To receive Michigan Tech graduate credit, you must submit an online graduate web application.

If you are a current summer 2019 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 2019 web application as follows:

To submit the Web Application:

1) Go to http://www.mtu.edu/gradschool/admissions/apply/
2) Click on:
   Enter your login information below:
   \[ \text{Login ID: } \]
   \[ \text{PIN: } \]
   \[ \text{Login} \]

   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”

   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”

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

4) **Enter Application Information**

**Application for Admission**

To begin your application, select your planned admission term and enter your name.

- * - indicates a required field.

**Application Type:** Graduate, Online Application

**Admission Term:** Fall 2018

**First Name:**

**Middle Name:**

**Last Name:**

**Fill Out Application**

**Return to Homepage**

a. Select “**Summer 2019**” 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.

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.

<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:* None</td>
</tr>
<tr>
<td>ZIP Code:* None</td>
</tr>
<tr>
<td>Country:* None</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) Answer “yes” for non-degree seeking and “yes” for K-12 teacher.

<table>
<thead>
<tr>
<th>Citizenship Status: Enter your country of birth:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter your country of citizenship:*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email:* Verify email address:*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gender: Male</th>
<th>Female</th>
<th>No Response</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Birth Date: Month</th>
<th>None</th>
<th>Day</th>
<th>None</th>
<th>Year (YYYY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State of Michigan Resident:*</th>
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</thead>
</table>

| Are you applying to be nondegree seeking?: Yes | No |
|------------------------------------------------|

<table>
<thead>
<tr>
<th>What is your ethnicity?</th>
</tr>
</thead>
</table>

- Hispanic or Latino
- Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

13) Select “Continue”
14) Select “None” from the Planned Course of Study drop down list.
   a. Select “Non Degree Seeking” for the Planned Course of Study drop down list.
   b. Select “No” for the Accelerated Master’s program question.
   c. Select “No” for the Partner/Negotiated Agreement program question.

15) Select “Continue”

16) Enter Test Score Information.
17) Select “Continue”

18) Enter Previous College Information.

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

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

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

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

23) Select “List Colleges in selected City”

24) Select the “College name” from the drop down list.

25) Select “Copy selected College information to my application”

26) The system will insert the College Information into the form.

27) Select “Save/Enter Another College”

28) Select “Continue”

29) Type “Yes” for affirmation (see next page)
30) Select “Continue”

31) The system will display the status of each Application Checklist item.

32) Select “Submit Application”

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. 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 the reduced tuition rate. We 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