Thank you for your interest in residential 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

➢ **CAMPUSS 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)*

➢ Career and Technical Education: Agricultural Education
➢ Career and Technical Education: Family and Consumer Sciences Education
➢ Engineering/Technology Education
➢ Fine Arts: Visual Arts
➢ Language Arts Education
➢ Mathematics Education
➢ Science Education (Chemistry)
➢ Science Education (Earth/Space Sciences)
➢ Science Education (Life Sciences – Biology)
➢ Science Education (Physics)
➢ Social Studies Education
➢ Visual Arts Education

*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.

Be sure to connect with the Program Coordinator to inform them your application is being processed. The contact information is located on the program information sheet on the website under the “Residential” tab.

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.