

How to apply as a Guest student at Northwestern Michigan College

STEP 1

- A) IF you are a first time Guest student or do not have an account in our NEW Admissions system, create an account at www.nmc.edu/apply:

The screenshot shows the 'Create An Account' page. At the top, there is a header with the Northwestern Michigan College logo and name. Below the header, there is a navigation bar with a 'Back to Northwestern Michigan College' link and 'Log In' and 'Create Account' buttons. The main heading is 'Create An Account'. Below this, there is a 'Connect with Facebook' button. The text 'Tell us about you...' is followed by a form titled 'Contact Information'. The form has four input fields: 'First Name *', 'Last Name *', 'Email Address *', and 'Confirm Email Address *'. Each field has a small icon to its right.

OR

- B) IF you have already created an account, log-in at <https://apply.nmc.edu/Datatel.ERecruiting.Web.External/Pages/MyAccount.aspx>

The screenshot shows the 'Log In' page. At the top, there is a header with the Northwestern Michigan College logo and name. Below the header, there is a navigation bar with a 'Back to Northwestern Michigan College' link and 'Log In' and 'Create Account' buttons. The main heading is 'Log In'. Below this, there is a 'Connect with Facebook' button. The text 'Log In' is followed by a form titled 'Log In'. The form has two input fields: 'Email: *' and 'Password: *'. Each field has a small icon to its right. Below the input fields, there is a 'Log In' button.

NOTE: Contact the Admissions Office at (231) 995-1054 with log-in questions

STEP 2

Scroll down that **ADMISSIONS PORTAL** page and select **Start an Application**

The screenshot shows the top navigation bar with links for "Log Out", "My Account", "Apply Online", and "Events". Below this is the "Admissions Portal" title. A welcome message is followed by a paragraph about Northwestern Michigan College. A "My Profile" section shows "Anticipated Entry Term Fall 2015". A "Program Spotlight" image shows graduates in caps and gowns.

The "Next Steps" section is a green header with a list of tasks. The first task, "1. Create a Profile", is marked as complete with a checkmark icon and has a "Created On" date of "3/5/2015". The second task, "2. Start an Application", is marked as pending with a square icon.

| Task | Status | Created On |
|-------------------------|-----------|------------|
| 1. Create a Profile | Completed | 3/5/2015 |
| 2. Start an Application | Pending | |

STEP 3

Select **Start a new Undergraduate Application >**

The screenshot shows the "Application Listing" header. A green button with the text "Start a new Undergraduate Application >" is highlighted with a red arrow. Below the button is the "My Applications" section.

STEP 4

Select the term, Not Pursuing a Degree program and Guest Student as a student type.

[Log Out](#) | [My Account](#) | [Apply Online](#) | [Events](#)

Online Application

Plans

Personal

Demographics

Emergency Contact

Academics

Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Academic Plans

Anticipated Entry Term *

Fall 2015

Academic Program *

Not Pursuing a Degree at NMC (not eligible fo

Select Student Type *

Guest Student

Residency Status *

[Save Application](#) **Save & Continue**

STEP 5

Continue to finish each section of the application.

STEP 6

Submit the Michigan Uniform Guest Application using the Admissions Portal or sending to the Admissions Office via email, fax or mail.

Required Items

[< Back to My Account](#)

Supplemental Items

| Item | Description | Submission Status | Attachment |
|--|--|-------------------|---|
| Admission Application Fee | The one-time admission application fee is \$20.00 for U.S. applicants or \$25.00 for international applicants. Returning students are not required to pay this fee. Please send a check to: NMC Admissions 1701 East Front Street Traverse City, MI 49686 Make checks payable to: Northwestern Michigan College Credit card payments are accepted via phone at 1-855-FIND-NMC (855-346-3662) | Waived | |
| Michigan Uniform Undergraduate Guest Application * | Once you have completed the guest application , make sure you have appropriate signatures from officials at your current school before submitting the application to NMC. Guest Applications are accepted via upload, fax (231) 995-1339, email, postal mail, or in person. | | <input type="button" value="Choose File"/> No file chosen |