2019 SYP Web App Process

This is what the web application process will look like when you apply. We hope that this clarifies any questions you may have!

1. From mtu.edu/syp, click **Apply Now!** In order to access the application, you must create a **login ID** and **PIN** (example: lastname, password 000000). You will need to create a new login and PIN each year.

   ![New Users](image)

   **New Users**
   Create Login ID and PIN that you can easily remember:
   - Your Login ID can be any combination of letters and numbers, up to nine characters.
   - Your PIN must be all numbers and between 6 and 15 digits in length.
   - Current/previous students CANNOT use their ID Number as their login.

   Please create a Login ID and PIN.
   - Create a Login ID: [Input Field]
   - Create a PIN: [Input Field]
   - Verify PIN: [Input Field]
   - **Login**

2. You will be brought to a page where you can create a new web application. You should pick **Summer Youth Programs**.

   ![Domestic Undergraduate Applications](image)

   **Domestic Undergraduate Applications**
   - Domestic Undergraduate Application for Admission: First-Year or Transfer Students
   - Online Courses Nondegree Seeking
   - Nondegree Seeking
   - Dual Enrollment
   - Pre-College

   **Summer Youth Programs**
   - For students in grades K-12
   - Exclusively for students who have completed grades 6-11
   - Apply for summer camps, career and adventure explorations, or scholarship programs.

3. Welcome! This is the screen where you will choose ‘**Summer 2019**’ and enter the participant name.

   ![Important Information](image)

   Important: Please use proper capitalization when completing this form (for example, enter Sara Jones, not SARA JONES or sara jones).
   - **Indicates a required field.**
   - **Application Type:** Pre-College, Summer Youth Pgm
   - Admission Term: [Dropdown]
   - First Name: [Input Field]
   - Middle Name: [Input Field]
   - Last Name: [Input Field]
   - **Fill Out Application**
   - **Return to Homepage**
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4. This is what we refer to as the “checklist screen.” This is the outline of the application information you will enter to complete your web application.

- Filling out your application is pretty straightforward, and you can fill out the sections in any order you would like. A checklist is provided below to help you keep track of where you are in the process.
- If you don’t feel like finishing your application all at once, select “Finish Later” to save your information for next time.

5. Starting at the beginning, here is the “Name” page to enter the name of the participant. Be sure to enter this name in the proper format! You can also indicate if you have attended before.

- If you press ‘continue’ you will be taken to “Address.” Make sure it’s complete. Or, you can return to the checklist or save for later.

6. “Personal Information” – some of this is required, some is not. Please ensure that your email address is one where we can contact you.

7. “Parent or Guardian Info” – you need to put in at least one guardian, and can select from a variety of relatives.

8. “Emergency Contact” information is asked in the web app. Please include this contact in case we can’t get through to parents/guardians in a crisis – otherwise there is no reason we will call these contacts. The emergency contacts need to be different from the parents/guardians.
10. **“Exploration Selection”** – this page has a ton of information, so it is included in full on the next two pages. You can pick a primary and secondary class for any week, and also select if they want to be a commuter or residential live-in.

<table>
<thead>
<tr>
<th>Dates: JUN 16 - JUN 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Plan Type:</td>
</tr>
<tr>
<td>Primary Exploration Choice:</td>
</tr>
<tr>
<td>Secondary Exploration Choice:</td>
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</tbody>
</table>

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<th>Dates: JUN 23 - JUN 29</th>
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<tbody>
<tr>
<td>Select Plan Type:</td>
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<td>Primary Exploration Choice:</td>
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<td>Secondary Exploration Choice:</td>
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<tr>
<th>Dates: JUL 07 - JUL 13</th>
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</thead>
<tbody>
<tr>
<td>Select Plan Type:</td>
</tr>
<tr>
<td>Primary Exploration Choice:</td>
</tr>
<tr>
<td>Secondary Exploration Choice:</td>
</tr>
</tbody>
</table>

11. **“Transportation”** – please let us know what mode of transportation you plan to use. The exact details (such as date and time) will be asked again in your Confirmation Packet, so do not worry if you need to change it in the future! This information can also be determined later by clicking ‘**Do Not Know Travel Plans.**’ Additionally, many international groups will choose ‘other.’
12. When selecting a “High School/Middle School” most high schools can be pulled up using the “Lookup High School/Middle School Code” link. It will auto-fill information on record. If your school is not found, you can enter this information manually. Be sure to enter a grade and graduation year.

13. This a very important screen! On the “Payment Information” screen, you will be informed that a $100.00 deposit is due for each exploration, and that this is a non-refundable deposit. In order to continue, you must type “YES” in the box (see next page).
14. At this point, a regular application is filled in, but not submitted. Students who are applying for a Competitive Scholarship Program like WIE, ESP, or NSTI will have to complete additional steps. Everyone else will be returned to the checklist screen, but your application is not totally done until you click a payment option.

15. Again: just getting back to this screen does NOT mean your application is submitted! You must either choose to make a deposit online right now, or choose to send one in by mail later. Until you make a selection, your application will not come to us.

16. Clicking on ‘Mail In Payment’ takes you directly to a congratulations screen: your application is now submitted, but won’t be processed until you mail in or call in a payment (906-487-2219) and we receive it.
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17. Clicking on ‘Online Payment’ will take you to a screen where you can enter an amount to pay at the time (min. $100.00 deposit, max. up to the cost of the camp). Clicking on ‘Pay This Amount’ leads to the actual credit card info site.

That’s it! Your application will now be routed to our office. Please remember that you are not considered enrolled in a camp at this stage – our staff must go through and process your applications individually. You will receive a confirmation email when everything is all set. If you have other questions or concerns about the application process please call or email us at:

Phone: 906-487-2219
Email: syp@mtu.edu