DLBE Application Process

Thank you for your interest in the online Dual Language Bilingual Education Graduate Certificate at Purdue University! The following will assist you in completing your Graduate School application and preparing your supporting documents.

Applying to the Graduate School
Next Steps

Applying to the Graduate School

> Please note that this system automatically saves your information; there is no "Save" button on each page. If you need to return to it later, exit the application, and all your latest information will be saved. You will need to log back in to continue or view your application. Changes cannot be made after you submit it.

Creating your application
➢ Visit this website: http://www.purdue.edu/gradschool/
➢ Click the gold "Apply Now" box at the bottom left of the page:
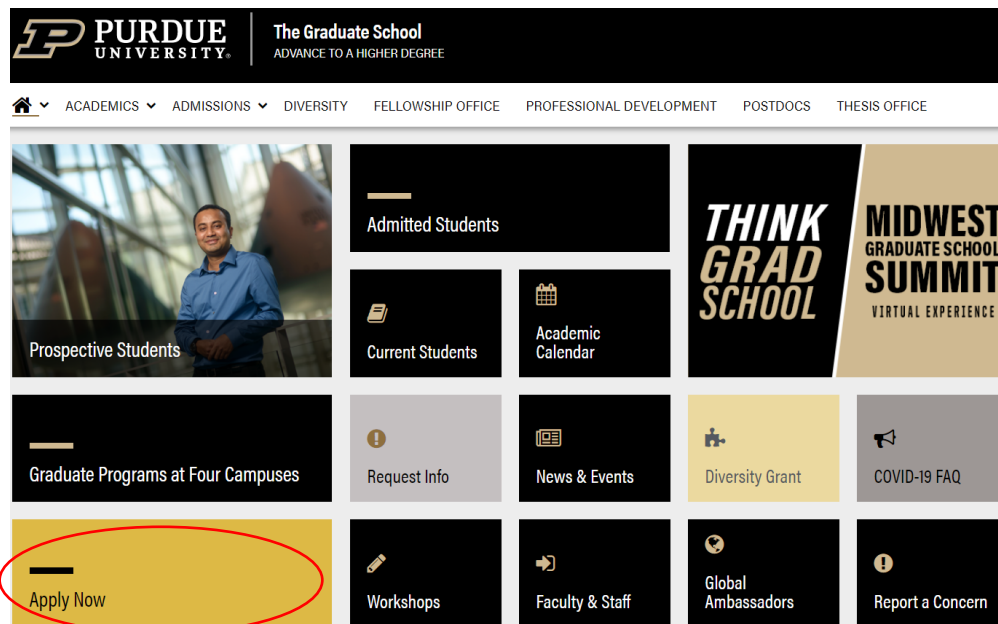
➢ Click under "First-time users: Create an account" (or "Returning Users: Log in" if you have already completed an application, in which case you can skip the next few steps and click on your active application to resume completing it).

➢ Fill in email address, first & last name, and birthdate. Then, click "Continue":

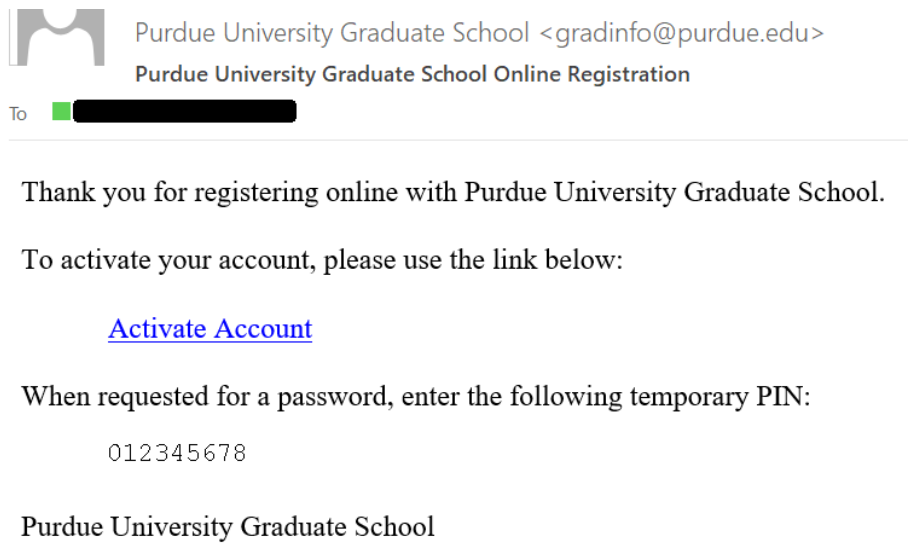➢You will see the following screen with your email and name populated:

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	████████@purdue.edu	switch
Account	Doe, John	
Temporary PIN		
Birthdate		

[Login]

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

➢You will also receive an email with your temporary PIN:

Purdue University Graduate School <gradinfo@purdue.edu>
Purdue University Graduate School Online Registration

To ████████████

Thank you for registering online with Purdue University Graduate School.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

012345678

Purdue University Graduate School

➢You can either use the "Activate Account" link from the email or simply return to the login screen if you still have it open. In either case, enter the temporary PIN supplied in the email and use the dropdown menu to select your birthdate. Click "Login."

➢The next screen will prompt you to set up a password:

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password		✖ At least one letter
New Password (again)		✖ At least one capital letter
		✖ At least one number
		✖ Be at least 12 characters
		✖ New passwords must match

[Set Password]

➢Once all criteria are met (as indicated by the 5 green checkmarks), click "Set Password":

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password	•••••••••••	✔ At least one letter
New Password (again)	•••••••••••	✔ At least one capital letter
		✔ At least one number
		✔ Be at least 12 characters
		✔ New passwords must match

[Set Password]

➢This will bring you to the Application Management home page, where you will click "Start New Application" near the bottom:

Application Management

Thank you for considering Purdue University for your graduate education!

To start your Graduate School application, create an application account below.

You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to check your junk mail folder if you do not see the email.) Log in using your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password. Use this password along with your email address in subsequent logins.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

Your Applications			
Type		**Status** **Started**	**Submitted**
You have not yet started an application using this account.			

Start New Application

➢Select the year from the dropdown menu and click "Create Application":

Technical Questions? Visit our Technical Help F

Your Applications			
Type		**Started**	**Submitted**
You have not yet started an application using t			

Start New Application ×

Select an application type:

2021
2020

Create Application   Cancel

➢Click "Open Application":

Application Management

Thank you for considering Purdue University fo

To start your Graduate School application, crea

You will be emailed a temporary PIN to log into
your birthdate and this temporary PIN. Once lo
logins.

Technical Questions? Visit our Technical Help F

Application Details ×

Started	09/10/2020
Status	In Progress
	2021
	2021 Graduate Application

Open Application   Cancel

ler if you do not see the email.) Log in using
d along with your email address in subsequent

Your Applications			
Type		**Status** **Started**	**Submitted**
You have started 1 application, listed below, using this account.			
2021 Graduate Application		In Progress 09/10/2020	

Completing your application

➢You will notice the application consists of several sections on the left side of the screen. Please first read the instructions and click "Continue" at the bottom:

Home
Instructions
Personal Background
Emergency Contact
Residency
Campus and Program
Education Background
Additional Information
Employment
Acknowledgements
Signature
Review

Instructions

Welcome! Your application is in-progress.

Thank you for considering Purdue University Graduate School. This application may be submitted once you have answered all required questions. ***Required fields are marked with an asterisk (*).***

You will have an opportunity to apply for up to three different campuses and/or graduate majors with a single application and fee payment. On the "Campus and Program" section of your application, you have the option to rank, in priority order, your first, second or third choice graduate campus and/or graduate major.

Additional application sections (Test Scores, Diversity Essay, Resume, Recommendations, etc.) will appear once you have selected a graduate program(s) on the "Program Details" tab of your application.
You do not have to complete the online application in one sitting--you may access your application and change your answers as many times as you like with your username and password from any computer with Internet access. To navigate through the system, please use the navigational links located on the left of your screen.

Programs have different deadlines and some have specific requirements on completing the application. If applying to more than one campus and/or graduate major,each graduate program on your application may have different requirements. Before you begin working on your application, please review some important program specific information located on our **Graduate Program Requirements Web pages.**

Once you have completed the application to your satisfaction, you should submit your application by clicking the **'Review'** button. Please note that you may submit your application only once and that once submitted, **you will not be able to make changes to your application information** using the online application system. The application should be submitted (and the application fee satisfied) by the appropriate deadline.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu / 765-494-2600.

Continue

➢ **Personal Background:** Complete all required fields and click "Continue."
➢ **Emergency Contact:** Complete all required fields and click "Continue."
➢ **Residency:** Complete all required fields and click "Continue."
➢ **Campus and Program:** Complete the questions regarding your Purdue University status.

If you are a returning student, for the Current Status question, put "Reclassification from non-degree to degree." Complete the rest of the fields.

Campus and Program

Purdue University Status

Are you currently a registered graduate student at one of the Purdue University campuses?
[Yes ▾]

Select your current status as it pertains to Purdue University
[Reclassification from Non-degree to Degree ▾]

If you have applied or registered at any Purdue University campus, enter your 10-digit Purdue University ID (PUID). This will NOT be your social security n[...]

[   ]

Are you currently a Purdue employee (including a graduate staff member) on any Purdue campus? If yes, indicate your PUID in the field above.

○ Yes
● No

I consent and authorize Purdue University faculty and/or staff to access my Purdue University academic record for University business (Applicants must sti[...]

● Yes
○ No

Select your campus and program of interest below. Please indicate your program rank in priority order, with your first choice being your highes[...] three campuses and/or majors.

While Purdue University graduate programs at IUPUI do not use this application for admission, applicants exploring graduate programs in Engineering, Sci[...] more about the Indianapolis campus graduate programs at <u>https://graduate.iupui.edu/admissions/programs.html</u>. To apply click <u>here</u> (a separate applicatio[...]

Then, select Purdue West Lafayette (PWL) from the dropdown menu. Select "Curriculum and Instruction" as your proposed graduate major:

First Choice Campus and Program

Select a Campus
[Purdue West Lafayette (PWL) ▾]

Select your Proposed graduate Major
[Curriculum and Instruction ▾]

After selecting "Curriculum and Instruction" as your proposed graduate major, 2 new tabs will appear on the left, titled **First Choice Program Details** and **Educational Studies/Curriculum & Instruction Questionnaire.**

➢ **First Choice Program Details:** Select **"English Language Learning"** as your Area of Interest, **"Dual Language Bilingual Education Graduate Certificate"** as your Degree Objective, **"Distance"** as your primary Course Delivery method and your "Entry Term and Year":

First Choice

Campus
[Purdue West Lafayette (PWL) ▾]

Proposed Graduate Major
[Curriculum and Instruction ▾]

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master's and Ph.D. degrees.
[English Language Learning ▾]

Please select a Degree Objective
[Dual Language Bilingual Education Graduate Certificate ▾]

Please select your primary Course Delivery method
[Distance (online or off-campus location) ▾]

Please select your Entry Term and Year (Based on your Program selection)
Before making a selection, please check the application deadline or priority date for the program you are applying to by visiting
https://www.purdue.edu/gradschool/prospective/gradrequirements

[▾]

[Continue]

➢ **Educational Studies/Curriculum & Instruction Questionnaire:** Complete the section.
➢ **Education Background:** In this section, you will add information regarding previous institutions and upload your proof of degree. Transcripts and other academic documents must be official copies that are sent from the institution.

Transcripts and other academic documents must include your name and the institution name. **If personal identifying information such as a student identification number or social security number appears on the document, please REMOVE THIS INFORMATION from your electronic version of your document, or mark out the information in black ink before scanning your document.**

➢ **Additional Information:** Complete fields that pertain to you and click "Continue."
➢ **Employment:** Complete and click "Continue."
➢ **Acknowledgements:** Complete required fields, including acknowledgement checkbox, and click "Continue."
➢ **Statement of Purpose:** upload your statement of purpose and click "Continue."
➢ **Test Scores:** Ignore and click "Continue."
➢ **Resume:** Ignore and click "Continue."
➢ **Recommendations:** Ignore and click "Continue."
➢ **Acknowledgements:** Complete the fields and click "Continue."
➢ **Signature:** Type your full legal name and click "Continue."
➢ **Review:** Address any detected errors and click "Submit Application" when ready. Remember: Changes can no longer be made after you click "Submit Application."

Returning to your application after logging out

➢ Visit the application site: https://gradapply.purdue.edu/apply/
➢ Select "Log in" under "Returning users" and input the password you created for the application system:

Application Management

Thank you for considering Purdue University for your graduate education!

To start your Graduate School application, create an application account below.

You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to chec your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password logins.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

Returning users:	First-time users:
Log in to continue an application.	Create an account to start a new application.

➢ Click your application to open it:

Your Applications				
Type		**Status**	**Started**	**Submitted**
You have started 2 applications using this account.				
2021 Graduate Application	2021 PWL Curriculum and Instruction	In Progress	09/11/2020	

Next Steps

➢ After your application has been submitted, submit the required supporting material:
   o 3 letters of recommendation
   o Official transcripts
   o Resume
   o Statement of Purpose
   o If international student: English Proficiency scores. Click here for more information.
➢ Once an application is complete, all decision related information will be communicated via email.
➢ If you are offered admission, you will receive information regarding your next steps.
➢ 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 how Purdue University will communicate with you.
➢ You will need to accept your admission offer in order to be registered for courses.

➢Your myPurdue account provides access to options for paying your tuition, requesting transcripts, and receiving important Purdue email notifications.