

ECCC ONLINE APPLICATION INSTRUCTIONS

The following information will step you through S&T's online application process.

1. Go to **military.mst.edu** and click on the 'Captains Course' option in the middle of the page.
2. Click on 'APPLY NOW' button, which will take you to the Application Management tool, where you will create your account and start an online application.
3. Click on "Create an Account" link if this is your first time using the 'Application Management' tool.



PLEASE NOTE : if you have already started an application and are returning to complete the submission, click on "Log in" to continue the application you have already started.

4. As you work through the application, be sure to fill out all questions on each page as they pertain to you. We have highlighted a few things about each application page to help you submit your application successfully.

See reverse side for highlights.

QUICK REFERENCE

GO TO **MILITARY.MST.EDU**

CLICK ON CAPTAINS
CAREER COURSE



CLICK APPLY NOW

CLICK CREATE ACCOUNT

START AN APPLICATION

Make sure to answer all the questions and upload materials as requested.

REVIEW APPLICATION

You will be able to review your application before submitting.

SUBMIT APPLICATION

Pay application fee of \$55 USD using a credit or debit card.



DROP OFF MATERIALS

Drop off the following materials to Michelle Emerson MSCOE Suite LH 3627.

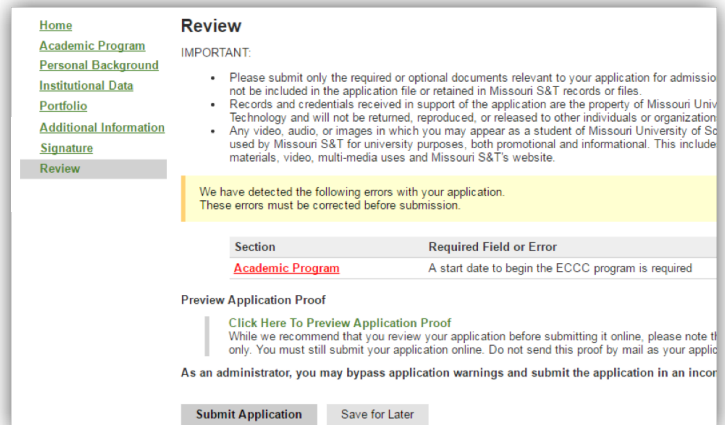
- a. Basic Officer Leader Course 1059
- b. Statement of Purpose for each Master's Degree selected
- c. Immunization Record
- d. TB Screening Form

MILITARY.MST.EDU

ECCC ONLINE APPLICATION INSTRUCTIONS, CONTINUED

- a. On the **Academic Program** page, if you have previously applied to Missouri S&T you will be asked additional questions. Answer all that apply to the best of your ability.
- b. On the **Personal Background** page, remember to fill in the “former name” field if your name has changed in order to help with identification.
- c. On the **Institutional Data** page, click on the ‘Add Institution’ link to provide information regarding your previous education institution. As you type in the name of the institution, the application will provide you with schools to select that match your entry. Upload your school transcript here.
- d. On the **Portfolio** page, please read the instructions at the very top of the page to understand what materials you may be able to upload.
- e. The **Additional Information** page asks a required question of all students wanting to pursue an academic degree.
- f. The **Signature** page simply requires you to type in your full legal name.
- g. The **Review** page will show you any errors or warnings of missing information that is needed before the application can be successfully submitted.

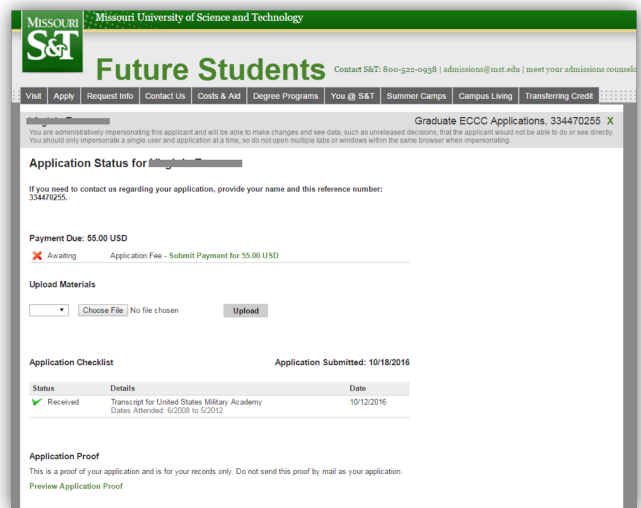
— If you have not provided a required piece of information in the application, you will see an error like the screenshot (*top right*), where the words in red are the link to the page where you need to go back and enter information related to the field or error (e.g. ‘A start date to begin the ECCC program is required’)



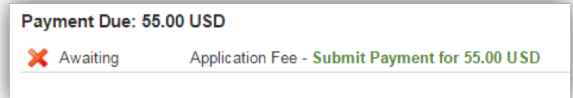
Review Page in Application

5. After clicking the “Submit Application” button, you will be taken to your ‘Application Status’ page.

- a. From this status page, you may proceed with paying the application fee of \$55 with a credit or debit card by clicking on the “Submit Payment for 55.00 USD” link.
- b. You may also print a copy of your application for your records by clicking on the “Preview Application Proof” link.



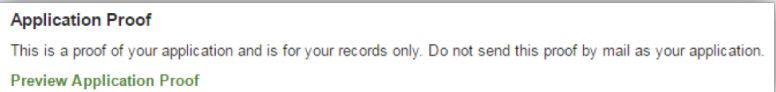
Application Status Page



Submit Payment

6. IMPORTANT: After successfully submitting the online application, please make sure to provide the following items to Michelle Emerson (located in MSCOE Suite LH 3627), so that she can review and attach them to your application.

- a. Basic Officer Leader Course 1059
- b. Statement of Purpose for each Master’s Degree selected
- c. Immunization Record showing MMR and TB (you should be able to obtain this from your AKO account)
- d. TB Screening form (provided in application packet)



Application Proof

QUESTIONS? CONTACT MICHELLE

Missouri S&T’s Ms. Michelle Emerson serves as an on-site, one-stop shop for registration, academic counseling and scheduling.
 MSCOE Suite LH 3627 | (800) 441-5218 | emersonv@mst.edu