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 <u>official</u>

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)*