

Student:

****You must meet with the program Coordinator before you apply. ****

Step 1. Create Profile

Fill out the following information:

- Personal Information (Passport information can be added at a later date).
- Address Information
- Emergency Contacts
 - Please provide 2 emergency contacts
- Medical Information

Please review your information and make sure it is correct

Step 2. Course Approval *(enter the courses you and your coordinator met and agreed upon)*

- Click on +Request New Course Approval
- Select program
- Select course/courses
- Repeat this process for the second course

Step 3. Coordinator approves the courses and the program.

**Courses will not be approved if you did not meet with the program Coordinator before applying. **

Step 4. Application

- Click on +New Application
- Review the information on your profile
- Click on “Start Your Application”
- Select a program to apply

Step 5. Pay deposit *(all payments located under the “Application” tab)*

- \$300 *(cannot pay deposit until courses are approved by the coordinator for program applied for)*
- Must pay to make the application official

Step 6. Accept agreement

Step 7. Submit your application

Step 8. Add confidential references *(cannot add until the deposit has been paid for)*

- Click on the “Application” tab, click on “view details” right of the “payment two” button
- Scroll to the bottom to add the references
- References cannot be the program coordinator nor family member

Step 9. Pay first payment

- \$1,000 *(cannot pay first payment until the deposit has been paid for)*

Step 10. Pay final payment

- Remaining balance after paying \$1,300 (*cannot pay second payment until the first payment has been paid for*)