



## Online Application – Dual Credit Students

Dual Credit students only need to complete Mayville State’s admissions application once--before the first semester in which dual credit courses are taken. You do not need to submit a new admissions application for each term.

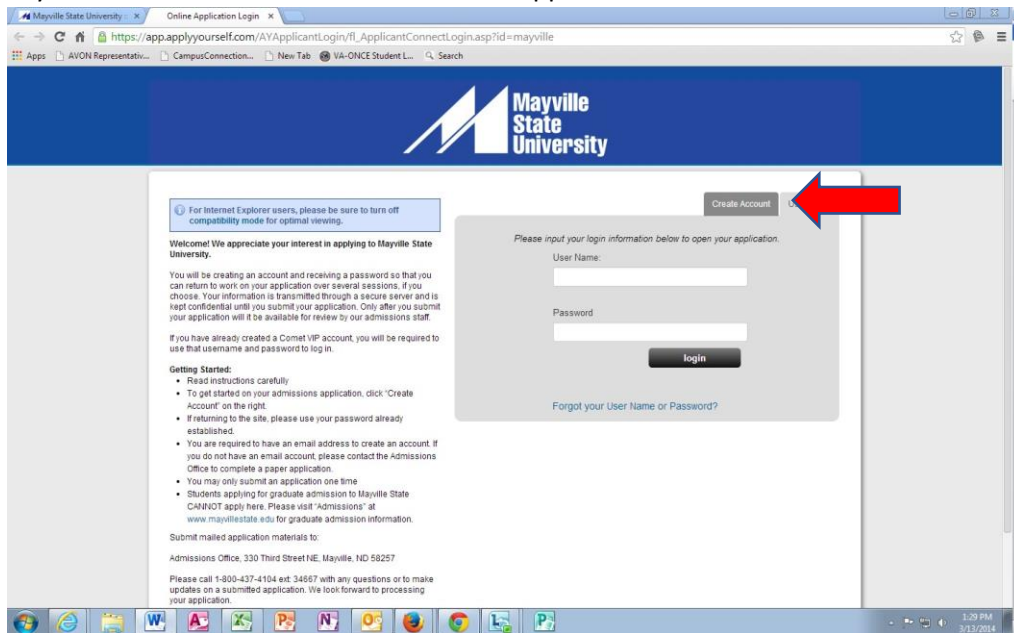
**If you withdrew from all dual credit courses or never enrolled after filling out an MSU application in the past, then you need to call the Extended Learning Office at 701.788.4667 to verify your contact information with us.**

**If you have never completed and submitted an application to Mayville State University before:**

1. Go to <https://mayvillestate.edu/msu-online>.
2. Scroll down until you see a link “**Apply for Spring 2021 today!**”— Just above the MSU Online Office Information section. Click on it. This will take you to MSU’s application page.
3. If you have already set up your account profile in the past: Log in with your user credentials.

(Instructions continue to next page)

4. If you have never filled out an online MSU application before: Create account.



Mayville State University

Online Application Login

https://app.applyyourself.com/AYApplicantLogin/RI\_ApplicantConnectLogin.asp?id=mayville

For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Welcome! We appreciate your interest in applying to Mayville State University.

You will be creating an account and receiving a password so that you can return to work on your application over several sessions. If you choose, your information is transmitted through a secure server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.

If you have already created a Connect VIP account, you will be required to use that username and password to log in.

Getting Started:

- Read instructions carefully.
- To get started on your admissions application, click "Create Account" on the right.
- If returning to the site, please use your password already established.
- You are required to have an email address to create an account. If you do not have an email account, please contact the Admissions Office to complete a paper application.
- You may only submit an application one time.
- Students applying for graduate admission to Mayville State CANNOT apply here. Please visit "Admissions" at www.mayvillestate.edu for graduate admission information.

Submit mailed application materials to:

Admissions Office, 330 Third Street NE, Mayville, ND 58257

Please call 1-800-437-4104 ext. 34667 with any questions or to make updates on a submitted application. We look forward to processing your application.

Create Account

Please input your login information below to open your application.

User Name:

Password:

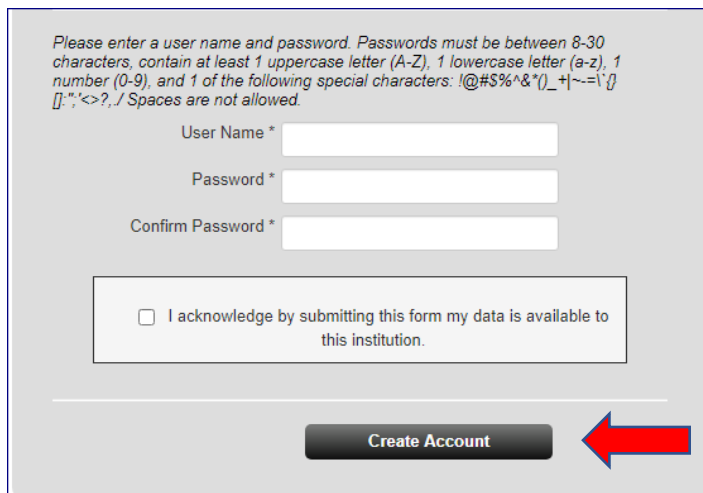
login

Forgot your User Name or Password?

a. Fill out your account profile and create a username and password.

- REMEMBER** your username and password. You will need it if you choose to SAVE your application to complete at a different time.
- Once you SUBMIT your application you will not need to access your account again until you want to submit a different kind of MSU application in the future, such as an undergraduate application after high school.

5. Click Create Account and log in if necessary.



Please enter a user name and password. Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&\*()\_+!~='`[]:;','<>?.,/ Spaces are not allowed.

User Name \*

Password \*

Confirm Password \*

☐ I acknowledge by submitting this form my data is available to this institution.

Create Account

(Instructions continue to next page)

6. Start application or Edit Application.
7. New Users: Application Type, select **Early Entry Student**.

The screenshot shows the Mayville State University application portal. On the left is a sidebar with navigation links: Applicant Information, Contact Information, Major/Program Information, High School History, College/University History, Residency for Tuition Purposes, Additional Information, Supplemental Forms, Supplemental Question, and Important Links. The main content area is titled 'Application Type' and includes a note '\*indicates a required field'. Under the 'Type of Admission' section, there are five radio button options: First Year Student, Transfer Student, Non-Degree Student, Early Entry Student (highlighted with a red arrow), and Re-admit Student. Below this is the 'Prior Application Information' section with two questions: 'Have you previously applied for undergraduate admission to Mayville State University?' and 'Have you previously attended Mayville State University?', each with Yes/No radio buttons.

8. Fill out your personal information - SAVE & CONTINUE.
9. Fill out your contact information.
  - a. Use Address Lookup to complete your mailing and permanent addresses. If they are the same, you may click the checkbox under Permanent Address indicating it is the same as your mailing address. - SAVE & CONTINUE.

The screenshot shows the 'Mailing Address' and 'Permanent Address' sections of the application portal. The 'Mailing Address' section has a text input field for 'Address Line One\*' and a button labeled 'Address Lookup' (highlighted with a red arrow). Below this are fields for Address Line Two, Address Line Three, City\*, State\*, County, ZIP Code, and Country. The 'Permanent Address' section is partially visible at the bottom. A red circle highlights a checkbox labeled 'Same as Mailing Address' in the bottom right corner.

(Instructions continue to next page)

10. For your Major/Program Information:

The screenshot shows a web form titled "Major/Program Information" with a sidebar on the left containing navigation links: Application Type, Applicant Information, Contact Information, Major/Program Information (highlighted), High School History, Residency for Tuition Purposes, College/University History, Supplemental Forms, Supplemental Question, Non-Degree Course Interest, Important Links, Downloadable Forms, Check Your Application, and Application Instructions. The main form area has a header with "SAVE" and "SAVE & CONTINUE" buttons. The "Indicate Academic Major" section includes fields for "Major/Program\*" (set to "Non-Degree"), "Degree/Plan\*" (set to "Non-Degree"), and "Sub Plan" (empty). Below this is a section for delivery methods with a dropdown set to "Online". A "Misc Application Data" section at the bottom includes "Academic Term\*" (set to "Spring 2021") and a text box for an application code. Red arrows point to the "Major/Program\*", "Degree/Plan\*", "Online" dropdown, "Academic Term\*", and the application code text box. The bottom of the form has "SAVE", "SAVE & CONTINUE", and "RESET" buttons.

- For BOTH major program and degree plan: choose NON-DEGREE. Leave the box for Sub Plan empty.
  - For delivery method: choose Online or On Campus (On-Campus includes dual credit classes at your high school or by ITV).
  - For Academic Term: **Spring 2021 (This is if you are taking Spring 2021 classes; otherwise, enter the term in which you plan to begin taking classes.)**
  - If you have a special code to waive the application fee**, you may enter it in the box at the end of this tab section. Where you are asked if you have an application code, enter the code in response. **Be aware that the code may be case-sensitive!**
  - SAVE & CONTINUE
- Complete the High School history tab - SAVE & CONTINUE.
  - Indicate if you have any other College History - SAVE & CONTINUE.
  - Complete Residency tab - SAVE & CONTINUE.

**If you have any questions or need assistance as you apply, please call us at the Office of Extended Learning—we're here to help!**

**701.788.4667**

(Instructions continue to next page)

14. Complete the Supplemental Information tab if you want to - SAVE & CONTINUE.
15. Time to preview your application! Under the Important Links tab, select "Check Your Application". You will be taken to a page that states: "Check Application Status: Complete". **Do not be fooled by the word "Complete"!** You are not actually finished. Click on "Proceed to Submission".

on Status: Complete

red questions have been completed. Please note that this refers before submission is allowed. There may be many other questions you have fully responded to both required and relevant non-required

ation submission process, please click on the "proceed to submit" to access another section of the online Application.

PROCEED TO SUBMISSION

16. Then click "Preview Application in PDF Format" when the next page comes up.

questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

PREVIEW APPLICATION IN PDF FORMAT

Step 1: Confirmation

(Instructions continue to next page)

17. "X" out of the preview window. If corrections need to be made, select from the lefthand menu the tab containing the information to be corrected. Make your corrections. Please ensure that your application includes your permanent address. - SAVE & CONTINUE.
18. Preview again following instructions 16-18.
19. If no further corrections need to be made, and your application appears as it should, click the checkmark box under the Confirmation step to agree with what is being submitted on your application. - CONTINUE.

### Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. You cannot change your answers through this form once they are submitted. Please contact the Admissions Office at 1-800-437-4104 if you need to update your application record.

**Please Note:** Your application has not been submitted until you reach the page titled "Submission Complete."

☐ I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE


(Instructions continue to next page)

20. You may be brought to the Application Fee Payment page. There is a **one-time application fee** to Mayville State University. If you did not have an application code that waived the application fee, you will be asked to pay the one-time application fee of **\$35** prior to submitting your application, which can be paid here by selecting “Credit Card” as your payment method. – PAY AND CONTINUE

**Step 2: Application Fee Payment**

**Review Application Fee**  
\$35

**Select Payment Method**

☒ Credit Card 

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

**PAY AND CONTINUE**


21. When prompted to verify that you wish to pay by credit card, click **OK**.

app.applyyourself.com says

Please verify that you wish to submit your credit card by clicking on the OK button.

**OK** **Cancel**

22. Payment Information: You may now enter your payment information. – CONTINUE




**Payment Information**

Total: \$35.00


\* Indicates required information

\* Payment method: Select a Payment Method



**Return Policy Agreement**

By clicking Continue, I agree to the above Return Policy

Cancel this payment transaction. **Continue** 

[Privacy Policy](#) [Return Policy](#)

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23. Last step! Signature page--**IMPORTANT**

- a. The student applying for admission is the person who must sign the application - not parents or other individuals on behalf of the student.
- b. Sign and **SUBMIT APPLICATION!**

**Thank you!**

**We look forward to processing your application soon!**