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
- Statement of Purpose – In no more than 500 words, describe the following:
  - (a) your motivation for graduate study in the area of English Language Learning
  - (b) how your previous experiences, studies, and/or skill sets prepare you for success in this program
  - (c) your career goals and how this program will enable you to achieve them.

**Getting Started:**

1. Go to this website: [http://www.purdue.edu/gradschool/](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:** petersi@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](http://www.purdue.edu/gradschool/activate)

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

6000000000

Purdue University Graduate School

5. Use the “Activate Account” link in email and enter your Temporary PIN and birthdate
6. Click **Login**
7. Set up a new password and click **Set Password**

**HOME PAGE – APPLICATION MANAGEMENT**

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

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.
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: *Curriculum and Instruction*
10. Program Details
    a. **Area of Interest**: *English Language Learning*
    b. **Degree Objective**: *Teaching English Language Learners K-12 Graduate Certificate*
    c. **Course Delivery Method**: *Distance*
    d. Select your **Entry Term**
    e. Click **Continue**

11. 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

12. Additional Information: list Trish Morita-Mullaney, Wayne Wright and Susan Britsch; Click continue.
13. Employment: complete and click continue
14. Statement of Purpose: must have the bullet points at the top of this document included, upload document, click continue
15. Acknowledgement: complete then click you have read, understand and acknowledge the statement above it. Click continue.
16. Type your full legal name, click Confirm
17. Review and fix missing fields
18. Click Submit Information

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: http://portal.office.com
  2. Welcome Email from Purdue Online
     a. Instructions on removing holds, paying tuition, registering for classes, etc.