




Online Application Tutorial for Certificate Programs

Hello! We are excited that you are taking this step towards obtaining one of the undergraduate certificates available through Mayville State University. Please use this tutorial to complete your application. If you have filled out an application to Mayville State in the past and have any trouble now, please don't hesitate to contact the Office of Admissions by phone at 800.437.4104 ext. 34635, or send an email to Mindy O'Connor at mindy.oconnor@mayvillestate.edu. We will be happy to assist you!

1. Go to <http://www.mayvillestate.edu/msu-online>. Select MSU Online from the drop-down menu.
2. Scroll down and click on this link right above the MSU Online Office Information:

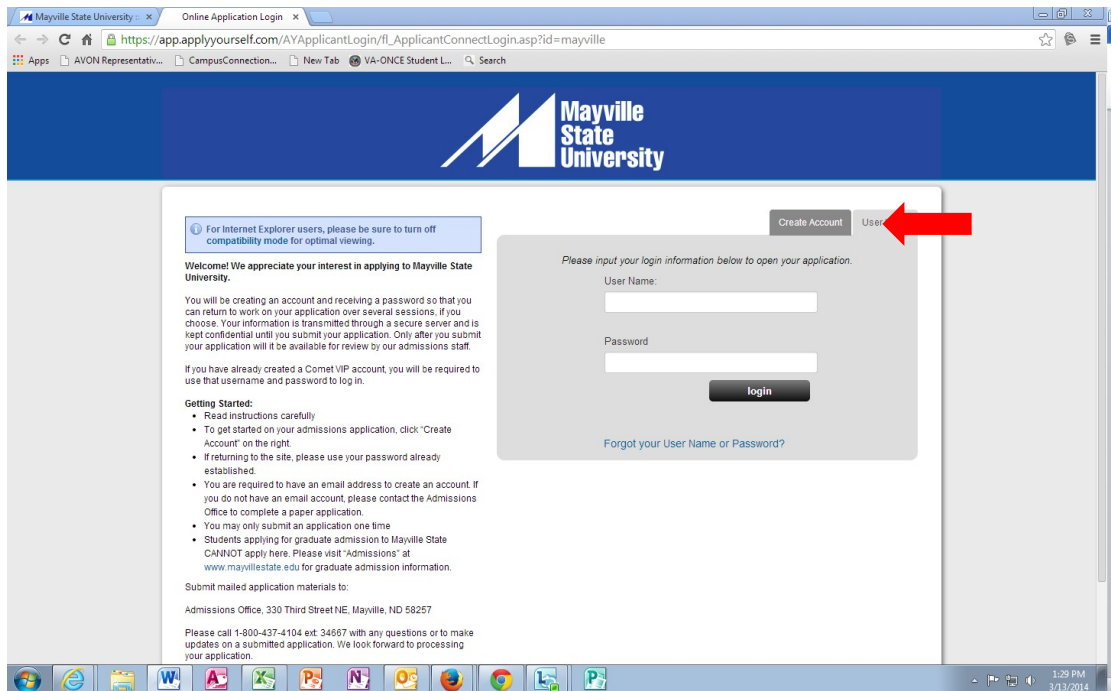
Apply for Summer or Fall 2021 today!

The application page
looks like this.

A screenshot of the Mayville State University online application page. The page has a blue header with the university's logo and name. Below the header, there is a navigation bar with 'Create Account' and 'User Login' buttons. The main content area is divided into two columns. The left column contains a welcome message and a 'login' button. The right column contains a login form with fields for 'User Name' and 'Password', and a 'login' button. There is also a 'Create Account' button in the top right corner of the main content area.

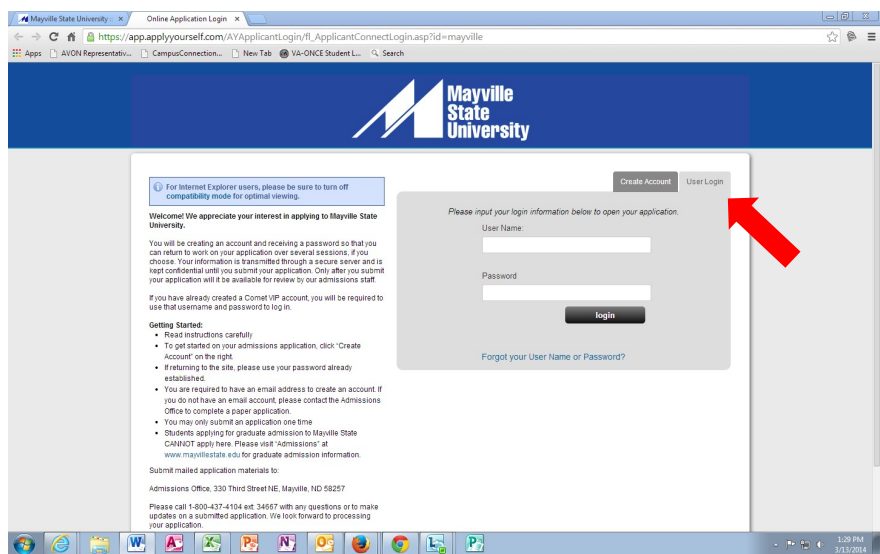
3. If you have already set up your account profile in the past: Log in with your user credentials. You may be prompted to agree to our application data use policy.

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. You may be prompted to agree to the application data use policy before you are able to continue.



5. Start application or Edit Application. You may be prompted to agree to the application data use policy before you are able to continue.
6. Application Type: Select that you are applying as an **Undergraduate** then select the **Admit Type** that is appropriate for you. (Choose **First Year** if you have never attended ANY college before; choose **Transfer Student** if you have previously attended college.). If you are unsure which to choose, please call the Office of Extended Learning at 701.788.4667. Answer the prior application information questions accordingly. - SAVE & CONTINUE.

7. Applicant Information: Complete this section. - SAVE & CONTINUE.
8. Contact Information: 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. Please be aware that your permanent address is the legal address you would use for voter eligibility or pay state taxes. - SAVE & CONTINUE.

9. Major/Program Information:

The screenshot shows a web form titled "Major/Program Information" with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: Application Type, Applicant Information, Contact Information, Major/Program Information (highlighted), High School History, Residency for Tuition Purposes, College/University History, Supplemental Forms, Supplemental Question, Non-Degree Course Interest, Important Links, Downloadable Forms, Check Your Application, and Application Instructions. The main content area is divided into two sections: "Indicate Academic Major" and "Misc Application Data".

Indicate Academic Major

Major/Program* ←

Degree/Plan* ←

Sub Plan

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

←

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

Misc Application Data

Academic Term* ←

Do you have an application code? ←

- a. For **Major/Program**: choose Biotechnology, Business Studies, Online Digital Teaching Certificate, or Special Education Certificate—whichever you are pursuing. Please note: Not all the program titles for certificates include the word “Certificate”.
- b. For **Degree/Plan**: choose the corresponding certificate option.
- c. For **Delivery Method**: select as appropriate.
- d. For **Academic Term**: choose the term in which you will begin taking courses.
- e. **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!**
- f. SAVE & CONTINUE

10. High School History: Please use the lookup function, being sure to type out the state name rather than entering the state abbreviation. Be sure to include your month and year of high school graduation or your anticipated graduation month and year. – SAVE & CONTINUE.

11. Residency for Tuition Purposes: Complete this section carefully. If you have any questions, please call the Office of Extended Learning at 701.788.4667 for assistance. –SAVE & CONTINUE.

12. Depending on information provided so far, you may be prompted to preview your application (skip ahead to step 15) or to fill out additional sections, such as College/University History or Athletic Interest. Click on the blue links to go to the section needing completion.

13. If you are prompted to provide College/University History: Click on the Look up button to get started. Scroll down on the Look Up page until you see the area where you can search by name, city, state, or country. Enter information and click search. Search results will appear at the top of the Look Up page, and you will select as appropriate for each search. Enter attendance and degree information. If no degree was earned, skip this question. – SAVE & CONTINUE.

LookUp

For example, if your school is located in Los Angeles, California, in the United States, search by "Los Angeles" in the City field. If your school is located in Beijing, China, search with "Beijing" in the City field.

3. Search by U.S. State or Territory
For example, if your school is located in North Dakota, in the United States, search with "North Dakota" in the State field. Do not use abbreviations, please spell out the full name of the state.

4. Search by Country
For example, if your school is located in North Dakota, in the United States, search with "United States" in the Country field. Do not use abbreviations, please spell out the full name of the country.

Please Note: If you cannot find your school please complete the following steps in the LOOK UP table: Type in **School Not Listed** in the School Name field and then click on "search".

Name:

City:

State:

Country:

LookUp

Please use the fields below to perform your search.

Click on the appropriate item to select and return to the form.
[1.0040347](#) | [Mayville State University](#) | [Mayville](#) | [North Dakota](#) | [United States](#)

TIPS FOR FINDING YOUR INSTITUTION:
The results of your search will display above these instructions after you hit the "Search" button below.

14. If you have now completed all requested information, click on the **Submit Application** button, regardless of which section to which you are taken.

15. It is time to preview your application! Click the blue button to preview the application pdf file.

Application Status: Ready for Submission

Congratulations, Shay! All required questions have been completed. Please note that this refers only to the minimum number of 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](#))

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!"

16. After you have had a chance to preview your application before submission, “X” out of the preview window (upper right corner). If corrections need to be made, select from the left-hand menu the tab containing the information to be corrected. Make your corrections. - SAVE & CONTINUE.
17. Preview again following instructions 13-14.
18. 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.

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CONTINUE

19. You may be brought to the Application Fee Payment page. There is a **one-time, non-refundable 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

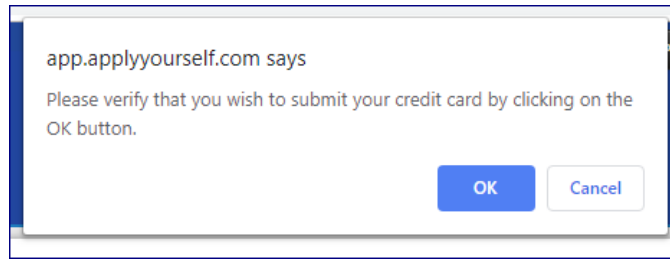
Select Payment Method

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

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



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

22. 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 and will be in contact with you soon about any other documentation that may be needed for admission!