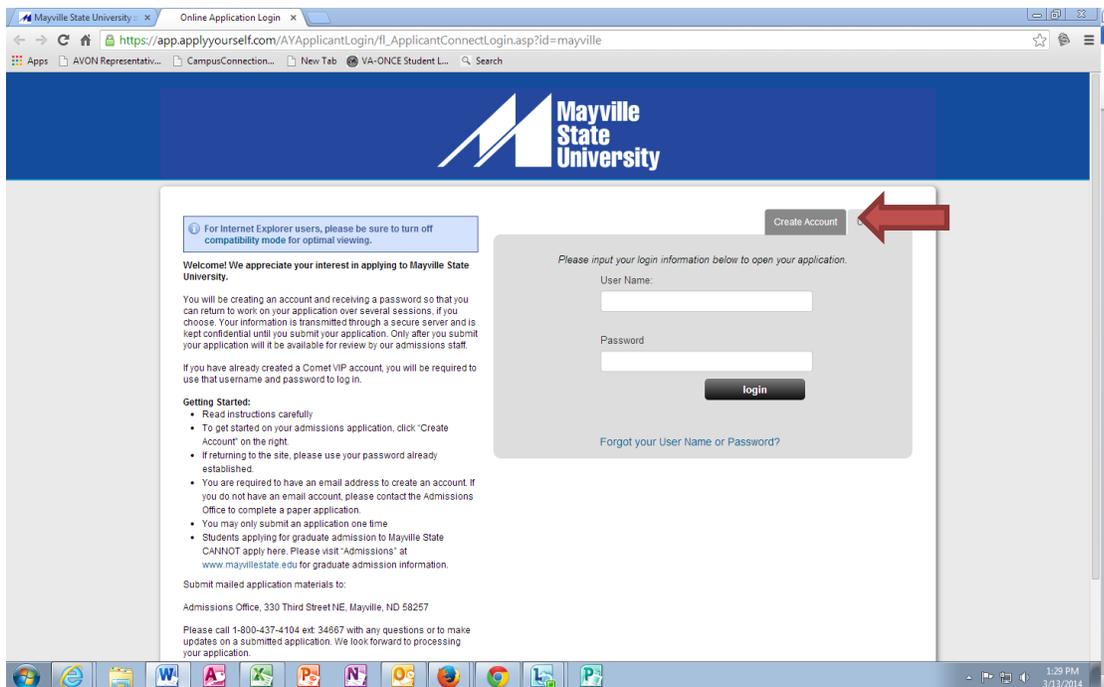




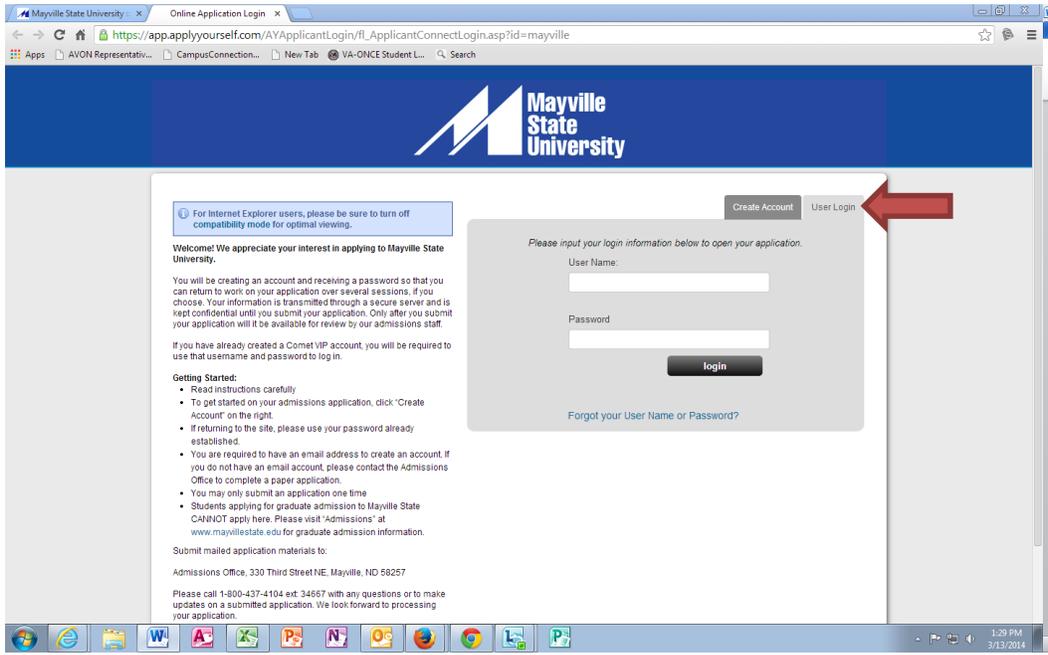
Online Application – Dual Credit Students

1. Go to www.mayvillestate.edu
2. At the bottom of the screen click APPLY NOW.
 - a. **IMPORTANT:** If you have already filled out an online application in the past, you will need to call the Extended Learning Office at 701.788.4667 to have your application deleted.
3. Create Account –If you have never filled out an online application.



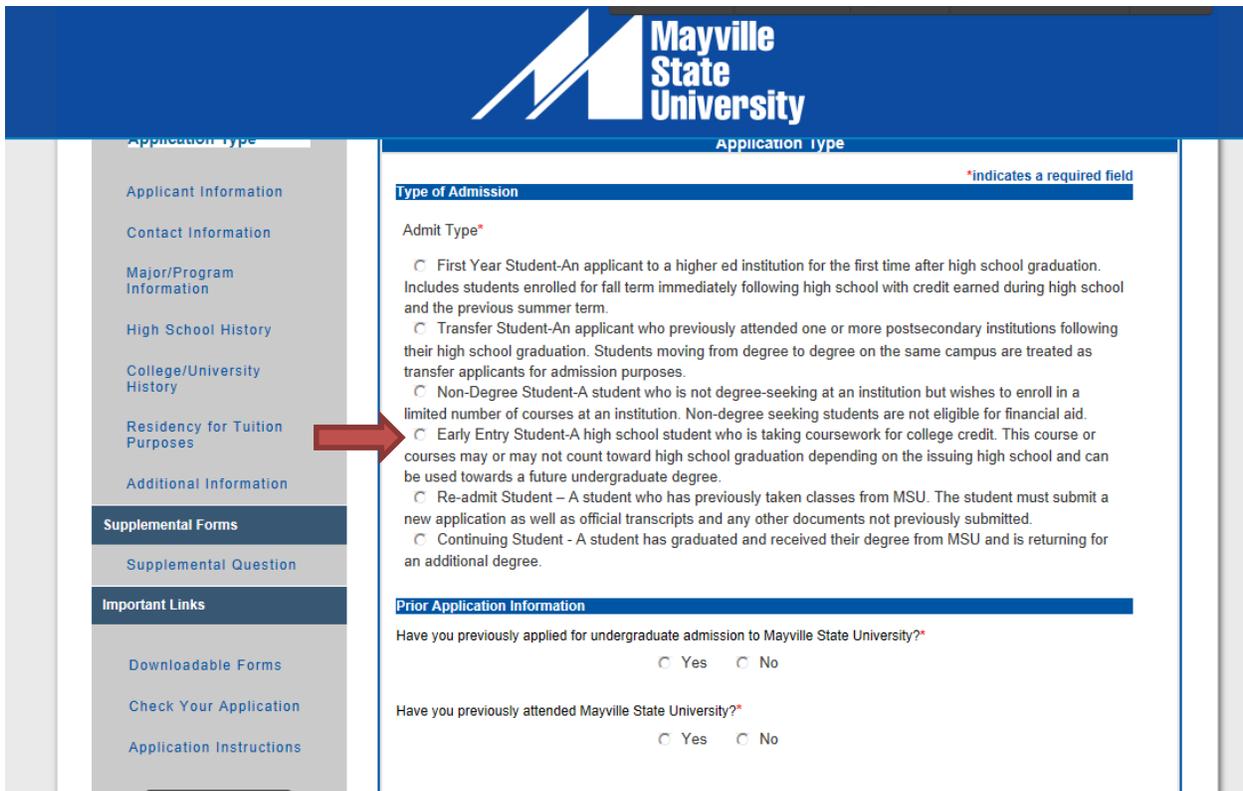
- a. Fill out your account profile and create a username and password.
 - i. REMEMBER your user name and password. You will only need it if you choose to SAVE your application to complete at a different time.
 - ii. Once you SUBMIT your application you will not need to access your account again until you want to submit another application in the future.
4. Click Create Account.

5. User login-if you have already completed your account profile in the past.



6. Start application or Edit Application.

7. New Users: Application Type, select Early Entry Student.



8. Fill out your personal information how it is stated on screen and click SAVE & CONTINUE.

9. Fill out contact information.

a. Use address lookup box to complete your mailing address.

Additional Information

Supplemental Forms

Supplemental Question

Important Links

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Customer Telephone Number

#####

Mailing Address

To enter your address, click the Address Lookup button below.

Address Lookup

Address Line One*

Address Line Two

Address Line Three

City*

State*

County

ZIP Code

United States

Country

Permanent Address

b. Complete the rest of that page and click SAVE & CONTINUE.

10.

Application for Admission

Application Type

Applicant Information

Contact Information

Major/Program Information

High School History

College/University History

Residency for Tuition Purposes

Additional Information

Supplemental Forms

Supplemental Question

Important Links

Downloadable Forms

Check Your Application

Save Save & Continue

Major/Program Information

Major/Program* Non-Degree

Degree/Plan* Non-Degree

Sub Plan

Based on the Major/Program you selected above, the following delivery method options are available. Please indicate your preferred delivery method.

Off - campus site

If you indicated above that you wish to complete your Major/Program at an off-campus location, please specify your off-campus location below.

High School

Academic Term* 2015 Fall

Save Save & Continue Reset

10.

- a. Make sure you click NON-DEGREE Seeking student
 - b. Online or On Campus (On-Campus includes dual credit classes at your high school or by ITV.)
 - c. FALL 2016
 - d. SAVE & CONTINUE
11. Complete your High School history tab - SAVE & CONTINUE.
 12. Indicate if you have any other College History - SAVE & CONTINUE
 13. Complete Residency tab – SAVE & CONTINUE.
 14. Complete Additional information tab. SAVE & Continue
 15. Feel free to Preview your Application in Print view.
 16. Click the check mark box if you agree with what is being submitted on your application and CLICK Continue.
 17. Application fee option page. This is a one-time fee to Mayville State University. If you have paid it before you don't need to pay it again. If you have not paid this before you can choose "Pay by Check" option and print the voucher. Attach the voucher and your check to your MSU Dual Credit Enrollment Form. Or you can choose the credit card option. SAVE & CONTINUE.
 18. Signature page **IMPORTANT**
 - a. The student applying for school is the person who has to sign the application! (not parents or other individuals)
 - b. Sign and **SUBMIT APPLICATION!**

If you have any problems, please contact the Office of Extended Learning at 701.788.4667.