

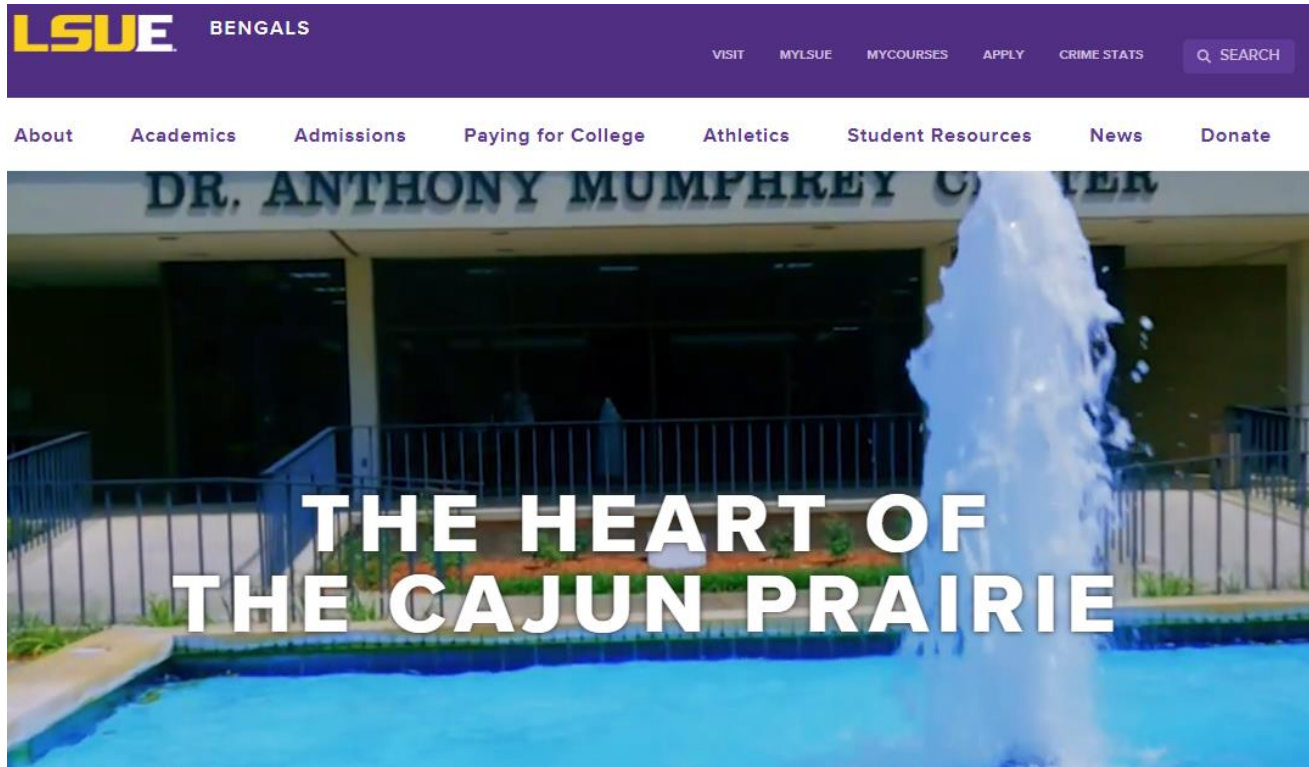
Student Application Overview

This reference guide provides an overview of the External Student Application feature in Workday and is intended to assist a student with inputting an application for LSUE admission.

Create Student Application

Creating a student application in order to apply for entry into LSUE:

1. Select the **Apply** link from the top of the LSUE website at www.lsu.edu.



Create Student Application

- The Apply link will take you to the Application overview. This page provides you with a link to the application portal along with other useful information on filling out the application.
 - For an overview of how to fill out your application, select the "Student Application Overview" button on the right side.
 - If you have already started to fill out your application and are returning to complete it, select the "Application Self-Service Center" button on the left side.
 - If you are ready to fill out an application for your first time, scroll down to the "Apply Now to LSUE" section on the page and select the appropriate semester that you are applying for.
 - As noted, high school / dual enrollment students (enrolled in high school while attending LSUE) use a separate process for the application.

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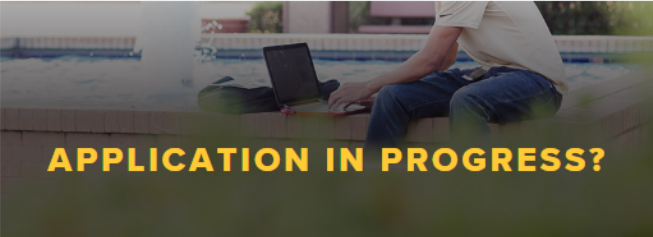
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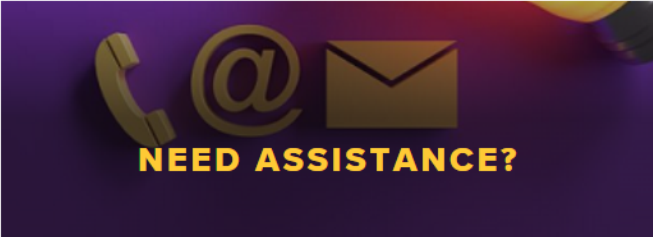


APPLICATION IN PROGRESS?

Already started an application and wish to complete it, or view your decision letter, visit the Application Self-Service Center.

APPLICATION SELF-SERVICE CENTER

High School / Dual Enrollment students (enrolled in high school while attending LSUE) should refer to the [APPLY DE PORTAL](#).



NEED ASSISTANCE?

Are you looking for instructions on how to fill out the LSUE application for admission?

STUDENT APPLICATION OVERVIEW

High School / Dual Enrollment students (enrolled in high school while attending LSUE) should refer to the [DUAL ENROLLMENT WEBSITE](#) for application instructions.

Create Student Application

- From the student application landing page, select the **Start My New Application** button.

Note: For each application submitted, there is a \$25 application fee that must be paid before an application is processed.

[Home](#) > [Admissions: LSUE Admissions Application Site](#)

Your Applications

Start My New Application

Apply Now to LSUE!

Take the first step toward becoming a Bengal by submitting your application today!

Click on "Sign In" at the top right corner of this page. Follow these instructions on the next screen:

- If you have already created an account, you may fill in that email address and password.
- If you do not have an account, click "Create Account".
- Enter a valid email address and password. This is also what you will use to apply to LSUE.
- You will receive an email to verify your account.
- Then you can use the next screen to sign in with the same email address and password.

Have questions? Email Admissions at: admissions@lsue.edu.

If you are an LSUE Academy or High School Dual Enrollment ap-

- On the Sign In page, select **Create Account** if you do not already have an account. If you are returning to complete an application you previously started, check your status, or upload documents, login accordingly.

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

Create Student Application

4. **Initial Entry Page** - On the first page of the application, enter the following required values:
- Academic Level (all will be Undergraduate at LSUE)
 - Applicant Type
 - Program of Study
 - Anticipated Start
 - Campus Location

Become a Bengal!

It is highly recommended that you use your personal e-mail address, not a high school issued e-mail address, when creating an account. Due to security issues, many school districts often filter e-mails received from outside sources. In addition, once you have graduated high school, you will no longer have access to your high school e-mail account.

Please do not make multiple accounts. If you need assistance, contact the Admissions Office at: admissions@lsue.edu.

If you are an LSUE Academy or High School Dual Enrollment applicant, please email: de@lsue.edu.

Academic Level *

Applicant Type *

Program of Study *

Anticipated Start *

Campus Location *

workday

OK

Cancel

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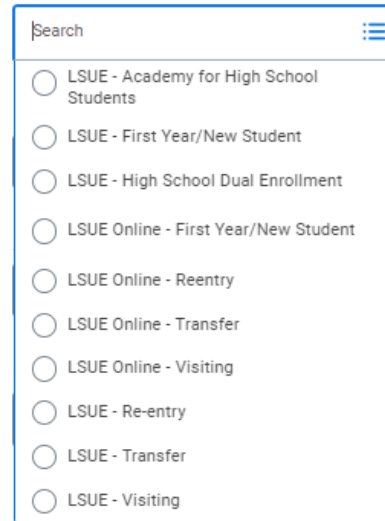
Create Student Application

Initial Entry Page - Applicant Type

For the Applicant Type, you will notice two primary types, which are LSUE and LSUE Online.

If you will be taking any classes on campus, select one of the LSUE options. If you are enrolling into one of the [LSUE Online programs](#), select one of the LSUE Online options.

Applicant Type *



A screenshot of a web form titled "Applicant Type *". It features a search bar at the top with a magnifying glass icon and a menu icon. Below the search bar is a list of radio button options. The options are: LSUE - Academy for High School Students, LSUE - First Year/New Student, LSUE - High School Dual Enrollment, LSUE Online - First Year/New Student, LSUE Online - Reentry, LSUE Online - Transfer, LSUE Online - Visiting, LSUE - Re-entry, LSUE - Transfer, and LSUE - Visiting.

Applicant Type
☐ LSUE - Academy for High School Students
☐ LSUE - First Year/New Student
☐ LSUE - High School Dual Enrollment
☐ LSUE Online - First Year/New Student
☐ LSUE Online - Reentry
☐ LSUE Online - Transfer
☐ LSUE Online - Visiting
☐ LSUE - Re-entry
☐ LSUE - Transfer
☐ LSUE - Visiting

For the sub-types, they are:

- Academy for High School Students – Select this sub-type if you will still be in high school while taking your classes with LSUE and you are enrolling into the LSUE Academy program.
- High School Dual Enrollment - Select this sub-type if you will still be in high school while taking your classes with LSUE.
- First Year/New Student -This is the most common sub-type chosen as it is for students who will no longer be in high school at their time of enrollment into LSUE and have not taken any college courses after graduating high school at any college or university.
- Reentry – If you have already been a student in the past at LSUE and are re-enrolling, choose this Reentry.
- Transfer – If you are currently or have been at another college or university after graduating high school and are transferring to LSUE, choose Transfer.
- Visiting – If you are currently enrolled at another college or university and are looking to take classes at LSUE possibly during the summer so you are “visiting” LSUE, choose Visiting.

Create Student Application

Initial Entry Page -Program of Study, Anticipated Start, Campus Location

- Program of Study – Choose your [Program of Study](#) that you will be majoring in
- Anticipated Start – Select the semester that you will be starting in with LSUE
- Campus Location – This will only be one option based on previous choices entered

If you are an LSUE Academy or High School Dual Enrollment

Academic Level *

x Undergraduate

Applicant Type *

x LSUE - First Year/New Student

Program of Study *

x Associate Science LA Transfer:
Physical

Anticipated Start *

x Fall Semester 2025
(08/25/2025-12/12/2025)

Campus Location *

x LSU - Eunice

Create Student Application

8. The **Application Overview** page lists out the different sections to be completed with your application. Click through them in the order listed and complete accordingly.

Continue through this document for information on each of these sections.

Application Overview

We're so excited to have you join the Bengal family! Please complete this online application for admission along with payment for a \$25 non-refundable application fee. Once all sections below are complete, follow the instructions to pay the fee with a credit or debit card via a secure payment portal. If payment is not submitted, the application will not be processed. After you have successfully submitted your application, you will receive an email shortly confirming your application was received.

If you have questions or need assistance, please reach out to the Admissions Office at admissions@lsue.edu.

Personal

Start

Contact Information

Academic History

Immunization Waiver

Official Photo ID Upload

Application Details

Create Student Application

9. **Personal Section** - All fields marked with * are required. Be certain to read through instructions on the page – even for optional fields since providing some of this information can speed up processing time. Required fields:

- Country
- First Name
- Last Name
- Date of Birth
- Gender
- Race/Ethnicity

10. **Contact Information Section -**

To provide your contact information, click Add under each section. Please provide an entry for each item.

Address

Add

Email Address

Add

Phone Number

Add

Create Student Application

11. **Academic History Section** - All fields marked with * are required. To add your high school, click Add under the High School Education area. To add any prior college experience, click Add under the Previous College Education area.

High School Tips:

- To add your high school, click Add under the High School Education area.
- If your high school is not available within the list, click the check box indicating "My High School Is Not Listed". Later in the process you will be given an option to key in your high school information.

High School Education

Add

My High School Is Not Listed

☐

Graduation Status *

Create Student Application

Previous College Education Tips:

- To add any prior college experience, click Add under the Previous College Education area.
- If you previously attended LSUE, simply check the appropriate box to indicate so accordingly.
- If your college is not available within the list, click the check box indicating “My College Is Not Listed”. Later in the process you will be given an option to key in your college information.

Previous College Education

Check the box if you previously attended another college

☐

Check the box if you previously attended LSUE

☐

Add

My College Is Not Listed

☐

Create Student Application

- Immunization Waiver Section** - Completing the Yes/No drop-down for the Immunization Waiver is required. Please read through the content and select accordingly.

Immunization Waiver: All students born after 1956 must provide proof of immunization for mumps, measles, rubella, and tetanus/diphtheria OR they must agree to this waiver claiming exemption from the immunization requirements. In compliance with Act No. 251 of the 2006 Regular Session of the Louisiana Legislature, LSU Eunice also requires that all students provide satisfactory evidence of current immunization against meningococcal disease. Applicants may click [here](#) for essential information regarding meningitis. Students will not be allowed to complete registration unless they have furnished proof of immunization for all diseases listed here or agree to this waiver. I agree to this waiver claiming exemption from the immunization requirement. I understand that by claiming exemption for medical, personal, or religious reasons, or lack of availability that I may be excluded from campus and from classes in the event of an outbreak of measles, mumps, rubella, tetanus, diphtheria, or meningitis until the outbreak is over or until I submit proof of immunization. You can submit your immunization record to admissions@lsue.edu.

No ▼

- Official Photo ID Upload Section** - An official photo id is required to submit an application with LSUE. This can be either a copy of your Driver's License, State Issued ID Card, or Passport. During your application's pre-advising stage that you will have either in-person or through a video call with our Admissions office, this photo will be used to assist in verifying your identity.

Create Student Application

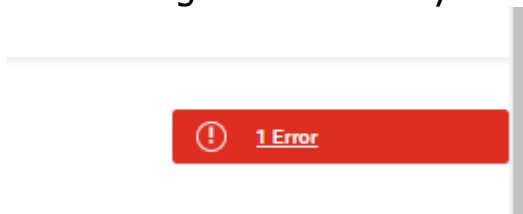
14. **Application Details Section** - Both fields for Learning Experience are required.

Learning Experience

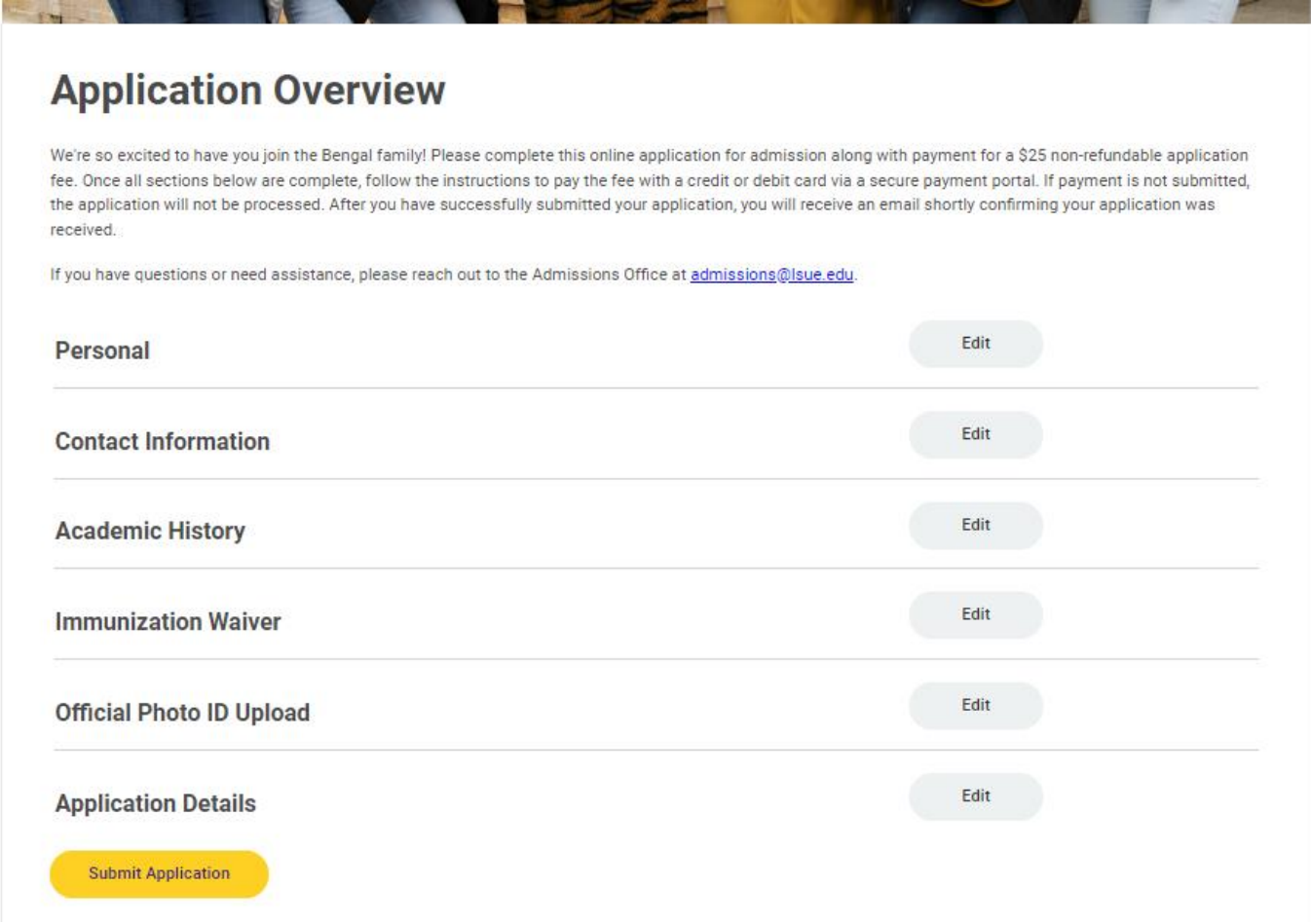
Do you plan to attend full-time or part-time? ★

Do you intend to take courses primarily online, in-person, or both? ★

15. **Application Overview Section** – If you have any errors within your application (ex: missing a required field in one of the sections), you will be prompted with a red error message such as this example below. Click on the error and see what the message indicates so you can resolve the error.



Once you have resolved any errors and are ready to submit your application, click on the Submit Application button at the bottom of the Application Overview page.



The image shows a web page titled "Application Overview". At the top, there is a header image showing people. Below the title, there is a paragraph of text explaining the application process and a link to the Admissions Office. Below this, there is a list of application sections: Personal, Contact Information, Academic History, Immunization Waiver, Official Photo ID Upload, and Application Details. Each section has an "Edit" button next to it. At the bottom, there is a yellow "Submit Application" button.

Application Overview

We're so excited to have you join the Bengal family! Please complete this online application for admission along with payment for a \$25 non-refundable application fee. Once all sections below are complete, follow the instructions to pay the fee with a credit or debit card via a secure payment portal. If payment is not submitted, the application will not be processed. After you have successfully submitted your application, you will receive an email shortly confirming your application was received.

If you have questions or need assistance, please reach out to the Admissions Office at admissions@lsue.edu.

Personal	Edit
Contact Information	Edit
Academic History	Edit
Immunization Waiver	Edit
Official Photo ID Upload	Edit
Application Details	Edit

Submit Application

Create Student Application

- Application Fee and Certification Section** - You will then be taken to the Application Fee and Certification page. From here, select the link for Submit My Application Fee. This will take you to our partner Cashnet's secure payment portal so you can submit the \$25 application fee payment. It is important to submit your payment at this point or your application will not be processed. You will be prompted to provide your email address during the payment process. Be sure to use the same email address you used when applying.

After your payment, read the Certification text presented, check the Application Certification and Fee Payment box, and **click on the Submit Application button**.

Application Fee: Submit payment by credit or debit card for the \$25 non-refundable application fee via our partner Cashnet's secure payment portal. If payment is not submitted, the application will not be processed.
[Submit My Application Fee](#)

Certification: I certify that all information submitted throughout the admission process, including this application and supporting material, is my work, factually true, and honestly presented. I understand that I may be subject to disciplinary action, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.

☒ Application Certification and Fee Payment

[Submit Application](#) [Cancel](#)

Congratulations! You have now submitted your application for LSUE and are on your way to joining the Bengal family!

You will receive an email shortly confirming your submission. Be on the lookout for your next steps in the process.

If you need any assistance, please reach out to our Admissions team at: admissions@lsue.edu or 337-550-1329.