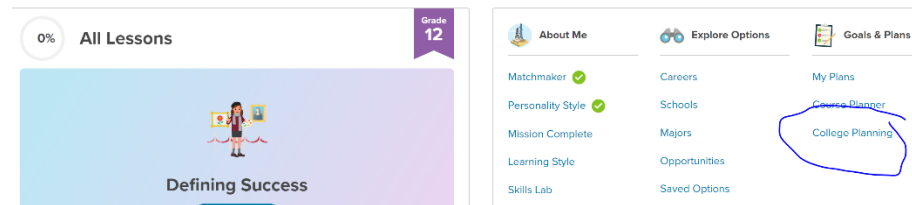


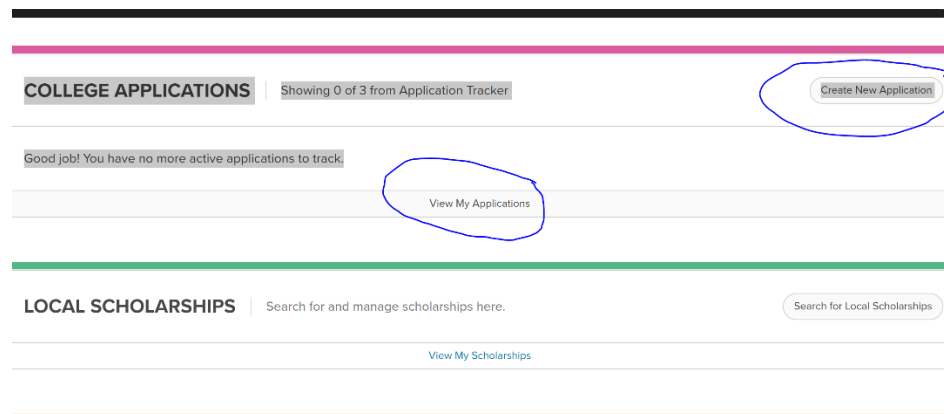
On your Xello dashboard, click on “College Planning.”



Hey Megan!

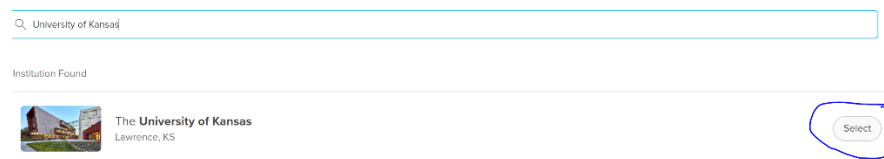


NEXT--- This screen will then pop up. If you have already submitted applications on Xello for schools, you go to “View My Applications.” If you have not created an application, click on “Create New Application.”



NEXT----In the search bar, enter the school or institution. Once the school is found, click “Select.”

SELECT INSTITUTION



Next, click on the “Create” button after putting in an application date and admission type. This will depend if you are doing an early admission app or regular app.

ADD DETAILS

 **The University of Kansas**
Lawrence, KS

Fill in your application details in the fields below:

Admission Type

Application Deadline

ADMISSION TYPES
This is a guideline to help you choose the correct admission type for your application. However, some colleges have unique rules and deadlines. It's important to check the college website to make sure you have the correct information.
Rolling Admission
This option allows you to apply to a college on any date. But spaces run out, so it's best to apply early! The college will review your application once it's received. You'll only have to wait a few weeks.
[Show More](#)

Ready to create a new college application?

Create

NEXT--- Click the “request” button next to Transcript.

 **Getting Started**
Below you will find a list of suggested tasks to help you complete your application. Check the college website regularly to stay on track. [Got It!](#)

APPLICATION CHECKLIST  Add Task

 Transcript

Request

Once you have clicked on the “Request” button, your transcript has been sent to process. Your part is done! Your counselor or the registrar will now submit it to the school.

 **Getting Started**
Below you will find a list of suggested tasks to help you complete your application. Check the college website regularly to stay on track. [Got It!](#)

APPLICATION CHECKLIST  Add Task [Need help?](#)

 Transcript Options

 Your high school is processing your transcript. If this status has not changed in 2 days, contact your school counselor.
Today

 Once your transcript has been delivered to the institution, you can send a new transcript request if needed.