

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

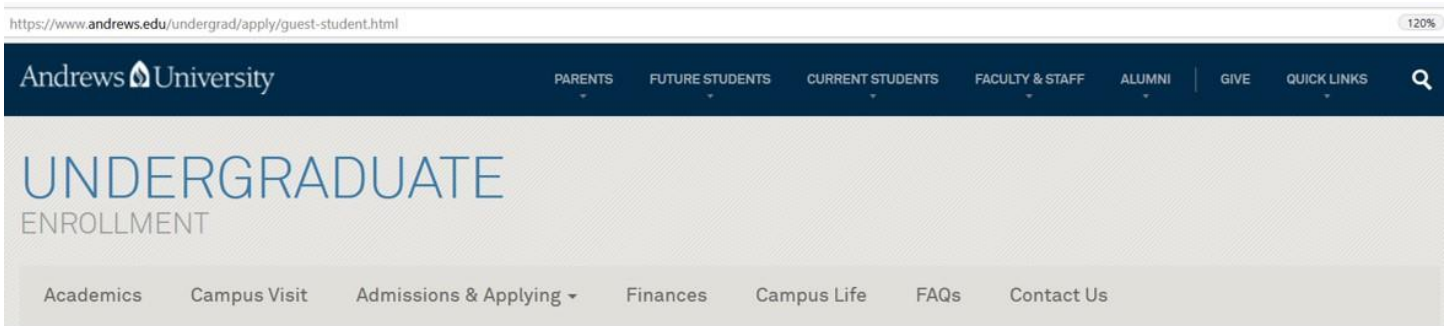
Updated: 1/30/2018

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**.

The screenshot displays the Andrews University website's navigation and content. At the top, the Andrews University logo is on the left, and navigation links for PARENTS, FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI, and GIVE are on the right. Below this, a secondary navigation bar includes Admissions, Academics, and Research. The main content area features a large image of a stone archway with a blue 'APPLY' button overlaid in the bottom left corner. To the right of the image, the 'Undergraduates' section is active, listing categories: Freshman, Transfer/Adult (circled in red), International, Homeschool, Guest, and University Credit for High School. Below this is the 'Graduates' section, which lists post-college degrees in the Masters and Doctoral levels. To the right of the 'Undergraduates' section, there are sections for 'Guest Students' (one-time, non-degree-seeking courses) and 'Distance Students' (studying away from the campus). A 'VIRTUAL TOUR' section is also visible, featuring a 3D map of the campus on a computer monitor and tablet.

3. Below is the page you will see. Click on **Apply Now**.



ADMISSIONS & APPLYING

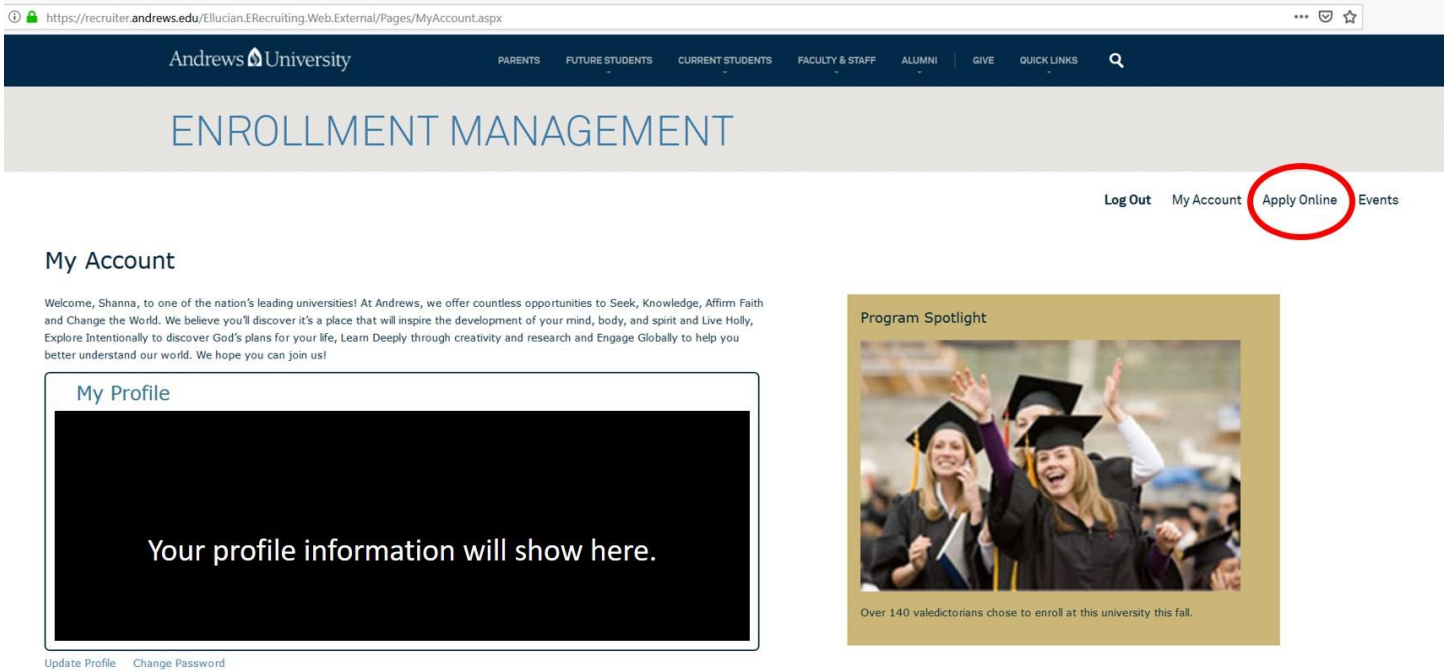
The decision to attend college may be one of the most **important** ones you'll ever make. Don't worry—we're here to make it **easy**.

A screenshot of the "Guest Student" application page. At the top, there are navigation tabs for Freshman, Transfer/Adult, International, Online/Distance, Homeschool, Preparing for College, University Credit for High School Students, and Guest Student (which is highlighted). The main content area is titled "Welcome Guest Students" and contains text explaining the application process for non-degree students. A red arrow points to a blue "Apply Now!" button. To the right, there is a "Apply Online" section with a blue background and white text, stating that completing the application is the first step to seeking knowledge, affirming faith, and changing the world. Below this, there are buttons for "APPLY ONLINE" for Freshman, International, Transfer/Adult, and Returning Students, and a button for "APPLY HERE" for Guest Students.

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.

A screenshot of the "ENROLLMENT MANAGEMENT" page. The page has a light gray background with the heading "ENROLLMENT MANAGEMENT" in blue. In the top right corner, there are links for "Log In", "Create My Account", "Apply Online", and "Events". The main content area is titled "Welcome" and contains instructions for users to enter their information in various sections. A red circle highlights the "Create My Account" link. Below the instructions, there is a small note about Andrews University accounts being added to the Admissions mailing list.

5. Once you log into your Recruit Account, Click **Apply Online**.



https://recruiter.andrews.edu/Ellucian.ERecruiting.Web.External/Pages/MyAccount.aspx

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS

ENROLLMENT MANAGEMENT

Log Out My Account **Apply Online** Events

My Account


Welcome, Shanna, to one of the nation's leading universities! At Andrews, we offer countless opportunities to Seek, Knowledge, Affirm Faith and Change the World. We believe you'll discover it's a place that will inspire the development of your mind, body, and spirit and Live Holly, Explore Intentionally to discover God's plans for your life, Learn Deeply through creativity and research and Engage Globally to help you better understand our world. We hope you can join us!

My Profile

Your profile information will show here.

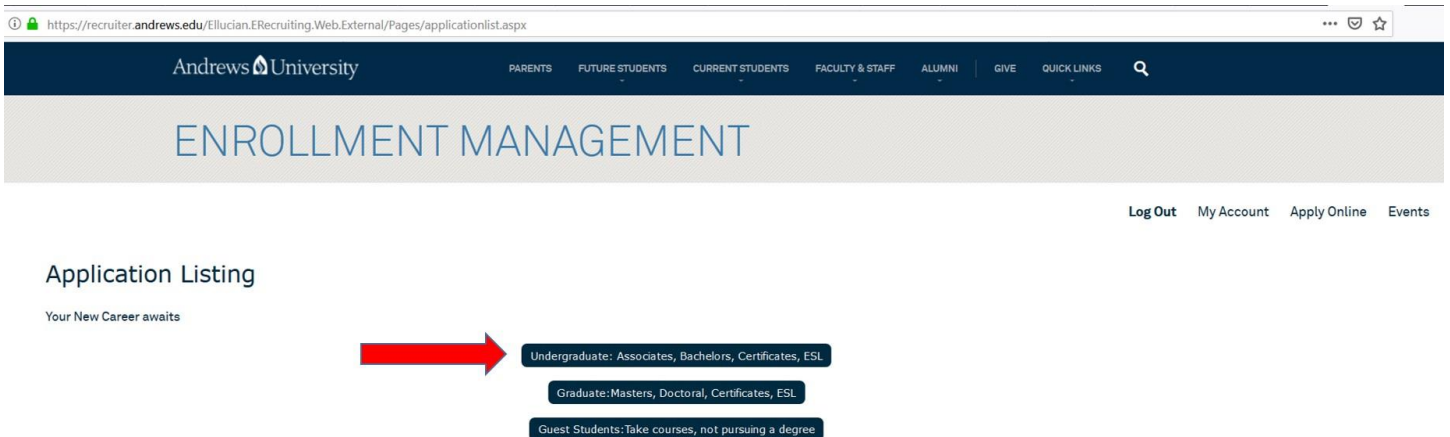
Update Profile Change Password

Program Spotlight



Over 140 valedictorians chose to enroll at this university this fall.

6. Select Undergraduate: Associates, Bachelors, Certificate, ESL



https://recruiter.andrews.edu/Ellucian.ERecruiting.Web.External/Pages/applicationlist.aspx

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS

ENROLLMENT MANAGEMENT

Log Out My Account Apply Online Events

Application Listing

Your New Career awaits

Undergraduate: Associates, Bachelors, Certificates, ESL

Graduate: Masters, Doctoral, Certificates, ESL

Guest Students: Take courses, not pursuing a degree

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.

The screenshot shows the top navigation bar of the Andrews University website with links for PARENTS, FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI, GIVE, and QUICK LINKS - KAREN. Below the navigation bar is a large header area with the text "ENROLLMENT MANAGEMENT". In the top right corner, there are links for "Log Out", "My Account", and "Apply".

Online Application

When would you like to start?

Are you interested in undergraduate or graduate studies? *

Undergraduate

Please select campus location

Berrien Springs, Michigan (Main Campus)

Anticipated Entry Term

Fall Semester 2019 (August)

Submit

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**.

This screenshot shows the same navigation bar and header as the previous image. In the top right corner, there are links for "Log Out", "My Account", "Apply Online", and "Events".

Online Application

What are your academic goals?

Contact Information

About You

Academics

Activities

Additional Information

What type of student are you? *

What type of student are you?
First-time Freshman: if you have never attended another college/university. You may have "dual-enrollment" credits that you received in high school that still qualify you as a Freshman.
Transfer: if you attended another college/university before applying to Andrews.
Continuing: if you previously attended Andrews, but left for one or more semesters (without taking classes at another college/university).
Seeking Second Bachelors: if you previously completed a degree at Andrews or another institution and are interested in starting a second (or third) undergraduate degree.

Transfer

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