**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 your program!)
- Must pay to make the application official

**Step 6. Add confidential references** (cannot add until the deposit has been paid for)

- Scroll to the bottom to add the references
- References cannot be the program coordinator nor family member
- If entering a reference with no SELU email, please tell them to check their SPAM folder

**Step 7. Submit your application**

*You are not officially accepted until we send you an acceptance letter! Must have 2 confidential references fill out the reference form that we send them*

**Step 8.**
- **Upload documents including passports, medical cards, & flight itineraries**
  - Must be in PDF form!
- **Pay first payment**
  - $1,000 (cannot pay first payment until the deposit has been paid for)

**Step 9. Pay final payment**

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