

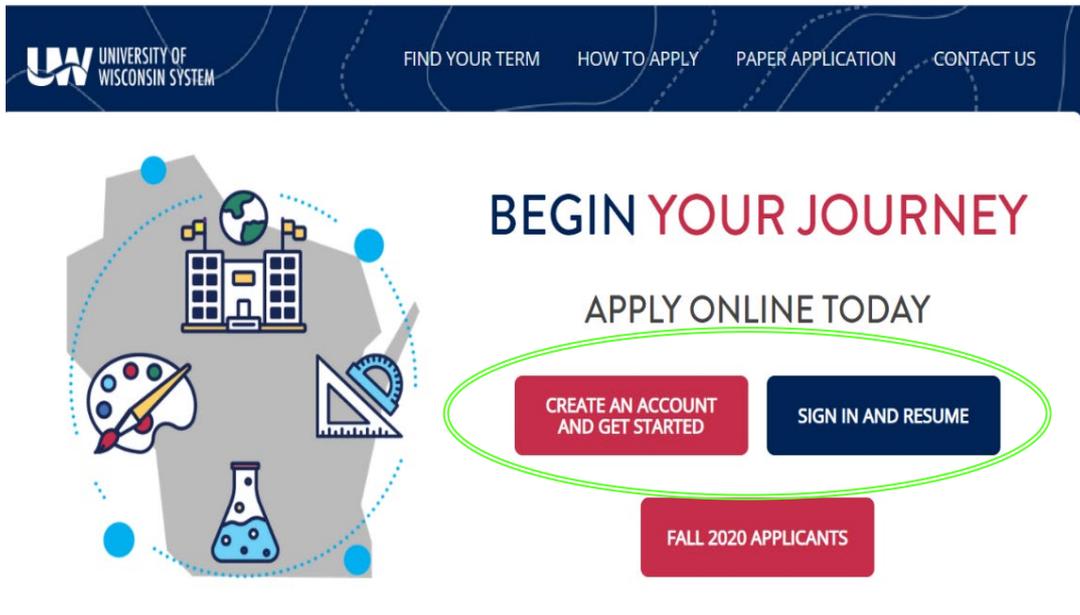
Online Application Instructions

Summer Scholars Program 2022



UNIVERSITY of WISCONSIN
GREEN BAY

1) Go to <https://apply.wisconsin.edu/homepage> to get started



The screenshot shows the top navigation bar of the University of Wisconsin online application portal. The navigation bar is dark blue with the UW logo and text on the left, and four menu items: 'FIND YOUR TERM', 'HOW TO APPLY', 'PAPER APPLICATION', and 'CONTACT US'. Below the navigation bar is a large white area with a central graphic of a grey silhouette of Wisconsin containing icons for a globe, buildings, a paint palette, a ruler, and a beaker. To the right of the graphic is the text 'BEGIN YOUR JOURNEY' in blue and red, followed by 'APPLY ONLINE TODAY'. Below this text are three buttons: a red button 'CREATE AN ACCOUNT AND GET STARTED', a dark blue button 'SIGN IN AND RESUME', and a red button 'FALL 2020 APPLICANTS'. The first two buttons are circled in green.

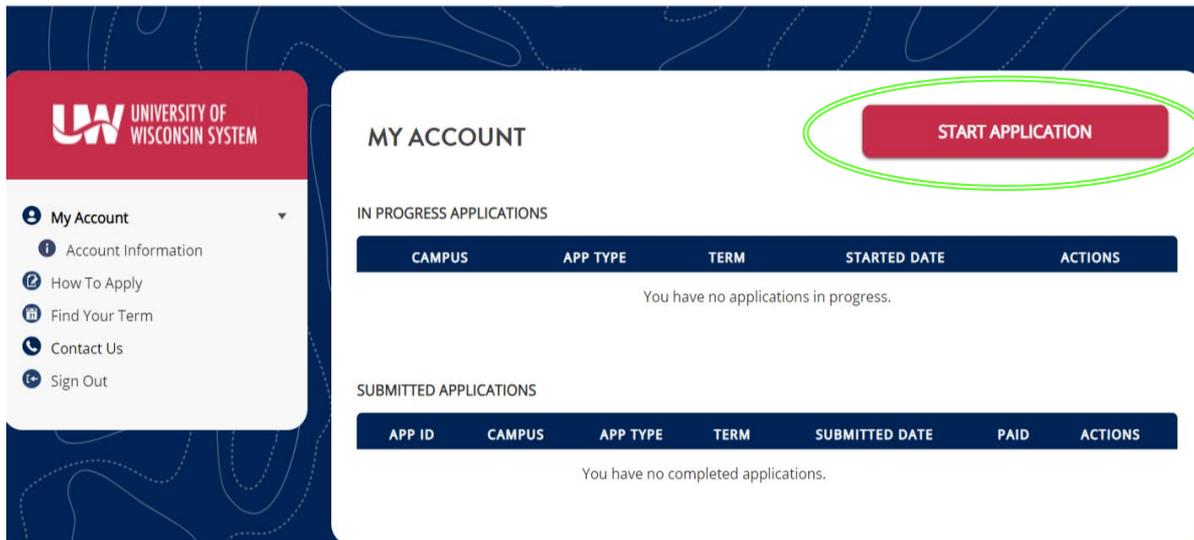
Either create an account or sign in if you've filled out an application for another UW school

**When creating an account, use a personal email (parent's email is fine, too) just not a high school email



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2) Click “Start Application”



The screenshot shows the 'MY ACCOUNT' section of the University of Wisconsin System website. On the left is a navigation menu with the following items:

- My Account (dropdown arrow)
- Account Information (info icon)
- How To Apply (document icon)
- Find Your Term (calendar icon)
- Contact Us (phone icon)
- Sign Out (logout icon)

The main content area is titled 'MY ACCOUNT' and features a red 'START APPLICATION' button, which is circled in green. Below this are two sections:

IN PROGRESS APPLICATIONS

CAMPUS	APP TYPE	TERM	STARTED DATE	ACTIONS
You have no applications in progress.				

SUBMITTED APPLICATIONS

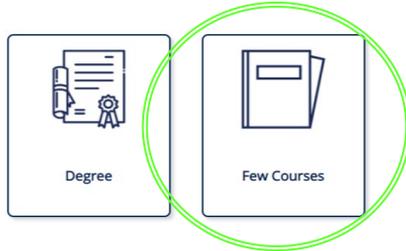
APP ID	CAMPUS	APP TYPE	TERM	SUBMITTED DATE	PAID	ACTIONS
You have no completed applications.						



3. Answer the questions as shown below



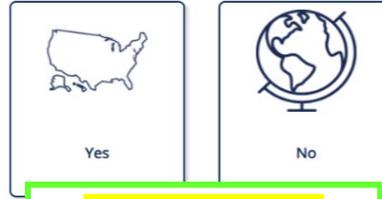
ARE YOU APPLYING FOR A DEGREE OR A FEW COURSES?



MY ACCOUNT BACK



ARE YOU A U.S. CITIZEN?

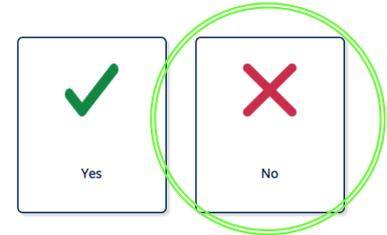


Answer accordingly

MY ACCOUNT BACK



HAVE YOU GRADUATED FROM HIGH SCHOOL/SECONDARY SCHOOL OR EARNED YOUR GED/HSED?

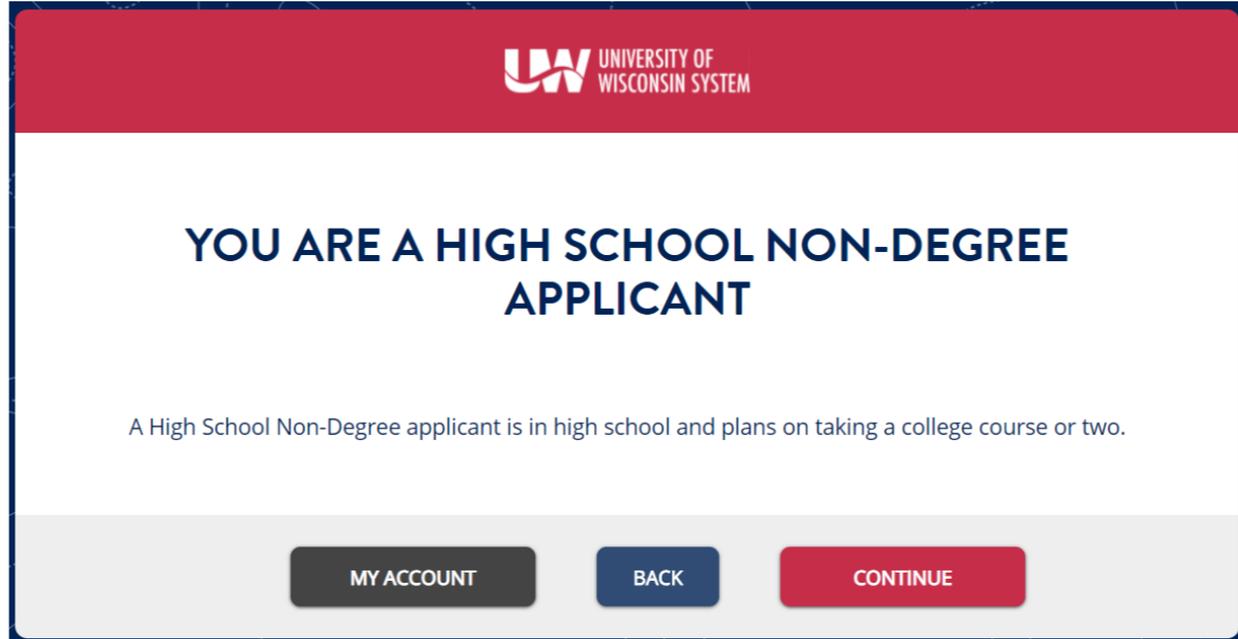


MY ACCOUNT BACK



UNIVERSITY of WISCONSIN
GREEN BAY

4) It should tell you that you are a high school non-degree applicant. If it tells you something else, you answered something incorrectly. Go back and make sure you chose correctly in #3



The screenshot shows a web interface for the University of Wisconsin System. At the top, there is a red header with the "UW UNIVERSITY OF WISCONSIN SYSTEM" logo. The main content area is white and features the text "YOU ARE A HIGH SCHOOL NON-DEGREE APPLICANT" in large, bold, dark blue letters. Below this, a smaller line of text reads: "A High School Non-Degree applicant is in high school and plans on taking a college course or two." At the bottom of the page, there is a light gray bar containing three buttons: "MY ACCOUNT" (dark gray), "BACK" (dark blue), and "CONTINUE" (red).



5) Continue with these answers:



WHERE DO YOU WANT TO GO?

University of Wisconsin Eau Claire

Select Campus

University of Wisconsin GREEN BAY

UW-Green Bay

University of Wisconsin LA CROSSE

UW-La Crosse



CHOOSE YOUR PROGRAM

- College Credit in High School Program
- Early College Credit Program



WHEN WOULD YOU LIKE TO START SCHOOL?

I can't find my term

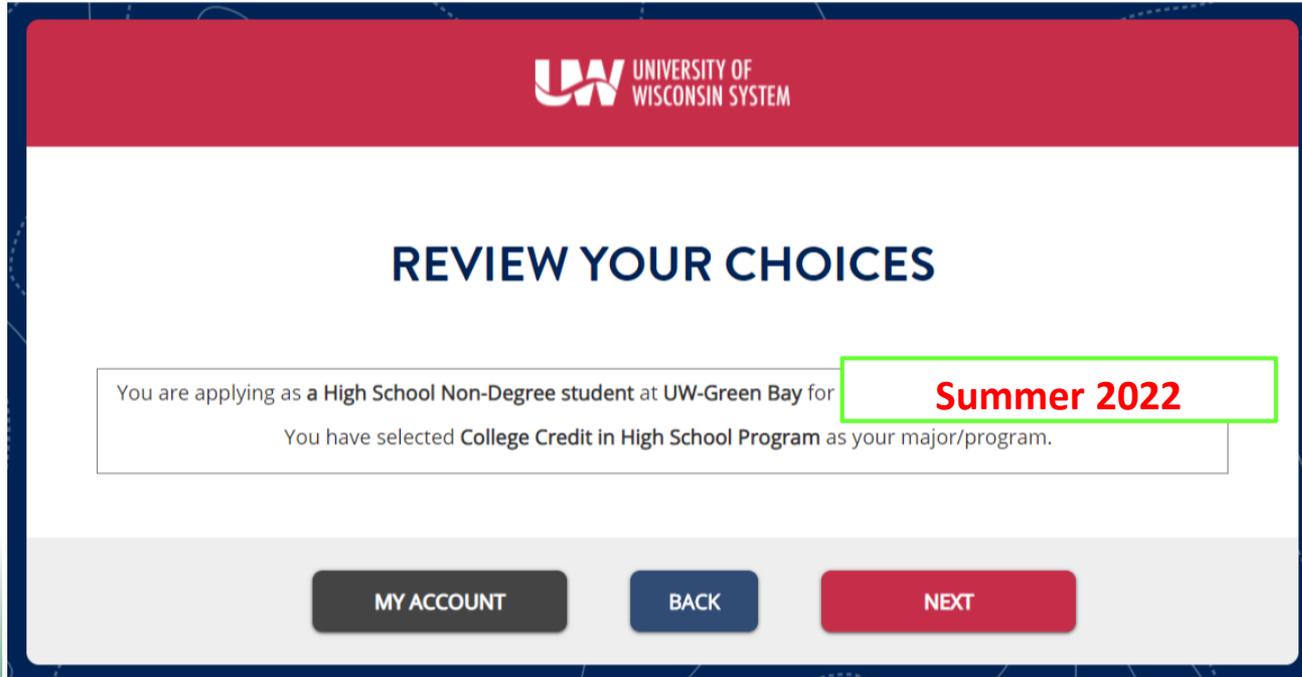
Select Term

Choose Summer 2022



UNIVERSITY of WISCONSIN
GREEN BAY

6) Your summary should look like this:



The screenshot shows a web interface for the University of Wisconsin System. At the top, there is a red header with the UW logo and the text "UNIVERSITY OF WISCONSIN SYSTEM". Below the header, the main heading is "REVIEW YOUR CHOICES". The central content area contains a summary of the application: "You are applying as a High School Non-Degree student at UW-Green Bay for Summer 2022" and "You have selected College Credit in High School Program as your major/program." The text "Summer 2022" is highlighted with a green border. At the bottom of the page, there are three buttons: "MY ACCOUNT" (dark grey), "BACK" (blue), and "NEXT" (red).

UNIVERSITY OF WISCONSIN SYSTEM

REVIEW YOUR CHOICES

You are applying as a High School Non-Degree student at UW-Green Bay for **Summer 2022**

You have selected College Credit in High School Program as your major/program.

MY ACCOUNT BACK NEXT



7) Next, you'll be providing your personal info. Most of it is straight forward but here are a few notes:

Which form of identification can you provide?

You only select one

Social Security Number Tax Identification # Do Not Want to Provide/Do Not Have

If you click this, you'll be asked for your 9-digit number

You probably don't have one of these

If you click this, you will get this message:

Why you should provide a TIN OR SSN

You are strongly encouraged to provide a Social Security Number (SSN) or other Taxpayer Identification Number (TIN) if you have one. If you have both, enter **ONLY** your SSN. Failure to submit a SSN or TIN could have the following consequences:

- A delay in the awarding of financial aid (**NOTE: international students are not eligible for state and federal financial aid**)
- An inability to claim tax benefits on your and/or your parents' tax returns for the tuition and fees you pay to attend college; and
- If you are a U.S. citizen or a permanent resident for U.S. tax purposes, the IRS may require you to pay a \$50 penalty.

While you are not legally required to provide your SSN or TIN for the purposes of this application, you will be required to do so if you attend a UW institution and you are a U.S. citizen or a permanent resident for tax purposes.

There are no tax or financial aid implications for high school dual credit students so you don't need to worry about this

CLOSE AND ACCEPT



UNIVERSITY of WISCONSIN
GREEN BAY

7) Continued – Personal Info Section Notes

PARENT/GUARDIAN INFORMATION

The next section will ask you for information about your parent(s) or guardian(s). Here are some key points to know about this section:

- It's optional. You can skip the section using the "Skip Parent Section" button below.
- You only need to enter the number of guardians that you have information for.
- It may be used for emergency contact information.

FIRST NAME	LAST NAME	RELATIONSHIP	ADDRESS	ACTIONS
You have no parents added.				

BACK **SKIP PARENT SECTION** **ADD PARENT/GUARDIAN**

Do not "Skip Parent Section"

You only need to provide information for 1 parent/guardian



7) Continued – Personal Info Section Notes

Residency is determined by the parent section

RESIDENCY

The next section will ask questions to determine if you qualify for Wisconsin resident tuition under state law. The information collected in the following sections is only used to determine your tuition rate. Learn more about qualifying for [Wisconsin residency](#).

Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?

Yes No

SECTION	COMPLETED	ACTIONS
Parent Questions	Completed	EDIT PARENT

Minnesota Reciprocity

If you believe you qualify for Minnesota tuition reciprocity, that is determined through a separate process. Learn more about qualifying for [Minnesota Reciprocity](#).

[BACK](#)

[SAVE AND CONTINUE](#)



8) Add your high school

**You do not need to
upload your
transcript**

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

In this next section you will need to supply the following pieces of information about all of your High School/Secondary Schools attended:

- Full name of your high school/secondary school
- High school/secondary school attendance dates
- High school/secondary school graduation date
- Optional: unofficial high school/secondary school transcript

TITLE	GRADUATION DATE	TRANSCRIPT	ACTIONS
You have no high school/secondary schools added.			

BACK

SAVE AND CONTINUE

ADD HIGH SCHOOL



9) Answer the “Holistic Review”

ESSAY

You do not need to write any kind of essay because you are a high school student earning college credit. Type the name of your current High School in the space below and then click “Save and Continue” to proceed.

SAVE ESSAY

- You are not writing an essay, but we need something in this box
- Type in your current high school



10) Sign and submit

SIGN YOUR APPLICATION(S)

Application List

CAMPUS	APP TYPE	TERM	COST	ACTIONS
UW-Green Bay	High School Non-Degree (Domestic)	Summer 2022	No Charge	

CONFIRMATION SIGNATURE

You are ready to sign your application. Once you sign and submit your application you are not able to make changes to your submitted application(s).

I acknowledge that by providing an electronic signature, I attest to the accuracy and truthfulness of the application(s) I'm submitting. I also agree to the conditions of the UW System.

Do you agree to all of the above?

I Agree

Signature

Signature

BACK

SUBMIT APPLICATION

There is no cost to apply
for high school dual
credit students



What's next?

1. After you submit your application, you will get a confirmation email to the email address you used to create your account
 - If you don't get a confirmation email, check your junk folder. If you don't have anything in your junk folder, check to make sure you finished and submitted
2. You will be contacted by someone from the UW-Green Bay K-12 and Community Relations Office regarding your class

