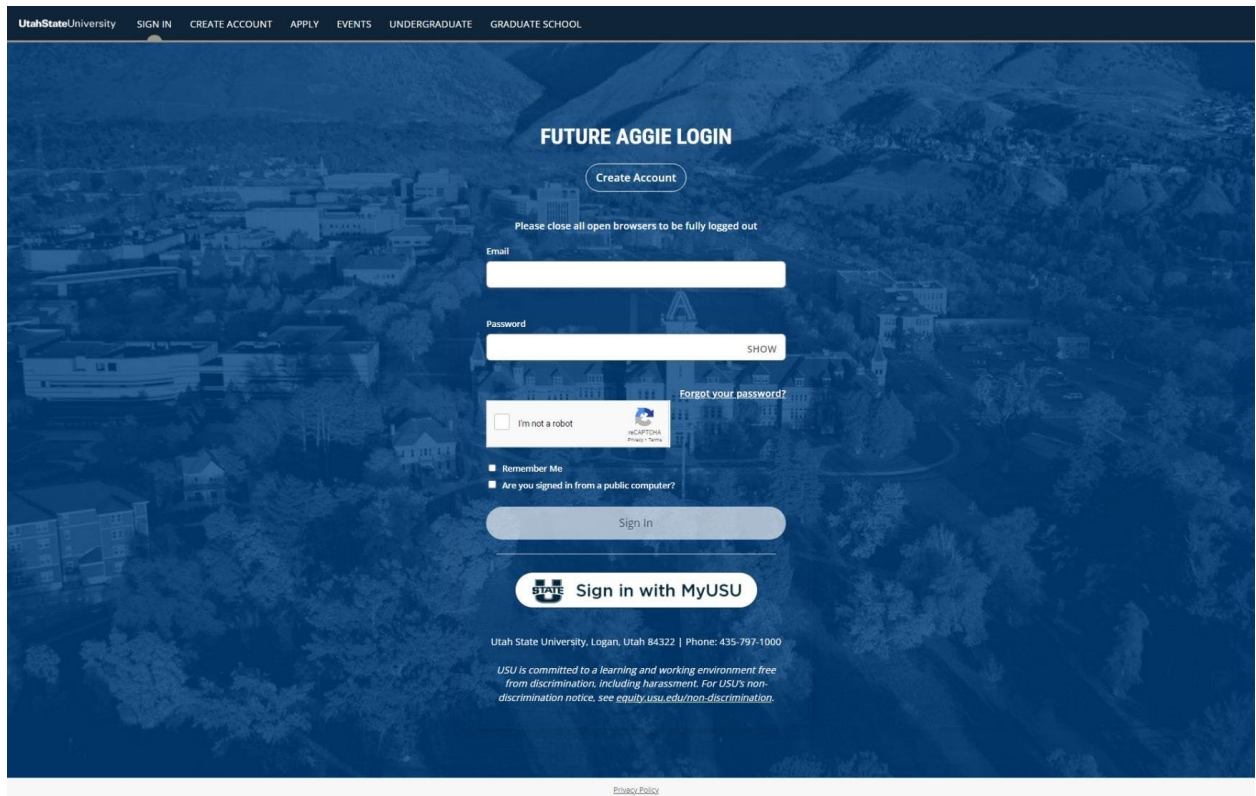


# Instructions on How to Complete the Utah State University (USU) Application when Applying for USU Eastern/Intermountain Electronics Internship

1. Using an internet browser, go to <https://applynow.usu.edu/>
  - Account Creation or Login:  
Create a Utah State University (USU) account, unless you have previously created an account. If you already have an account, simply log in.



2. Once you have created a USU account or have logged into your account, click on "Create a New Application."

UtahStateUniversity MY ACCOUNT APPLY EVENTS UNDERGRADUATE GRADUATE SCHOOL

## My Account

Welcome, We're excited that you're considering higher education with USU. Schedule a visit to our campus to see why our students love being Aggies, and why USU is perfect for you!

### Existing Applications

You do not currently have any applications.

[Create a New Application](#)

### Event Registrations

You are not currently registered for any events.

[View Upcoming Events](#)

### My Profile

[Update Profile](#)

### Need Help?

Undergraduate Admissions  
(800) 488-8108  
International Admissions  
(435) 797-1124  
Graduate Studies  
(866) 878-4723  
Concurrent Enrollment  
(435) 797-8223  
Service Desk

### Exploring Degree Options

Utah State University and the Exploratory Advising Center welcome students who either have not yet decided on a major or who do not meet the academic requirements for admission directly into their academic college of choice. Our team of professionally trained academic advisors are available and ready to assist you in actively exploring and identifying a variety of majors to match your career goals.

[More Info](#)

**HOME OF THE AGGIES**

[Privacy Policy](#)

3. At the bottom of the page, click on “Non-Degree Seeking Application.”

The screenshot shows the Utah State University Application Listing page. At the top, there is a dark navigation bar with links for 'UtahStateUniversity', 'MY ACCOUNT', 'APPLY', 'EVENTS', 'UNDERGRADUATE', and 'GRADUATE SCHOOL'. A search icon and a toggle switch are on the right. The main heading is 'Application Listing'. Below this is a light blue informational box: 'If you need to change the program/degree on an existing application, please contact the admissions office at (800) 488-8108 or admit@usu.edu.' The page is divided into sections: 'New Applicants' with a sub-section 'Degree Seeking Students' containing 'New Undergraduate Application' (for Associate, Bachelor, or Certificate Programs) and 'New Graduate Application' (for Masters or Doctorate Degrees, Graduate Certificate or Endorsements). The next section is 'Concurrent Enrollment or Early Aggie Students', with a note that it is for students taking USU courses during high school and a 'Concurrent Enrollment or Early Aggie Application' button. The final section is 'Non-Degree Seeking Students', with a note that it is for students taking classes for prerequisites and a 'Non-Degree Seeking Application' button. A 'Privacy Policy' link is at the bottom.

4. Term Selection:

- Choose the term in which you intend to start. For the internship starting late May/early June, select "Summer;" for the internship starting in August, select "Fall;" for the internship starting in January, select "Spring."
- Click the "Submit" button.

The screenshot shows the 'Online Application' page on the Utah State University website. The navigation bar at the top includes 'UtahStateUniversity', 'MY ACCOUNT', 'APPLY', 'EVENTS', 'UNDERGRADUATE', and 'GRADUATE SCHOOL'. The main content area is titled 'Online Application' and contains a form with the following elements:

- Select a Term:** A heading followed by a note: "If your desired term is not listed, select any term below and then academic term can be changed or updated on the application."
- I plan to start:\*** A label for a dropdown menu.
- Dropdown Menu:** A white box with a downward arrow on the right side, currently empty.
- Buttons:** Two buttons at the bottom: a light gray 'Back' button and a dark blue 'Submit' button.
- Footer:** A small link for 'Privacy Policy' centered below the form.

5. Planned Course of Study:

- Select your "Anticipated Entry Term" (Fall [August], Spring [January], or Summer [Late May/Early June]). If starting in the summer, click "Summer" and the year.
- Under the question "What is your educational interest?" select "Personal Enrichment."
- Under "Academic Program of Study," select "All other Non-Degree Seeking."
- Under the question "Where do you plan to study?" select "Price."
- Indicate your response for "Disciplinary Actions."
- Under the question "Have you earned or will you earn a bachelor's degree before starting USU courses?" select either "Yes" or "No."
- Click the "Save and Continue" button.

UtahStateUniversity MY ACCOUNT APPLY EVENTS UNDERGRADUATE GRADUATE SCHOOL

### Fall 2024 - Price/Non-Degree Seeking Student

Application Supplemental Items & Documents

Print Withdraw Application

Course of Study Personal Demographic Citizenship Certify & Submit

#### Application Restrictions

- You are unable to select an actual major of study during the application process. You will select a program/area of interest, but it is not a declared major.
- You will generally NOT be allowed to use federal financial aid.
- Graduate students may only take 12 credits non-degree seeking and have them count toward a USU graduate degree program.
- Non-degree seeking students wishing to take English language only classes must complete the regular degree seeking application.
- Non-degree seeking transfer students will not receive an evaluation of their transfer credit until they apply and are admitted as degree seeking students.

If you prefer to fill out a degree-seeking application, please click here. If you want to continue with this application, press **Save & Continue**.

#### Planned Course of Study

Anticipated Entry Term: \*  
Fall 2024

What is your educational intent? \*  
Personal

Academic Program of Study: \*  
All other Non-Degree Seeking

Where do you plan to study? \*  
Price

#### Disciplinary Actions

Disciplinary Actions \*  
Have you ever been expelled, suspended, disciplined, placed on probation by, or are you ineligible to return to, any institution of learning you have attended, including without limitation, a college, academy, technical or trade school, university, or grade school beyond grade 8?  
No

Have you earned or will you earn a bachelors degree before starting USU courses?  
No

Save Application Save & Continue

Privacy Policy

6. Contact and Personal Details:

- Fill in your contact information and personal information.
- Click the "Save and Continue" button.

UtahStateUniversity MY ACCOUNT APPLY EVENTS UNDERGRADUATE GRADUATE SCHOOL

### Fall 2024 - All Other Non-Degree Seeking

Application Supplemental Items & Documents

Course of Study **Personal** Demographic Citizenship Certify & Submit

Print Withdraw Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

#### Contact Information

It's vital to enter an email address you check regularly so you don't miss communication with USU during the admissions process. Ensure your email's spam filters do not reject emails from admit@usu.edu.

Legal First Name \* Legal Middle Name

Legal Last Name \* Suffix

Maiden/Former Name Preferred First Name

Check here if your address is outside of U.S. or Canada

Street Line 1 \*

Street Line 2

City \*

State/Province \* ZIP/Postal Code \*

Preferred Phone Type \*

Home Phone Mobile Phone

#### Felony Misdemeanor

Have you ever been convicted? \*

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation, or is any such charge now pending against you?

Previous Page Save Application **Save & Continue**

Privacy Policy

7. Demographic Information and Emergency Contact Information:

- Fill in your contact your demographic information.
- Click the "Save and Continue" button.

UtahStateUniversity MY ACCOUNT APPLY EVENTS UNDERGRADUATE GRADUATE SCHOOL

### Fall 2024 - All Other Non-Degree Seeking

Application Supplemental Items & Documents

Print Withdraw Application

Course of Study Personal **Demographic** Citizenship Certify & Submit

#### Demographic Information

No information that you provide below will be used in a discriminatory manner.

Legal Sex \* Marital Status

Gender Designation Personal Pronouns

Birth Date \* Birth Country \*

(mm/dd/yyyy)

Birth City \*

The information you provide in this section will not be used in a discriminatory manner.

Ethnicity

Regardless of your answer above, please check one or more of the following racial categories in which you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

#### Emergency Contact

First Name \* Last Name \*

Relationship to Student \* Phone Number \*

Check if address outside of U.S. or Canada? \*

Address \*

Address (cont)

City \*

State/Province Zip/Postal Code

Previous Page Save Application **Save & Continue**

Privacy Policy

## 8. Citizenship and Residency Information:

- Provide details regarding your citizenship and residency within the application.
- Click the "Save and Continue" button.

The screenshot displays the 'Fall 2024 - All Other Non-Degree Seeking' application page. The navigation bar includes 'UtahStateUniversity', 'MY ACCOUNT', 'APPLY', 'EVENTS', 'UNDERGRADUATE', and 'GRADUATE SCHOOL'. The page title is 'Fall 2024 - All Other Non-Degree Seeking'. Below the title, there are tabs for 'Application', 'Supplemental Items & Documents', and 'Withdraw Application'. The main content area is divided into sections: 'Course of Study', 'Personal', 'Demographic', 'Citizenship', and 'Certify & Submit'. The 'Citizenship' section is active and contains the following fields and instructions:

- Citizenship Status:** A dropdown menu with 'U.S. Citizen' selected.
- Citizenship Descriptions:** A dropdown menu.
- Certify Citizenship:** A text area with the instruction: 'I certify under penalty of perjury that I am either a United States citizen, or a qualified alien that is lawfully present in the United States.' Below this is a link to 'Utah Code 63G-12-402' and a note: 'Utah Code 63G-12-402 requires the University to verify the lawful presence in the United States of individuals who apply for tuition waivers, scholarships, and grants administered by the University. Individuals who apply for these benefits are also required to certify under penalty of perjury that they are or will be lawfully present in the United States. (Please note that you can still be considered for admission even if you cannot certify that you are lawfully present in the United States.)'
- Social Security Number:** A text field with a 'Toggle SSN Visibility' button.
- First Language:** A dropdown menu.
- Veteran Status:** A text field with the instruction: 'In accordance with 2013 HB 254, a veteran or service member is required to meet with an assigned academic advisor in order to receive credit for military service and training.' Below this is a dropdown menu for 'Are you a veteran or service member?'.
- Residency Questions:** A section with a pink background and the instruction: 'This section is used to help determine your correct tuition status. For tuition purposes, information about Utah Residency is available at [www.usu.edu/admissions/residency](http://www.usu.edu/admissions/residency). If you do not complete this section, you will likely be charged non-resident tuition. If you have additional questions about your residency status, please contact the Admissions Office at [admi@usu.edu](mailto:admi@usu.edu).' Below this are several dropdown menus for: 'Are you a resident of Utah?', 'Do you have a Drivers License or State ID?', 'Do either of your parents live in Utah?', 'If legally able to do so, are you registered to vote in Utah?', and 'Have you lived continuously in Utah for the last 12 months?'.
- Activity Information:** A section with the instruction: 'Please list where you have lived and what you've been doing for the last 36 months. Please be specific and include coverage for all months.' Below this are fields for 'Type of Activity', 'Activity Start Date (mm/dd/yyyy)', 'Activity End Date (leave blank if current)', 'City', and 'State/Province'.
- Buttons:** At the bottom, there are three buttons: 'Previous Page', 'Save Application', and 'Save & Continue'.



9. Certifying that the application is complete:

- If you have answered all the question truthfully, click “Yes.”
- Fill in your complete name in the “Signature” field.
- If complete, click the “Submit Application” button.
- You have now completed the application to Utah State University (including Eastern).

The screenshot displays the 'Fall 2024 - All Other Non-Degree Seeking' application page. The navigation bar at the top includes 'UtahStateUniversity', 'MY ACCOUNT', 'APPLY', 'EVENTS', 'UNDERGRADUATE', and 'GRADUATE SCHOOL'. The main heading is 'Fall 2024 - All Other Non-Degree Seeking'. Below this, there are tabs for 'Application' and 'Supplemental Items & Documents'. The current step is 'Certify & Submit', with other tabs for 'Course of Study', 'Personal', 'Demographic', and 'Citizenship'. A 'Print' icon and 'Withdraw Application' link are visible in the top right corner of the form area. The form contains a text box for additional comments, a 'Certification' section with a confirmation statement and a 'Do you certify the following?' question with 'Yes' and 'No' radio buttons, and a signature section with 'Signature' and 'Signature Date' fields. The 'Signature Date' field is pre-filled with '2/27/2024'. At the bottom of the form, there are four buttons: 'Previous Page', 'Save Application', 'Preview Before Submission', and 'Submit Application'. A 'Privacy Policy' link is located at the bottom center of the page.