INSTRUCTIONS FOR APPLICATION, REGISTRATION, PAYMENT, and STUDENT LOGIN
Purdue Continuing Education students
Read and follow all instructions on both pages

APPLICATION INSTRUCTIONS *
Please e-mail all application questions to **gradinfo@purdue.edu**

1. Go to this website: **www.gradschool.purdue.edu**
2. Click on **APPLY NOW** on the left side of the page
3. Follow the instructions and Create Account (*Your pin and password will only be for this application program. It will not be your student login or password.*)
4. Click on **Application for Admission**
5. Click on **Applicant Information** on the left side of the page
6. **NOTE**: Complete only those required fields that are marked with an **asterisk (*)**
7. Select **West Lafayette** and **CONTINUING EDUCATION** (as major) under **Campus and Program**
8. Under Education Background, you must submit at least one undergraduate degree
9. **Skip** Test Scores, Employment, Resume, Fellowship and Statement of Purpose
10. Complete **Acknowledgements** and click **SAVE**
11. **STOP! Do not continue until** you receive an e-mail from the Graduate School; they will let you know whether you owe the $55 application fee.
A. If you owe, log back in, return to the Acknowledgement page, and continue; you will be prompted for payment via credit card (MasterCard or Visa only) before you can submit your application.
B. If you do not owe, log back in, return to the Acknowledgements screen, and continue to complete your application. You will not be required to pay the application fee.
12. You will receive an email from the Graduate School regarding your admission decision. You **must log back in and click on the decision link**. This will take you to a letter; on the second page of this letter is **your PUID number**.
13. After you log in and view your letter, a new email will be sent to you with your temporary password (account setup PIN).
14. Use your PUID number and temporary password to set up your student career account (your official Purdue student computer login).

* NOTE: If you did all of this for fall 2008 or spring 2009 term as a Continuing Ed student, and you have your PUID and career account, you do not need to repeat the application.

REGISTRATION and PAYMENT INSTRUCTIONS

1. You are required to provide **proof of your undergraduate baccalaureate degree**. Include a **photocopy** of one of the following with your registration form:
   - Undergraduate transcript showing bachelor's degree awarded
   - Undergraduate diploma
   - Teacher's license
   - Alumni card

2. Fill out the attached registration form and submit it with proof of your undergraduate degree to Purdue Continuing Education, even if your application is not yet completed. The mailing address and fax are on the payment sheet.

3. If you are paying by **check or purchase order**, those must be submitted with your registration.

4. If you are **paying by credit card**, indicate as such on your payment form. **Note** that Purdue no longer sends invoices in postal mail, only by e-mail now. Once 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. NOTE: All credit card payments will be assessed a 2.75% convenience charge. All credit card payments must be done online. American Express, Discover and MasterCard are accepted. The Bursar does not take Visa.

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 address, as well as your Career Account (student computer access). All communication is now done electronically. Grades are no longer sent in postal mail.

2. Go to 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 to access your student information.

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

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

Please direct all computer questions to itap@purdue.edu or 765.494.4000

Rev. 4/09