

Tutorial for Completing the Graduate School Online Application for the ECU's Masters Program in Industrial/Organizational Psychology

Click on the link near the bottom of the [Graduate School's Application Information Page](#) that is titled: [Go to online application](#). Click the link that says "First time user account creation" to create an account. If you cannot complete your application in one session, you may come back and complete your application at a later time.

Search

Admissions Login

If you are a returning user enter your Login ID and PIN and then select Login.


Login ID:

PIN:

[First time user account creation](#)

[Return to Homepage](#)

After creating your account, you will be asked to select the type of application you wish to create. Here I have started an application for admission to our Masters program in I/O psychology. Select “Masters” as the application type and then click on “Continue”.

 To Apply for Admissions, first select the Application Type you want to complete.

Please note: If you are seeking an initial NC teaching license, please use the undergraduate application at <http://www.ecu.edu/cs-educ/teachers/>.

Application Types:

- **Certificate:** For application to post-baccalaureate and post-master's certificate program
- **Doctoral:** For application to doctoral program (PhD, EdD, DPT, AuD)
- **Master's:** For application to traditional Master's degree program (either on-campus or online)
- **Non-degree:** For students interested in taking graduate courses but not interested in obtaining a graduate degree or certificate at this time. Typical applicants may include visiting students, individuals taking courses for personal/professional enrichment, or individuals taking prerequisite course work for later application to a degree program. **Please note:** Completing courses as a non-degree student offers no assurance that a student will be accepted into a graduate program at some future date. If accepted into a program at a future date no more than (9) non-degree credits may be counted towards a degree or certificate program, and then, only by consent of the student's graduate advisory committee and department chair.
- **Readmit doctoral/master's:** For those individuals applying to a degree program in which they were previously enrolled.
- **Readmit non-degree:** For those individuals who have been previously admitted as a non-degree student.
- **International Undergrad Freshman or Transfer:** For applicants seeking initial undergraduate enrollment requiring an F-1 student visa. Those applicants who are permanent residents, citizens of the US, or considered a domestic student, should complete the application found at https://www1.cfnc.org/Applications/University_of_North_Carolina/apply.html?Application_id=1538.


Please note that financial aid is available only for degree seeking students and some certificate programs.

Online applications not submitted within four weeks of creation are deleted. It will be necessary to begin a new application.

Application Type: 

[Return to Homepage](#)

Provide your name and then click on "Fill Out Application".

 Select an Admission Term and enter your name.

* - indicates a required field.

Application Type: Masters

Admission Term: *

First Name: *


Middle Name:

Last Name: *

[Return to Application Menu](#)

Use each of the six links shown below to navigate to each form that you must complete online. At any point you can select “Finish Later” to save what you have already done so you can return later. Once you have completed all of the forms, click on “Application is Complete”.

Application Checklist

 Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.


- | | |
|---|---|
|  Name |  Planned Course of Study |
|  First Address and Phone |  Previous College |
|  Personal Information |  Additional Information |

Application is Complete

Finish Later

For the “Name” form, provide the requested information and then click on “Continue”.

Name (Checklist item 1 of 6)

 Enter your name information.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.


* - indicates a required field.

Last Name: *	<input type="text" value="Morris"/>
First Name: *	<input type="text" value="Zachary"/>
Middle Name:	<input type="text" value="P."/>
Suffix:	<input type="text"/>
Previous Last Name:	<input type="text"/>
Maiden name if different than previous last name	<input type="text"/>
Previously Attended?:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Reported
Previously Applied?:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Reported

[Return to Checklist without saving changes](#)

Complete the “First Address and Phone” form and click on “Continue”.

First Address and Phone (Checklist item 2 of 6)

 Enter your Permanent Address information. You must enter a city, a state or province, zip code (postal code) and a country.

* - indicates a required field.

Permanent Address

Street Line 1: *	<input type="text"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
City: *	<input type="text"/>
State: *	<input type="text" value="None"/>
Zip/Postal Code: *	<input type="text"/>
Address prior to present address (if less than one year at present), include dates from (date) _____ to _____ *	<input type="text"/>
County (NC residents only):	<input type="text" value="None"/>
Nation:	<input type="text" value="None"/>
Phone Number (123) 1234567 (ext.) (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):	<input type="text"/> - <input type="text"/> <input type="text"/>
International Access:	<input type="text"/>

[Return to Checklist without saving changes](#)

There is more to the “Personal Information” form than shown below, including the information used to determine whether or not you qualify for in-state tuition. When you have completed this form click on “Continue”.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White

SSN (XXXXXXXXXX):

Gender: *

Male Female

Marital Status:

None

Birth Date: *

Month None Day None Year (YYYY)

Are you a NC Resident?: *

Yes No

Do you have a valid NC drivers license? *

Yes No No Response

If you answered "yes" to the previous question, on what date (dd/mm/yy) was your license issued?

Is a motor vehicle registered in your name? *

Yes No No Response

If you answered "yes" to the previous question, in which state is it registered and on what date (dd/mm/yy)?

Was your previous vehicle registered in NC? *


Yes No No Response

In what state did you file a state income tax return and on what date (dd/mm/yy) *

List all dates of employment and name and local address of employer during the previous three years. *

When completing the “Planned Course of Study” form it is critical that you include both the degree (i.e., Psychology-General - MA) *and* then click on “Enter Other Majors, Minors and Concentrations”.

Planned Course of Study (Checklist item 4 of 6)

 Select your Planned Course of Study.

* - indicates a required field.

First Choice of Study:*

Do you intend to pursue your program online or via distance education? (Please note that all graduate programs are not available online. For a list of online graduate programs go to www.ecu.edu/options/)*

Psychology-General - MA


Yes No No Response


Enter Other Majors, Minors and Concentrations

[Return to Checklist without saving changes](#)

There are three concentrations in the program. Thus it is important that you select the correct concentration (i.e., “Industrial-Organizational Concentration”). After you have selected the “Industrial-Organizational Concentration” click on “Continue”.

Planned Course of Study (Checklist item 4 of 6)

 Select your Planned Course of Study.

 **Errors occurred. Please try again.**
Missing required data, please enter.

* - indicates a required field.

First Choice of Study:

Concentration: *

Do you intend to pursue your program online or via distance education? (Please note that all graduate programs are not available online. For a list of online graduate programs go to www.ecu.edu/options/) *

[Change this Program](#)

[Checklist](#)


[Continue](#)

[Finish Later](#)

[Return to Checklist without saving changes](#)


Psychology-General - MA

Yes No No
Response

 **You must enter an Answer**

When completing the “Previous College” form you must enter every college and university that you have attended. Once you have entered every university and college that you have attended click on “Continue”.

Previous College (Checklist item 5 of 6)

 Enter your College Code in order of degree earned, highest earned degree first. If you do not know the code, select the Lookup College Code link to search for it. The page allowing you to search by the college's state or province, or by the country will display. If you cannot find your college through the lookup page enter the information on this page.

All Previous Colleges attended are required.

Degree and Certificate Seeking Applicants: Official transcripts are needed from all schools you have attended even if it was only a single course or college credit awarded while you were in high school. Transfer credit posted on the transcript of other institutions is not accepted in lieu of transcripts from the institution attended. An original transcript from each institution is always required.


Non-Degree Applicant: Transcript required for Undergraduate Degree earned.

* - indicates a required field.

College School Code:	<input type="text"/>	Lookup College Code
If College not found:		
College Name: *	<input type="text"/>	
College State:	<input type="text" value="None"/>	
College Attend From Date: *	Month <input type="text" value="None"/>	Day <input type="text" value="None"/>
	<input type="text"/>	Year (YYYY)
	<input type="text"/>	<input type="text"/>
College Attend To Date: *	Month <input type="text" value="None"/>	Day <input type="text" value="None"/>
	<input type="text"/>	Year (YYYY)
	<input type="text"/>	<input type="text"/>
College Degree:	<input type="text" value="None"/>	
If not found, enter degree:	<input type="text"/>	
College Degree Date:	Month <input type="text" value="None"/>	Day <input type="text" value="None"/>
	<input type="text"/>	Year (YYYY)
	<input type="text"/>	<input type="text"/>
College Major: *	<input type="text" value="None"/>	
If not found, enter major:	<input type="text"/>	
Did you attend this same institution to obtain an additional degree(s)? If yes, please list the degree you received and the date you received it. Also, include the major and the dates you attended - (from mm/dd/yyyy to mm/dd/yyyy). *	<input type="text"/>	
<input type="button" value="Enter or View another College"/>		

The "Additional Information" form has additional personal information that you must submit. Once you have completed this form click on "Continue".

Additional Information (Checklist item 6 of 6)

 Please enter your answers to the questions. Each answer can be up to 2000 characters in length.

* - indicates a required field.

Have you ever been convicted of a crime? * Yes No No Response

Have you entered a plea of not guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued to a criminal charge? * Yes No No Response

Have you otherwise accepted responsibility for the commission of a crime? * Yes No No Response

Do you have any criminal charges pending against you? * Yes No No Response

Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subjected to ANY disciplinary sanction BY ANY school, college, OR university? * Yes No No Response

If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? * Yes No No Response

If you answered "yes" to any of the six questions above, please explain the circumstances below.

Do you wish to claim a waiver of out-of-state tuition under G.S. 116-143.3 because you are in the military service or are a military dependent of a service member stationed in NC? Yes No No Response

Your marital status is not used in determining your admission, it may provide additional evidence that you are a resident for tuition purposes in NC. You may voluntarily answer the following questions. Are you married? Yes No No Response

Provide the date of your marriage.

For the previous two years list your spouses employment, employer's address, and begin and end dates.

Do you hold a teacher's license? If yes, is it currently in effect? * Yes No No Response

Please list any professional certificates or licenses that you hold (do not abbreviate).

Once you have completed all six of the online forms you will get a message to that effect. You have not, however, completed your application to our program. There are additional documents that you need to complete offline.

You need to provide a Statement of Purpose form. The Graduate School provides such a form in [.pdf format](#), but that is not very convenient. We have prepared it in [.rtf format](#), which you can download and complete in your word processor. Once you have completed your statement of purpose, you should either (1) mail or (2) email it to the Graduate School along with other required documents, such as transcripts and letters of recommendation.

You also need to provide three letters of recommendation. The Graduate School provides the form in [.pdf format](#). Provide your recommenders with this form or the link to this form. Ask them to complete the form and either (1) return it to you in an envelope with their signature over the seal on the back of the envelope or (2) email it to Joann Ericson (ericsonj@ecu.edu). Once you have collected the three letters, send them along to the Graduate School in one packet, along with other required documents such as your statement of purpose and official transcripts.