How to Apply to the Intensive English Institute
Instructions for applicants only interested in applying to the IEI.

Step 1: Go to https://www.bsu.edu/admissions/international/apply-now

Step 2: If applying for the Intensive English Institute only (you do not wish to apply for undergraduate or graduate admission) choose Undergraduate Application. If you want to apply for undergraduate or graduate admission, please follow the instructions provided in the application.

Step 3: Click “Create an account”
Step 4: Fill out the form with your contact information to register for an account.

Register
To register for an account, please enter the information requested below.

- Email Address
- First Name
- Last Name
- Birthdate

Continue

Step 5: Check your email for your PIN number

Login
A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Step 6: Click on the link in your email from Ball State University Admissions, enter the PIN that is listed on your email, and then create a password.
Step 7: Click “Start New Application”

Application Management

Step 8: Begin filling out your application. Each tab on the left takes you to a different section of the form that you need to fill out.

Be sure to fill out each section of the form!
The International Supplemental Section will be where you indicate your interest in enrolling in the Intensive English Institute. Select the “IEI Only (Intensive English Institute) Applicant” to apply to the IEI, and then fill out the rest of the application.

Step 9: Review and Submit your application by clicking the Review and Submit tab in the menu on the left.

Congratulations! You have completed the application process for the Intensive English Institute! International Admissions will contact you soon with more information.