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Graduate School & Distance Education Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801

**Students Wishing to Obtain Graduate Credit**

1. What is the cost for a graduate school application as a non-degree seeking student?
* The application is $25 for non-degree seeking graduate students. If the student has an active record with ESU (taken courses within the past 3 years), they may not need to submit a new application. Please contact the Graduate School at gradinfo@emporia.edu or 620-341-5403/800-950-4723 to check your student status.
1. How do I apply to ESU Graduate School?
* For non-active students, applications must be submitted by going to <http://www.emporia.edu/grad/admissions/> prior to the day of the workshop.
* Transcripts (unofficial are acceptable) may be uploaded after submitting your application found on the Supplemental Items page or emailed to gradinfo@emporia.edu. **The only transcript needed is the one illustrating the applicant has earned a bachelor’s degree** **from a regionally accredited college or university.**

Helpful Tips: In the Programs of Interest section, select Licensure/Non-Degree in the *Academic Level of Interest* and Non-Degree/No Major in the *Primary Program of Interest.*

1. How do I enroll?
* As long as you have completed the procedures prior to the workshop and your student status is active with no holds, Distance Education will be able to enroll participants the day of the workshop.
1. How will I pay for this college credit?
	* Payment must be made on the day of the workshop by **cash or check** to Emporia State University. **\*\*No credit card payment will be accepted. \*\***
2. When will grades be available?
	* Grades will be available through BuzzIn at the end of the semester. For transcript information, please contact Records Room, recordsroom@emporia.edu or 620-341-5419 for more information.