Global UGRAD Program

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

Helpful Tips for Applicants

THANK YOU FOR REGISTERING FOR THE WORLD LEARNING STUDENT PORTAL. TO HELP YOU BETTER COMPLETE YOUR APPLICATION HERE ARE SOME TIPS ABOUT USING THE STUDENT PORTAL.

- **Write down your password and your answers to the security questions and keep this information in a safe place!** If you forget your password and security questions, you'll need to request a password reset which can take up to 2-3 business days. Your username will be the email address you used when you registered for the student portal.

- **Read all instructions carefully**: Most problems can be solved by reading the instructions provided on the website. Please be sure to read this document. If you have difficulties, please contact exchangeprograms@worldlearning.org. Do not contact the U.S. Embassy for application support.

- **If you need help, be specific!** If you are having trouble with your account, please include as much information as possible with your message to explain the problem. If possible, please take screenshots.

- **If we don't respond right away, don't panic:** While you wait for an answer don't panic and make a new account under a different email address. It may take up to 2-3 days to respond to your question.

- **When should I contact the embassy?:** Please contact the U.S. embassy in your country with any programmatic questions and questions about eligibility. Please make sure to email exchangeprograms@worldlearning.org with any questions about your UGRAD application.

Global UGRAD Program

I. REGISTERING FOR THE PROGRAM

Google Chrome and Mozilla Firefox work best for completing the Global UGRAD application. We do NOT recommend using Internet Explorer.

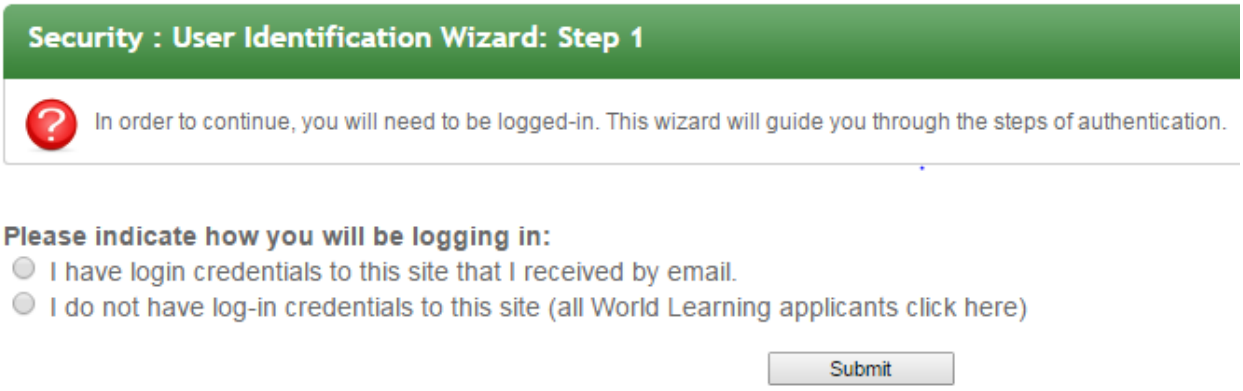
Register for the program using this link:
http://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=34239

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



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

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



N**ew applicants** 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.

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 (*your username is your email address*). If you cannot remember your password, request a new password by clicking "Forgot password?".

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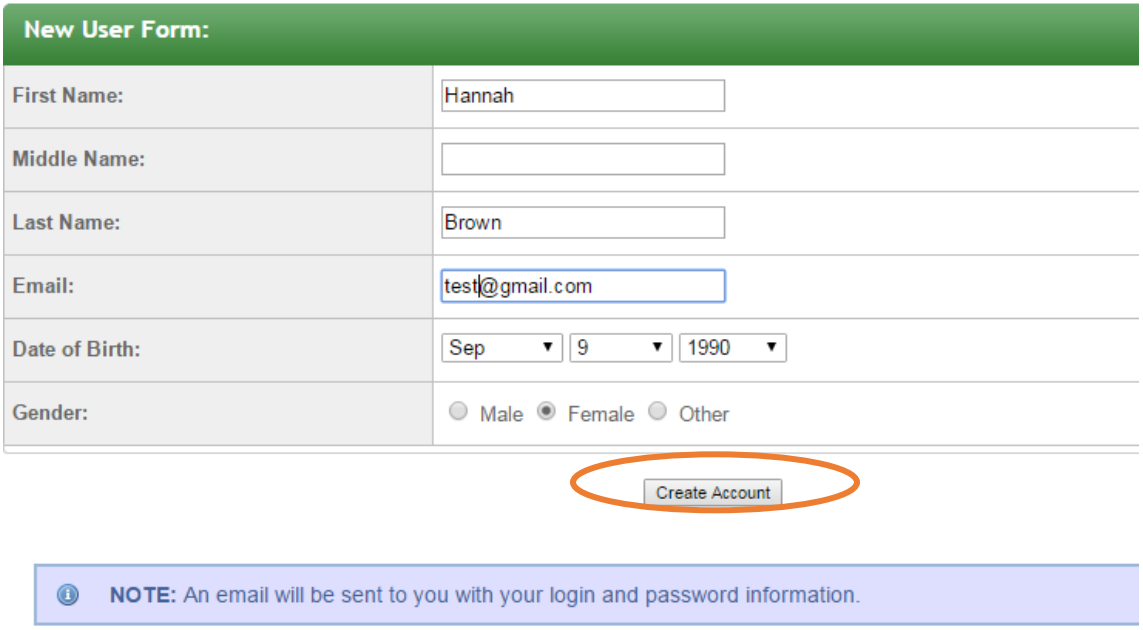
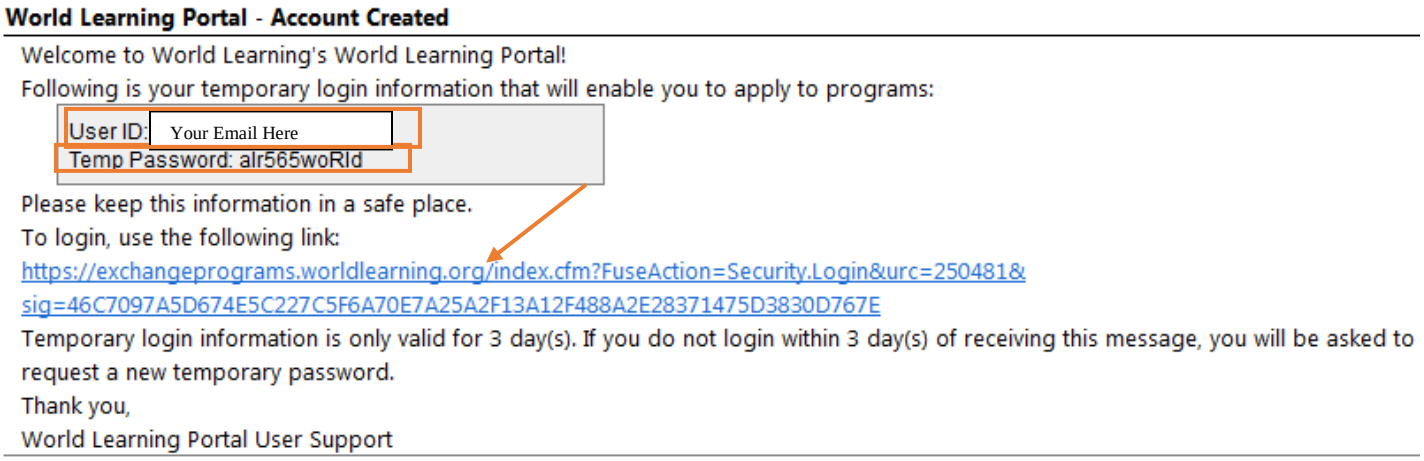


After completing the form and clicking "create account," check your email for your temporary password and click the link. **You MUST follow the link in your email to access the application for the first time!**
Example email:



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

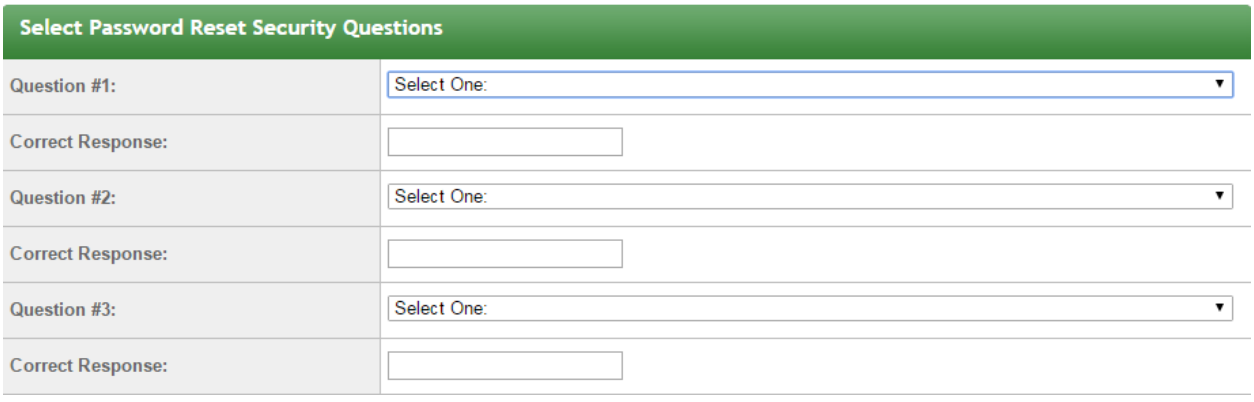


Type your user ID (email) into the Username field and use your temporary password to sign in.



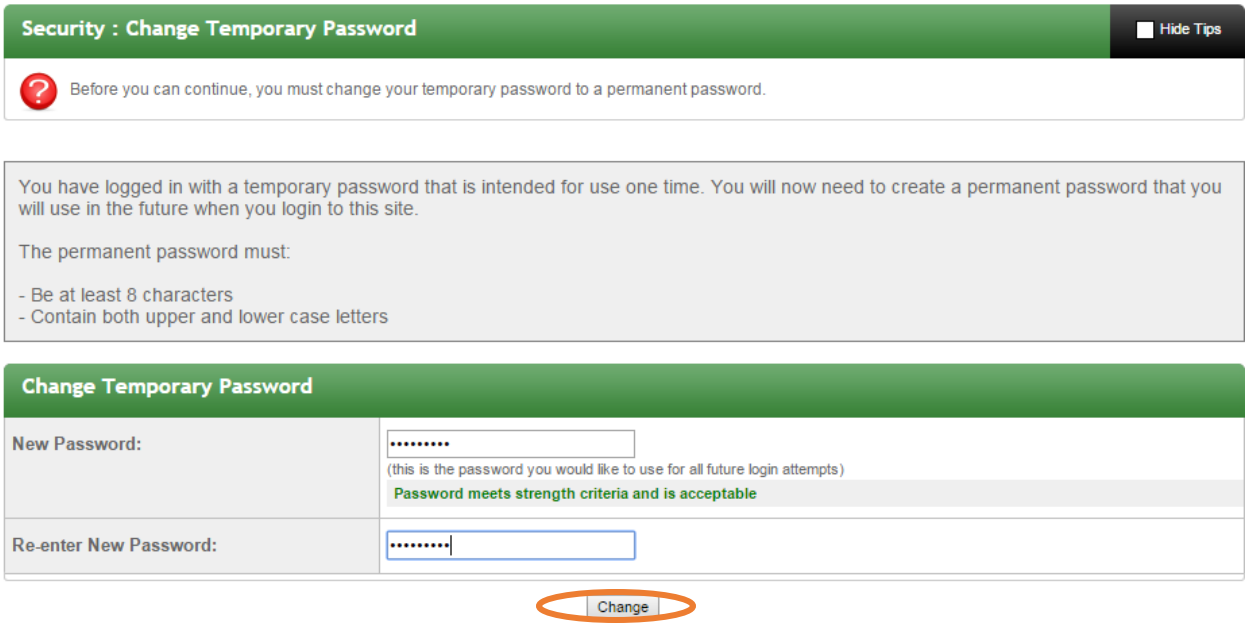
Security Questions

Next you will choose security questions and change your password. Write down the answers to your security questions and your new password and keep them somewhere safe for future reference.



Change Password

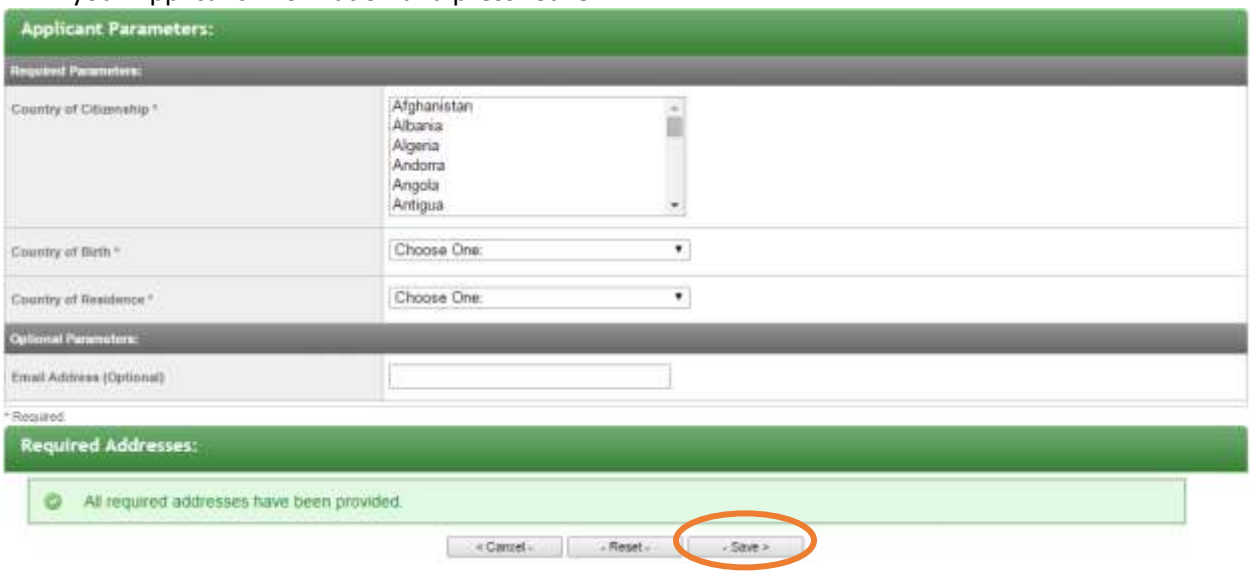
Create a new password you will remember and press “Change”.



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



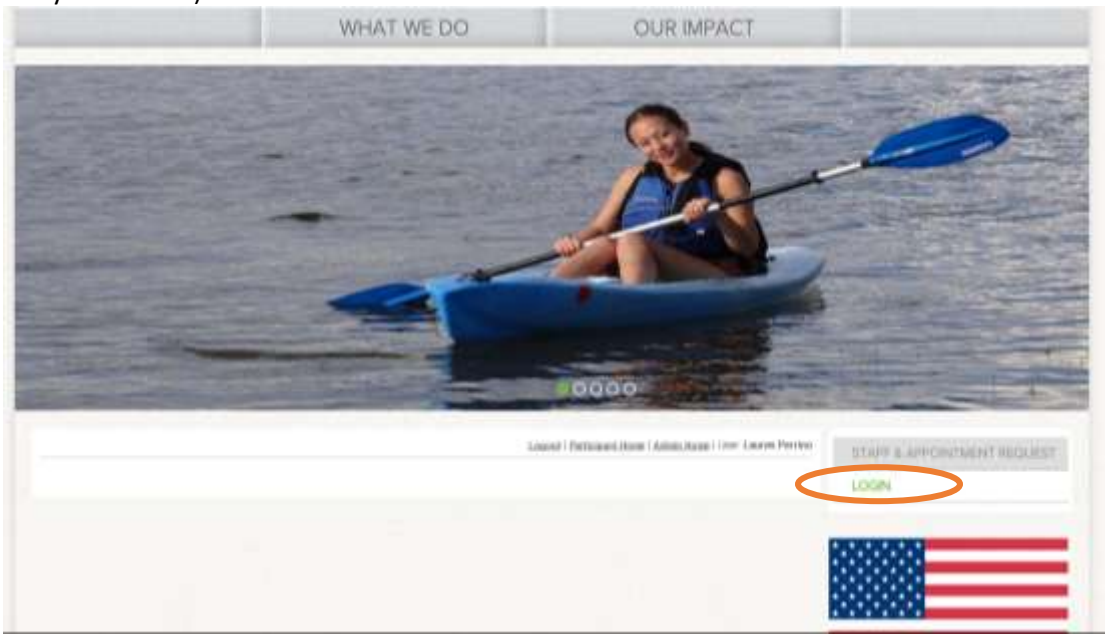
Fill in your Applicant Information and press “Save”.



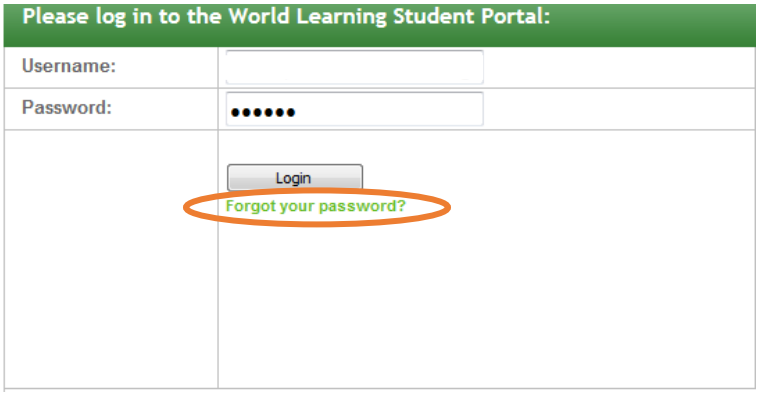
After saving this information, you will be taken directly to your Participant Homepage and may begin your application.

II. LOGGING IN

Now that you have set up your account and changed your password, you may access the Portal at http://exchangeprograms.worldlearning.org/ using your login credentials (registration email and the password you created).



III. FORGOTTEN PASSWORD

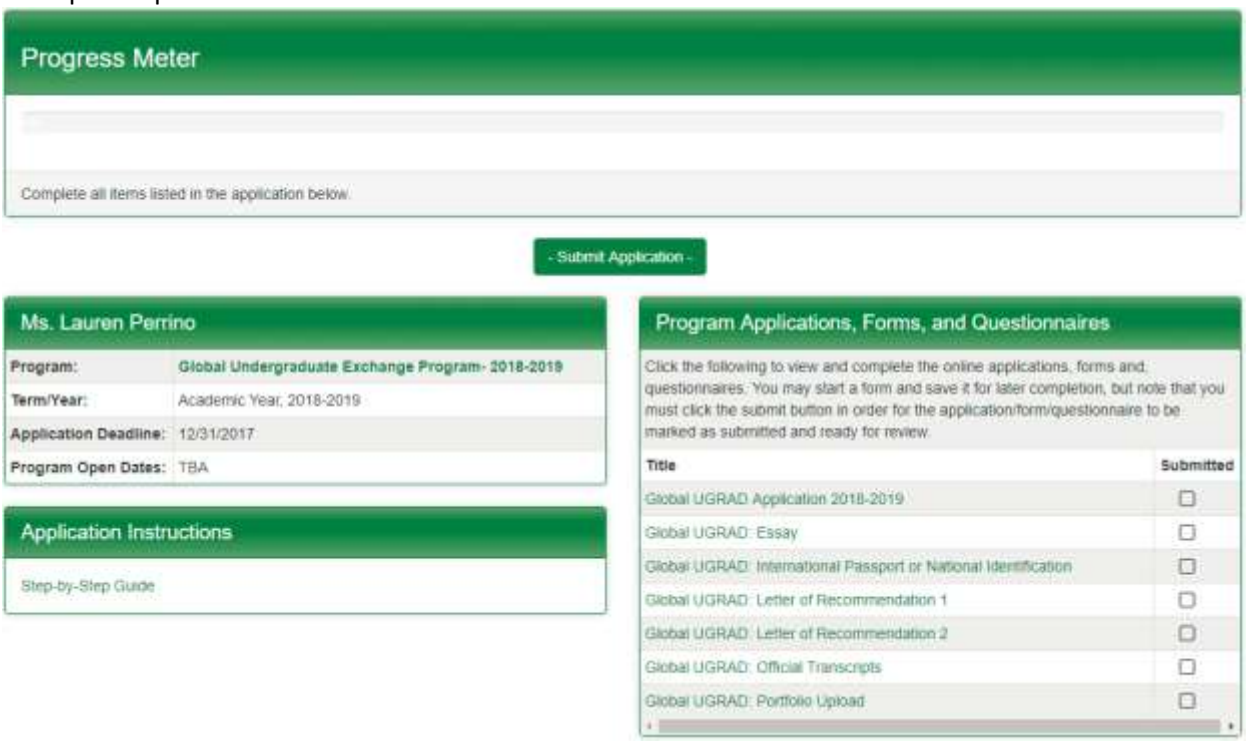


If you forget your password, on the login screen, click "Forgot your password?" and follow the instructions on the next page.

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 and Learning Content. All program forms and upload spots are shown here:



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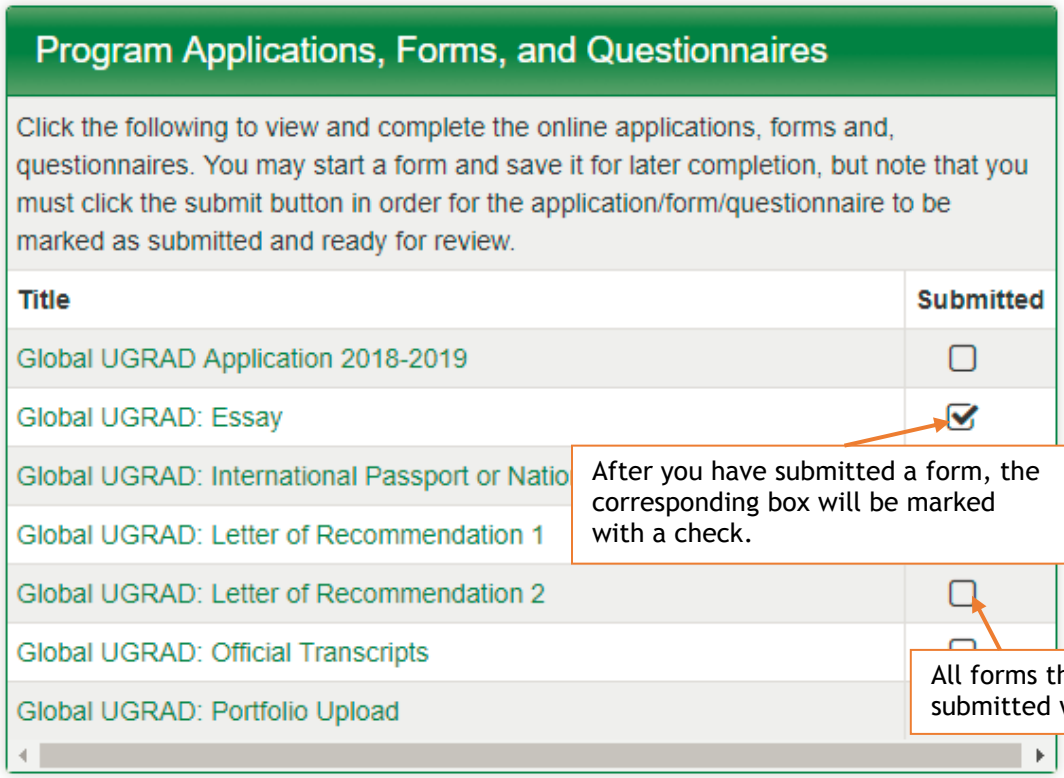
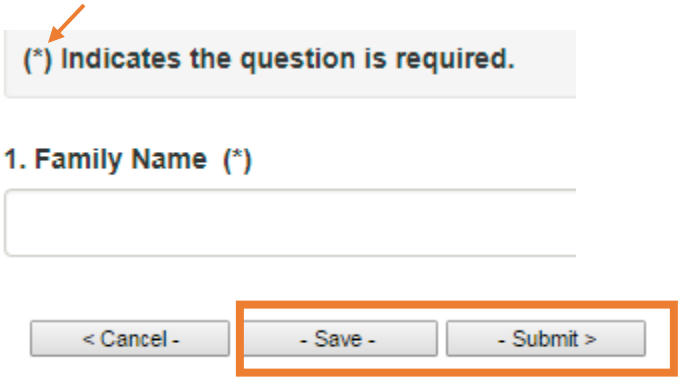
Click on the form (in green) to begin answering questions or to upload a document.



Once you have responded to all required questions (marked with *), you must **submit** the form so it is considered complete and ready for review. If you did not finish, you may press Save to save your work and come back later to edit and submit.



V. PROGRESS METER

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



If the Progress Meter is full and all required forms have a check mark, your application is complete. You should press the submit application button at the top of the page. You will receive an email to inform you your application was received within 24 hours.

