

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. Pay first payment**

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

**Step 7. Pay final payment**

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

**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