

Applying online at [www.cuw.edu/apply](http://www.cuw.edu/apply)

For “Program Type,” click on “Graduate Level or above.” When a new box pops up, click on “Graduate Non-Degree Seeking.”

You may then select the course(s) in which you wish to register.

Fill out the required information under “Personal information.”

Graduate Non-Degree Seeking Section:

Location is: ELearning (traditional, Non-Cohort)

Education Background section: please fill out

Additional Information section: please fill out

Financial Responsibilities:

Check: I expect to receive reimbursement from: MTM

Statement of Understanding: please check

Proceed to Next step (push button)

After you have completed the online application, you will receive an acceptance letter from Concordia’s Graduate Admission office. This letter will provide you with your student ID number (F00#####). You will also receive a letter from the Information Technology office. This letter will give you directions on how to use the Concordia University Wisconsin Portal and will supply you with the password that you will need to get onto the Portal. The whole process, including waiting for the paperwork to arrive through the mail, takes about one week to complete.

If you have any questions or concerns on this process, please contact Cindy Guth, Coordinator of Member Services, at [cynthia.guth@mtmproject.org](mailto:cynthia.guth@mtmproject.org) or 262.243.4342.