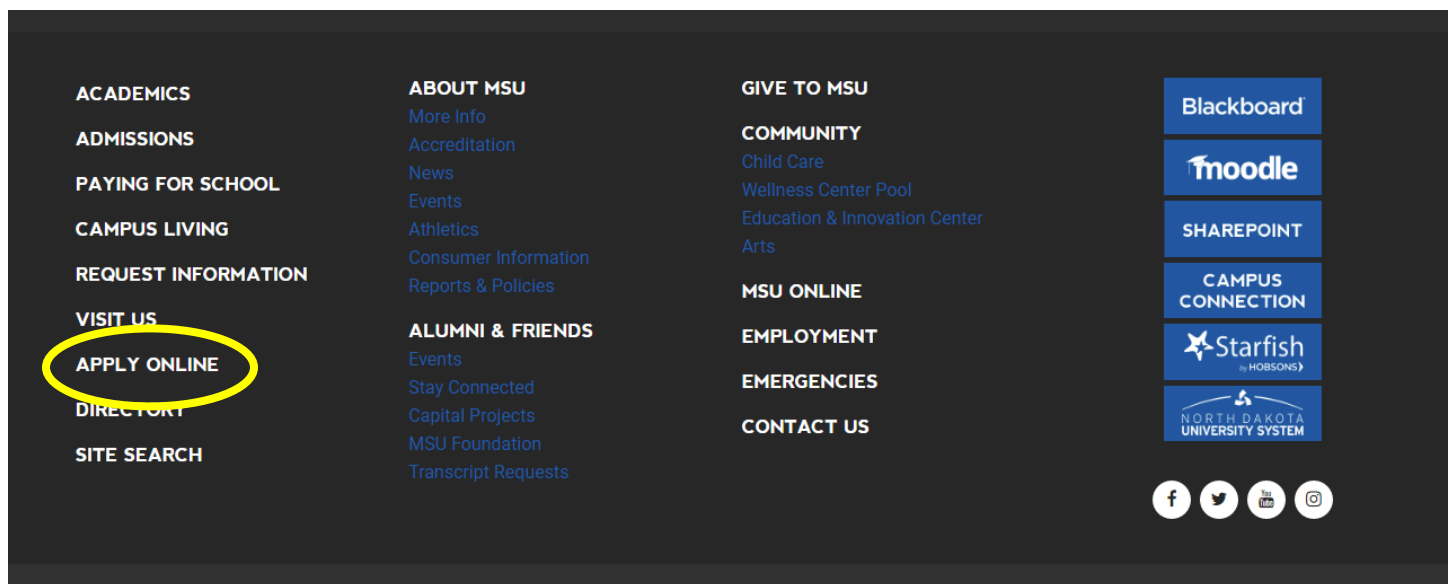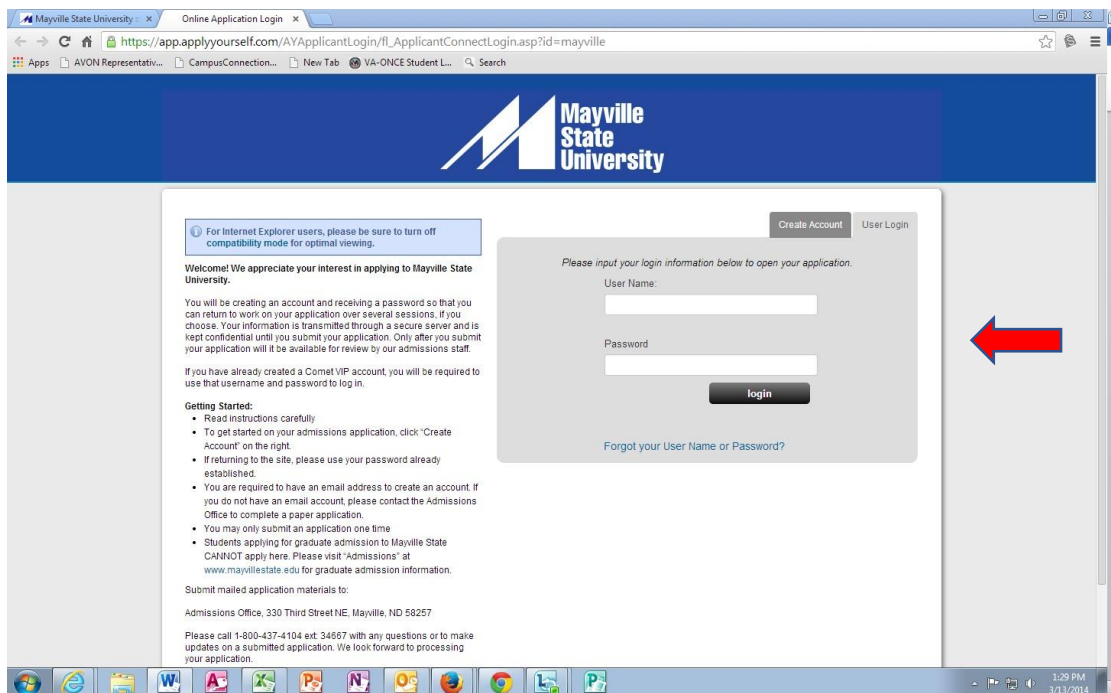# Mayville State University

Online Application

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.
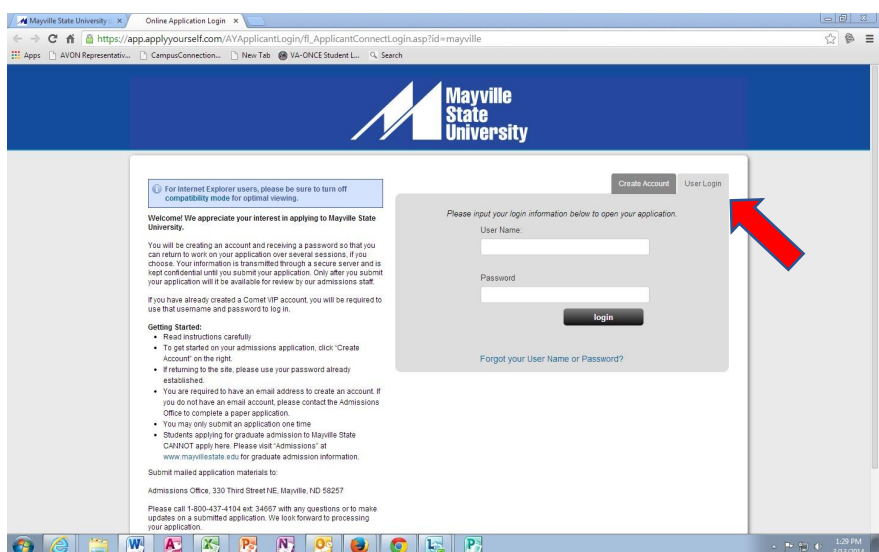
2. At the bottom of the screen click APPLY ONLINE.

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.

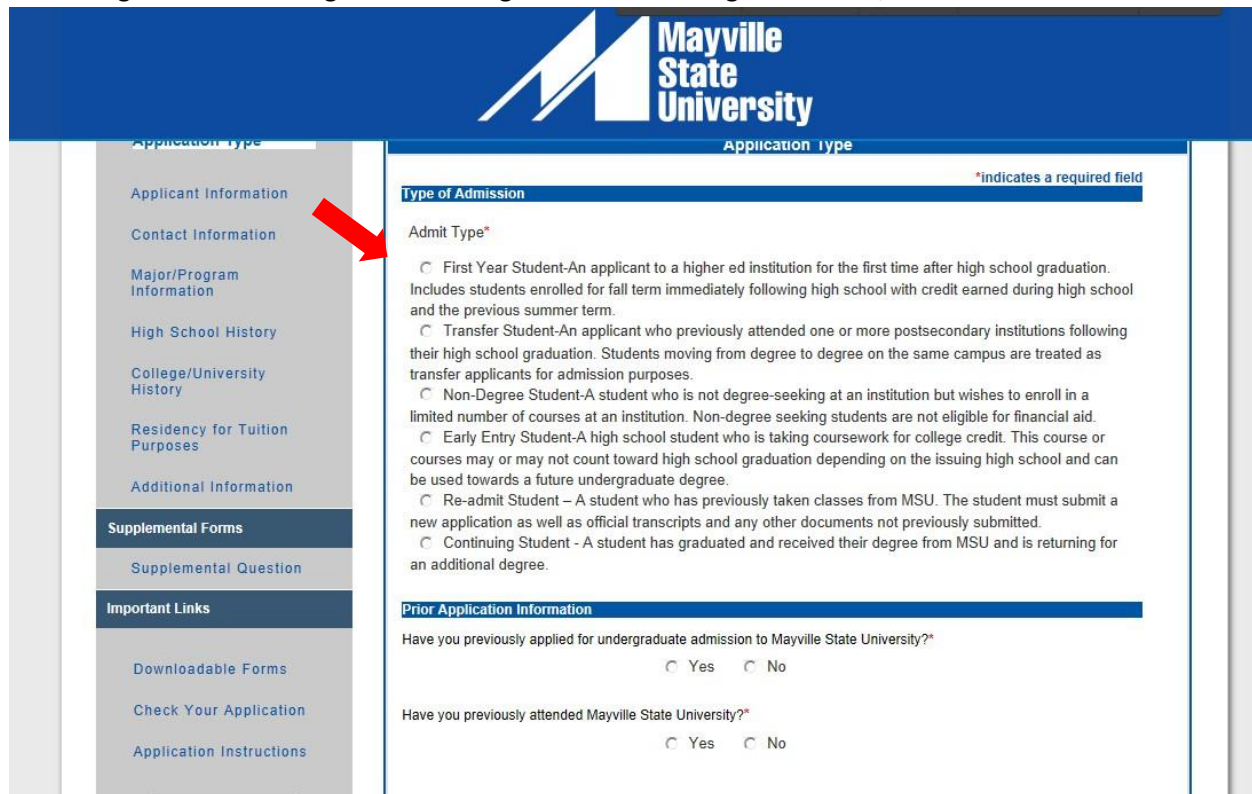   a. Fill out your account profile and create a username and password.

        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.

5. Click Create Account, then log in if necessary.
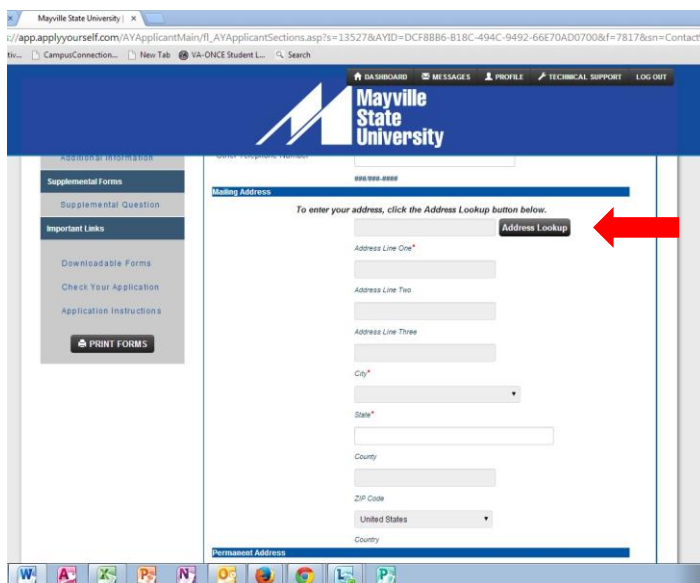

6. Start application or Edit Application.

7. New Users: Application Type, select the appropriate **Admit type**.
    Returning students seeking to be non-degree: select NonDegree Student, not Re-admit Student.

8. Fill out your personal information - SAVE & CONTINUE.
9. Fill out your contact information.
    a. Use Address Lookup to complete your addresses. If your permanent address is the same as mailing, you can check the box in the permanent address section.
    b. SAVE & CONTINUE.

10. For your Major/Program Information:

   a. For BOTH major program and degree plan: choose NON-DEGREE.
   b. Select the main delivery method (please identify which off-campus site, if you select off-campus).
   c. Select the term for which you want to be admitted.
   d. SAVE & CONTINUE

11. Complete the High School History tab - SAVE & CONTINUE.

12. Complete the College History tab - SAVE & CONTINUE.

13. Complete the Residency tab - 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**

14. Complete the Safety and Security tab. **New students**: 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,** 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.

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".

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

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
    a. The student applying for school is the person who has to sign the application! (not parents, spouses, or other individuals)
    b. Sign and **SUBMIT APPLICATION!**

We look forward to processing your application soon!