

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 ECCC Captains Career Course (ECCC and ECCC-RC) information box.

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.

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 only upload transcript(s) 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.



SUBMIT DOCUMENTS

Provide the following items to Michelle Emerson (emersonv@mst.edu).

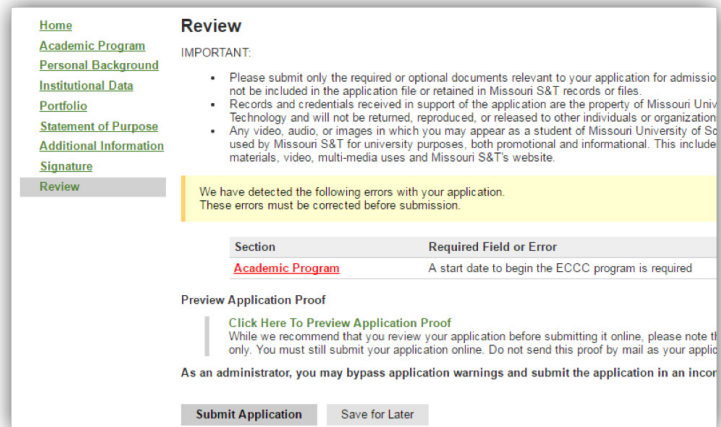
- a. EBOLC 1059 or equivalent
- b. Statement of Purpose for each Master's Degree applied for
- c. ECCC-RC 1059 (currently - Phase III, prior to 10Oct19 – Phase IV).

See reverse side for highlights.

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 do not upload anything to the Portfolio page. This feature does not work with our ECCC graduate applications.
- 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.

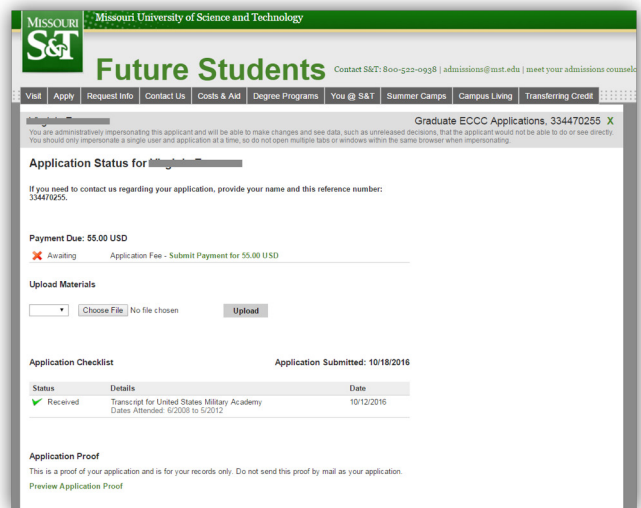
- h. If you have not provided a required piece of information in the application, you will see an error like the screenshot (*top right*), where the words in red are the link to the page where you need to go back and enter information related to the field or error (e.g. ‘A start date to begin the ECCC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



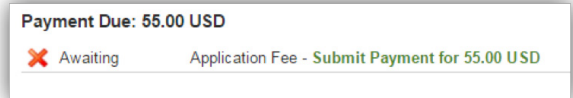
Review Page in Application

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.



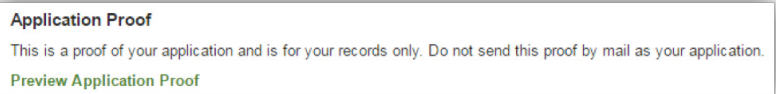
Application Status Page



Submit Payment

6. IMPORTANT: After successfully submitting the online application, please make sure you have provided the following items to Michelle Emerson (emersonv@mst.edu) to review and upload to the appropriate application(s).

- a. EBOLC 1059 or equivalent
- b. Statement of Purpose for each Master’s Degree you are applying for
- c. ECCC-RC 1059 (currently - Phase III, prior to 10Oct19 – Phase IV).
Only required at time of application for those completing Reserve Component version.



Application Proof

QUESTIONS? CONTACT MICHELLE EMERSON

Missouri S&T’s Ms. Michelle Emerson serves as an on-site, one-stop shop for registration, academic counseling and scheduling.
FLW Location: MSCOE Suite LH 3627 | S&T Location: 232 Eng. Mgt. Bldg. | (800) 441-5218 | 573-341-4410 | emersonv@mst.edu