Application Checklist

MILLERSVILLE UNIVERSITY   INTEGRATED STUDIES

Thank you for your interest in the Integrated Studies program at Millersville University. Prospective student applicants must meet the following criteria to be considered for admission:

- Have a documented diagnosis of an [intellectual and developmental disability](#) as defined by the American Association on Intellectual and Developmental Disabilities.
- Hold a GED, Diploma, or Certificate of Completion.
- Be at least 18 years old before August 31st of the academic year.
- Be able to live in student housing with limited support.
- Have basic safety skills in unsupervised settings.
- Have support from family and a personal desire to gain necessary skills for self-determination, independent living, and employment
- Be able to independently navigate the campus of Millersville University.

You can use the following checklist to help you complete and submit your application

- ☐ **Application:** Complete the Integrated Studies Application on the Millersville website (see instructions below)
- ☐ **Upload required materials**
  - ☐ Most recent Individualized Education Program (IEP)
  - ☐ Psychological-Educational or Neuropsychological Evaluation by a licensed professional and dated within 2 years of your application date
- ☐ **Letters of Recommendation (2)**
  - ☐ You must have two professional recommendations.
  - ☐ Your references may be a work supervisor, teacher, guidance counselor, volunteer coordinator, or others who know you well. Letters of Recommendation cannot be from family or friends.
  - ☐ Enter the contact information for your references within your application. They will be sent a digital recommendation form to complete.
  - ☐ Your references will complete your recommendation form through our online portal.
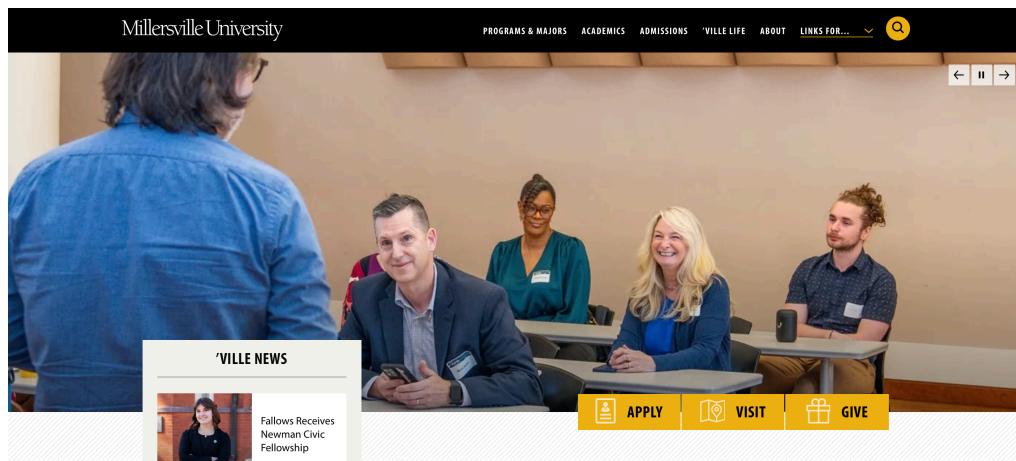
Application Instructions

Step 1: Click the yellow "APPLY" button on Millersville's website.

Step 2: Click the "UNDERGRADUATE APPLICATION" button

⌂ > Millersville Admissions > **Apply Now**

APPLY TO MILLERSVILLE UNIVERSITY

READY TO APPLY?

Millersville University is a great option for all students including undergraduates, graduate students, international students and those who are looking to learn online.

When you're ready to take the next step in your educational journey, apply to MU using the appropriate application below.

We can't wait to meet you.

UNDERGRADUATE APPLICATION

Students who are interested in Millersville University's undergraduate programs have two easy ways to apply.

UNDERGRADUATE APPLICATION

GRADUATE & CERTIFICATE APPLICATION

Students who are interested in Millersville University's graduate programs, including certificates and certifications should use this application.

GRAD & CERTIFICATE APPLICATION

Step 3: Click Option #1, "APPLY THROUGH MILLERSVILLE"

APPLY NOW

OPTION #1

Apply now using the Millersville University online application.

> **APPLY THROUGH MILLERSVILLE**

OPTION #2

Apply now using the Common Application.

> **APPLY WITH THE COMMON APP**

ALREADY APPLIED?

Check your applicant portal, MySpyglass, for an update on your application status.

> **LOGIN TO MYSPYGLASS**

RECEIVED YOUR ACCEPTANCE LETTER?

Confirm your enrollment today by logging in to MySpyglass.

> **CONFIRM YOUR ENROLLMENT**

Step 4: If this is your first time applying, click "Create an account" under First-Time Users.

WELCOME

Millersville University

Welcome! The first step in becoming a Millersville student is to submit an application. We are currently accepting applications for the fall 2024, spring 2025, and fall 2025 terms.

Note: This application is for undergraduate, in-person students. International students have a separate application: Please click here to apply as an international student.

When setting up your account, we recommend avoiding using school e-mail addresses that are typically disabled after graduation. Using your school email could result in you losing access to your application portal later.

If you already submitted your application and would like to check the status on your MySpyglass portal, click here.

RETURNING USERS:
Log in

FIRST-TIME USERS:
Create an account

Step 5: Provide the requested information to create your account.

To register for an account, please enter the information requested below.

Email Address	[👤⌄]
First Name	[ ]
Last Name	[ ]
Birthdate	[⬍] [⬍] [⬍]

CONTINUE

Step 6: Click "Start New Application"

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Your Applications			
Type	**Status**	**Started**	**Submitted**
You have started 1 application, listed below, using this account.			
2025	In Progress	06/05/2024	

Start New Application

Step 7: Select the semester you are applying for under Application Term

Home
Application Front Page
Personal Information
Education
Application Additional Information
Application Legal
Sign Your Application
Review

APPLICATION FRONT PAGE

Millersville University

Thank you for your interest in Millersville University. The following questions are required and are necessary for us to provide you with an admissions decision.

Application Term

First, please specify the term for which you are applying. Only terms for which we are accepting applications will be shown.

[Fall 2025 ⬍]

Citizenship

Next, we'll ask you about your citizenship status. This is to make sure we ask for the correct documentation later on and also to make sure this is the correct application for you.
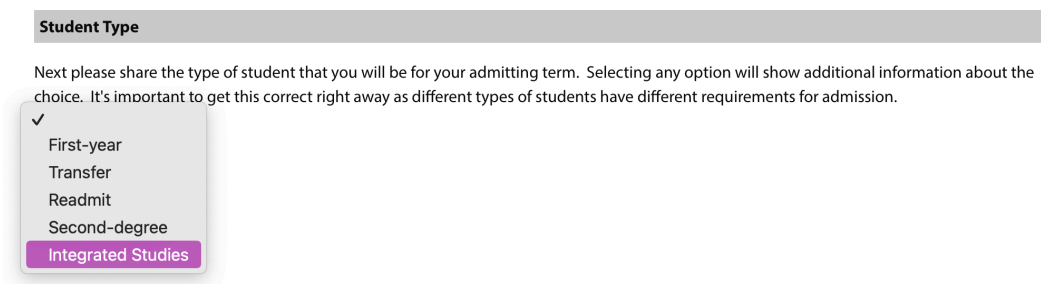
Are you a citizen of the United States?
[Yes ⬍]

Student Type

Next please share the type of student that you will be for your admitting term. Selecting any option will show additional information about the choice. It's important to get this correct right away as different types of students have different requirements for admission.
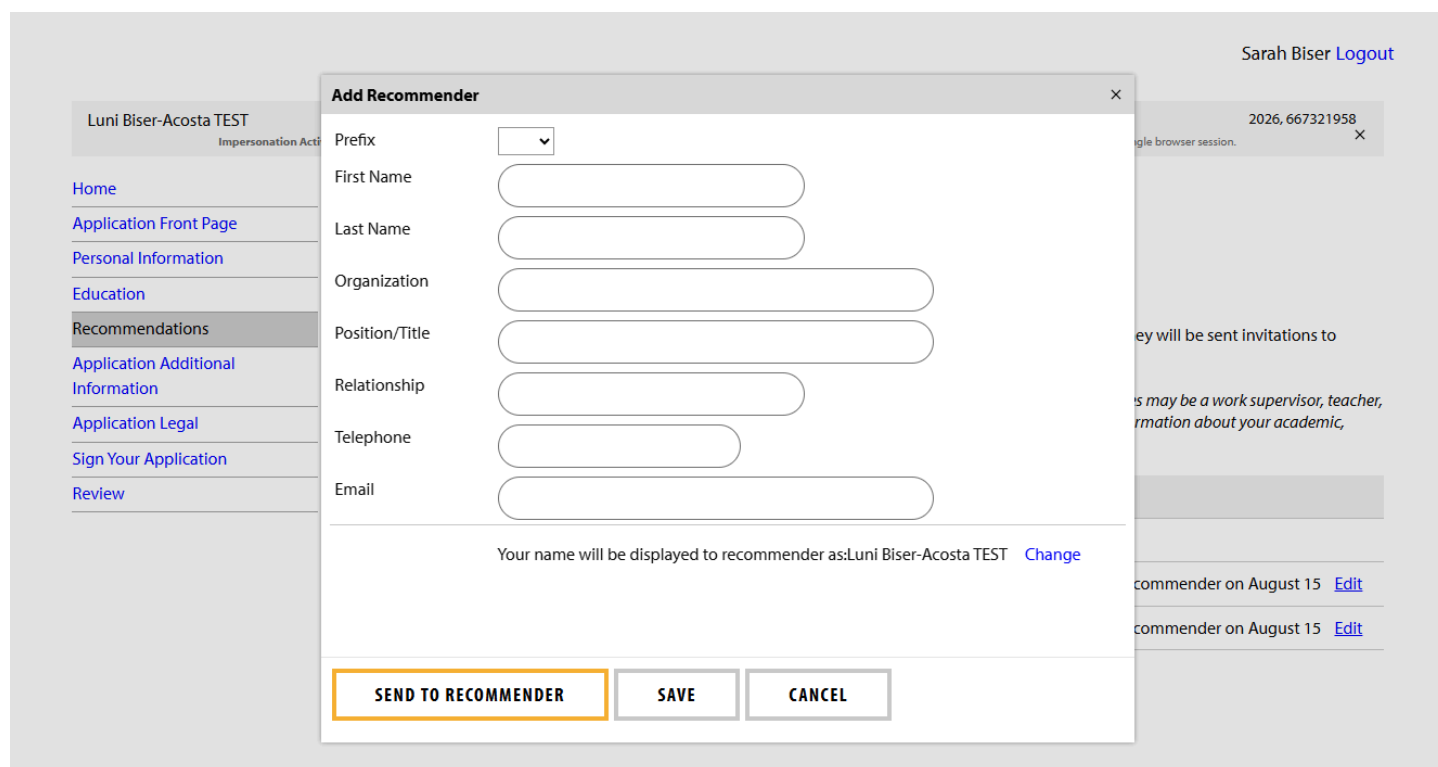
[⬍]

Step 8: Under Student Type, select "Integrated Studies"

Step 9: Provide all requested information.

Step 10: Add in contact information for **two** references under the recommendations section of the application. Your references may be a work supervisor, teacher, guidance counselor, volunteer coordinator, or others who know you well. Letters of Recommendation cannot be from family or friends. Your references will receive an email with a digital recommendation form to complete.

Step 11: Finish providing all requested information and submit your completed application.

Step 12: Check your application status using the Application Status Page

Step 13: Use the checklist on the Application Status Page to complete your application. Only completed applications will be reviewed.

APPLICATION CHECKLIST

Status	Details	Date
❌ Awaiting	Integrated Studies Recommendation	
❌ Awaiting	Most recent Individualized Education Program (IEP)	
❌ Awaiting	Psychological-Educational or Neuropsychological E…	

UPLOAD MATERIALS

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

Choose File | no file selected   **UPLOAD**

Step 14: To upload a checklist item, select the type of file from the drop down menu.

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✓
Honors College Essay
Individualized Education Program (IEP)
Integrated Studies Program Recommendation
Psychological-Educational or Neuropsychological Evaluation
Copy of IELTS/TOEFL
Copy of Passport or Permanent Resident Card
Proof of Funds (Copy - Please Submit Physical Copy of Bank Statement to "Admis
Art and Design Portfolio
Essay

Step 15: Once the file is uploaded, it will show as "Received" in the checklist. Recommendations will be checked off once the recommender completes the form.

APPLICATION CHECKLIST

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✖ Awaiting	Integrated Studies Recommendation	
✖ Awaiting	Most recent Individualized Education Program (IEP)	
✔ Received	Psychological-Educational or Neuropsychological E...	08/06/2024
▣ Received	Psychological-Educational or Neuropsychological E...	08/06/2024

Note: All checklist items must be completed before the application deadline of December 15th to ensure review of the application.

Millersville University
UNIVERSITY COLLEGE
Integrated Studies