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.