HOW TO APPLY

You must apply online to Purdue via the Graduate School. You will apply as a post-baccalaureate, non-degree seeking Continuing Education student. Your e-mail account should be set up to receive all purdue.edu e-mails.

IMPORTANT NOTE: If you applied online to the Graduate School, were admitted, and took a credit course from Purdue between August 2008 and August 2009, and you have your Purdue career account, you do not need to repeat this application. Simply send in your registration form.

1. Go to this Web site: www.gradschool.purdue.edu
2. Click on APPLY NOW
3. Create Account
4. Continue to Application for Admission
5. Complete only the following selections (marked with an asterisk *):
   - Applicant Information
   - Campus and Program
     Campus = West Lafayette
     Program/Major = CONTINUING EDUCATION (do NOT select any other program or major!)
   - Education Background
   - Acknowledgements
   - Click SAVE

6. SKIP, do not complete: Test Scores, Employment, Resume, Fellowship, Statement of Purpose, Supplemental Forms, Recommendations
7. Ready for Submission: Check box and click Continue.
8. Final Step: Complete Signature Page and click the Submit button.
9. Your application is not final until you see the words Submission Complete!
10. After you send in the course registration form, you will receive additional e-mails regarding your admittance.
    Follow the instructions for your PUID, setting up your career account, and paying for your course.

If you have any questions with this online application, send an e-mail to the Purdue Graduate School at gradinfo@purdue.edu.
REGISTRATION and PAYMENT INSTRUCTIONS

1. Fill out the attached registration form and submit to Purdue Continuing Education by the deadline, even if your application is not complete. The mailing address and fax number are below.

2. If you are paying with a purchase order, tuition voucher, or have a fee remission, that paperwork must be submitted with your registration form. Do not send your forms to the Bursar.

3. **Do not send payment with your registration form.**
   - A. When your registration has been processed, an e-mail will be sent to your Purdue e-mail address with instructions to pay online using your credit card.
   - B. NOTE: All credit card payments will be assessed a 2.75 percent convenience charge. All credit card payments must be made online. American Express, Discover, and MasterCard are accepted. The Purdue Office of the Bursar does not accept VISA.

Mail or fax your completed registration form, with proof of bachelor’s degree to:
Robin Cunningham
Purdue Continuing Education
Stewart Center, 128 Memorial Mall
West Lafayette IN 47907-2034
FAX: 765-496-2975

STUDENT CAREER ACCOUNT and PURDUE E-MAIL INSTRUCTIONS

1. Purdue will communicate to you via your Purdue e-mail address. You need to set up and use your Purdue e-mail and your Career Account (student computer access). All communication from the University is now done electronically. Grades are no longer mailed to students.

2. Go to [www.purdue.edu/apps/account/AccountSetup](http://www.purdue.edu/apps/account/AccountSetup) and enter the PUID and temporary password provided to you by the Graduate School.

3. Once you have your login (User Name) and password established, go to [www.mypurdue.purdue.edu](http://www.mypurdue.purdue.edu) to access your student information.

4. To set up your Purdue e-mail, go to [www.itap.purdue.edu/email/atPurdue](http://www.itap.purdue.edu/email/atPurdue) to configure your e-mail address and learn more about the services associated with it.

5. If you wish to forward your Purdue e-mail to a home account, you can do so. Read this article for additional information: [http://help.itap.purdue.edu/viewarticle.php?articleid=2752](http://help.itap.purdue.edu/viewarticle.php?articleid=2752)
   You can also forward your Purdue e-mail to a personal account through the myPurdue Web site.

Please direct all computer questions to itap@purdue.edu or (765) 494-4000.

EA/EOU

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