In order to receive Michigan Tech graduate credit, you must submit an online graduate web application.

If you are a current summer 2017 Michigan Tech student (who has taken any course at MTU in the past semester), you should contact teacherpd@mtu.edu to register you for the course.

If you have applied to Michigan Tech previously, you will need to submit the Resubmission form. http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/readmit.pdf

If you are a new Michigan Tech graduate student, you need to submit a graduate summer 2017 web application as follows:

To submit the Web Application:

1) Go to http://www.mtu.edu/gradschool/admissions/apply/
2) Click on:

   ![Application Link]

   a. If you’ve applied previously to Michigan Tech and remember your login and PIN, enter that information under the Returning Users section and select “Login”

   ![Login Section]

   i. If your previous login credentials do not work, contact mygrad@mtu.edu to have your PIN reset.

   b. If this is your first Michigan Tech web application, under the New Users section, Create a Login ID and a PIN and select “Login”

   ![New User Section]

As you go through the application, the system displays the following buttons:

- **Checklist**
- **Continue**
- **Finish Later**

Selecting “Checklist” will bring you back to the Application Checklist screen.

Selecting “Continue” will bring you to the next Application Checklist item.

Selecting “Finish Later” will bring you out of the Web Application.
3) Under Graduate Applications, select “Domestic Application”

Graduate Applications
for students who have already earned a bachelor’s degree

Domestic Application
for US citizens or permanent residents who plan to pursue a certificate, master’s, PhD (including online programs), or are non-degree seeking

International Application
for citizens of countries other than the US who plan to pursue a certificate, master’s, PhD (including online programs), or are online non-degree seeking

4) Enter Application Information

* - indicates a required field.

Application Type: Graduate, Domestic
Admission Term: \(\text{Summer 2017}\)

First Name: 
Middle Name: 
Last Name: 

a. Select “Summer 2017” for the Admission Term
b. Enter information in ALL required fields (red *).
c. Select “Fill Out Application”

The system displays the Application Checklist page. Each Checklist item must be “completed” before submitting the Web Application.

- Incomplete checklist item, one or more required field(s) have not been completed.
- Complete checklist item

5) Select “Name”, fill out all required and optional information.

Last Name: 
First Name: 
Middle Name: 
Prefix: 
Suffix: 
Previous Last Name: 
Preferred First Name / Nickname: 
Previously attended Michigan Tech? Yes No
Previous Michigan Tech Graduate Application? Yes No

Checklist  Continue  Finish Later

6) Select “Continue”
7) Enter your Mailing Address information.

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 1:*</td>
</tr>
<tr>
<td>Street Line 2:</td>
</tr>
<tr>
<td>Street Line 3:</td>
</tr>
<tr>
<td>City:*</td>
</tr>
<tr>
<td>State/Province:*</td>
</tr>
<tr>
<td>ZIP Code:*</td>
</tr>
<tr>
<td>Country:*</td>
</tr>
<tr>
<td>Phone Number (xxx)-(xxxxxx):</td>
</tr>
<tr>
<td>Additional Phone Number or International Phone Number:</td>
</tr>
</tbody>
</table>

8) Select “Continue”

9) The system automatically inserts your Mailing Address information into your Home/Permanent Address Information, update if needed.

<table>
<thead>
<tr>
<th>Home/Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 1:*</td>
</tr>
<tr>
<td>Street Line 2:</td>
</tr>
<tr>
<td>Street Line 3:</td>
</tr>
<tr>
<td>City:*</td>
</tr>
<tr>
<td>State/Province:*</td>
</tr>
<tr>
<td>ZIP Code:*</td>
</tr>
<tr>
<td>Country:*</td>
</tr>
</tbody>
</table>

10) Select “Continue”

11) Enter your Personal Information.

   a. Provide an email address other than your k12 email if possible; some schools block emails that are sent from our automated system
12) Select “Continue”

13) Enter the Planned Course of Study Information
   a. Select “Non Degree Seeking” for the Planned Course of Study drop down list.
   b. Select “Teacher Prof Development” from the drop down list.
      *You do not need to indicate an Area of Interest
c. Select “No” for the Accelerated Master’s program question.

d. Select “No” for the Online Program question. If you are planning to register for “Diagnosis and Remediation of Reading Problems” (ED 5750), you must select “Yes”.

14) Select “Continue”

15) Enter Test Score Information.
Select “Continue”

17) Enter Previous College Information.

**NOTE** - If you have previously applied to Michigan Tech and your previous college information displays, perform the following steps and proceed to the next page.

a. Select “Save/Enter Another College”

b. Select “Continue”

18) Select the “Lookup College Code” to search for your previous college.

19) Select the “State” of your previous college from the drop down list.

20) Select “List Cities in Selected State, Province or Country”

21) Select the “City” of your previous college from the drop down list.

22) Select “List Colleges in selected City”

23) Select the “College name” from the drop down list.
24) Select “Copy selected College information to my application”
25) The system will insert the College Information into the form.
26) Select “Save/Enter Another College”
27) Select “Continue”
28) Type “Yes” for affirmation

**AFFIRMATION:** Type “YES” to indicate you have read and understand the information provided.

I have verified my program’s Admission Requirements.
I understand that if my program requires test scores,
Michigan Tech must receive official test score reports
to complete my enrollment if accepted.

Have you ever been convicted of or plead guilty or no contest to a crime other than ☐ Yes ☐ No
a traffic violation? Or are you presently under arrest for a felony or have felony charges pending against you?*

If you answered yes to the above question, you must upload a detailed statement
of explanation on your MyMichiganTech website to complete your application.
If an answer of “no” changes to “yes” after this application is submitted, you must
send a letter to the Graduate School detailing relevant facts within
seven business days. *

29) Select “Continue”
30) The system will display the status of each Application Checklist item.

![Application Checklist](image)

Submit Application

The application review process will begin only when:
(1) You have agreed to the Affirmation Statement below (please read this carefully);
(2) You have completed your application by clicking on the “Submit Application” button;
(3) All required application materials have been uploaded on your MyMichiganTech (for instance, copies of all previous transcripts and test score reports). All application materials become property of the Graduate School and will not be returned.

Your application will not be be submitted to the Graduate School until you select the “Submit Application” button. You will then be taken to your application
confirmation page - please print this page for your records.

**AFFIRMATION STATEMENT**

By submitting this application, I certify that all statements made on this application are true, correct, and complete to the best of my knowledge. I understand that knowingly giving false information may result in my dismissal from the University. If admitted, I will observe all rules and regulations of Michigan Tech.

I understand that I am responsible for providing all of my required application materials to the Graduate School before my application can be reviewed.

I recognize that as a student/alumni/employee of Michigan Technological University, my photo may appear in print and/or electronic media for recruiting, advertising, trade, or other purposes whatsoever.

31) Select “Submit Application”
32) Within the next 72 hours, you will receive two emails from the Michigan Tech Graduate Staff. These emails will contain your username and password for your personalized
My Michigan Tech website where you will be able to view your application and upload application materials.

a. If you do not receive these emails, please check your SPAM or junk mail. If the emails are not there, please contact mygrad@mtu.edu for further assistance.

Important:

You will need to have a current teaching certificate in order to receive your reduced tuition rate. Our Teacher Professional Development Coordinator will verify your Michigan certification. If you have certification from another state, you must upload it on the MyMichiganTech website.

Upon receiving your acceptance letter, you will need to log into your MyMichiganTech account and complete the Proprietary Rights and Agreement (PRA) form. Failure to submit the form will result in a hold on your account which will delay registration.

For course information or registration questions, please contact:
Rachelle Gariepy, Teacher Professional Development Coordinator
(906) 487-2460, teacherpd@mtu.edu
Department of Cognitive and Learning Sciences
1400 Townsend Drive, Houghton, MI 49931