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)*