How to submit a Non-degree Application for:
Eastman BATTELLE INNOVATIVE WORKSHOP program

Start your application for Non-degree on the

New ETSU Application System

If you have never used this system before you will click:

Sign Up
This will have you input your contact information.

(Note: The email address you use will become your username for this system)

Once you have completed all of the fields click:

Submit

You will be sent an email from ETSU Online Application directing you to the set password site. Click on the link in your email.

This will send you to a new page where you will reset/set your password. It looks like this:

To reset your password, enter your username.

Username

Cancel Continue

On this page enter the email you used to set up your account and then press

Continue

Enter your new password in the fields when prompted.

You will now be automatically directed to a new application screen.

Click on:

START A NEW APPLICATION

You will then be directed to this page:
Follow the link under “Graduate” to start your application

Click

You will then be directed to the application selection page:
Select the appropriate answers to the questions:

Will you be applying as a Domestic or International student?
Please select one
Answer: Domestic

Will you be applying to a Certificate, Doctoral, Master's, Nondegree, or Visiting Student program?
Please select one
Answer: Nondegree

For this program, please select the concentration to which you wish to apply:
Please select one
Answer: Special Cohort

Term
Please select one

Answer: The term you will start the program

START APPLICATION
Now, complete the application

(Required fields are marked with a *)

Complete all required fields and submit requested documents.

Be sure to submit copies of all unofficial transcripts of schools you have attended or your process may be delayed; if you can't submit these the day you submit your application you can submit them by email to brothersj@etsu.edu. Your application cannot be approved as a graduate student until proof of an undergraduate degree is submitted for your application.

College/University

Graduation Year

Unofficial Bachelor's Institution Transcript
No file selected

ADD ENROLLMENT HISTORY

Also you need to indicate which special program you are a part of:

To which special cohort are you applying? E.g. MathElites
* Please select an option

Please complete the missing fields.

ANSWER: Battelle Innovative Workshop

Once everything is complete, click save and review at the bottom of the application.
Click “Save and Pay” to be directed to pay your fee

Click

SAVE & PAY

Input credit/debit card information and then click submit

Once fee payment is received click submit application.
Wait for further instructions from the School of Graduate Studies

For questions, please contact: Jennifer Brothers.

(Note: If you are an in-state resident or border county resident you can go ahead and submit a front and back copy of your driver’s license to comply with the EVEA regulation and to ensure correct payment rate. While this is not a requirement for admission it will help you receive the proper billing rate during the course of your studies.)