

## Faculty-led Programs Application Instructions and Checklist

**Step 1:** When you're on the website for the faculty-led program you want to apply for, click "Apply Now."

*NOTE: If you're not sure how to find your program page, consult your Faculty Leader or use the [Search for Programs](#) option (click on the blue magnifying glass button).*

**Step 2:** Follow the appropriate instructions below depending on your status.

### FOR WSU STUDENTS:

1. Select "I have a username & password." Click submit.
2. Enter your [starID@winona.edu](mailto:starID@winona.edu) and password.

### FOR NON-WSU STUDENTS:

1. Select "I do not have login credentials to this site." Click submit.
2. Fill in the information in the New User Form and select Create Account.
3. After submitting this form, you'll get an email at the email address you listed in the New User Form with your username & temporary password.
4. Use the email you received as a reference as you navigate back to the program application page. Click on Apply Now.
5. Select "I have login credentials to this site that I received by email" and click submit.
6. Enter the information that was emailed to you and click Login.
7. Complete the Password Reset Security Questions and click Update. Reset your password following the specifications and click Change. **NOTE: Write down your new password so you don't forget it!**

**Step 3:** Select the program term. Click apply.

**Step 4:** This takes you to your applicant home page.

**Step 5:** From here, you must complete all items listed in the "Online Application" section.

*NOTE: The \$500 confirmation deposit in the "Offline Requirements" section is not something you can check off yourself.*

### To pay the confirmation deposit as a WSU student:

1. Log into eServices and click on Bill and Payments.
2. Next, click on the Make A Prepayment yellow button.



3. From here, click the yellow "select" button next to the name of the faculty-led program you're applying for.
4. Within 3-5 business days of paying the deposit online, this will be checked off in your application by Study Abroad staff.

**To pay the confirmation deposit as a Non-WSU student:** Please contact [studyabroad@winona.edu](mailto:studyabroad@winona.edu) to get instructions of how to pay the deposit over the phone.