LDS Church Education System (CES) Admission Application 2013-2014

CES Members: BYU, BYU-Idaho, BYU-Hawaii, LDS Business College, Institutes of Religion
Former students (including those reapplying after attending elsewhere since last attending BYU-Idaho)

1. The application is found at www.besmart.com. Click on ‘Apply Now’.

2. On the ‘Apply Online’ page, you will be asked to read and commit to live by the CES Honor Code and Dress & Grooming Standards at the bottom of the page. Please read the standards carefully. If you agree to live by these standards, click on the appropriate option.
3. You will next be instructed to log in. As a former full-time student, you should already have a NetID if you attended Ricks College or BYU-Idaho after 2004. You can log in with your NetID and Password (click the appropriate link and skip to step 8 of this tutorial) or look that information up if you have forgotten it. When you have recovered your information by answering the requested questions, proceed to step 8). If you attended before 2004, you can select the link to ‘Create a NetID’ and follow the next steps outlined here.

4. Enter the requested information and click ‘continue’.

5. Select or create a NetID and enter your email address. Please use an email address you check often, as you will be notified of updates to your application at this address.
6. Enter the requested information for your password and security questions. We encourage you to write down your NetID and password for future reference.

7. Confirm that your information is correct and click ‘confirm’.

8. You will be instructed to log in with your new CES NetID and password:
9. Next you will be presented with the application instructions. Please review the instructions as they will outline the application materials you will be required to submit (only partial instructions are shown here for reference). The instructions section includes the mailing address where you should have your high school and colleges (if you have earned college credit previously) send official copies of your transcripts. Faxed transcripts are not accepted. If your high school transcript does not include copies of your ACT or SAT scores, please have copies of those score reports sent to the same address. Only one copy of your transcripts and test scores are required; shared imaging systems allow for each CES school to view the information you have submitted.

10. After reviewing the instructions, click ‘submit’ at the bottom of the screen.
Parts 1 & 2: Student Information, Educational History, and School Selection

11. Enter your identification information and click ‘Submit’. (Note: You are not required to list your SSN# on the application, but are encouraged to. If admitted, you will need to provide a SSN# in order to apply for federal financial aid, work on campus, secure internships, etc.

12. Enter your contact information, ethnic information, and religious information as shown. To enter or update your information, click the ‘update’ link next to the field name. When you have finished entering your information, click submit at the bottom. You will receive a prompt from the system if you have left any required information blank.
13. You will next be brought to the ‘Educational History’ section of the application. Please enter the requested information about your high school completion.

14. If you indicate that you have graduated/will graduate from a public high school, you will be asked to identify the school. Enter the name of the school and the state of location and then click ‘Find High School’.

15. You will repeat this process for any colleges you have attended (including dual enrollment, concurrent enrollment, and Running Start programs). Don’t forget to list BYU-Idaho. Note that you must enter years of attendance, graded hours and GPA for completed college work.
16. At the bottom of the screen, indicate if any of your parents or family members are alumni of one of the four CES institutions. When you have completed this section, click ‘submit’.

17. Next, indicate to which of the four CES institutions you are applying. You may apply to as many as you like, but will need to pay the $35 application fee for each school. You will also need to complete the ‘School Selection’ information including selecting an application semester, applicant type, and prospective major for each school to which you are applying. Click ‘add’ above the name of the school you want to select. Select the schools in order of your first preference, 2nd preference, and so on. When you have finished, click ‘Save’.

18. Next, indicate the semester for which you are applying, select your application type (make sure you read all the options to find the one that best describes you), and select a major from the drop-down list at the bottom of the box. If you are hoping to complete your degree online, do not apply as a Former student. Select ‘Online’ in that case. When you have finished, click ‘submit’.
19. When you have completed this step, you will be asked to review everything you have submitted up this point to make sure it is accurate. Make any necessary changes and then click ‘submit’ at the very bottom of the page, below the information you just entered for the schools to which you are applying.

20. Next, you will be presented with your application status screen. When you return to www.besmart.com in the future to check your application status, you will be shown this screen, which outlines your required application materials and will also show when those materials were submitted. When you have received a decision on your application, it will show at the top of this page with a link containing more information and instructions. If you have attended BYU-Idaho previously or have previously paid the application fee, you will not be required to pay it again. To continue with your application, click ‘Continue to Part 3’ at the bottom of the screen.
Part 3: Ecclesiastical Endorsement

When you continue to Part 3, you will be provided with the CES Honor Code again. The principles of the Honor Code are an essential core part of the experience and atmosphere at each CES school. Please review this information once again to be sure you understand the commitment. When you have finished reviewing and feel comfortable proceeding, click the box that indicates your agreement to live by the Honor Code and Dress & Grooming standards. You must click this box for the electronic endorsement to work properly. After clicking the box, download and print the endorsement request forms (there are 2, one for your bishop, one for your stake presidency if you are LDS; if you are not LDS, you can have an LDS bishop provide your endorsement or contact BYU-Idaho Admissions at (208) 496-1300 to request a pdf copy of the endorsement form to be submitted by a leader of your faith. Non-LDS applicants will receive follow-up contact from BYU-Idaho for a second endorsement.) Click ‘submit’ when you have finished printing the forms.

For your reference, a copy of the type of instructions you will provide to your bishop and stake presidency is provided here. Note that you must print out your own instruction sheet for your leaders so that your application information will be provided on the form. This copy is just a sample.
Part 3: Ecclesiastical Endorsement Request Form

Name: Ithaca, Kermit The Frog       Net ID: kithaca3

Instructions for Applicant:
LDS Missionaries - You are only required to be interviewed by your mission president.
Members of Another Religion - You are only required to be interviewed by an LDS bishop or a mission president.
All Other Applicants - You must be interviewed by your bishop and a member of the stake presidency.

Instructions for Bishop/Branch President/Mission President/Stake or District Presidency

Please review in detail the Honor Code and the Dress & Grooming standards at the end of this document with the applicant. The First Presidency directs ecclesiastical leaders to not endorse students with unresolved worthiness or activity problems. A student who is admitted but is not actually worthy of the ecclesiastical endorsement given is not fully prepared spiritually and displaces another student who is qualified to attend. Individuals who are 1) less active, 2) unworthy, or 3) under Church discipline should not be endorsed for admission until these issues have been completely resolved and the requisite standards of worthiness are met.

If circumstances regarding this endorsement change, please contact us immediately.

Once you have completed the interview, please visit http://endorsement.byu.edu to submit your endorsement to CES Admissions. You will use your church provided user-name and password to access the online form. You will be asked to select the applicant you are endorsing by entering their Net ID or name. Both are provided at the beginning and the end of this form. Please DO NOT sign and submit this paper. If you absolutely do not have internet access, please call the CES Admission Services Office at (801) 422-5000 and they will provide a paper copy.

You will be asked to answer “yes and no” questions as you complete the online endorsement.

If you need to discuss confidential information or if you need clarification regarding policies or standards you may call us at (801) 422-5000.

Bishop/Branch President/Mission President Section:

A. Is the applicant, 1) a LDS member more than 3 years, 2) a LDS member 1-3 years, 3) a LDS member less than a year, 4) not a member of the LDS church

B. Is the applicant’s Church Membership record in your unit? If no, please contact the previous bishop or branch president before submitting your endorsement.

C. Have I thoroughly reviewed all the instructions and requirements contained in the Honor Code with the applicant, and the applicant has been, is now and will continue to abide by these standards?

D. Have I thoroughly reviewed all the instructions and requirements contained in the Dress & Grooming Standards with the applicant and the applicant has been, is now and will continue to abide by these standards?

E. Does the applicant demonstrate sufficient respect and maturity to succeed and to live in harmony with others in a potentially stressful environment?

F. Does the applicant have a real and personal desire to attend the institution(s) being applied for?

G. Please inquire of the applicant with regard to each of the following specific standards and guidelines. If the applicant answers "no" to any part of Question G, then the applicant is not admissible to a CES institution until these issues have been completely resolved. Please explain this to the applicant and do not submit the online endorsement.
   1) Is the applicant currently in full fellowship (without any formal or informal probation, disfellowship or excommunicated from, or voluntarily disaffiliated from the Church of Jesus Christ of Latter-day Saints)?
   2) Does the applicant live a chaste and virtuous life, including avoidance of pornography, abstinence from sexual relations outside of marriage, and abstinence from homosexuals conduct?
   3) Does the applicant live the Word of Wisdom by abstinence from alcoholic beverages, tobacco, coffee, tea and drug abuse?
   4) Does the applicant demonstrate appropriate and consistent Church Activity?
   5) Is the applicant honest?

H. Do I endorse this applicant for admission to a CES institution (yes, yes with reservations, or no)? If no, please inform the applicant of your non-recommendation and submit the form.
You will be asked to share any insights, concerns, unique circumstances, or other factors that should be considered. These comments should be candid and are crucial in helping the Admissions Committee evaluate the applicant.

**Stake/District Presidency Section:**

As a stake/district presidency we request that at the time you submit your endorsement you review the applicant’s answers and comments submitted by the bishop. Consequently, you will not be able to submit your endorsement for an applicant until the bishop’s portion has been completed. You will be asked the following:

1. Do I endorse this applicant for admission to a CES institution (yes, yes with reservations, or no)? If no, please inform the applicant of your non-endorsement and submit the form.

You will also be asked to provide any insights, unique circumstances, or other factors that should be considered. These comments should be candid and are crucial in helping the Admissions Committee evaluate the applicant.

**The Honor Code:**

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to the conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees ‘at all times and in all places.’ (Mosiah 18:9)

*We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men... if there is anything virtuous, lovely or of good report or praiseworthy, we seek after these things.* (Thirteenth Article of Faith)

As a matter of personal, commitment, students, faculty and staff of Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College seek to demonstrate in daily living on and off campus these moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Obey the law and all campus policies
- Live a chaste and virtuous life
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Encourage others in their commitment to comply with the Honor Code

**Dress and Grooming Standards:**

The dress and grooming standards of both men and women should always be modest, neat, and clean, and consistent with dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education. These standards are further outlined in the Church publication *For the Strength of Youth*. The application of these principles may vary slightly at the various institutions in accordance with local conditions and circumstances. The Dress and Grooming Standards are as follows:

**Men**:
- Hairstyles should be clean and neat, avoiding extreme styles or colors and trimmed above the collar. Leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, mustaches should be neatly trimmed and may not extend beyond the corners of the mouth. Men are expected to be clean-shaven. Earrings and other body piercing are not acceptable. Shoes should be worn in public campus areas.

**Women**:
- Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form-fitting. Dresses and skirts must be knee-length or longer. Hair styles should be clean and neat, avoiding extreme styles and colors. Excessive ear piercing (more than one per ear) and all other body piercing is not acceptable. Shoes should be worn in public campus areas.

Please check each school’s website for specific Dress and Grooming Standards:

- **BYU**: honorcode.byu.edu
- **BYU-Hawaii**: services.byuh.edu/honorcode
- **BYU-Idaho**: www.byui.edu/studenthonor/
- **LDSBC**: www.ldsb.edu/Policies&Standards/HonorCode.htm

**PLEASE DO NOT SIGN AND SUBMIT THIS DOCUMENT.**

See instructions to ecclesiastical leaders above for directions on submitting the endorsement online.

**Name:** Ithaca, Kernit The Frog  **Net ID:** kithaca3
Parts 4, 5, and 6 are not required for students who have previously attended BYU-Idaho full time. Proceed to Part 7: Essays

21. Part 7: Essays is the final portion of the application (unless you are not a U.S. citizen). Please provide your electronic signature and enter the requested essay information. Essay questions for the 2013-2014 application are shown here. We encourage you to proofread your essays carefully. You can compose them in another program and copy and paste them here if you prefer.

22. At the bottom of Part 7, there is a section with optional information requested of U.S. residents. When you have finished with your essays and this section, click ‘submit’ at the bottom of the page.
23. Your application will receive a decision around the time of the application deadline. You will be notified of your application decision at the email address you provided on the application.

Notes

24. General: Please be aware of the following points:
   A. As outlined in the ‘School Selection’ portion of the application, BYU-Idaho uses a Three-Track System to accommodate more students. Track assignments are made in the weeks following a student’s admission to the university. For more information on the Three-Track System, please visit www.byui.edu/admissions.
   B. As outlined in the application instructions, non-native English speakers are required to submit scores from an approved English Proficiency test.

25. International Applicants: Please be aware of the following points:
   A. Applicants who are listed as citizens of countries other than the United States will be required to provide additional information regarding their country of citizenship and must submit an additional part of the application called ‘Part 8: International Finances’. This sheet requires the student to verify that they understand the financial obligations they will have as students of the institution(s) to which they are applying and to demonstrate the sources of their funding and list any dependents who will accompany them. Proof of funding is not required for admission, but is required for immigration purposes after a student is admitted.
   B. As described in the application instructions, students with high school or college studies completed outside of the United States must have their educational records evaluated by an educational credential evaluation service provider. One evaluation will suffice for all CES schools to which the student applies. Please see the application instructions for more details.
   C. All international applicants applying to BYU as New Freshmen or Transfer students with less than 24 college credits earned after high school must submit ACT or SAT scores. International students in these categories applying to BYU-Idaho, BYU-Hawaii, and LDSBC are not required to submit these test scores with the exception of students from Canada.

Questions?

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<th>Institution</th>
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<tr>
<td>General CES Info</td>
<td><a href="http://www.besmart.com">www.besmart.com</a></td>
<td><a href="mailto:admissions@besmart.com">admissions@besmart.com</a></td>
<td>(801) 422-2507</td>
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