



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.

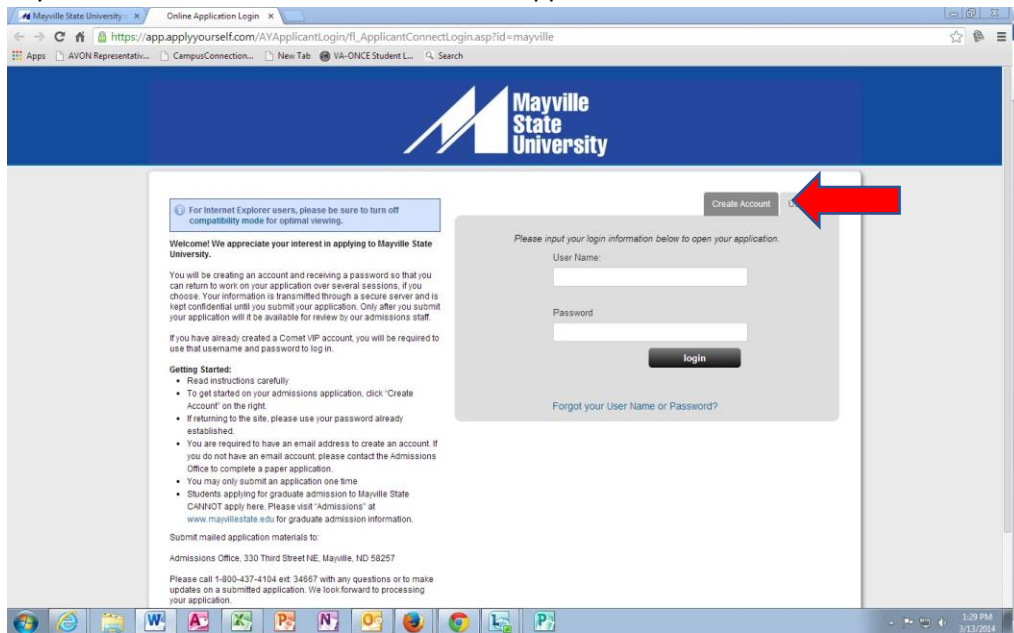
If you withdrew from all dual credit courses or never enrolled after filling out an MSU application in the past, then you need to call the Extended Learning Office at 701.788.4667 to verify your contact information with us.

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 Fall 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.

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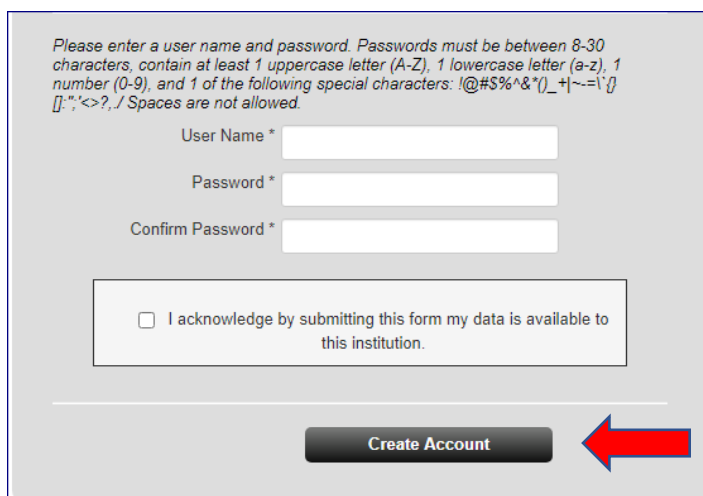
4. If you have never filled out an online MSU application before: Create account.



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

- i. **REMEMBER** your username and password. You will need it if you choose to SAVE your application to complete at a different time.
- ii. 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. If the data use agreement form does not appear when you create your password, it will appear later as a dialog box when you log in and go to start or edit your application.



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6. Start application or Edit Application. Here you may need to agree to our data use policy to proceed.
7. Application Type: New dual credit applicants should select that you are applying as an **Undergraduate**, and then for Admit Type, select **Early Entry Student**. You answers to both the questions under Prior Application Information should be “No”. If you have previously applied, you do not need to submit a new application. - **SAVE & CONTINUE**.

Application Type Submit Application

Application for Admission

Application Type SAVE & CONTINUE

Type of Admission *Indicates a required field

I am applying as: Undergraduate

Admit Type*

Early Entry Student-I am a high school student and wish to take college credit while in high school.

Prior Application Information

Have you previously applied for undergraduate admission to Mayville State University?*

☐ Yes ☒ No

Have you previously attended Mayville State University?*

☐ Yes ☒ No

SAVE SAVE & CONTINUE RESET

8. Applicant Information: Fill out your personal information. - **SAVE & CONTINUE**.
9. Contact Information: Fill out your contact information.
 - a. Click on Address Lookup to enter mailing and permanent address information. If they are the same, you may click the checkbox under Permanent Address indicating it is the same as your mailing address. **Do not use this option for a P.O. Box address. This should only be used if your mailing address is the same as your physical address.** Enter parent/guardian information. – **SAVE & CONTINUE**.

Mayville State University

Mailing Address

To enter your address, click the Address Lookup button below.

Address Lookup

Address Line One*

Address Line Two

Address Line Three

City*

State*

County

ZIP Code

United States

Country

Permanent Address

☐ Same as Mailing Address

(Instructions continue to next page)

10. Major/Program Information:

The screenshot shows a web form titled "Major/Program Information" with a sidebar on the left and a main content area. The sidebar contains links for "Application Type", "Applicant Information", "Contact Information", "Major/Program Information" (highlighted), "High School History", "Residency for Tuition Purposes", "College/University History", "Supplemental Forms", "Supplemental Question", "Important Links", "Downloadable Forms", "Check Your Application", and "Application Instructions". At the bottom of the sidebar is a "PRINT FORMS" button. The main content area has a header with "SAVE" and "SAVE & CONTINUE" buttons. Below the header, the form is divided into sections. The "Indicate Academic Major" section contains three dropdown menus: "Major/Program*" (set to "Non-Degree"), "Degree/Plan*" (set to "Non-Degree"), and "Sub Plan" (empty). A text block explains that delivery method options are available based on the selected major/program. Below this is a dropdown for "Online" and a text input field for off-campus location. The "Misc Application Data" section contains a dropdown for "Academic Term*" (set to "2021 Fall") and a text input field for an application code. Red arrows point to the "Major/Program*", "Degree/Plan*", "Online", "Academic Term*", and the application code field.

- 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: **Fall 2021 (This is if you are taking Fall 2021 classes; otherwise, enter the correct 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

11. High School History: Please use the LookUp function for this, being sure to type out the state name rather than using abbreviations. Be sure to enter your anticipated graduation month and year. - SAVE & CONTINUE.

12. Residency for Tuition Purposes: Complete. - 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)

13. It is time to preview your application! Click the blue button to preview the application pdf file.

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: 'Application' (with a home icon), 'Application for Admission', 'Application Type', 'Applicant Information', 'Contact Information', 'Major/Program Information', 'High School History', 'Residency for Tuition Purposes', 'College/University History', 'Supplemental Forms', 'Supplemental Question', and 'Important Links'. The main content area is titled 'Application Status: Ready for Submission'. It contains a congratulatory message, a link to a print version, and a blue button labeled 'PREVIEW APPLICATION IN PDF FORMAT' with a red arrow pointing to it. Below this is 'Step 1: Confirmation' with instructions and a 'Please Note' section. At the bottom of the main area is a 'CONTINUE' button.

Application Status: Ready for Submission

Congratulations, Shay! All required questions have been completed. *Please note that this refers only to the minimum number of 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

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

14. After you have had a chance to preview your application before submission, "X" out of the preview window (upper right corner). If corrections need to be made, select from the left-hand menu the tab containing the information to be corrected. Make your corrections. - SAVE & CONTINUE.
15. Preview again following instructions 13-14.
16. 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.

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CONTINUE

(Instructions continue to next page)

17. You may be brought to the Application Fee Payment page. There is a **one-time, non-refundable 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

18. 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**

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

Mayville State University

Payment Information

Total: \$35.00

* Indicates required information

* Payment method: Select a Payment Method

DISCOVER American Express DCCard Mastercard VISA

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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20. 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!