How to submit a Non-degree Application for:
Eastman SPECIAL COHORT program
Start your application for Non-degree using the

New ETSU Application System

If you have never used this system before enter your name and email address.
Check the box “I’m not a Robot”:
Click Submit
Click LOGIN

Thank you

Thank you for registering! You have been sent an email with a link to a page where you can set your password.

(Note: Your email address becomes your username for the application system)

You will receive an email from ETSU Online Application (admissions@etsu.edu). Click set password site in the body of the email.

Create and confirm a new password.

Click CREATE PASSWORD.

Create Password

Passwords must be a minimum of 8 characters long and may be any combination of letters, numbers or special characters.

New Password

Confirm New Password
Sign in using your email address as your Username, and your newly created password.

Click START A NEW APPLICATION

You will be redirected to page pictured below:
Follow the link under “Graduate” to start your application.
Click START APPLICATION.

You will be redirected to the application selection page pictured below:
New Application
Will you be applying as a Domestic or International student? (from the dropdown select one)

Will you be applying to a Certificate, Master’s, Nondegree, or Visiting Student program? (from the dropdown select Nondegree)

For the program, please select the concentration to which you wish to apply. (from the dropdown select Special Cohort)

Term (from the dropdown select the term for which you are applying)
Click START APPLICATION

Complete the application (required fields are marked with an asterisk *)

Submit requested documents (transcripts)

Nondegree students are required to submit an official transcript from their Bachelor's degree granting institution, verifying the degree before the end of the first semester of enrollment. Please type the name of your Bachelor's school below and select the entry from the list. If you are unable to locate your school in the list, please select "Unknown School."

College/University

Graduation Year

Unofficial Bachelor's Institution Transcript

No file selected
• If you are an ETSU alum please enter East Tennessee State University under enrollment history; however, it is not necessary for you to submit an official or unofficial transcript as we have access to your transcript.

• Graduates of other colleges/universities must submit an official or unofficial transcript showing your bachelor’s degree. Official transcripts may be sent electronically from the institution to GRADTRANSCRIPTS@etsu.edu or mailed to:

  EAST TENNESSEE STATE UNIVERSITY  
  SCHOOL OF GRADUATE STUDIES  
  PO BOX 70720  
  JOHNSON CITY, TN 37614

• If you prefer to submit your unofficial transcript separately from the application, you may upload it to the attached dynamic forms link below:

  https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/56eb7e78-dd23-44b3-bf79-3960af716ff8

  Indicate the special cohort for which you are applying:

  Select the special cohort for which you are applying

  Click SAVE AND CONTINUE
After completing the application, click SAVE AND REVIEW APPLICATION. There will be an option to edit each section of the application.

On the right hand side of your screen, click “Save and Pay” to be directed to pay the application fee.

Input credit/debit card information and then click submit
Your application is not fully submitted until you click here.

To ensure that the application is successfully submitted you will see SUBMITTED.
You will be contacted by Shella Bennett usually within 2-4 days of submitting the application. **Note:** It can take up to 4 days to review and process your application.

**Regarding in-state tuition:** In October 2012, the Tennessee State Legislature passed a bill called the *Eligibility Verification for Entitlements Act* (EVEA). This bill states that students of TN public higher education institutions must prove that they are U.S. citizens or legally present in the U.S. in order to receive state benefits such as in-state tuition rate. EVEA: [https://www.etsu.edu/gradstud/evea.php](https://www.etsu.edu/gradstud/evea.php)

To verify that you are a U.S. citizen or legally present you may provide our office with a copy of your driver’s license. You may provide a copy or picture of your driver’s license using one of the following methods:

1. Upload to the dynamic forms link; [https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/56eb7e78-dd23-44b3-bf79-3960af716ff8](https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/56eb7e78-dd23-44b3-bf79-3960af716ff8)
2. Email to Shella Bennett; bennetsg@etsu.edu
3. Mail to ETSU School of Graduate Studies, PO Box 70720, Johnson City, TN 37614;
4. Fax to (423) 439-5624 (make a legible copy and fax the copy, not the card);
5. Present it in the School of Graduate Studies office, Burgin Dossett room 309, and we can make a copy.

_If you choose not to provide a copy of your driver’s license satisfying the EVEA requirement your tuition rate will be assessed at the OUT-OF-STATE rate._