

2020 SYP Web App Process

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

1. From mtu.edu/syp, click **Sign Up 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

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 M Number as their login.

Please create a Login ID and PIN.

Create a Login ID:

Create a PIN:

Verify PIN:

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

for US citizens or permanent residents

Domestic Undergraduate Application for Admission: First-Year or Transfer Students

for students currently in high school or high school graduates who plan to pursue an associate's or bachelor's degree.

Online Courses Nondegree Seeking
apply for online learning courses only

Nondegree Seeking
apply as a part-time, nondegree seeking student

Dual Enrollment
begin taking classes before you graduate from high school

Pre-College

for students in grades K-12

Summer Youth Programs ←

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 2020'** and enter the participant **name**.

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 Pgrm

Admission Term:*

First Name:*

Middle Name:

Last Name:*

Fill Out Application

Return to Homepage

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- 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.

<input type="checkbox"/> Name	<input type="checkbox"/> Exploration Selection
<input type="checkbox"/> Address	<input type="checkbox"/> Transportation
<input type="checkbox"/> Personal Information	<input type="checkbox"/> High School/Middle School
<input type="checkbox"/> Parent or Guardian Information	<input type="checkbox"/> Payment Information
<input type="checkbox"/> Emergency Contacts	<input type="checkbox"/> Scholarship Application

Submit Application

The application review process will begin only when you have marked your application as complete by selecting a payment option. Your application is not submitted until you have selected a payment option.

[Need Help? Click here.](#)

- 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.

Name (Checklist item 1 of 10)

* - indicates a required field.

First Name:*

Preferred First Name/Nickname:

Middle Name or Initial:

Last Name:*

Suffix (Jr., Sr., II, etc):

If you have previously attended Michigan Tech's Summer Youth Programs, please list the program name and date attended.

[Return to Checklist without saving changes](#)

- 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.
- “**Personal Information**” – some of this is required, some is not. Please ensure that your email address is one where we can contact you.
- “**Parent or Guardian Info**” – you need to put in **at least one guardian**, and can select from a variety of relatives.
- “**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.**

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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**.

Dates: JUN 16 - JUN 22	
Select Plan Type:	Live-In ▼
Primary Exploration Choice:	Environmental Invaders (52312) ▼
Secondary Exploration Choice:	None ▼
Dates: JUN 23 - JUN 29	
Select Plan Type:	None ▼
Primary Exploration Choice:	None ▼
Secondary Exploration Choice:	None ▼
Dates: JUL 07 - JUL 13	
Select Plan Type:	None ▼
Primary Exploration Choice:	None ▼
Secondary Exploration Choice:	None ▼

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11. 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.

When entering your "Graduation Year", please enter the year you will complete high school.	
Grade completed by June 1, 2019	Graduation Year
12th grade	2019
11th grade	2020
10th grade	2021
9th grade	2022
8th grade	2023
7th grade	2024
6th grade	2025
5th grade	2026

* - indicates a required field.

School Code:

School Code: [Lookup High School/Middle School Code](#)

If School not found:

School Name:*

School Street1:

School Street2:

School Street3:

School City:

School Zip Code:

School County:

School State:

School Nation:

Graduation Year:* Year (YYYY)

What grade will you have completed by this summer?*:

12. **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).**

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Payment Information (Checklist item 9 of 10)

Summer Youth Programs Applicants

A \$100 nonrefundable deposit **per** exploration is due before your application will be processed for enrollment. Charter bus payments are also due in full within 10 days of purchase. All remaining balances are due in full by June 1st. (for participants applying after June 1st, payment is due in full with your application).

Submitting Your Deposit online by Credit Card

- Choose the Online Payment option on the Checklist menu page and follow the payment screens.

Submitting Your Deposit by Paper/Mail-in

- Download a [Summer Youth Program Payment Form](#)
- Fax or mail this form along with your nonrefundable \$100 deposit for **each** exploration to our office within 10 days of submitting your application.

Submitting Your Deposit by Telephone

- Call our toll free number listed below and we will assist you with paying your deposit.

Competitive Scholarship Programs Applicants

Your registration fee is due only if you are selected to participate. Applicants will be notified in mid-May if they have been accepted into the program. Once accepted, your registration fee is due within 10 days to confirm your enrollment.

You may fill out and print the appropriate payment form now to have available for when you receive your notification in May. Payment forms for the Engineering Scholars Program, National Summer Transportation Institute, Rail and Intermodal Transportation, Women in Computer Science, Women in Engineering, and Junior Women in Engineering can be found [here](#).

Michigan Technological University
Summer Youth Programs
1400 Townsend Drive
Houghton, MI 49931-1295

Fax: (906) 487-1136
Toll Free: 1-888-PRECOLLEGE (888-773-2655)

Type YES to indicate you understand that your deposit and bus payments (if applicable) are due now, and the balance is due before June 1st.*

[Checklist](#) [Continue](#) [Finish Later](#)

13. 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 and submit.

NOTE: Even if your program does not require the \$100 deposit, you must still click **Mail-In Payment** and the gray **submit** button to complete your 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.

Name	Exploration Selection
Address	Transportation
Personal Information	High School/Middle School
Parent or Guardian Information	Payment Information
Emergency Contacts	Scholarship Application

Submit Application

The application review process will begin only when you have marked your application as complete by selecting a payment option. Your application is not submitted until you have selected a payment option.

[Online Payment](#) [Mail-In Payment](#) [Finish Later](#)

Need Help? [Click here](#).

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

15. 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. You must then click the gray Submit button to complete your application.

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16. 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.

Please enter your credit card information

Total:

* Indicates required information

* Payment method:

* Credit Card Type:

* Account Number:

* Expiration Date:

* Security Code: ([View example](#))

* Name on Card:

Billing Address

* Street Address 1:

Street Address 2:

Street Address 3:

Street Address 4:

* City:

* State/Province:

* Postal Code:

* Country:

*Email:

Day Phone:

Night Phone:

Mobile Phone:

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