



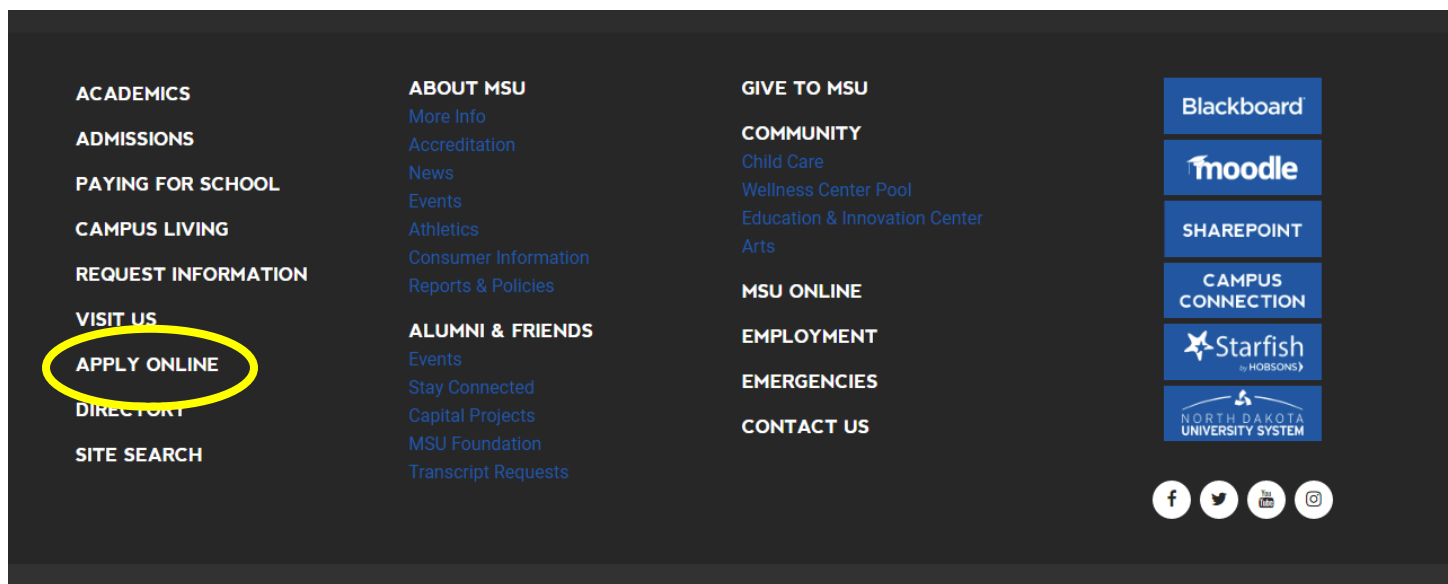
Online Application – Dual Credit Students

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

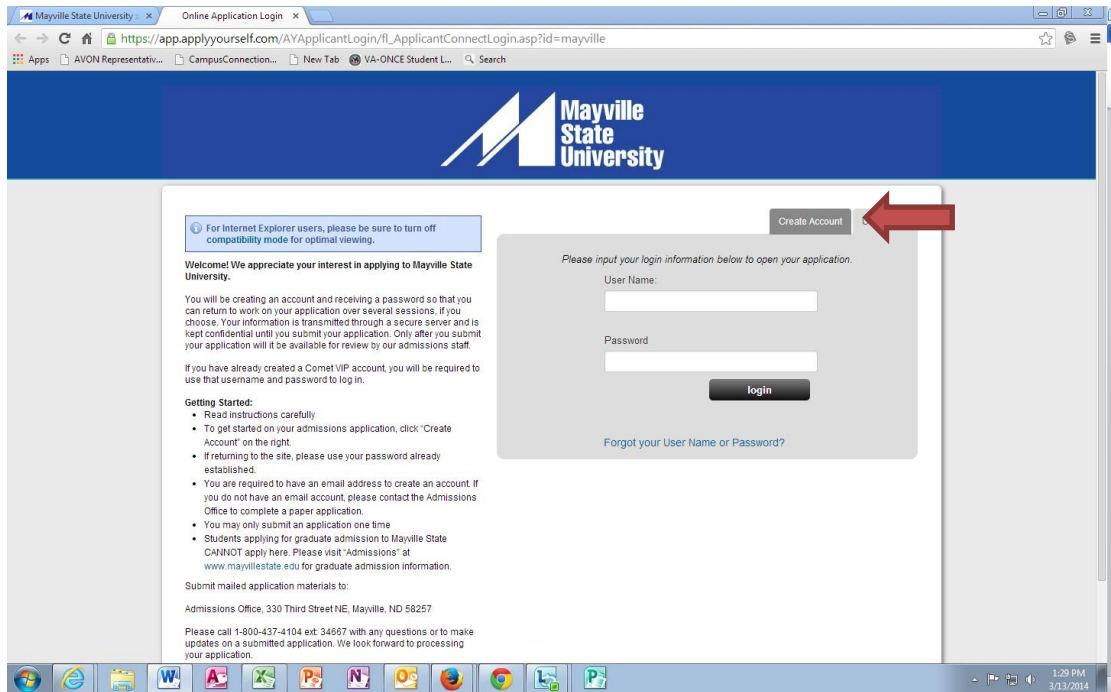
If you withdrew from all dual credit courses or never enrolled after filling out an MSU application in the past, then you need to call the Extended Learning Office at 701.788.4667 to verify your contact information with us.

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

1. Go to www.mayvillestate.edu.
2. At the bottom of the screen click APPLY ONLINE.



3. If you have already set up your account profile in the past: Log in with your user credentials.
4. If you have never filled out an online MSU application before: Create account.



Mayville State University

Online Application Login

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=mayville

Apps AVON Representative... CampusConnection... New Tab VA-ONCE Student L... Search

For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Welcome! We appreciate your interest in applying to Mayville State University.

You will be creating an account and receiving a password so that you can return to work on your application over several sessions. If you choose, Your information is transmitted through a secure server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.

If you have already created a Comet VIP account, you will be required to use that username and password to log in.

Getting Started:

- Read instructions carefully.
- To get started on your admissions application, click "Create Account" on the right.
- If returning to the site, please use your password already established.
- You are required to have an email address to create an account. If you do not have an email account, please contact the Admissions Office to complete a paper application.
- You may only submit an application one time.
- Students applying for graduate admission to Mayville State CANNOT apply here. Please visit "Admissions" at www.mayvillestate.edu for graduate admission information.

Submit mailed application materials to:

Admissions Office, 330 Third Street NE, Mayville, ND 58257

Please call 1-800-437-4104 ext. 34667 with any questions or to make updates on a submitted application. We look forward to processing your application.

Create Account

Please input your login information below to open your application.

User Name:

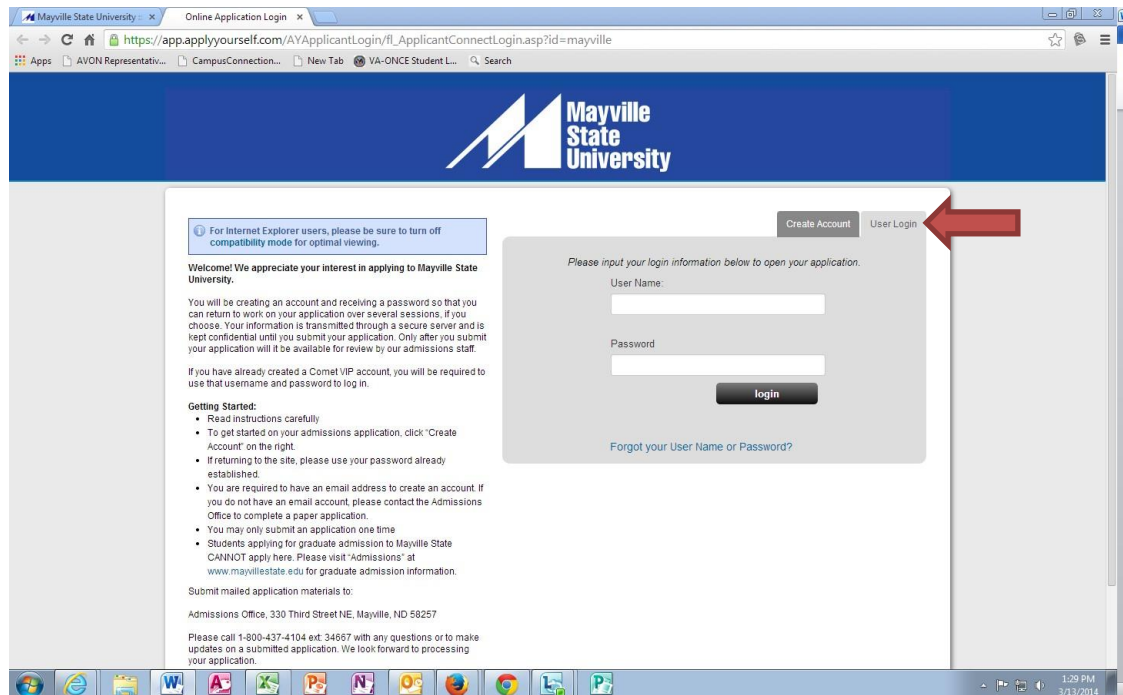
Password:

login

Forgot your User Name or Password?

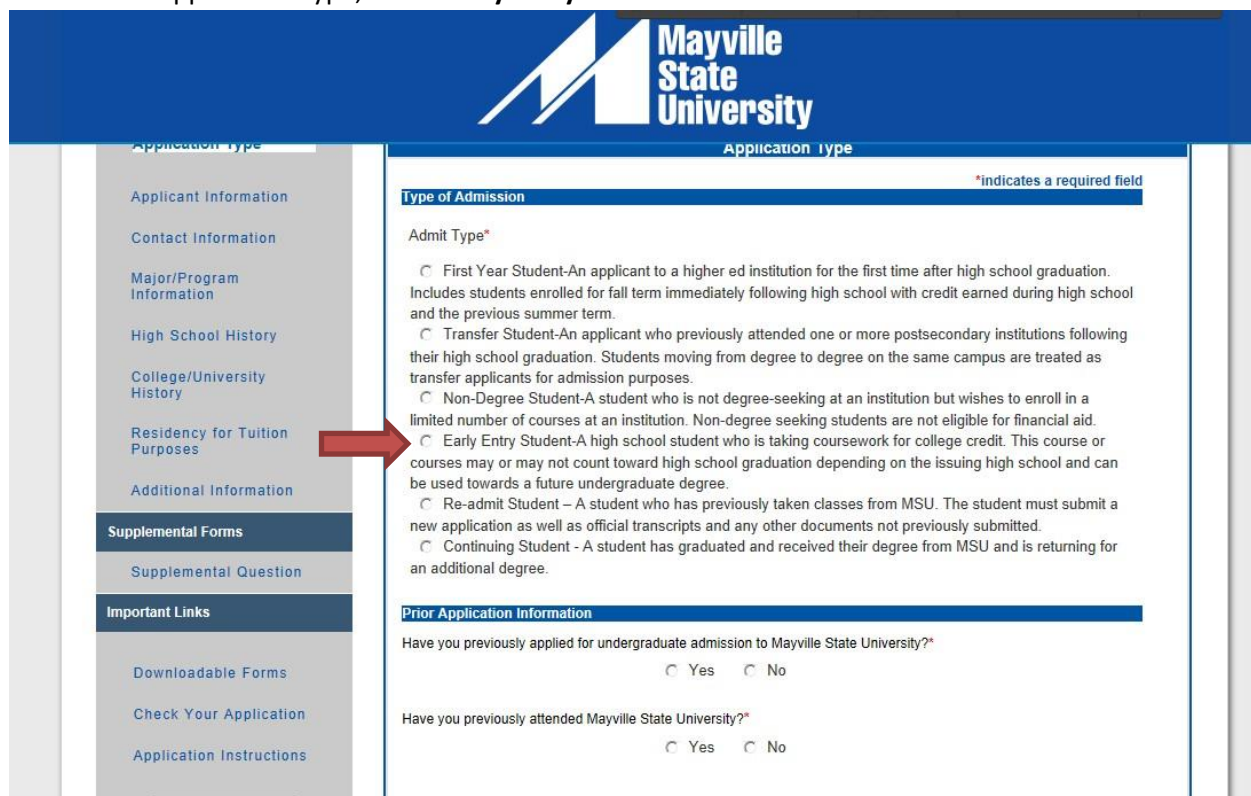
- a. Fill out your account profile and create a username and password.
 - i. **REMEMBER** your username and password. You will need it if you choose to SAVE your application to complete at a different time.
 - ii. Once you SUBMIT your application you will not need to access your account again until you want to submit a different kind of MSU application in the future, such as an undergraduate application after high school.

5. Click Create Account.



6. Start application or Edit Application.

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



8. Fill out your personal information - SAVE & CONTINUE.

9. Fill out your contact information.

- a. Use Address Lookup to complete your mailing address - SAVE & CONTINUE.

The screenshot shows the Mayville State University application portal. The left sidebar contains links for 'Supplemental Forms', 'Supplemental Question', 'Important Links', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. The main content area is titled 'Mailing Address' and includes a redacted email address. Below the email address, there is a text prompt: 'To enter your address, click the Address Lookup button below.' A red arrow points to the 'Address Lookup' button. Below this, there are input fields for 'Address Line One*', 'Address Line Two', 'Address Line Three', 'City*', 'State*', 'County', 'ZIP Code', and 'Country' (with a dropdown menu set to 'United States'). At the bottom, there is a 'Permanent Address' section.

10. For your Major/Program Information:

The screenshot shows the Mayville State University application portal. The left sidebar contains links for 'Application Type', 'Applicant Information', 'Contact Information', 'Major/Program Information' (highlighted), 'High School History', 'College/University History', 'Residency for Tuition Purposes', 'Additional Information', 'Supplemental Forms', 'Supplemental Question', and 'Important Links'. The main content area is titled 'Major/Program Information' and includes a 'Save' button and a 'Save & Continue' button. Below the title, there is a section for 'Major/Program Information' with a red asterisk indicating a required field. The fields are: 'Major/Program*' (dropdown menu set to 'Non-Degree'), 'Degree/Plan*' (dropdown menu set to 'Non-Degree'), '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 set to '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.' (text input field), 'Academic Term*' (dropdown menu set to '2015 Fall'), and 'High School' (dropdown menu set to 'High School'). Red arrows point to each of these fields. At the bottom, 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. **SPRING 2019**
- d. **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.
14. Complete the Safety and Security tab. Note: There is a **one-time application fee** to Mayville State University. You may be asked to pay the one-time application fee of \$35 prior to submitting your application, which can be paid by credit card. You will be prompted to put in credit card information prior to submitting your application. **HOWEVER, 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!** - SAVE & CONTINUE.

If you have any questions or need assistance, please call us at the Office of Extended Learning—we're here to help!
701.788.4667

Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This **EXCLUDES** suspension based on academic performance)*

["Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.]

☐ Yes ☒ No

Do you have an application code?

SAVE & CONTINUE **RESET**

Submit Application

15. Complete the Supplemental Information tab if you want to - SAVE & CONTINUE.
16. 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 question. u have fully responded to both required and relevant non-required

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

PROCEED TO SUBMISSION

17. 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

18. “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.
19. Preview again following instructions 16-18.
20. 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](#)

21. Signature page--**IMPORTANT**
- The student applying for school is the person who has to sign the application! (not parents or other individuals)
 - Sign and **SUBMIT APPLICATION!**

We look forward to processing your application soon!