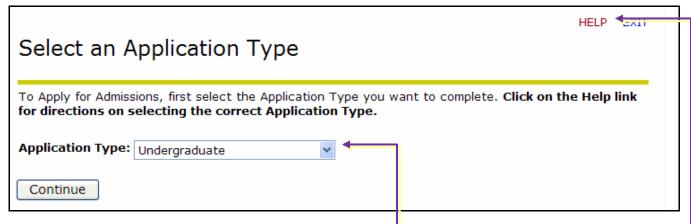# Completing an Online Application for Admission to SOU

1. Go to the SOU [Online Admissions Login](#) page.

1. Click on **First time user account creation**.

2. Create a Login ID and a 6-digit PIN number for yourself. Enter them in the applicable boxes and click on the **Login** button.

   Note: The Login ID and PIN are used only to access the application form again (in case you don't complete it all at one time.) You will be assigned a **different** ID and user name later for logging into other SOU Systems after your application has been accepted.

3. Click on the drop-down arrow and select the correct **Application Type**.
   NOTE: The type defaults to **Undergraduate**. This refers to anyone who is applying for formal admission as an undergraduate. If you want to apply under a different category, be sure to select it from the list. Click on the **HELP** link near the top of the screen for an explanation of each category.

4. Click on **Continue** and complete the remaining screens as instructed. Note the following:

   - The exact number of screens and information requested will depend on the type of application you are submitting.

   - If you need assistance at any point, click on the **HELP** link near the top of the screen.

   - If you would like to pause and complete the application at a later date, click on the **Finish Later** button at the bottom of the Application Checklist page.

5. When all sections of the application have been completed, click on **Application is Complete**.

Remember that the Login ID and PIN you created are used only to access the application form again (in case you don't complete it all at one time.) You will be assigned a **different** ID and user name later for logging into other SOU Systems after your application has been accepted.