



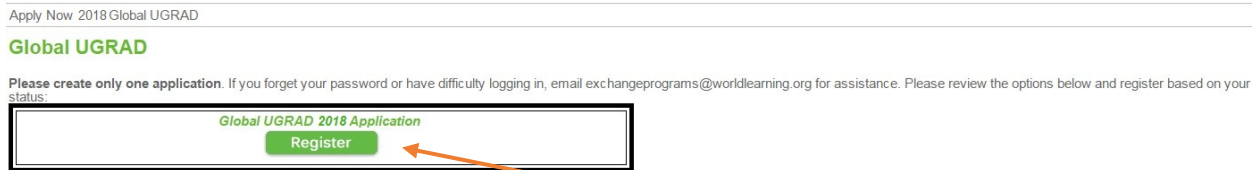
Application Instructions for Global UGRAD 2018-2019 Portal Step-by-Step

I. REGISTERING FOR THE PROGRAM

Google Chrome and Mozilla Firefox work best when completing the UGRAD application. We do NOT recommend using Internet Explorer. Please do not use a translation plugin when accessing the application.

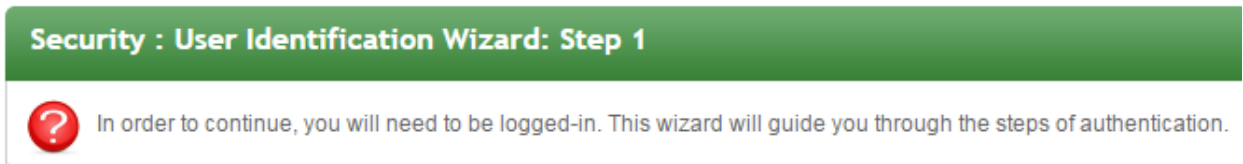
Register for the program using this link: <http://exchangeprograms.worldlearning.org/?qo=globalUGRAD1718>

Select the Global UGRAD 2018 Application and click 'register'.



The site will then ask if you already have login information for the portal.

- If you applied for UGRAD in the past, select the first option: "I have login credentials to this site that I received by email".
- If this is your first time, select the 2nd option: "I do not have log-in credentials to this site".



Please indicate how you will be logging in:

- I have login credentials to this site that I received by email.
- I do not have log-in credentials to this site (all World Learning applicants click here)

Submit

If you **have a login from last year**, please sign in using your existing credentials. Once you do this, select "Academic Year 2018-2019" to begin your new application, and skip to pages 6-8 in this guide for more application tips. **DO NOT** create a new account if you cannot remember your password. (Note: your username is your email address.) If you cannot remember your password, request a new password by clicking "Forgot password?".



IMPORTANT: Always make sure to include the name of the program to which you are trying to apply in your Password Reset request (additional information) or any emails to exchangeprograms@worldlearning.org

If you are a **new applicant**, after selecting the 2nd option, you will fill out the “New User Form” to register. The email address you use to sign up will be your registration email and user name. Filling in the “New User Form” will generate temporary login credentials for the application site.

New User Form:	
First Name:	<input type="text" value="Hannah"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Brown"/>
Email:	<input type="text" value="test@gmail.com"/>
Date of Birth:	Sep ▾ 9 ▾ 1990 ▾
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other

NOTE: An email will be sent to you with your login and password information.

After completing the form and clicking “create account,” check your email for your temporary password, and follow the link to sign in.

You MUST follow the link in your email to correctly access the application site for the first time!

World Learning Portal - Account Created

Welcome to World Learning's World Learning Portal!
Following is your temporary login information that will enable you to apply to programs:

User ID:	<input type="text" value="Your Email Here"/>
Temp Password:	<input type="text" value="alr565woRld"/>

Please keep this information in a safe place.
To login, use the following link:

<https://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Security.Login&urc=250481&sig=46C7097A5D674E5C227C5F6A70E7A25A2F13A12F488A2E28371475D3830D767E>

Temporary login information is only valid for 3 day(s). If you do not login within 3 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,
World Learning Portal User Support



After following the link, you will see the following message. Click “I have login credentials to this site that I received by email” and press “Submit”.

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

Type your user ID (email) into the Username field and use your temporary password to sign in.

Please log in to the World Learning Student Portal:

Username:	<input type="text" value="test@worldlearning.org"/>
Password:	<input type="password" value="....."/>
<input type="button" value="Login"/> Forgot your password?	

Security Questions

Next you will choose security questions and change your password. Once you have done so, be sure to write down both the answers to your security questions and your new password and keep them somewhere safe for future reference.

Select Password Reset Security Questions

Question #1:	<input type="text" value="Select One:"/>
Correct Response:	<input type="text"/>
Question #2:	<input type="text" value="Select One:"/>
Correct Response:	<input type="text"/>
Question #3:	<input type="text" value="Select One:"/>
Correct Response:	<input type="text"/>



Change Password

Create a new password you will remember and press “Change”.

Security : Change Temporary Password Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters

Change Temporary Password

New Password:	<input type="password" value="....."/> <small>(this is the password you would like to use for all future login attempts)</small> Password meets strength criteria and is acceptable
Re-enter New Password:	<input type="password" value="....."/>

Next, choose Academic Year 2018-2019 and press “Apply”.

Available Terms

Academic Year, 2018-2019

Fill in your Applicant Information and press “Save”.

Applicant Parameters:

Required Parameters:

Country of Citizenship *	<input type="text" value="Afghanistan"/> <small>Albania Algeria Andorra Angola Antigua</small>
Country of Birth *	<input type="text" value="Choose One:"/>
Country of Residence *	<input type="text" value="Choose One:"/>

Optional Parameters:

Email Address (Optional)	<input type="text"/>
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* Required

Required Addresses:

All required addresses have been provided.



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After answering and saving this information, you will be taken directly to your Participant Homepage and may begin to complete your application. You must complete all the forms located under **Program Applications, Forms and, Questionnaires**.

Participant : (Pre-Decision) Hide Tips

? This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations, forms and questionnaires) are required for your application to be considered complete

Progress Meter

Test Tester

Program: Global Undergraduate Exchange Program-2018-2019

Term/Year: Academic Year, 2018-2019

Admin System Date:

Program Open Dates:

Program Applications, Forms and, Questionnaires

Click the following to view and complete the online applications, forms and, questionnaires. You may start a form and save it for later completion, but note that you must click the submit button in order for the application/form/questionnaire to be marked as submitted and ready for review.

Title	Submitted
Global UGRAD Application 2018-2019	<input type="checkbox"/>
Global UGRAD: Essay	<input type="checkbox"/>
Global UGRAD: Letter of Recommendation 1	<input type="checkbox"/>
Global UGRAD: Letter of Recommendation 2	<input type="checkbox"/>
Global UGRAD: Official Transcripts	<input type="checkbox"/>
Global UGRAD: Please upload a copy of either your international Passport or national Identification.	<input type="checkbox"/>
Global UGRAD: Portfolio Upload	<input type="checkbox"/>

II. LOGGING IN

Now that you have set up your account and changed your password, you may regularly access the [Portal](http://exchangeprograms.worldlearning.org/) at <http://exchangeprograms.worldlearning.org/> using your permanent login credentials (registration email and newly-changed password).

WHAT WE DO OUR IMPACT

Logout | Participant Home | Admin Home | User: Lauren Perrino

STAFF & APPOINTMENT REQUEST

LOGIN



III. FORGOTTEN PASSWORD

Please log in to the World Learning Student Portal:

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Forgot your password?"/>	

If you forget your password, on the login screen, click “Forgot your password?” and follow the instructions on the next page.

World Learning will send you an email with temporary login credentials (similar to what you received when you initially registered your account) so that you can regain access to the site and reset your password.

IV. PARTICIPANT HOMEPAGE

Your Participant Homepage will list all of your required forms. All program forms and upload spots are shown here:

Participant : (Pre-Decision) Hide Tips

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations, forms and questionnaires) are required for your application to be considered complete

Progress Meter

Your name	Program Applications, Forms and, Questionnaires																
<p>Program: Global Undergraduate Exchange Program-2018-2019</p> <p>Term/Year: Academic Year, 2018-2019</p> <p>Admin System Date:</p> <p>Program Open Dates:</p>	<p>Click the following to view and complete the online applications, forms and, questionnaires. You may start a form and save it for later completion, but note that you must click the submit button in order for the application/form/questionnaire to be marked as submitted and ready for review.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Submitted</th> </tr> </thead> <tbody> <tr> <td>Global UGRAD Application 2018-2019</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Global UGRAD: Essay</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Global UGRAD: Letter of Recommendation 1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Global UGRAD: Letter of Recommendation 2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Global UGRAD: Official Transcripts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Global UGRAD: Please upload a copy of either your international Passport or national Identification.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Global UGRAD: Portfolio Upload</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Submitted	Global UGRAD Application 2018-2019	<input type="checkbox"/>	Global UGRAD: Essay	<input type="checkbox"/>	Global UGRAD: Letter of Recommendation 1	<input type="checkbox"/>	Global UGRAD: Letter of Recommendation 2	<input type="checkbox"/>	Global UGRAD: Official Transcripts	<input type="checkbox"/>	Global UGRAD: Please upload a copy of either your international Passport or national Identification.	<input type="checkbox"/>	Global UGRAD: Portfolio Upload	<input type="checkbox"/>
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Click on the name of a **form** (in green) to begin answering questions or to upload a document.



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Program Applications, Forms and, Questionnaires

Click the following to view and complete the online applications, forms and, questionnaires. You may start a form and save it for later completion, but note that you must click the submit button in order for the application/form/questionnaire to be marked as submitted and ready for review.

Title	Submitted
Global UGRAD Application 2018-2019	<input checked="" type="checkbox"/>
Global UGRAD: Essay	<input checked="" type="checkbox"/>
Global UGRAD: Letter of Recommendation 1	<input checked="" type="checkbox"/>
Global UGRAD: Letter of Recommendation 2	<input checked="" type="checkbox"/>
Global UGRAD: Official Transcripts	<input checked="" type="checkbox"/>
Global UGRAD: Please upload a copy of either your international Passport or national Identification.	<input type="checkbox"/>
Global UGRAD: Portfolio Upload	N/A

After you have submitted a form, the corresponding box will be marked with a check.

All forms that have not been submitted will be blank.

Once you have responded to all required questions (marked with *), you must “submit” the form in order for it to be considered complete and ready for review.

Global UGRAD Application 2017-2018

Instructions

Please provide all answers in English.
The Global Undergraduate Exchange Program is a program of the Bureau of Educational and Cultural Affairs, U.S. Department of State. To learn more about this program, please visit the Department of State's webpage at <http://exchanges.state.gov/non-us/program/global-undergraduate-exchange-program-global-ugrad>.
IMPORTANT: Please press "submit" at the bottom of this page when you have completed the form. Your form will not be marked as received until you submit it. You may use "save" to save your work and return to edit it later.

(*) Indicates the question is required.

1. Family Name (*)

2. First Name (*)

3. Middle Name

4. Gender (*)
Please select one ▾

< Cancel - - Save - **- Submit >**

You may press “Save” to save your work and come back later to edit. “Submit” your form when it is complete. You will not be able to edit it after you submit the form.



V. UPLOADING DOCUMENTS/IMAGES

You will be required to upload documents and images to your application. It is important that you only upload documents or images as a .pdf or .jpeg file. You may not hyperlink documents or images to external websites like Google Drive or a shared drive. Word files will not be accepted.

Please follow the instructions located on the application. Please do not fill in any other text into the box provided. You may not copy and paste an image into the text box.

1. Upload a photocopy of the face page of your passport or national government-issued Identification. (*)

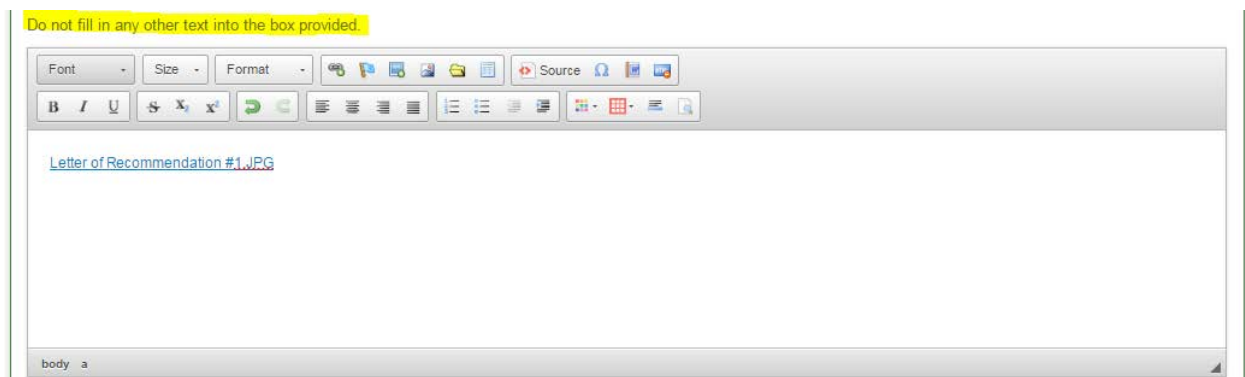
Please use the passport you use to travel internationally (international passport). Please upload a copy of your national, government-issued Identification Card if you do not have a passport.

To upload your document, click on the little yellow folder below this text. Press "browse" on the box that pops up, then select your completed form that is saved on your computer. Finally, please press "submit" at the bottom of the page.

Do not fill in any other text into the box provided.



After you follow the instructions, a link to your document will appear. You will not see your document or image in the text box.



VI. PROGRESS METER

The **Progress Meter** is located toward the top of your home page and will help you gauge the completeness of your application. Once you have **completed** and **submitted** all required parts of your application, the meter will display a message that your application is complete.

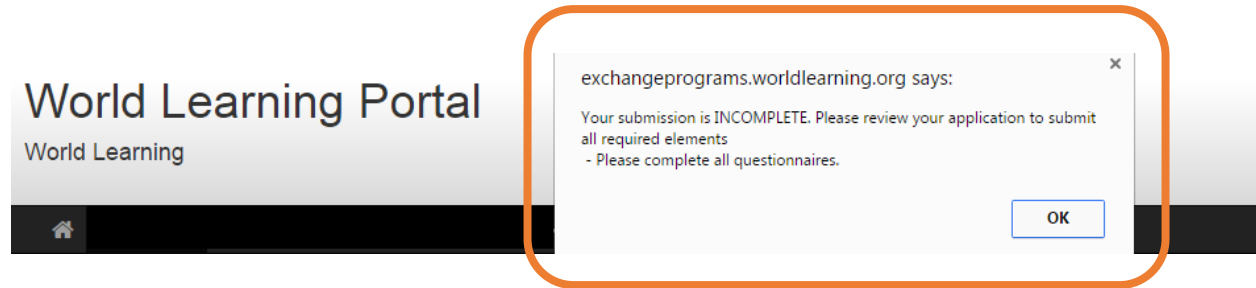




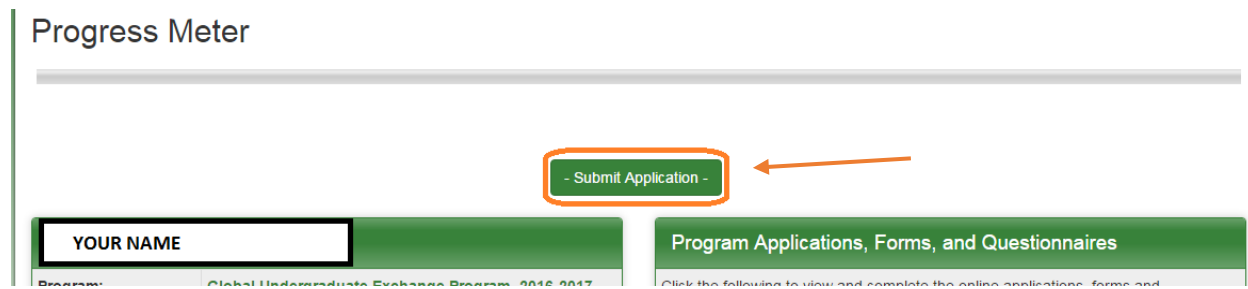
VII. SUBMIT APPLICATION

The submit application button at the top of the page is your final submission button.

If the progress meter is complete and all forms have a check mark, then your application is finished. If you click the **Submit Application** button, an error message will appear if there are missing components to your application.



Once you have **completed** and **submitted** all required parts of your application, click on the “Submit Application” button. You will receive an immediate confirmation message.



You will also receive an automated email within 24 hours after submitting all your forms to confirm that your application is complete.

Note: If you change your mind and no longer wish to apply for the Global Undergraduate Exchange Program, you may click on the “Withdraw” button. Once you click withdraw, your application is no longer considered for the program. Please do not withdraw your application to create a new one.

