



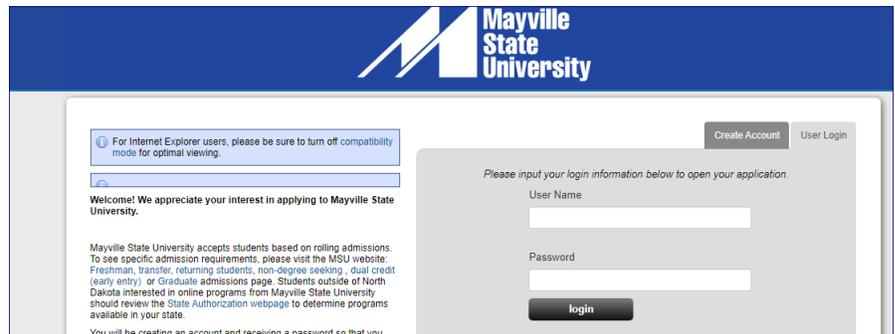
Online Undergraduate Application Instructions

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 <http://www.mayvillestate.edu/msu-online>.
2. Scroll down and click on this link right above the MSU Online Office Information:



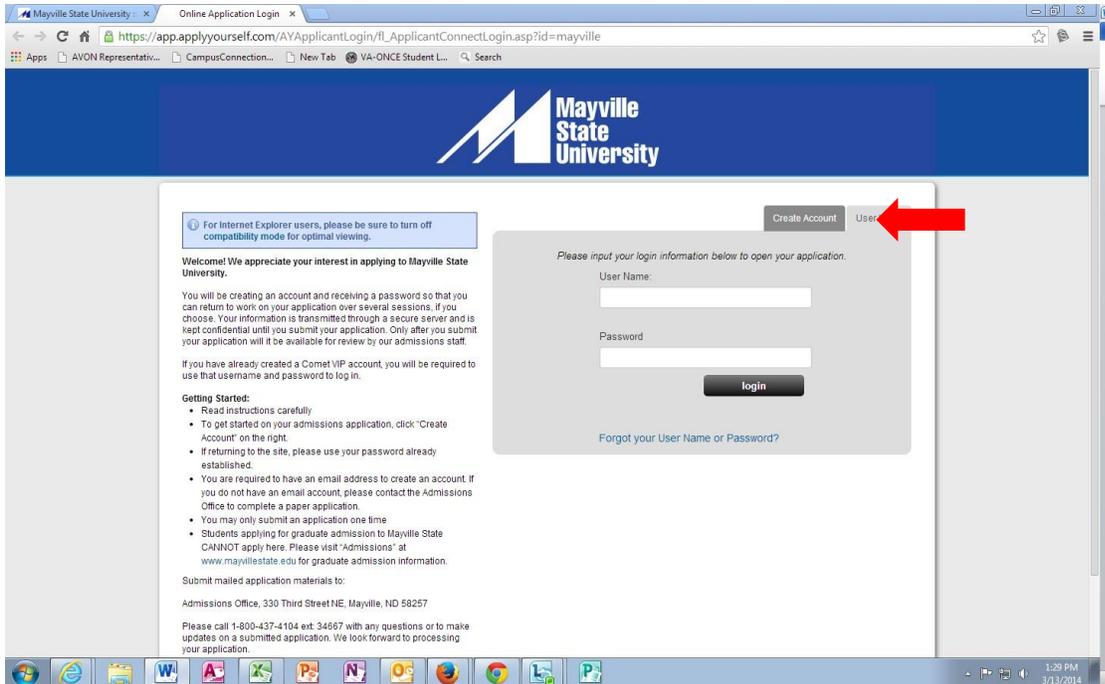
The application page looks like this at the top



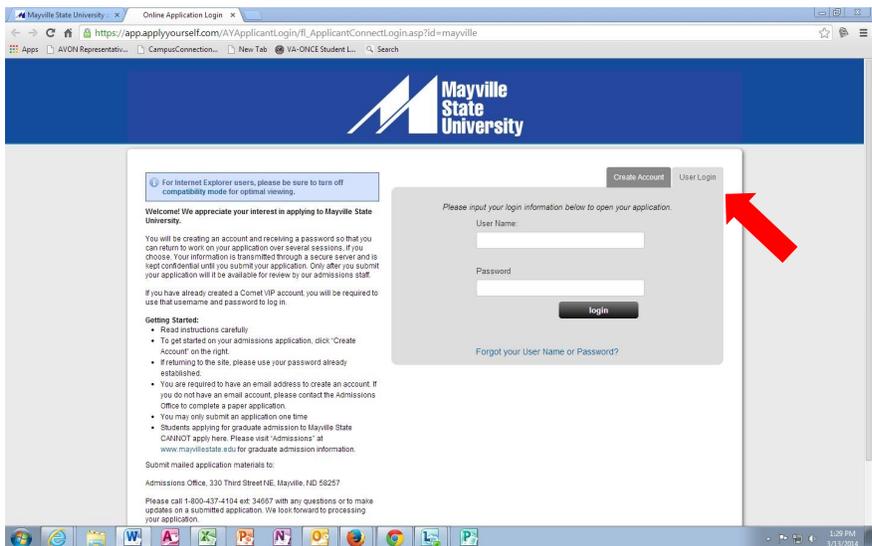
3. If you have already set up your account profile in the past: Log in with your user credentials.

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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.

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6. Under **Type of Admission**, select that you are applying as an 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 at 701.788.4667. 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**.

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

The screenshot shows a web form titled "Major/Program Information". On the left is a navigation menu with categories: 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 form area is titled "Indicate Academic Major" and contains the following fields: "Major/Program*" (dropdown menu with "Non-Degree" selected), "Degree/Plan*" (dropdown menu with "Non-Degree" selected), "Sub Plan" (dropdown menu), and "Based on the Major/Program you selected above, the following delivery method options are available. Please indicate your preferred delivery method." (dropdown menu with "Online" selected). Below this is a section for off-campus locations. The "Misc Application Data" section includes "Academic Term*" (dropdown menu with "Spring 2021" selected) and "Do you have an application code?" (text input field with placeholder "Enter your case-sensitive code here!"). Red arrows point to the "Major/Program*", "Degree/Plan*", "Based on the Major/Program..." dropdown, "Academic Term*", and the application code input field. At the top right and bottom right of the form are "SAVE" and "SAVE & CONTINUE" buttons, and at the bottom right is a "RESET" button.

- a. For **major program**: choose **Non-degree** if you are just taking some classes, or choose your primary interest area if you are applying to pursue 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

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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 questions you have fully responded to both required and relevant non-required

ation submission process, please click on the “proceed to submit” to 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.
- If corrections need to be made:
 - Select from the left-hand menu the section containing the information to be corrected.
 - Make your corrections.
 - SAVE & CONTINUE.
 - Preview again following instructions 14-16.
 - 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.

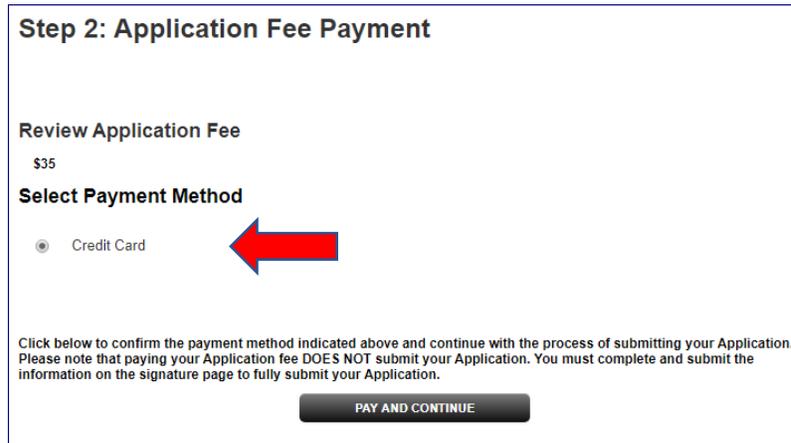
Please Note: Your application has not been submitted until you reach the page titled “Submission Complete.”

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

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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

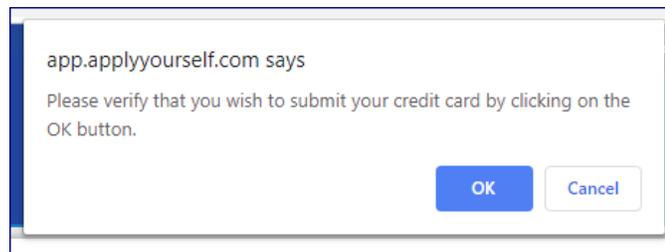
Select Payment Method

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**.

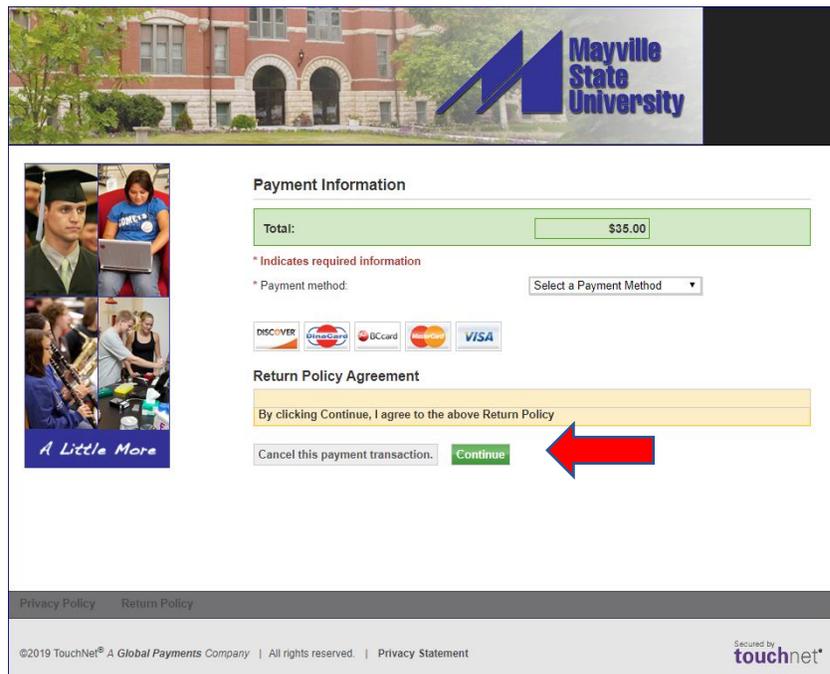


app.applyyourself.com says

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 American Express DCCard Mastercard VISA

Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Cancel this payment transaction. **Continue**

Privacy Policy Return Policy

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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!
We look forward to processing your application