Steps to Completing & Submitting an Application to Andrews University and the MLS Clinical Year Program

Updated: 1/30/2018

Transfer Students (Applying to AU & the MLS Clinical Year)

1. Go to www.andrews.edu/apply/
2. At the top of the screen go to Future Students and under the Undergraduates section click on Transfer.
3. Below is the page you will see. Click on **Apply Now**.

![Apply Now](https://www.andrews.edu/undergrad/apply/guest-student.html)

**ADMISSIONS & APPLYING**

The decision to attend college may be one of the most important ones you'll ever make. Don't worry—we're here to make it easy.

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4. Create a RECRUIT account by clicking on **Create My Account**. Follow the instructions. Once you have created an account, continue with the application process. Creating an account is required to complete an application. If you already created an account, skip this step and **Log In** using your email and password.

![Log In](https://www.andrews.edu/undergrad/apply/guest-student.html)
5. Once you log into your Recruit Account, Click **Apply Online**.

7. Enter the following information on the fields below (Undergraduate; Main Campus; Anticipated Entry Term). Click **Submit**. This will load up the appropriate application form.

8. Welcome to the Andrews University Online Application Form! Complete all the steps (Contact Information; About You; Academics; Additional Information). Under **Academics – What type of student are you?** From the drop menu Choose **Transfer**.

9. Once you have completed the application Click **Submit Application**.