TTU Medieval & Renaissance Studies Center

How to Apply for the Certificate Program

For students currently enrolled in a graduate program at TTU:

1. https://ttugradschool.force.com/admissions/ApplicationLogin

2. After clicking the login link a student will either **"login"** with the portal on the right side of the page and click "new application," **OR**

3. Scroll to the bottom of the page to **"create" an account** (most Master's students will already have an account).

4. The first page of a new application asks a few a questions about citizenship, location, and program level:
      a. Domestic or International
      b. How will you be taking the majority of your classes? This answer needs to be **on campus**
      c. Program Level: **Certificate**

5. Currently Enrolled in a Master's or Doctoral Program? **Yes**
      a. R #
      b. Adding or changing program: **Adding a certificate**
      c. **Yes** or **No** to current program question

      NOTE: the MRSC certificate is an interdisciplinary degree. When you are prompted to indicate if you are adding a certificate "within your department," your response will be "yes."

6. Term
      a. Summer 21, Fall 21, or Spring 22
      b. Program Selection – This is where the drop down menu with the certificate choices comes up: **Medieval and Renaissance Studies Certificate**
      c. There won't be an invitation code (don't need)
      d. This should take you to the end of the application creation.