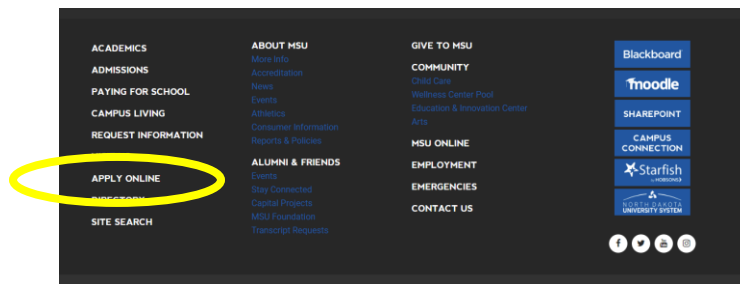# Online Undergraduate Application Instructions

**NOTE: If you have applied in the past and experience difficulty, please contact the Office of Extended Learning -- 800.437.4104 ext. 34667 or 701.788.4667**

1. Go to www.mayvillestate.edu.

2. At the bottom of the screen click APPLY ONLINE and follow the page links to the application.
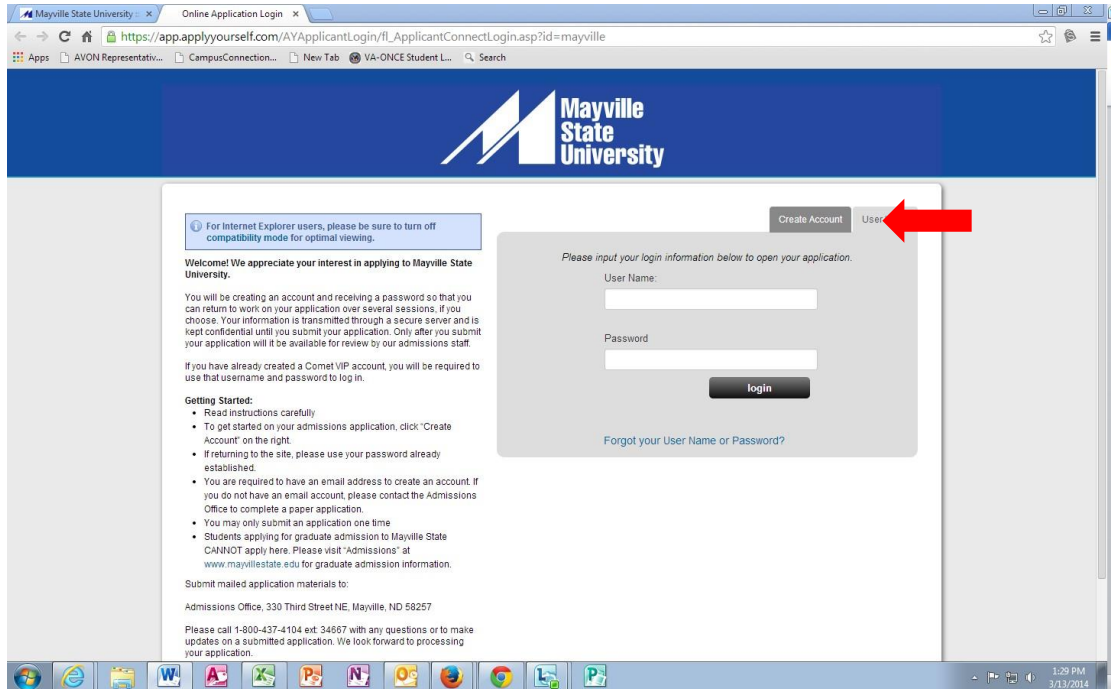


The application page looks like this at the top
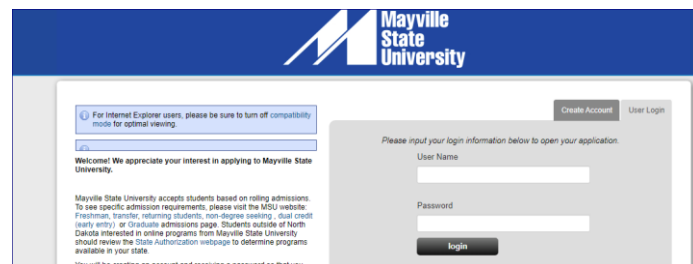


3. If you have already set up your account profile in the past: Log in with your user credentials.
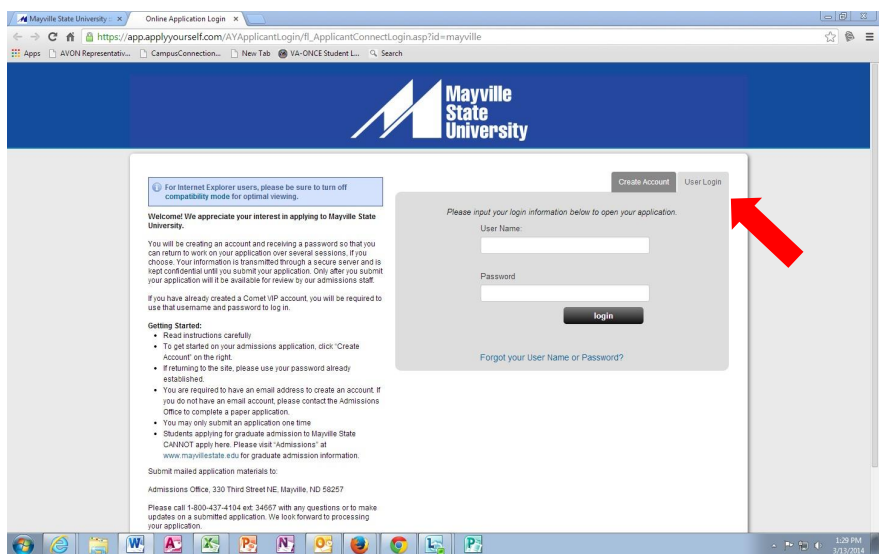
(continue to next page)

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.
   iii. Click Create Account, then log in.



5. Start application or Edit Application.

(continue to next page)

6. Under **Type of Admission**, select Undergraduate and under **Admit Type**, select the type that is appropriate for you. If you are unsure which to choose, please call the Office of Extended Learning. Answer the prior application information questions. – SAVE & CONTINUE.



7. Fill out the **Applicant Information** section. - SAVE & CONTINUE.
8. Fill out the **Contact Information** section.
   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.



(Instructions continue to next page)

9. For your **Major/Program** Information:



a. For **major program**: choose your primary interest area for a degree. For **Degree/Plan**: choose the specific degree you'll be seeking. If you'd like to indicate a specialization or special interest area for your degree, select from the **Sub Plan** options or leave that box blank.

b. For **delivery method**: choose Online.

c. For **Academic Term**: choose the term in which you'd like to begin taking courses.

d. **If you have a special code to waive the application fee,** you may enter it in the box at the end of this 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

10. Complete the **High School History** section - SAVE & CONTINUE.

11. Indicate if you have any other **College History** - SAVE & CONTINUE.

12. Complete **Residency for Tuition Purposes** section - SAVE & CONTINUE.

13. Complete the **Supplemental Forms** section if you want to. - 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**

(continue to next page)

14. Time to preview your application! Under the **Important Links** section, 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 question*
*u have fully responded to both required and relevant non-require*

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

PROCEED TO SUBMISSION

15. 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**

16. "**X**" out of the preview window.
    a.  If corrections need to be made:
        i   Select from the left-hand menu the section containing the information to be corrected.
        ii  Make your corrections.
        iii SAVE & CONTINUE.
        iv  Preview again following instructions 14-16.
    b.  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.
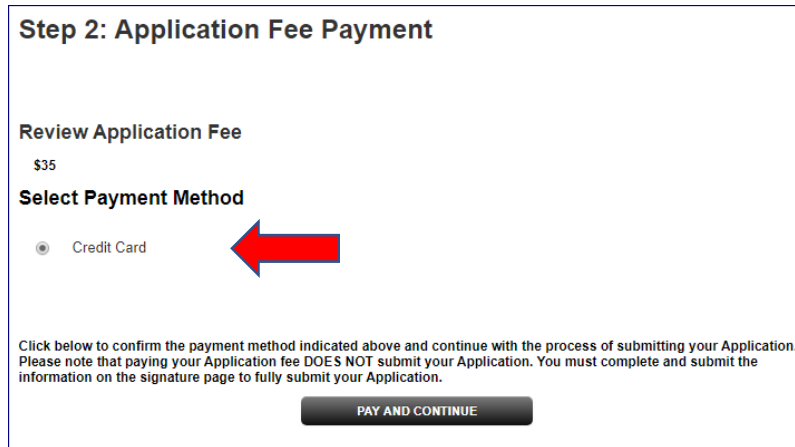
**Please Note:** Your application has not been submitted until you reach the page titled "Submission Complete."

☐ 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

(continue to next page)

17. 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**

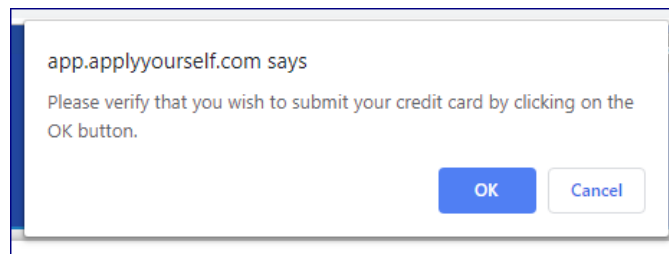**Review Application Fee**
$35

**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

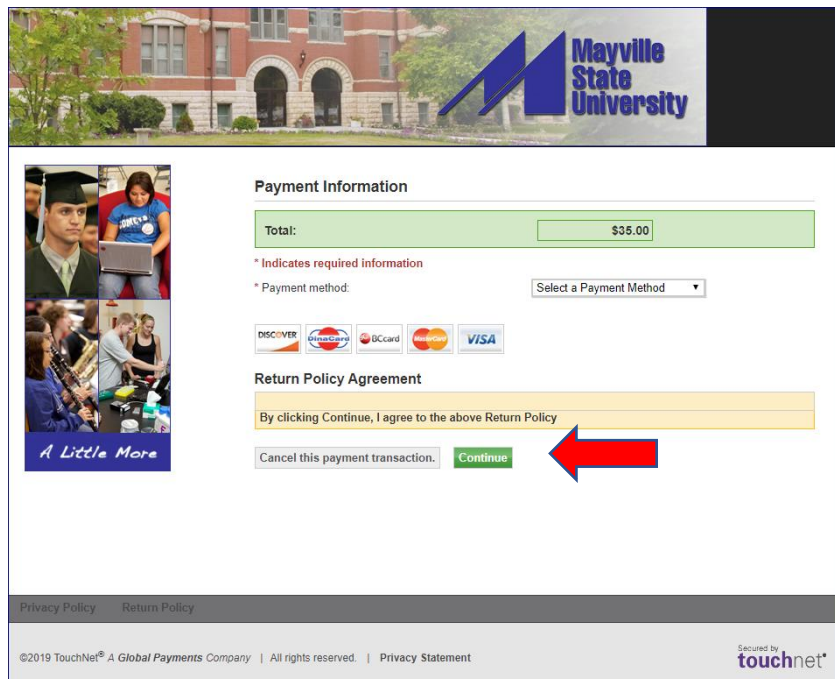18. When prompted to verify that you wish to pay by credit card, click **OK**.

app.applyyourself.com says

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

OK      Cancel

19. 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  DinaCard  BCcard  MasterCard  VISA

**Return Policy Agreement**

By clicking Continue, I agree to the above Return Policy

Cancel this payment transaction.    Continue

A Little More

Privacy Policy    Return Policy

©2019 TouchNet® A *Global Payments* Company  |  All rights reserved.  |  **Privacy Statement**

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(continue to next page)

20.  Last step! Signature page--**IMPORTANT**
     a.  The student applying for admission is the person who must sign the application - not parents, spouses, or other individuals on behalf of the student.
     b.  Sign and **SUBMIT APPLICATION!**


# Thank you!
21. # We look forward to processing your application