How to Apply for Admission Online
New Students

Both non-degree-seeking and degree-seeking students must apply for admission before registering for classes. Degree-seeking students must pay a non-refundable application fee using a credit card to complete the application process. A paper application is available for students who do not have a credit card.

To apply online, follow these steps:

1. Go to **www.matsu.alaska.edu**.

2. Select "**UA Online**" from the navigation bar on the left side of the screen.

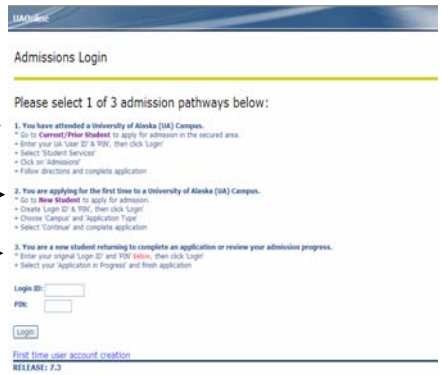
3. From the UA Online menu page, select **"Apply for Admission or Check on Status of Application."**

4. Here you will choose one of three options:

   A. If you are a current or former University of Alaska student, select option 1. You will be taken to the user login screen and prompted to enter your user ID (your 8-digit student ID number) and your pin. Next, select "**Student Services, Financial Aid & Account Information**." Click on "**Admission**" and select "**New**." Refer to steps 5-9 on this handout for instructions on how to complete your application.

   B. If you are applying to a University of Alaska campus for the first time, select option 2. You will be asked to create a User ID (case sensitive) and six-digit PIN.

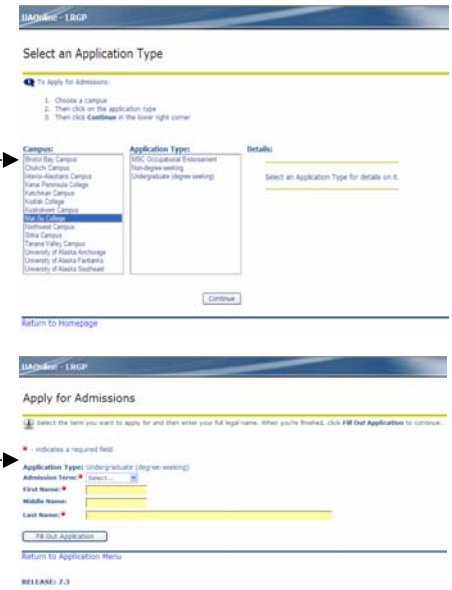
   C. If you are a new student returning to complete an application you began at an earlier point in time or to check your application status, select option 3. (You will need to enter the User ID and PIN that you created to log in.)



5. Select the campus (Mat-Su College) and degree type (MSC Occupational Endorsement, Non-degree seeking or Undergraduate/Degree-seeking) you wish to pursue from the drop-down menus. Click on the "**Continue**" button.

6. Select the semester for which you wish to apply from the drop-down menu. Next, fill in your first, middle and last name. Click on the "**Fill out Application**" button to continue.

7. Fill out all information requested in the Application Checklist, clicking on "**Continue**" as you complete each section. When finished with all Checklist items, select "**Application is Complete**." If you are not finished with your application and need to log off, click "**Finish Later**." You can return to your application in the future by logging in with the User ID and PIN you created in step 4b.



8. Degree-seeking students will be taken to an admission application fee payment screen, where a non-refundable application fee payment must be made via credit card. Non-degree seeking and MSC Occupational Endorsement students are not required to pay an application fee.

Check the status of your application at any time by logging into UAOnline with the User ID and PIN you initially created (see steps 1- 4b)!

Need help? Call 745-9746 or stop by Student Services in FSM 101.