How to Apply Sign Up for TEDS Milwaukee as an Auditing Student

You've made the decision to sign up for a course through TEDS Milwaukee. Congratulations! You will soon have a chance to dig deeper into the Bible, theology, church history, and other important aspects of Christian life.

Unless you are seeking a more formal avenue to deepen your study (a <u>Master's</u> or <u>Certificate</u> through TEDS), you are most likely going to apply as an auditing student:

- You are considered an <u>Auditing Student</u> if you are looking to enroll in a course for **no credit** and pay a special (smaller) auditing fee.
- This is different than a <u>Visiting Student</u>. You are considered a visiting student if you wish to enroll in a small number of courses for credit while not pursuing a degree or certificate at Trinity.

Students choosing to audit are not responsible for exams or written assignments; however, audit students should come to each class having done the readings on the course syllabus so they can thoughtfully engage with their fellow, credit-seeking students during class.

If you would like to audit a course at the TEDS Milwaukee extension site, and you <u>have</u> taken a class with Trinity before, complete the <u>Extension Request for Registration form</u> (also located on the TEDS Milwaukee website). If you have <u>never</u> studied through Trinity before, you must fill out an application through the institution. This document will guide you step-by-step through the process to do so.

Once you have determined your status as a new Auditing Student, please follow the steps below to begin your enrollment through TEDS. If you have questions about your application, contact Terri Carlson, TEDS Milwaukee Site Coordinator, at 414-228-5220 or teds@eastbrook.org; or get in touch with the TEDS main campus at 800-345-8337 or gradadmissions@tiu.edu.

Step-by-Step Application Process

STEP 1 Apply via TedsMKE.org

STEP 2 Start Application

STEP 3 Basic Information

STEP 4 Find and Enter Your PIN

STEP 5 Create a Password

STEP 6 Application Type

STEP 7 Personal Background Information

STEP 8 Admissions Information

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Finishing Up

STEP 1: Apply via TedsMKE.org

Apply Now!

Click this button anywhere you see it appear on our website! It will direct you to the official Trinity Evangelical Divinity School application page, where all applying students begin, no matter their status. The page will look like the screenshot below. Click on the blue button reading "Apply Now."



STEP 2: Start Application

You will see two options to Apply to TIU.

If you have not yet started your application, click on the green button labeled "Start Application" to the left of your screen.



The teal button labeled "Log In" to the right of your screen exists in cases where you need to save your application part-way through completing it, and log back onto this website to complete your application at a later time.

STEP 3: Basic Information

To begin your application, you will need to register for an account with Trinity. Enter the information requested into the boxes provided, and then click "Continue."

REGISTER To register for an a Email Address First Name Last Name	ccount, please entr	er the information re	quested below.			
Birthdate Continue						
	COVID-19 Info	Privacy Policy	Consumer Info – Title IV Disclosures	Employment	Contact Us!	

STEP 4: Find and Enter your PIN

The next screen will inform you that a temporary PIN (Personal Identification Number) has been sent to the email address you provided.

Home >> Trinity Admissi	ons has been sent to you	ur email address. If y	ou do not receive this message in the next f	ew minutes, please cl	heck your junk mail folder.
Email Account Temporary PIN Birthdate	······				G Login with Google f Login with Facebook in Login with LinkedIn
Login					
	COVID-19 Info	Privacy Policy	Consumer Info - Title IV Disclosures	Employment	Contact Us!

Leave your Internet browser open to this webpage. Check your email. Within a few minutes, you should receive a message from Trinity that looks something like this:

Thank you for registering online with Trinity International University.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

504

Trinity International University

If you do not see a message from Trinity in your email inbox, check your Spam or Junk Mail folder.

Copy the temporary PIN. Return to the Trinity webpage, and paste the PIN where indicated.

STEP 5: Create a Password

Once you have confirmed your PIN, you will be prompted to set a password for your account. Your password must:

- Include at least one letter
- Include at least one capital letter
- Include at least one number
- Be at least 12 characters long

SET PASSW To protect the secur New Password New Password (again)	ORD	blease specify a new p	 At least one letter At least one capital letter At least one capital letter At least one number Be at least 12 characters New passwords must match 	exity requirements.	-	Lagout
Set Password	COVID-19 Info	Privacy Policy	Consumer Info - Title IV Disclosures	Employment	Contact Us!	

The reason you need to create an account with Trinity in order to complete your application is so that the University is able to match your application to a record, and so that you can save your application and return to finish it later, if needed.

STEP 6: Application Type

Once you have set a password and finished creating your account, you will be prompted to select which type of application you wish to submit. Because you are applying as an Auditing Student for TEDS, you want to select the "New Graduate Application" button on the right-hand side of your screen.

Home >> Trinity Admissions Your Applications Type You have not yet starte	ed an application	Program	Status	Started	Logout
 To apply for a B To apply for high To audit an und Not sure where to statistical statistic	achelor's degree h school dual enr ergraduate cours rt? Select this op New Undergradu	bliment e tion: ate Application	Please select Graduate Applio New or Readmit Stud New or Readmit Stud Visiting or Auditing St N	ation if you are applying as a ent to a Master's program at ent to a Doctoral program at udent for TEDS or TGS ew Graduate Application	: TEDS or TGS TEDS
c	OVID-19 Info	Privacy Policy	Consumer Info – Title IV Disclosures Er	nployment Contact U	5!

When you click that button, a confirmation message box will pop up on your screen. Click the "Create Application" button to proceed.

		TIONAL UNIVERSITY		
lome >> Trinity Admissions				
				Logo
Your Applications				
Туре	Program	Status	Started	Submitted
You have not yet started an application us	New Graduate Application	×		
To apply for a Bachelor's degree To apply for high school dual enroll To audit an undergraduate course Not sure where to start? Select this opti New Undergraduat	Please select Graduate Application New or Readmit Student to a New or Readmit Student to Visiting or Auditing Student to Current Application Graduate Application	i f you are applying as a: a Master's program at TEDS or TGS a Doctoral program at TEDS for TEDS or TGS	ou are applying as a: laster's program at Ti octoral program at T TEDS or TGS late Application	EDS or TGS EDS
	Create Application Cancel			

STEP 7: Personal Background Information

Once you Create your New Graduate Application, you will come to a screen prompting you to fill out your personal information. Be sure to scroll all the way to the bottom of the screen in order to ensure you fill out all required fields. Once you have finished, click "Continue" at the bottom of the page.

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Home Personal Background	PERSONAL E	BACKGROUND	Logout
Admissions Information	Name		
Statement of Faith Agreement	litle		
Signature	First (Given)		
Review	Middle		
	Last (Family)		
	Sumix Broforrod Eirct		
	Other Last Names Used		
	Addresses		
	Permanent Address		Delete
	Country	United States	
	Street Address		
	City		
	State	Select State 👻	
	Postal Code		
	Mailing Address		Delete
		Same as permanent	
	Country	United States	
	Street Address		

<u>Please note:</u> At the bottom of the "Personal Background" page, you will be prompted to enter your Social Security Number. As an institution of higher education, Trinity International University is required by federal law to comply with state and federal reporting requirements to ask for social security numbers in order to verify applicants' identities. Receipt of applicants' social security numbers is completely confidential.

United States (omit dashes) Privacy Protection Policy Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. View Definitions Decline Are you Hispanic or Latino? Yes Yes
(omit dashes) Privacy Protection Policy Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. View Definitions Decline Are you Hispanic or Latino? Yes Yes
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Decline Are you Hispanic or Latino? Yes
Are you Hispanic or Latino?
□ Yes
No
Regardless of your answer to the prior question, please check <i>one or more</i> of the following groups in which you consider yourself to be a member: American Indian or Alaska Native Saian Black or African American Native Hawaiian or Other Pacific White
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STEP 8: Admissions Information

Once you fill out your Personal Background information, you will come to a screen prompting you to submit Admissions Information.

Under "I would best be described as a:" select "Auditing Student." As described on page one of this document, you are considered an Auditing Student if you are looking to enroll in a course (or courses) for **no credit** and pay a special auditing fee.

Home >> Trinity Admissions	
Home	
Personal Background Admissions Information	Student Information
<u>Statement of Faith Agreement</u> Signature	I would best be described as a: Auditing Student V
Review	You have selected Auditing Student . You are considered an auditing student if you are looking to enroll in a course for no credit and pay a special auditing fee.
	Which campus or site do you plan to attend? Milwaukee, WI Site
	When would you like to start classes? Spring 2023 Have you previously applied to Trinity International University?
	○ Yes ● No
	How did you hear about Trinity? Church
	Continue

Under "Which campus or site do you plan to attend?" select "Milwaukee, WI Site." This will ensure you are applying to audit courses taught through TEDS Milwaukee at either Eastbrook Church or Elmbrook Church.

Be sure to fill out all other required fields. Once you have finished, click "Continue" at the bottom of the page.

STEP 9: Statement of Faith Agreement

Once you fill out your Admissions Information, you will come to a screen prompting you to read and electronically "sign" a Statement of Faith Agreement. This Statement outlines the tenets of faith in which Trinity International University believes and according to which its faculty teaches.

Home >> Trinity Admissions	
Home Personal Packground	STATEMENT OF FAITH AGREEMENT
Admissions Information Statement of Faith Agreement Signature Review	Admissions to Trinity International University does not presuppose a student's adherence to the school's Statement of Faith. Nonetheless, Trinity is a confessional school, with a faculty committed to the historic creeds of the ancient church and to the major confessions of the Reformation period. Specifically, every regular faculty member signs the school's Statement of Faith and affirms his or her agreement with its articles.
	Trinity International University holds to the statement of faith of the Evangelical Free Church of America. The EFCA is an association of autonomous churches united around the following theological convictions:
	God
	We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.
	The Bible
	We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.
	The Human Condition
	We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.
	Jesus Christ
	We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised
	Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.
	The Work of Christ
	We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.
	The Holy Spirit
	We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-Mie Nivng and service.
	The Church
	We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership aloud be composed only of believers. The tord jesus mandated wo ordinances, baptism and the Lord's supper, which visibly and tangibly express the gospet. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourbin the believer.
	Christian Living
	We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrifically, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent payer in Christ's name, we are to combat the spiritual forces of exil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.
	Christ's Return
	We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.
	Response and Eternal Destiny
	We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His gorious grace. Amen.
	Are you in complete agreement with Trinity's Statement of Faith? O Yes O No
	Continue

Read through the entire agreement. If you agree, select the circle next to "Yes" at the bottom of the page. Once you have finished, click "Continue" at the bottom of the page.

STEP 10: Statement of Community Standards Agreement

Once you sign the Statement of Faith Agreement, you will come to a screen prompting you to read and electronically "sign" a Statement of Community Standards Agreement. This Statement outlines the expectations for conduct, behavior, and lifestyle, to which all Trinity International University students are expected to adhere during their time studying through Trinity.



Read through the entire agreement. If you agree, select the circle next to "Yes" at the bottom of the page. Once you have finished, click "Continue" at the bottom of the page.

STEP 11: Electronic Signature

Once you sign the Statement of Community Standards Agreement, you will come to a screen prompting you to enter your name as an electronic signature. This signifies that you verify all information you have entered on your application is accurate to the best of your knowledge.

In order to electronically "sign" the page, type your full legal name into the text box provided.

Once you have finished, click "Continue" at the bottom of the page.

Home >> Trinity Admissions	TRINITY INTERNATIONAL UNIVERSITY
	Logout
<u>Home</u> <u>Personal Background</u> <u>Admissions Information</u> Statement of Faith Agreement	SIGNATURE By entering my name as an electronic signature, I verify that the information entered on this application is accurate to the best of my knowledge. Any violations of agreements or evidence of falsehoods will make me subject to disciplinary action, up to and including expulsion.
Statement of Community Standards Agreement	In place of your signature, please type your full legal name:
Signature Review	Confirm
CO/4D 11	
COVID-1	9 Info Privacy Policy Consumer Info – Title IV Disclosures Employment Contact Us!

STEP 12: Review Your Application

Once you have provided your electronic signature, you will come to a screen prompting you to review your application as a whole.

$\operatorname{Home} \gg \operatorname{Trinity} \operatorname{Admissions}$			
Home	REVIEW		Logout
Personal Background Admissions Information Statement of Faith Agreement	We have detected the following e These errors must be corrected b	errors with your application. before submission.	
Signature	Section	Required Field or Error	
Review	Personal Background	Please provide a telephone number.	
	Personal Background	Please provide citizenship information.	
	Personal Background	Please provide your mailing address.	
	Personal Background	Please select your sex.	
	Admissions Information	Please tell us when you would like to start classes.	
	Admissions Information	Please tell us which campus or site you plan to attend.	
	Admissions Information	Please tell us which student type best describes you.	
	Statement of Faith Agreement	Please tell us if you agree to the statement of faith agreement.	
	Signature	Please complete prior to submission.	
	Save for Later		

If you have <u>not</u> filled out all sections correctly or have not submitted all required information, your screen will highlight which section needs correction in red, as shown on the left.

In order to return to a section that needs correction, click on the section title highlighted in red.

<u>Please note:</u> This will not erase any information you

have already entered — it will simply take you to the area that needs attention.

Once you have made all necessary corrections on the identified page(s), you can click "Continue" on the bottom of that page(s), and navigate back over to the "Review" page via the link on the bottom of the list to the left of the screen.

Once you have filled out all sections correctly with all required information, your screen will look like this:

//EW a re satisfied with your application and are ready to submit it, click Submit Application. Save for Later
a are satisfied with your application and are ready to submit it, click Submit Application. smit Application Save for Later
and Application Save for Later
Save for Later

If, as the page states, you are satisfied with your application and ready to submit it, click the grey button that reads "Submit Application." Once you do, a message dialog box should appear at the top of your screen, as shown below:

VIEW Home >> 1	rinity Admissions	admission I acknowled application application	ns.tiu.edu says dge that I will be unable to make after I submit it online. I have er is accurate, complete, and read	changes to my nsured that my y for submission. Cancel OK		
Home Person Admiss Statem Statem Standar Signatu Review	al Background ions Information ent of Faith Agreement of Community ds Agreement re	REVIEW If you are satisfied with y Submit Application	our application and are read Save for Later	ly to submit it, click Subr	nit Application.	Logout
	COVID-19	Info Privacy Policy	Consumer Info - Title IV	Disclosures Employ	rment Contact Us!	

This message is simply a confirmation — a "double-check" — that you are submitting your finalized application, and signifies once again that you verify all information you have entered on your application is accurate to the best of your knowledge. If you agree, click "OK."

Congratulations! You have submitted your application.

You will come to a screen confirming that your application has been submitted. You will see your name, your mailing address and permanent address, as well as the date your application was submitted.

You will also see a reference number for your application — you may wish to write this down somewhere, in case you need to contact Trinity regarding your application in the future.

INTERNATIONAL UNIVERSITY										
Home >> Trinity Admissions										
						-	Logout			
APPLICATION	STATUS F	OR								
2022 GRADUA	TE APPLIC	ATION -								
If you need to contact Application Submitted:	us regarding you	r application, prov	de your name and this	reference number	:					
VERIFY ADDRESS										
We have your addresses	listed as follows:									
Mailing Address	Mailing Address Permanent Address									
United States	United	States								
Edit Addresses										
Thank you for submittin	g your application	!								
		Account Tools:	Change Email Address	Change Password	Logout					
C	OVID-19 Info	Privacy Policy	Consumer Info – Title	IV Disclosures	Employment	Contact Us!				

You have officially finished this part of the application and registration process! You will be notified by Records via email once your registration has been processed.