

## Digital Education

### Undergraduate Non-Degree Online Application Instructions

1. Please visit <http://admissions.purdue.edu>
2. Under the **Applying** tab select **Apply Now**.
3. Read this page carefully. Then click on the **Apply with the Purdue application** link located in the orange box at the top of the page.
4. Create a login ID and PIN (First time user account creation) **PLEASE SAVE YOUR LOGIN ID AND APPLICATION PIN/PASSWORD SO YOU CAN MONITOR THE STATUS OF YOUR APPLICATION.**
5. Select the **Stuents interested in continuing Education courses offered through Purdue Digital Education Campus Undergraduate Nondegree Students** application #7 on the Application for Admission page.
6. Complete the required fields
  - a. Select the admission term
  - b. Fill in your complete first, middle and last names
  - c. Click 'Fill out application'
7. Click on **NAME** to begin the application
  - a. Fill in all required information
  - b. Click **CONTINUE**
8. Continue filling in the required information in each section. A check mark will appear by each section on the Application Checklist as it is completed.
9. On checklist item 7 (Program of Study) select PEC Undergraduate Nondegree
10. When asked, be sure to list the specific course(s) you wish to register for
11. If you would like a printed copy of your application for your personal records, you must print each section before submitting the application. You will not be able to print a submitted application.
12. Click **Finish Later** if you want to save your application to complete at a later time. Incomplete applications may be completed at a later time by logging in with the Login ID and PIN you created at the beginning of this session.
13. After completing all sections of this checklist, click **Application is Complete** to submit your application.
14. Click **Submit Payment** to pay the nonrefundable application fee.
15. You will be taken to the TouchNet payment portal to submit the \$60 application fee.
  - a. The application fee may be paid with a United States personal checking or savings account or with one of the following: VISA, Mastercard, Discover, or American Express
  - b. You will have 30 minutes to complete the payment process
16. Once the application and fee payment have been submitted, you will see an onscreen response acknowledging the receipt of the application.
17. It takes 3-5 business days for your application to be processed. You will receive a decision letter in the mail from the Office of Admissions after your application is processed. You can monitor the status of your application by logging back in at [www.admissions.purdue.edu](http://www.admissions.purdue.edu). Your decision letter will also be viewable online 48 hours after your status has been updated.
18. The decision letter will contain all of the information you need in order to continue with the registration process.

For more information regarding Distance Learning courses and registration, please visit [www.distance.purdue.edu](http://www.distance.purdue.edu).