

## HOW TO APPLY TO THE GRADUATE SCHOOL ONLINE:

**\*\*This application system, works the best using Chrome, Firefox, or Safari.**

**\*PLEASE NOTE THIS SYSTEM AUTOMATICALLY SAVES YOUR INFORMATION, THERE IS NOT A SAVE BUTTON, IF YOU NEED TO LEAVE THE APPLICATION, JUST EXIT OUT AND ALL YOUR LATEST INFORMATION WILL BE SAVED, YOU WILL NEED TO LOG BACK IN TO CONTINUE OR SEE YOUR APPLICATION. CHANGES CANNOT BE MADE AFTER YOU SUBMIT IT.**

### Items needed before you apply:

- Official university transcripts from all universities attended
- Official GRE test scores from within the past 5 years
- Statement of Purpose
- Three letters of recommendation
- Resume or Curriculum Vitae
- Teacher Evaluation and Credential Review through the Office of Teacher Education and Licensure

### Getting Started:

1. Go to this website: <http://www.purdue.edu/gradschool/>
2. Click the **Apply Now** in the gold box
  - a. For First-time users: Click **CREATE ACCOUNT**
3. Complete the following sections:
  - a. Email address, First Name, Last Name, Birthdate
  - b. Click **Continue**
4. You will receive an email (see sample below) with your temporary PIN

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**From:** Purdue University Graduate School [mailto:gradinfo@purdue.edu]  
**Sent:** Wednesday, June 24, 2015 11:20 AM  
**To:** petersl@purdue.edu  
**Subject:** Purdue University Graduate School Online Registration

Thank you for registering online with Purdue University Graduate School

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:

000000000

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Purdue University Graduate School

5. Use the **"Activate Account"** link in email and enter your Temporary PIN and birthdate

11/5/19

## Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email                petersl@purdue.edu [switch](#)  
Account            Testapp, Lee  
Temporary PIN      
Birthdate         

Login

6. Click **Login**
7. Set up a new password and click **Set Password**

## Change Password

To protect the security of your account, please specify a new password.

New Password      
New Password      
(again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 8 characters
- ✗ New passwords must match

Set Password

## HOME PAGE – APPLICATION MANAGEMENT

1. Click **Start New Application** in gold near the bottom

### Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

2. Select an application type, which year you will be starting the program
3. Click **Create Application**
4. Click **Open Application**
5. Read the instructions, click **Continue**
  - a. You will see a menu bar on the left side; see below. You are able to jump back and forth between the categories.

[Home](#)  
[Instructions](#)  
[Personal Background](#)  
[Emergency Contact](#)  
[Residency](#)  
[Campus and Program](#)  
[Education Background](#)  
[Additional Information](#)  
[Employment](#)  
[Statement of Purpose](#)  
[Acknowledgements](#)  
[Signature](#)  
[Review](#)

6. **Personal Background:** complete all required fields, click continue
7. **Emergency contact:** complete all required fields, click continue
8. **Residency:** complete all required fields, click continue
9. **Campus and Program:**
  - a. Complete the **Purdue University Status** area
  - b. **Campus and Program**
    - i. Select a Campus: **West Lafayette (Main Campus)**
    - ii. Select your proposed graduate major: **Educational Studies**

#### 10. Program Details

- a. Area of Interest: **Educational Leadership and Policy Studies**
- b. Degree Objective: **Doctor of Philosophy**
- c. Select your **Entry Term**
- d. Click **Continue**

[Home](#)  
[Instructions](#)  
[Personal Background](#)  
[Emergency Contact](#)  
[Residency](#)  
[Campus and Program](#)  
**Program Details**  
[Educational Studies/Curriculum & Instruction Questionnaire](#)  
[Education Background](#)  
[Additional Information](#)  
[Employment](#)  
[Statement of Purpose](#)  
[Diversity Essay](#)  
[Acknowledgements](#)  
[Signature](#)  
[Review](#)

### Program Details

Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

Your Selected Campus  
Purdue West Lafayette (PWL)

Your Selected Graduate Major  
Educational Studies

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master's and Ph.D. degrees.  
Educational Leadership and Policy Studies

Please select a Degree Objective  
Doctor of Philosophy (PhD)

Please select your Entry Term and Year (Based on your Program selection)  
Before making a selection, please check the application deadline or priority date for the program you are applying to by visiting <https://www.purdue.edu/gradschool/prospective/gradrequirements>

**Continue**

#### 11. Educational Studies/Curriculum & Instruction Questions

- a. Complete and click **Continue**

#### 12. Education Background

- **Proof of your undergraduate bachelor's degree is required when applying to the Graduate School. One of the following items is required and can be uploaded into the application:**
  - **Undergraduate transcript showing bachelor's degree awarded**
  - **Undergraduate diploma**

- Teacher's license (cannot be expired)
- Alumni Card
- Transcripts and/or academic documents must include your name and the institution name. **If personal identifying information such as a student identification number or social security number appear on the document, REMOVE THIS INFORMATION from your electronic version of your document or mark out the information in black ink before scanning your document.**
- a. Click **Add Institution**
- b. Type in the institution where you received your bachelor's degree
  - i. Select the university when it populates which will then populate the rest of the cells.
  - ii. If it doesn't self-populate, type in your university here:  
<https://collegereadiness.collegeboard.org/k-12-school-code-search> then put the information from this site into your application
- c. Complete all fields, upload transcripts, click save.
- d. Click **Continue**
- 13. **Additional Information:** complete and **Click continue.**
- 14. **Employment:** complete and click **continue**
- 15. **Statement of Purpose:** must have the bullet points at the top of this document included, upload document, click **continue**
- 16. **Diversity Essay:** complete if you wish
- 17. **Acknowledgement:** complete then click you have read, understand and acknowledge the statement above it. Click **continue.**
- 18. Type your full legal name, click **Confirm**
- 19. Review and fix missing fields
- 20. Click **Submit Information**

If you are unable to upload the document into the application, please contact the Office of Graduate Studies at [education-gradoffice@purdue.edu](mailto:education-gradoffice@purdue.edu).

## What happens next?

- After your application has been submitted, you will receive a series of important emails. Continue to check your email!
  1. Email from the Graduate School stating Purdue's decision
    - a. If accepted, **Follow the instructions for obtaining your PUID and setting up your Career Account.**
    - b. All students are **required to activate their Career Accounts and use their @purdue.edu email account.** This is the way that Purdue University will communicate with you. Your MyPurdue account provides access to such options as paying your tuition, requesting transcripts, and receiving important Purdue e-mail notifications. You can access it here:  
<https://exchange.purdue.edu>
  2. Welcome Email from the Office of Graduate Studies
    - a. Instructions on registering as a distance students
    - b. Link to register:  
<https://www.eventreg.purdue.edu/info/regform/programs/>

11/5/19