



## HOW TO APPLY

Because we partner with Wilkes University which holds Middle States Accreditation, you must apply directly to Wilkes University before registering for courses. If you meet the requirements of our graduate programs, follow the instructions below when you are ready to apply for admissions.

1. **Apply Now** You will leave our website and apply on Wilkes University's website. Follow the prompts. If at any time you have technical difficulties, call the Wilkes University Help Desk at 866.264.1462.
2. Create a Login ID.
3. Create and verify your PIN.
4. Select Application Type
  - Select "Graduate" if you plan on pursuing a master's degree.
  - Select "Non-Degree, Graduate Education" if you are pursuing the letter of endorsement or you are taking courses without pursuing a master's degree.
5. Apply for admissions by completing each required field of information. Make sure to select the term in which you plan on taking your first course.
6. Complete all items in the Application Checklist, including:
  - Name
  - Personal information
  - Permanent mailing address and phone number
  - Cell phone number
  - Majors
  - Previous college information (only enter information from the institution that granted your bachelor's degree)
7. Select a waiver.
  - First-time applicants to Wilkes University – choose "Not Applicable" and pay the \$35 application fee.
  - All others – choose "Previous Graduate Student."
8. Read all contents of the Signature Page.
9. Record your Wilkes Identification Number (WIN) for your records.
10. Select link or choose "Access Web for Student" to register for courses.

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