Thank you for your interest in online Transition to Teaching at Purdue University! The following checklist will assist you in completing your Graduate School application and preparing your documents supporting your application.

Step 1: Apply to the Graduate School and be admitted as a Purdue Student

HOW TO APPLY TO THE GRADUATE SCHOOL ONLINE:
*This application system, works the best using Chrome, Firefox, or Safari.
Please do not use any version of Internet Explorer.

*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.

Getting Started:
➢ Go to this website: https://www.purdue.edu/gradschool/admissions/how/index.html.
➢ Instructions are listed here on the website as well.
➢ Click the Apply Now gold box top left of the page For First-time users: Click CREATE ACCOUNT
➢ Complete the following sections:
➢ Email address, First Name, Last Name, Birthdate
➢ Click Continue
➢ You will see the below screen with your email and information:
➢ You will receive an email (see sample below) with your temporary PIN
➢ Use the “Activate Account” link in email and enter your Temporary PIN and birthdate
➢ Click Login
➢ Your next screen, is where you will set up a new password

Create Password and click “set password” It will take you to the
HOME PAGE – APPLICATION MANAGEMENT
➢ Click: the gold “Start New Application”
➢ Select an application type (YR/TERM) from the drop down
➢ Click: Create Application

INSTRUCTIONS:
➢ Please read instructions and agree to terms and Click Continue. You will notice the application consists of the following sections listed on the left side of your screen:

➢ PERSONAL BACKGROUND – complete all required fields, click continue
➢ **EMERGENCY CONTACT** complete all required fields, click continue

➢ **RESIDENCY** complete all required fields, *(This area is a requirement from the Registrar’s Office, please simply fill in your own information again unless you are a minor)*, click continue

➢ **CAMPUS AND PROGRAM** *Purdue University Status* – Complete these four questions

➢ *Select a Campus* Pick **West Lafayette (Main Campus)** from drop down *Select Your Proposed graduate Major (PWL)*

YOU MUST SELECT = IMPORTANT: (Do NOT select any other program or major unless you have been instructed to do so by an advisor!) Click continue

➢ **PROGRAM DETAILS:** *Please Select a Degree Objective* Teacher Licensure - EDCI

➢ **AREA OF INTEREST:** (Select one from the list below)
  ➢ Business Education (5 – 12)
  ➢ Career and Technical Education: Agriculture (5 – 12)
  ➢ Career and Technical Education: Business Information and Technology (5 – 12)
  ➢ Career and Technical Education: Family and Consumer Sciences (5 – 12)
  ➢ Career and Technical Education: Health Science Education (5 – 12)
  ➢ Career and Technical Education: Marketing (5 – 12)
  ➢ Career and Technical Education: Trade and Industrial Education (5 – 12)
  ➢ Computer Education (5-12)
  ➢ Fine Arts: Instrumental and General Music (5-12)
  ➢ Fine Arts: Theatre Arts (5 – 12)
  ➢ Fine Arts: Vocal and General Music (5-12)
  ➢ Health Education (5 – 12)
  ➢ Journalism (5-12)
  ➢ Language Arts (including speech) (5-12)
  ➢ Mathematics (5-12)
  ➢ Physical Education (5 – 12)
  ➢ Science: Chemistry (5 – 12)
  ➢ Science: Earth/Space Science (5-12)
  ➢ Science: Life Science
  ➢ Science: Physical Science
  ➢ Science: Physics (5-12)
  ➢ Social Studies: Economics (5-12)
  ➢ Social Studies: Government and Citizenship (5-12)
  ➢ Social Studies: Historical Perspectives (5-12)
  ➢ Social Studies: Psychology (5-12)
  ➢ Social Studies: Sociology (5-12)
  ➢ World Languages: Arabic (5 – 12)
  ➢ World Languages: American Sign Language
  ➢ World Languages: Chinese (5-12)
  ➢ World Languages: French (5-12)
  ➢ World Languages: German (5 – 12)
  ➢ World Languages: Italian (5 – 12)
  ➢ World Languages: Japanese (5-12)
  ➢ World Languages: Korean (5 – 12)
  ➢ World Languages: Latin (5 – 12)
  ➢ World Languages: Russian (5 – 12)
➢ World Languages: Spanish (5 – 12)
➢ World Languages: Other (5 – 12)

If your program is not listed, please consult an advisor or click “On Campus”
Select Distance or On campus
Select Term

EDUCATION AND BACKGROUND Complete information - Click continue
This section is where you will upload your Proof of Degree. It doesn’t have to be an official transcript for evaluation, but you must submit an official transcript to register for the second semester, so please request official transcripts.

Transcripts and/or academic documents must include your name and the institution name.

Electronic transcripts should be sent to:

gradadm@purdue.edu ATTN: Tara Johnson or Stephen Smith

Transcripts by mail should be sent to:

Purdue University Graduate School Admissions
155 N Grant Street
170 Young Hall
West Lafayette, IN 47907

ADDITIONAL INFORMATION:
➢ You only need to fill out items that pertain to you. List faculty advisors: Tara Johnson or Stephen Smith

Click Continue EMPLOYMENT:
➢ Complete and click continue

ACKNOWLEDGEMENTS:
➢ Complete and then click that you have read and understood and acknowledge the above statement
➢ Click continue
➢ SIGNATURE: type your full legal name, click continue
➢ REVIEW SUBMIT
➢ Click SUBMIT INFORMATION (please note changes can no longer be made once you SUBMIT the application

➢ All questions concerning this online application should be sent to the Purdue Graduate School at gradinfo@purdue.edu.

If you are unable to upload the document into the application, it can be faxed or emailed to Robin Cunningham at EducationOnline@purdue.edu.

STEP 2: IF YOU HAVE NOT COMPLETED THE TRANSCRIPT EVALUATION AND CREDENTIAL REVIEW. PLEASE DO THAT NEXT.
➢ After your application has been submitted, you will receive a series of important emails. Follow the instructions for obtaining your PUID and setting up your Career Account.

➢ 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.

**STEP 3: Complete the attached Form 23**

Complete the following information on the Form 23
- Name
- PUID
- Student Signature
- Student email

Once the form is complete, scan the form and send it to ssreg@purdue.edu. You do not have to wait until you are fully admitted. This can be done at anytime, but you will not be registered until the Step 1 and 2 are complete.

Once you have been admitted, your course registration will be processed. When this process is complete, you will receive a registration confirmation by email.