



Application Directions for PSEO Students

New Students:

1. Go to www.southeastmn.edu/apply
2. Select **Online Application Form**
3. On next page, select **“Create StarID”**
 - Fill out the required fields
 - A StarID will be populated for you, please write this ID down and keep it in a safe place.
4. Once the StarID is created the application will open.

Important Selections for Students to Make on the Application

1. Personal
 - a. Social Security Number (SSN) and Date of Birth
 - i. Enter your social security number if you know, this helps identify you and your record in our system
 - ii. Date of Birth must be entered in this format mm/dd/yyyy example 01/01/2005
 - b. Parent Education
 - i. Enter your parent/guardian highest level of education if known
2. Citizenship
 - a. Select which best describes your status
3. Contact
 - a. Contact – Address
 - i. Add a **Permanent Address**, there is no need to add additional addresses on this page
 - b. Contact – Phone Number
 - i. Add at least one **Phone Number**, it can be either a home phone or a cell phone
4. Education
 - a. High School Preparation Standards
 - i. Can skip through all 3 pages
 - b. Colleges/Universities Attended
 - i. If you have attended any other college please **add that institution**
5. Confidential
 - a. Demographic Information
6. Major
 - a. Application Term
 - i. Select **Fall Semester**
 - b. Application Type
 - i. Select **Post Secondary Enrollment Options (PSEO) Student**
 - c. Educational Intent
 - i. Select **Complete courses, but not a degree**
 - ii. Select **Part Time Student**

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- d. Academic Program
 - i. Campus Location – Select the campus closest to you **Red Wing/Winona**
 - ii. Delivery Method – Select **On Campus**
 - iii. Desired major/academic program - Select **No Major Declared**
 - iv. Desired degree/award - Select **Unknown** then click Add this Major
- e. Application Campus
 - i. Will already be selected based on the academic program
- f. Application Information
 - i. Answer **Yes or No**
- 7. Additional
 - a. Actives & Sports
 - i. Do not need to select anything Click **Continue to Review**
- 8. Review
 - a. Review application, if any changes need to be made, click on the section in blue and make necessary changes. You will need to click through the application again.

Click Continue to Submit Application

Check the box in the gray area

Enter your **StarID Password** (the one you just created)

Click **Submit Selected Application(s)**

Once this is done, there will be a page confirming the submission of the application.

Application Directions for Returning Students

1. From website, www.southeastmn.edu, click on [Become a Student Tab](#). On right hand side, click [Apply to Southeast Technical](#).
2. Select [Complete an Online Application](#)
3. On next page, select [“Login”](#) and login in with your STAR ID and password. If you do not remember it please click on [“Need Login Help?”](#)
 - Under [“Activate your StarID section click on number 1](#)
 - Click on [“Activate your StarID”](#)
 - Select [“Activate StarID”](#)
 - Under Students select how you would like the system to verify you, if you know your ID number this is the best way to get your StarID.
 - Complete the information and reset you password
4. Review the application on file and update the [“Semester Start”](#)
Once student clicks Submit...A page will appear at the end once application is processed and completed that states [“application is complete.”](#)