



## **Florida University Southeast (FUSE) Admissions Office**

### **Step by Step guide for application to FUSE programs**

Welcome to the application process of Florida University Southeast (FUSE).

In order to complete your application, you need to:

1. Register and create an account
2. Fill out and submit the application form
3. Submit your Bachelor's degree certificate and academic record or student copy (which will be uploaded at the end of the application form)
4. Fill out and submit the Statement of Motivation form (specific questions you need to answer in an essay/short answer form)
5. Have two recommendations submitted on your behalf. The recommender should be someone who knows you academically or professionally (e.g., employer, supervisor/boss, professor, research advisor, etc.) and can personally attest to your ability to complete the program you are applying for. Please note that recommendations from personal connections like a friend, spouse or family member are not acceptable.

It is helpful to have the necessary information and documents (e.g. your academic records, CV, etc.) before you start the application. Make sure that you have submitted the applications as the system does not automatically save your information.

Follow the following steps to apply.

**Step 1.** Go to Myfuse registration portal <https://myfuse.education/register/> . This takes two steps

- I) Create your Account by filling out the required information, and submitting.
- II) Verify your Account. Check for an email automatically sent to the email address you provided from Admission@myfuse.education (please also check your spam/Junk folder if you can't find it in your inbox), and activate your account by clicking "click here"

 **Biruk Teshager** Admission@myfuse.education via sendgrid.net  
to me ▾

One last step before your account is active. Please click the link below to verify your account.  
[Click Here](#)

Figure 1. validate your account

**Step 2.** Login to your FUSE profile ( <https://myfuse.education/my-profile> ) using the username and password you created in step 1. After logging in, you will find your FUSE profile (see below).

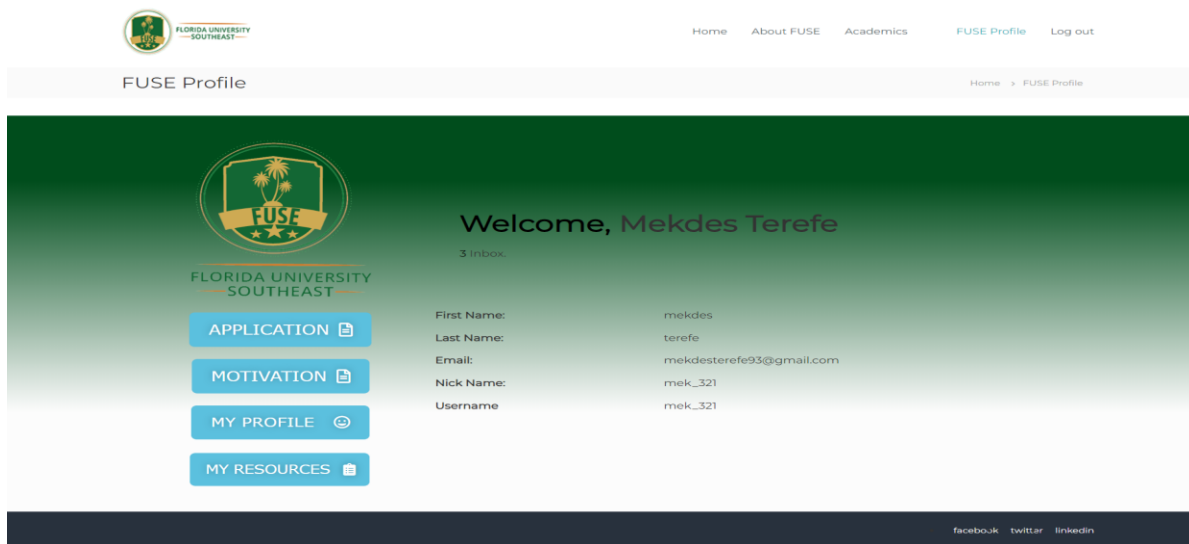


Figure 2. Example of Fuse profile.

**Step 3.** Click on “APPLICATION”, which will take you to the application form (<https://myfuse.education/admission-application-2023>). Fill out all required questions and at the end, upload (a) your bachelor’s degree, and (b) your student copy (bachelor’s degree) before submitting. Both these files need to be in pdf format and a maximum of 10 Megabyte each.

Note: Please ensure that all information is accurate and complete before submitting the application.

**Step 4.** You will receive an email confirming the submission of your application (this could go to your spam/junk mail). Please forward that email to the two people you mentioned in the application as recommenders. While they will also receive an email from the system asking them to submit recommendation on your behalf, it is important that it also comes from you.

**Step 5.** Return to your FUSE profile and click on “Motivation”. This will lead you to the Statement of Motivation form (<https://myfuse.education/motivation/> ) where you will have to answer a few questions. You can either directly type into the form or draft first and paste it in the appropriate spaces. (It is crucial that you complete this form, as it allows us to get to know you better and take your considerations into account.)



### Statement of Motivation

Please respond to each of the following questions in a maximum of 150 words.

Name \*

First

Middle

Last

Program you are applying to \*

Why have you chosen this particular field of study? (Explain your interest in or passion for the subject) \*

What are your career goals and how does a degree from FUSE will help you achieve them? (Discuss how this degree will fit into your intended career trajectory) \*

What are your academic achievements that make you qualified to enroll in this program? (Highlight any coursework, projects, research or experience relevant to the program you are applying for) \*

What unique qualities do you bring to the learning teaching process? (We are interested in diverse and dynamic student body. Highlight any unique experiences or perspectives that you would bring to the program) \*

Are you interested in applying for the FUSE Presidential Scholarship (the scholarship covers registration fee, tuition and other fees). \*

Yes

No

Figure 5. Statement of motivation

**Step 6.** Submit the statement of motivation.

**Step 7.** follow up on your recommenders to make sure that the recommendations are submitted in time for consideration.

If you have any question, or difficulty please feel free to reach out to us at [admissions@myfuse1.education](mailto:admissions@myfuse1.education), [support@myfuse1.education](mailto:support@myfuse1.education) or by phone Admission Team: +251 933 596 627.