

# Winona State University 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 on Apply Now.

*NOTE: If you're not sure how to find your program page, consult your Faculty Leader or use the [Search for Programs](#) to get to it.*

**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 term for the program. Click apply.

**Step 4:** This takes you to your applicant home page. Click on the link of the program name you want to apply for.

**Step 5:** From here, you must complete all items with a check box. That includes all items under the Learning Content, Application Questionnaire(s), Material Submissions, Signature Documents, and Recommendations headings.

*NOTE: The \$500 confirmation deposit Material Submission is not something you can check off yourself. You must pay this deposit in person at the Warrior Hub.*

## **To pay the confirmation deposit:**

1. Visit the Study Abroad office (105 Maxwell – Monday-Friday 8am-4pm) to get a card you need to provide the Warrior Hub staff along with your deposit. The card contains information the Study Abroad staff have about the program semester, prepay number, and cost center.
2. Take the completed card and your payment to the Cashiers in the Warrior Hub (2<sup>nd</sup> floor of Maxwell).
3. Bring your receipt back to the Study Abroad office (105 Maxwell) so the staff can add information from your receipt into your account and mark your deposit as paid.
4. Paying the \$500 confirmation deposit is a required part of the application. Incomplete applications will not be reviewed. After you're accepted for a program, the \$500 confirmation deposit is nonrefundable unless the program is cancelled.
5. If you're not located in Winona and want to pay the confirmation deposit over the phone using a credit card, please call the Study Abroad Office for instructions (507-457-5081).