



Online Application – Dual Credit Students

Dual Credit students only need to complete Mayville State’s admissions application once--before the first semester in which dual credit courses are taken. You do not need to submit a new admissions application for each term.

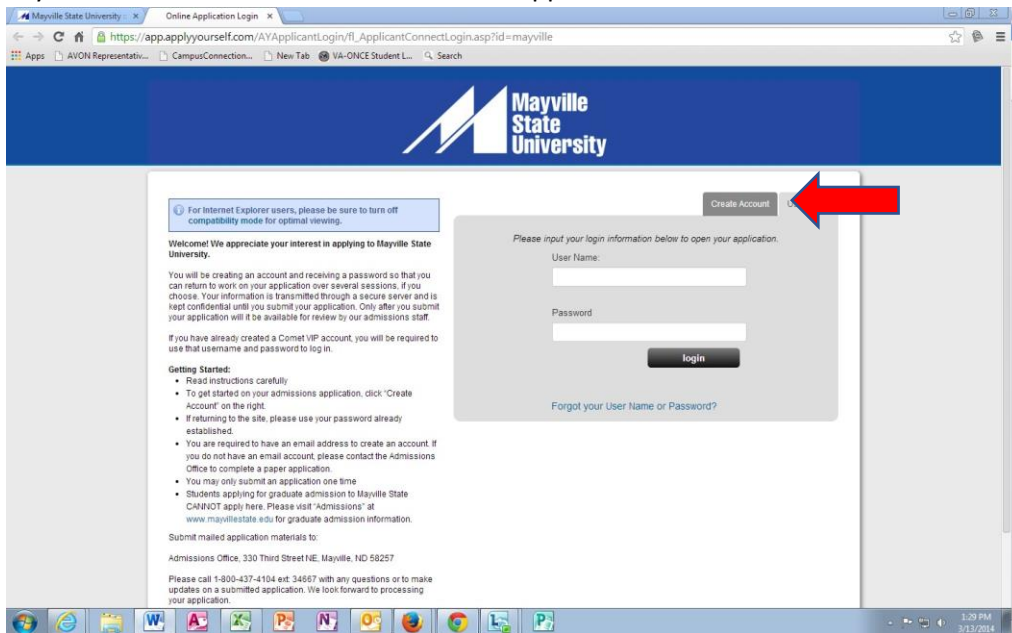
If you withdrew from all dual credit courses or never enrolled after filling out an MSU application in the past, then you need to call the Extended Learning Office at 701.788.4667 to verify your contact information with us.

If you have never completed and submitted an application to Mayville State University before:

1. Go to <https://mayvillestate.edu/msu-online>.
2. Scroll down until you see a link “**Apply for SUMMER or FALL 2020 today!**”— Just above the MSU Online Office Information section. Click on it. This will take you to MSU’s application page.
3. If you have already set up your account profile in the past: Log in with your user credentials.

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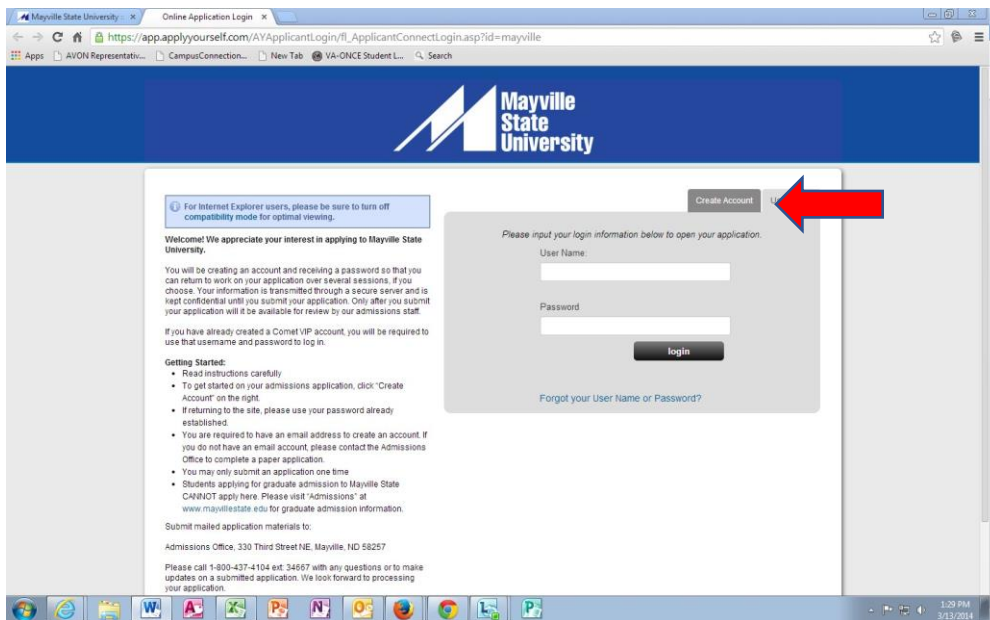
4. If you have never filled out an online MSU application before: Create account.



a. Fill out your account profile and create a username and password.

- i. **REMEMBER** your username and password. You will 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 a different kind of MSU application in the future, such as an undergraduate application after high school.

5. Click Create Account.



(Instructions continue to next page)

6. Start application or Edit Application.
7. New Users: Application Type, select **Early Entry Student**.

The screenshot shows the Mayville State University application interface. The top navigation bar includes the university logo and the text 'Application Type'. Below this, there are two main columns. The left column is a sidebar with a list of menu items: Applicant Information, Contact Information, Major/Program Information, High School History, College/University History, Residency for Tuition Purposes (highlighted with a red arrow), Additional Information, Supplemental Forms, Supplemental Question, and Important Links. Below these are links for Downloadable Forms, Check Your Application, and Application Instructions. The right column is the main form area, titled 'Application Type' and 'Type of Admission'. It contains several sections: 'Admit Type*' with radio button options for First Year Student, Transfer Student, Non-Degree Student, Early Entry Student, Re-admit Student, and Continuing Student; and 'Prior Application Information' with two questions about previous applications and attendance, each with 'Yes' and 'No' radio button options. A note at the top right of the form area states '*indicates a required field'.

8. Fill out your personal information - SAVE & CONTINUE.
9. Fill out your contact information.
 - a. Use Address Lookup to complete your mailing and permanent addresses. If they are the same, you may click the checkbox under Permanent Address indicating it is the same as your mailing address. - SAVE & CONTINUE.

The screenshot shows the 'Address Information' section of the application form. It includes a 'Mailing Address' section with a text input field containing '#####', an 'Address Lookup' button (highlighted with a red arrow), and several text input fields for 'Address Line One*', 'Address Line Two', and 'Address Line Three'. Below these are dropdown menus for 'City*', 'State*', and 'Country'. There is also a 'Permanent Address' section with similar input fields. A callout box at the bottom right of the form area contains a checkbox labeled 'Same as Mailing Address', which is circled in red.

(Instructions continue to next page)

10. For your Major/Program Information:

The screenshot shows a web form titled "Major/Program Information" with a sidebar on the left containing navigation links: Application Type, Applicant Information, Contact Information, Major/Program Information (highlighted), High School History, College/University History, Residency for Tuition Purposes, Supplemental Forms, Supplemental Question, Athletic Interest, Important Links, Downloadable Forms, Check Your Application, and Application Instructions. The main form area has a blue header with "Major/Program Information" and "SAVE" and "SAVE & CONTINUE" buttons. Below the header, there's a sub-header "Major/Program Information" with a note "*indicates a required field". The form contains several fields: "Major/Program*" (dropdown menu with "Non-Degree" selected), "Degree/Plan*" (dropdown menu with "Non-Degree" selected), "Sub Plan" (empty dropdown menu), "Based on the Major/Program you selected above, the following delivery method options are available. Please indicate your preferred delivery method. *" (dropdown menu with "Online" selected), "If you indicated above that you wish to complete your Major/Program at an off-campus location, please specify your off-campus location below." (empty dropdown menu), "Academic Term*" (dropdown menu with "2020 Fall" selected), and "Do you have an application code?" (text input field with placeholder "Enter your case-sensitive code here!"). Red arrows point to the "Major/Program*", "Degree/Plan*", "Academic Term*", and the application code input field. At the bottom right, there are "SAVE", "SAVE & CONTINUE", and "RESET" buttons.


- a. For BOTH major program and degree plan: choose NON-DEGREE. Leave the box for Sub Plan empty.
 - b. For delivery method: choose Online or On Campus (On-Campus includes dual credit classes at your high school or by ITV).
 - c. For Academic Term: **Fall 2020**
 - d. **If you have a special code to waive the application fee**, you may enter it in the box at the end of this tab section. Where you are asked if you have an application code, enter the code in response. **Be aware that the code may be case-sensitive!**
 - e. SAVE & CONTINUE
11. Complete the High School history tab - SAVE & CONTINUE.
12. Indicate if you have any other College History - SAVE & CONTINUE.
13. Complete Residency tab - SAVE & CONTINUE.

If you have any questions or need assistance as you apply, please call us at the Office of Extended Learning—we're here to help!

701.788.4667

(Instructions continue to next page)

14. Complete the Supplemental Information tab if you want to - SAVE & CONTINUE.
15. Time to preview your application! Under the Important Links tab, select "Check Your Application". You will be taken to a page that states: "Check Application Status: Complete". **Do not be fooled by the word "Complete"!** You are not actually finished. Click on "Proceed to Submission".

on Status: Complete 

red questions have been completed. Please note that this refers before submission is allowed. There may be many other questions you have fully responded to both required and relevant non-required

ation submission process, please click on the "proceed to submission" button to access another section of the online Application.

PROCEED TO SUBMISSION 

16. Then click "Preview Application in PDF Format" when the next page comes up.

questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. Download Reader)

PREVIEW APPLICATION IN PDF FORMAT 

Step 1: Confirmation

(Instructions continue to next page)

17. "X" out of the preview window. If corrections need to be made, select from the lefthand menu the tab containing the information to be corrected. Make your corrections. - SAVE & CONTINUE.
18. Preview again following instructions 16-18.
19. If no further corrections need to be made, and your application appears as it should, click the checkmark box under the Confirmation step to agree with what is being submitted on your application. - CONTINUE.

Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. You cannot change your answers through this form once they are submitted. Please contact the Admissions Office at 1-800-437-4104 if you need to update your application record.

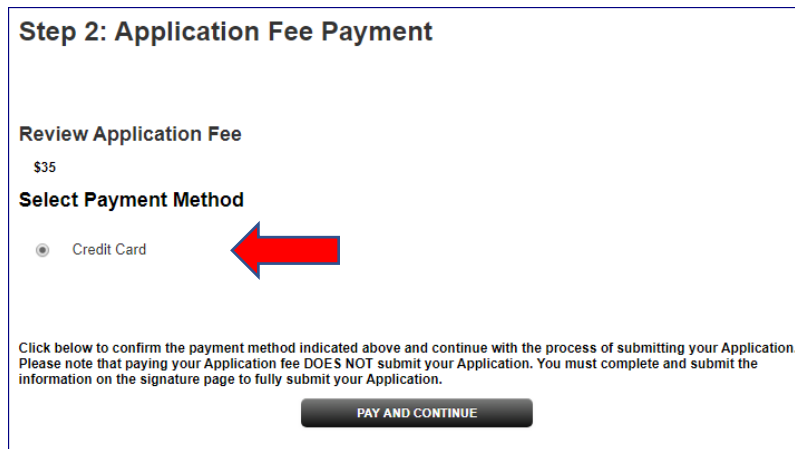
Please Note: Your application has not been submitted until you reach the page titled "Submission Complete."

- I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE

(Instructions continue to next page)

20. You may be brought to the Application Fee Payment page. There is a **one-time application fee** to Mayville State University. If you did not have an application code that waived the application fee, you will be asked to pay the one-time application fee of **\$35** prior to submitting your application, which can be paid here by selecting “Credit Card” as your payment method. – PAY AND CONTINUE



Step 2: Application Fee Payment

Review Application Fee
\$35

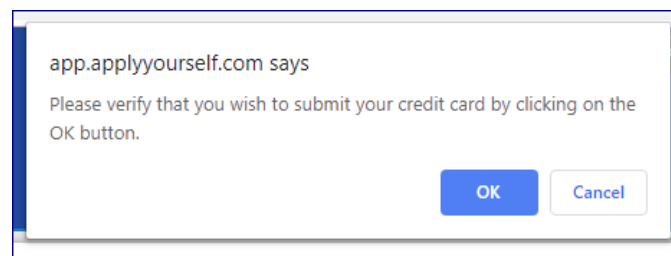
Select Payment Method

Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

PAY AND CONTINUE

21. When prompted to verify that you wish to pay by credit card, click **OK**.

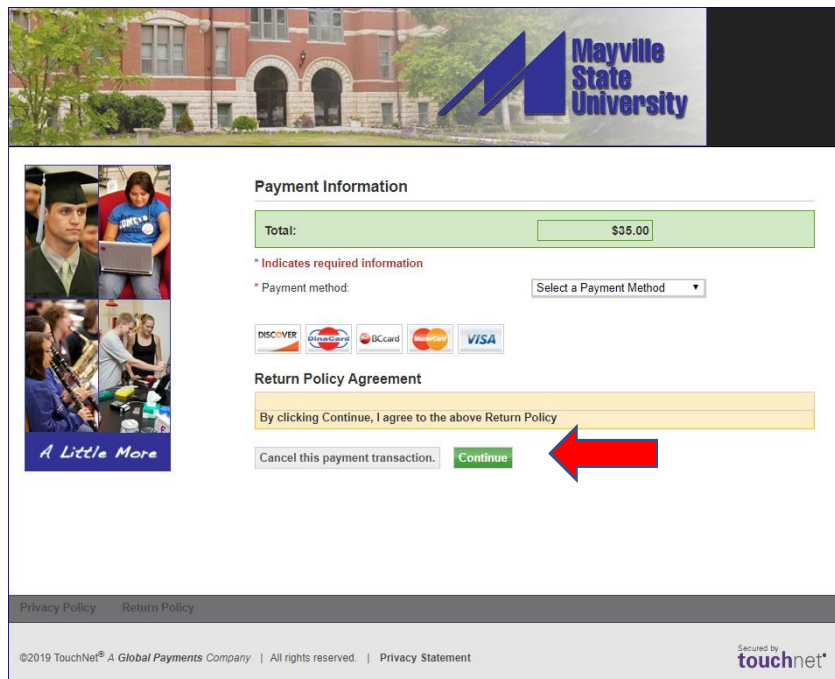


app.applyyourself.com says

Please verify that you wish to submit your credit card by clicking on the OK button.

OK **Cancel**

22. Payment Information: You may now enter your payment information. – CONTINUE



Mayville State University

Payment Information

Total: \$35.00

* Indicates required information

* Payment method: Select a Payment Method

DISCOVER | UnitedOne | DCCard | American Express | VISA

Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Cancel this payment transaction. **Continue**

Privacy Policy | Return Policy

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23. Last step! Signature page--**IMPORTANT**

- a. The student applying for admission is the person who must sign the application - not parents or other individuals on behalf of the student.
- b. Sign and **SUBMIT APPLICATION!**

Thank you!

We look forward to processing your application soon!