In order to get Michigan Tech graduate credit you will need to complete an online application to gain your nondegree seeking status on campus.

1) Go to [http://www.mtu.edu/gradschool/admissions/apply/](http://www.mtu.edu/gradschool/admissions/apply/)
2) Click on the Apply to Michigan Tech box in the middle of the page
3) Under new users, create a Login ID and PIN (if you already have one go to returning users and Login
4) Once logged in go to Domestic Application under Graduate Applications on the right side of the form
5) Enter Admission Term Spring 2014 and your name, click fill out application
6) On the next page you will see eight sections that need to be completed. Click on “Name” – after completing each section hit “Continue” to complete the next section. Items with “*” are required and need to be completed in order to move on.
   a. Name
   b. Contact Information (Mailing Address)
   c. Home/Permanent Address (No changes necessary if same as Mailing Address / Phone Number)
   d. Personal Information – Provide an email address other than your K-12 email if possible – some schools block emails that are sent from our automated system that you need to gain your Michigan Tech email and MyMichiganTech website access.
   e. Planned Course of Study
      i. Select Non Degree Seeking (it is the first one on the list)
      ii. Area of Interest – 1st choice: Select Teacher Prof Development (Ignore 2nd, 3rd or Additional areas of Interest
      iii. Select “No” for Partner Degree Program and Online Program
      iv. Select “Yes” for Are you a current K-12 teacher.
   f. Statement of Purpose/Interests – Enter “Nondegree seeking” in the box.
   g. Test Scores – Type “Yes” in the second box verifying that you have read the statement, "I have verified my program's Admission Requirements and understand Michigan Tech must receive official test score reports (if applicable) to complete my enrollment.”
   h. Previous College/University – Enter College code and College name. If you have more than one you can get another blank screen by selecting “Enter or View another College” button.
7) When application is complete you will select Application complete button on the checklist page.

Important: You will need to upload your current teaching certificate in order to get your reduced tuition rate. You will upload it on your MyMichiganTech website. You will get access to your website and email within about 72 hours of submitting you application.