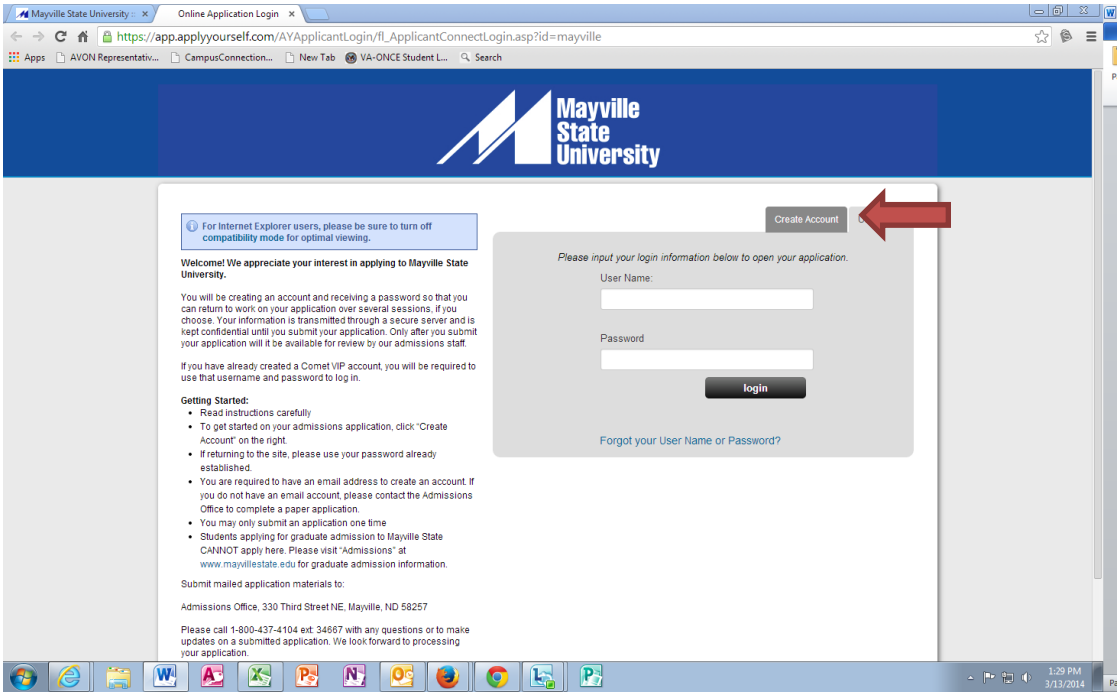
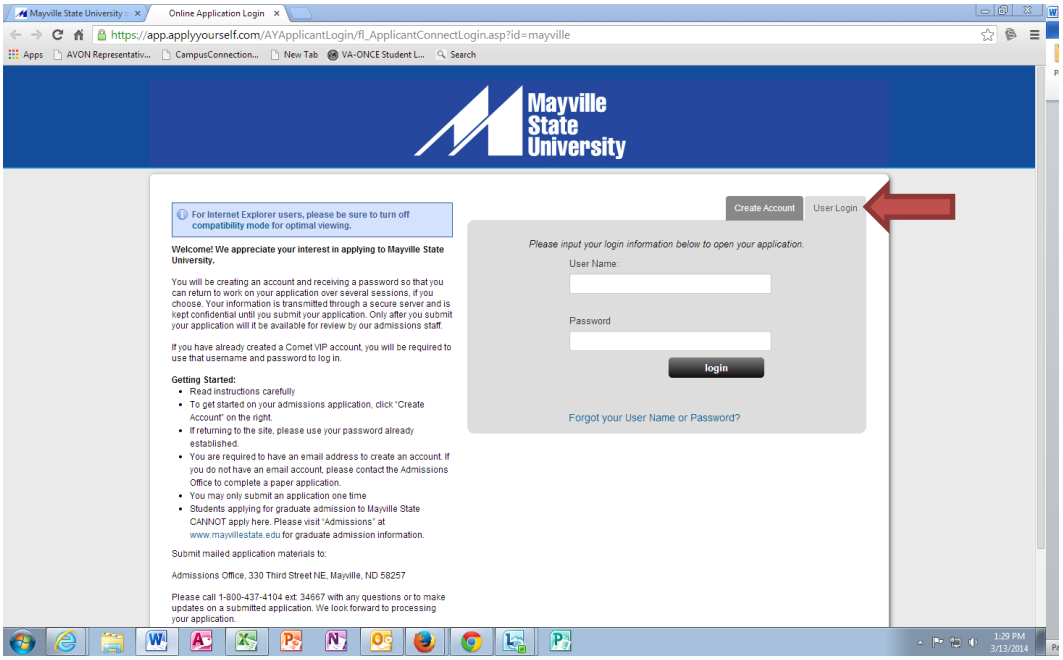
Online Application – Dual Credit Students

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.

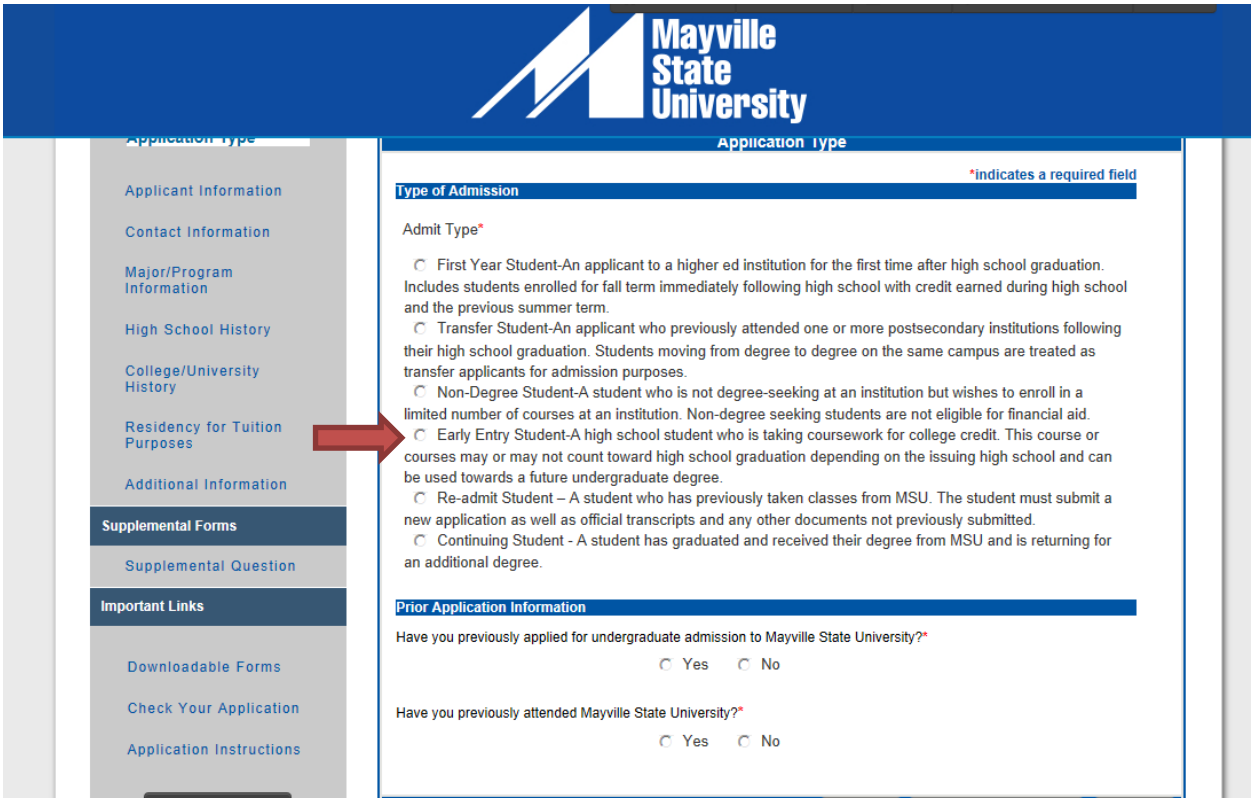


    a. Fill out your account profile and create a username and password.
        i. REMEMBER your user name and password. You will only need it if you choose to SAVE your application to complete at a different time.
        ii. Once you SUBMIT your application you will not need to access your account again 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.

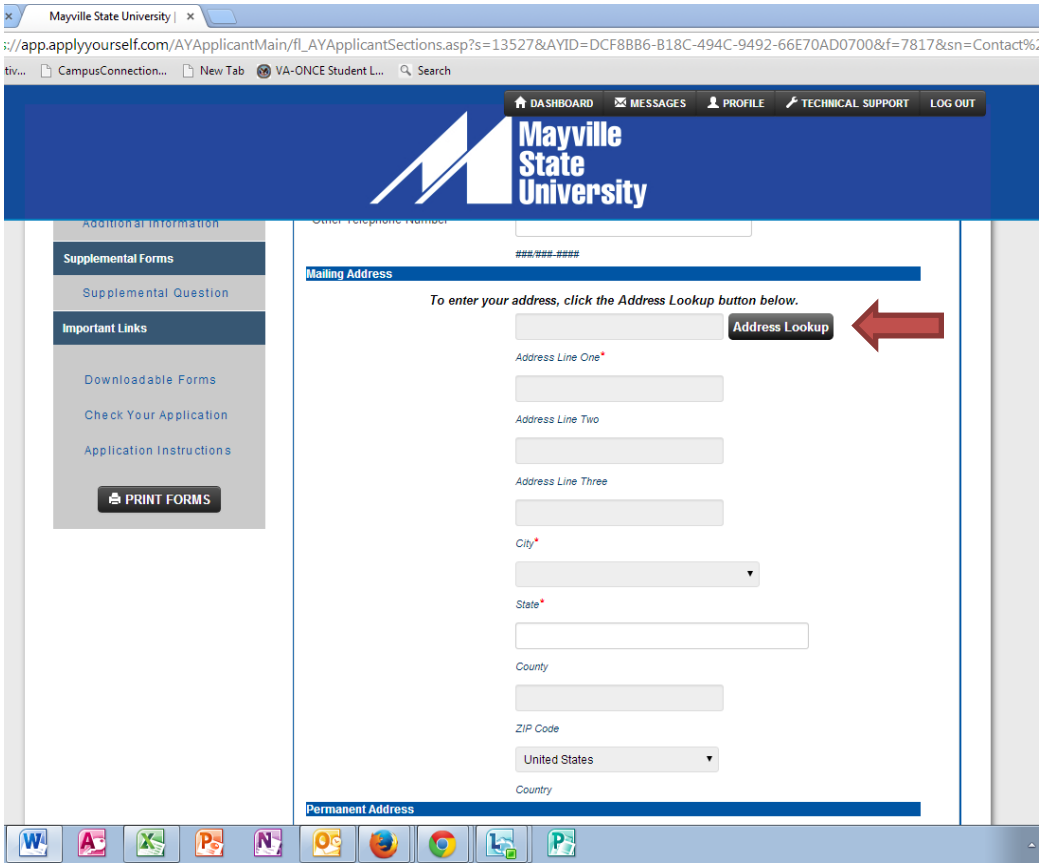


6. Start application or Edit Application.
7. New Users: Application Type, select Early Entry Student.



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.



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



    c. Make sure you click NON-DEGREE Seeking student
    d. Online or On Campus (On-Campus includes dual credit classes at your high school or by ITV.)
    e. FALL 2018
    f. SAVE & CONTINUE
10. Complete your High School history tab - SAVE & CONTINUE.
11. Indicate if you have any other College History - SAVE & CONTINUE
12. Complete Residency tab – SAVE & CONTINUE.
13. Complete Additional information tab. SAVE & Continue
14. Feel free to Preview your Application in Print view.
15. Click the check mark box if you agree with what is being submitted on your application and CLICK Continue.
16. 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.
17. 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.