



# Global UGRAD Program



## Application Instructions for Global UGRAD 2016-2017 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 a mobile phone or Internet Explorer.

Register for the program using this link: <http://exchangeprograms.worldlearning.org/?go=UGRAD16%2D17>

Select the Global UGRAD 2016 Application and click 'register'.

Apply Now 2016 Global UGRAD

#### Global UGRAD

Please create only one application. If you forget your password or have difficulty logging in, email [exchangeprograms@worldlearning.org](mailto:exchangeprograms@worldlearning.org) status:



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

- If you applied for UGRAD 2015-2016, select the first option: "I have login credentials to this site that I received by email".
- If you did not apply last year, select the 2<sup>nd</sup> option: "I do not have log-in credentials to this site".

#### 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 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 2016-2017" 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?".



# Global UGRAD Program



If you are a **new applicant**, after selecting the 2<sup>nd</sup> 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:	<input type="text" value="Sep"/> <input type="text" value="9"/> <input type="text" value="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!**

Welcome to World Learning EJU's World Learning!

Following is your temporary login information that will enable you to apply to programs:

User ID:	Your Email Here
Temp Password:	macRo8648cOde

Please keep this information in a safe place.

To login, use the following link:  
<https://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Security.Login&urc=234389&sig=79B4A3C481E490C7DD74199C13A89FD171AB2BBC04B901E2CA36>  
 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 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”.



# Global UGRAD Program



## 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.

Submit

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"/> <a href="#">Forgot your password?</a>	

### 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"/>



# Global UGRAD Program



## 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:   
(this is the password you would like to use for all future login attempts)  
Password meets strength criteria and is acceptable

Re-enter New Password:

**Change**

Next, choose Academic Year 2016-2017 and press "Apply".

**Available Terms**

Academic Year, 2016-2017

<Cancel - <Reset- <Apply >

Fill in your Applicant Information and press "Save".

**Applicant Parameters:**

**Required Parameters:**

Country of Citizenship \*   
 Afghanistan  
 Albania  
 Algeria  
 Andorra  
 Angola  
 Antigua

Country of Birth \*

Country of Residence \*

**Optional Parameters:**

Email Address (Optional)

\* Required

**Required Addresses:**

All required addresses have been provided.

<Cancel - <Reset- <Save >



# Global UGRAD Program



World Learning  
Bringing cultures. Transforming lives.

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

**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.

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**Progress Meter**

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**Test Tester**

**Program:** Global Undergraduate Exchange Program-2016-17

**Term/Year:** Academic Year, 2016-2017

**Admin System Date:** 01/01/2016

**Program Open Dates:** TBA

**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 2016-2017	<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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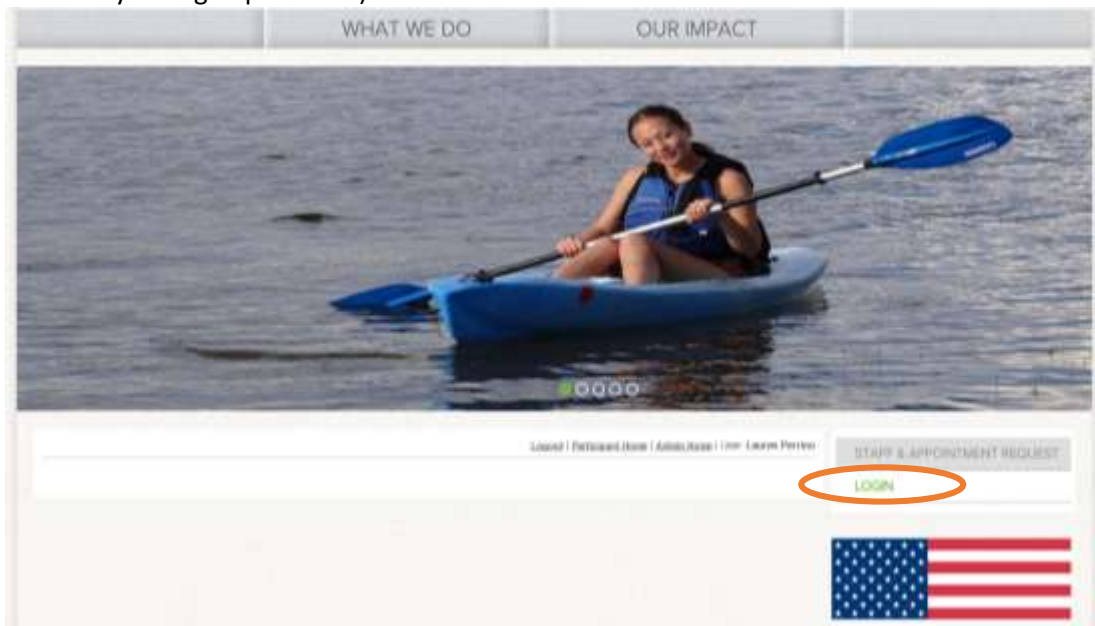
**Learning Content**

Click the following to view, read, and mark these learning content pages as having been read & submitted.

Title	Read
Global UGRAD: Letter of Recommendation Guidelines	<input type="checkbox"/>
Helpful Tips for Applicants	<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).





# Global UGRAD Program



## 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"/>	
<a href="#">Forgot your password?</a>	

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:

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:	Global Undergraduate Exchange Program-2016-17
Term/Year:	Academic Year, 2016-2017
Admin System Date:	12/01/2016
Program Open Dates:	TBA

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 2016-2017	<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	N/A

Learning Content

Click the following to view, read, and mark these learning content pages as having been read & submitted.

Title	Read
Global UGRAD: Letter of Recommendation Guidelines	<input type="checkbox"/>
Helpful Tips for Applicants	<input type="checkbox"/>

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



# Global UGRAD Program



Program Applications, Forms and, Questionnaires	
Title	Submitted
<a href="#">Global UGRAD Application 2016-2017</a>	<input checked="" type="checkbox"/>
<a href="#">Global UGRAD: Essay</a>	<input checked="" type="checkbox"/>
<a href="#">Global UGRAD: Letter of Recommendation 1</a>	<input checked="" type="checkbox"/>
<a href="#">Global UGRAD: Letter of Recommendation 2</a>	<input checked="" type="checkbox"/>
<a href="#">Global UGRAD: Official Transcripts</a>	<input checked="" type="checkbox"/>
<a href="#">Global UGRAD: Please upload a copy of either your international or U.S. Identification.</a>	<input checked="" type="checkbox"/>
<a href="#">Global UGRAD: Portfolio Upload</a>	<input type="checkbox"/>

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 2016-2017:**

**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/hon-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.



# Global UGRAD Program



## V. 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**, **submitted**, and **marked as read** all required parts of your application, the meter will display a message that your application is complete.



Note: **You must mark all Learning Content as read** for your progress meter to show your application is complete!



**There is no final submission button.**

If the progress meter is complete and all forms have a check mark, then your application is finished. You will receive an automated email within 24 hours after submitting all your forms to confirm that your application is complete.