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

If you are a current summer 2018 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 2018 web application as follows:

To submit the Web Application:

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

   ![Apply to Michigan Tech](image)

   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](image)

      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”

   ![Create Login ID](image)

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

- 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 out of the Web Application
3) Under Graduate Applications, select “Domestic Application”

4) Enter Application Information

- indicates a required field.

**Application Type:** Graduate, Domestic

**Admission Term:** Summer 2018

**First Name:**
**Middle Name:**
**Last Name:**

- a. Select “Summer 2018” 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?**
**Previous Michigan Tech Graduate Application?**

- Checklist
- Continue
- Finish Later

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

8) Select “Continue”

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

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) or “Teaching Science in Three Dimensions” (ED 5540), you must select “Yes”**.

14) Select “Continue”

15) Enter Test Score Information.
16) 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.

To submit this information select “Save/Enter Another College.”
Saved entries can be viewed below.

When you have confirmed that all colleges that you have previously attended are visible below, select Continue. (NOTE: If you have previously applied and have not made any new entries you must still hit SAVE to continue.)

Save/Enter Another College

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 to a crime other than ☐ Yes ☐ No
a traffic violation? Or are your 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.

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