

Utah Valley University's Department of Educational Endorsements Application Instructions

Important Initial Instructions

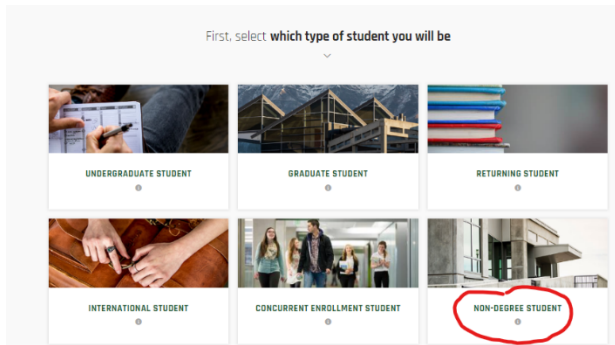
IMPORTANT: Use Google or Google Chrome browser to complete registration.

Continuous Endorsement Participants: Go directly to [My.UVU.Edu](https://my.uvu.edu) and enroll in your course.

New & Renewing UVU Endorsement Participants (Returning after a long hiatus), please follow these instructions.

UVU ADMISSION & READMISSION INSTRUCTIONS

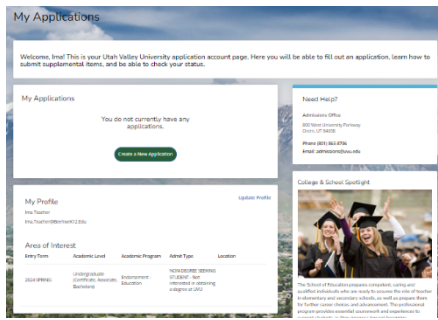
- I. To access the website to apply as a **new** UVU Endorsement Participant or to **renew** your enrollment as a UVU Endorsement Participant after a long hiatus, go to [WWW.UVU.Edu/Welcome/](https://www.uvu.edu/welcome/)
- II. You will come to the ADMISSIONS' first page. Scroll down and **Click** the **NON-DEGREE STUDENT** button. This will take you to another page.



- III. The next page is confirming "Non-Degree Student." Click **APPLY NOW**
- IV. If you are a **New Endorsement Participant** Press: **Create Account**. If you are a **Previous Endorsement Participant**, sign in with your UVU Email Address and use your Password. If you have forgotten your password call the **Tech Help Service Desk** at **(801) 863-8888**.
- V. **Create Account** page. Please answer the following questions. Use your professional email address.
 - I want to start classes in **2024 Spring**.
 - I will enroll as a(n): **Undergraduate (Certificate, Associate, Bachelors...)**
 - I will apply as a(n): **NON-DEGREE SEEKING STUDENT**
 - I would like to study: **Endorsement – Education**

After you finish this page, press **Create Account**

VI. New Applicants will see this page. Click **Create a New Application**



VII. Scroll to the bottom of the next page and select the one that pertains to you:

Endorsement Application

Endorsement Readmit Application

Endorsement Application - This is for those who are new to the program.

Endorsement Readmit Application- This is for those who are returning after a hiatus.

A. If you press **Endorsement Application**, you will be asked if you wish to continue? Click **YES**

1. You will now go to the **Academic Page** and confirm:

If you wish to start in **2024 Spring** and

I would like to study: **Endorsement Education**

If everything is accurate, press **Save & Continue**

2. You will now fill out **Contact Information**. Please use the name you use in your district, use your local home address, personal phone number, and professional email.

If everything is accurate, press **Save & Continue**

3. You will now fill out **Demographics**. When you are done press **Save & Continue**

4. You will now fill out **Residency Page**. (If you teach in Utah, you are a resident of Utah.)

When you are done press **Save & Continue**

Finally you are on **Signature Page**. Press the **Submit** button when finished.

B. If you press **Endorsement Readmit Application**, you will go through pages and verify your information. If anything has changed, make corrections. Otherwise, press **Save & Continue**

After you have reviewed everything, press **SUBMIT APPLICATION**

VIII. Paying for Admission or Readmission. First time admission into the UVU Endorsement Program costs only \$35.00. This is good for 6 terms or two years. If you are renewing your admission, the cost is only \$15.00. Follow the prompts and you will finish the application process. Please know that the system will take up to three days to process your information if you are new, and 24 hours if you are returning.

IX. When you are accepted you will receive an email at your given address. At that point you will be able to register for classes. **If you do not pay after applying to UVU, your application will not be processed by the computer and Admissions Office.**

X. To register for your class(es), please see your School District's Registration Instructions. If you have questions about UVU Admissions contact the **Admissions Office** at **(801) 863-5529**. If you have questions about **Endorsement Programs** courses, or instructions, call **(801) 863-7614**. If you have payment questions call the **Bursar's Office** at **(801) 863-7200 x 2**. If you have UVU website issues, contact the **Tech Service Help Desk** at **(801) 863-8888**.