

**SPRING 2009 TERM  
APPLICATION, REGISTRATION, PAYMENT, CAREER ACCOUNT INSTRUCTIONS**

**APPLICATION PROCESS \***

You must apply online, through the Purdue 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.*

1. Go to this website: [www.gradschool.purdue.edu](http://www.gradschool.purdue.edu)
2. Click on **APPLY NOW** on the left side of the page
3. Follow the instructions and Create Account (*This account is for application purposes only*)
4. Click on **Application for Admission**
5. Click on **Applicant Information** on the left side of the page
6. Select **West Lafayette** and **Continuing Education** under Campus and Program
7. Under Education, you must submit at least one undergraduate degree
8. **Skip** Test Scores, Employment, Resume, Fellowship and Statement of Purpose
9. Complete **Acknowledgements** and click **SAVE**
10. **STOP! Do not continue** until you receive an e-mail from the Graduate School; they will contact you regarding the \$55 application fee.
  - A. If you owe, log back in and return to the Acknowledgement page and continue; you will be prompted for payment via credit card or check 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.
11. Submit your paper course registration form to Continuing Education at any time – **this is required to complete the application process.**
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 from the dean; 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.
15. Please direct **application questions to: gradinfo@purdue.edu**

**Payment and Student Career Account instructions continued on page 2 ...**

Page 1 of 2

\* If you did all of this for fall 2008 term and you have your PUID and career account, you do not need to repeat the application.

Instructions continued

Page 2

## REGISTRATION and PAYMENT PROCESS

1. Fill out the attached registration form and submit to Purdue Continuing Education. (Mailing address and fax are on the payment sheet).
2. If you are **paying by check or purchase order**, those must be submitted with your registration paperwork.
3. If you are **paying by credit card**, indicate as such on your payment form. *Do not send your credit card information to Continuing Education.*
  - A. Once your registration has been processed, you will receive an invoice from Purdue with instructions to pay online using your credit card.
  - B. 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.

## STUDENT CAREER ACCOUNT and PURDUE E-MAIL PROCESS

1. You must set up a Purdue Career Account to access University services and your grade at the end of the semester. Grades will no longer be mailed to you.
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 to set up your account.
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. You should set up and use your purdue.edu e-mail. Go to [www.itap.purdue.edu/email/atPurdue](http://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 home account, you can do so. Read this article for additional information: <http://help.itap.purdue.edu/viewarticle.php?articleid=2752>
6. Direct all **computer account questions to: itap@purdue.edu or 765.494.4000**

Page 2 of 2