



## Helpful Tips for Global UGRAD Applicants

**Thank you for your interest in the Global UGRAD Program. Below are some tips to help you complete your application.**

### **Read all instructions carefully**

- Please follow instructions on **pages 2-9** as you start and complete your application. Most problems can be solved by reading the complete instructions provided on the website and in this document.

### **Password and Login Information**

- Your username will be the email address you used when you registered for the applicant portal.
- Write down your password and keep this information in a safe place! If you forget your password, you'll need to reset it (see **pages 8-9** for more information).

### **Request for help with your account**

- If you have difficulties with your account, please contact [exchangeprograms@worldlearning.org](mailto:exchangeprograms@worldlearning.org).
- Please include as much information as possible (including the name and email address you used register) with your message to explain the problem. If possible, include screenshots.
- While you wait for an answer, don't panic and **do NOT** make a new account under a different email address! Note that it may take up to 2-3 days to receive a response to your question.
- Please **do NOT** contact the U.S. Embassy for application website support.

### **Questions regarding the program**

- Please contact the U.S. embassy or Fulbright Commission in your country with any programmatic questions and/or questions about eligibility.

### **Required Documents**

To complete your application, you will need the following information in **.doc, .docx, .pdf, .jpg, or .jpeg** format:

- Your Passport or Government Issued ID
- Official College/University Transcript
- Academic Letter of Recommendation (Form can be found here: <https://www.worldlearning.org/wp-content/uploads/2018/10/Recommendation-form-1.pdf>)
- Personal Letter of Recommendation (Form can be found here: <https://www.worldlearning.org/wp-content/uploads/2018/10/Recommendation-form-2.pdf>)



## Please Follow Steps I-VII to Complete the Application

### Step I

#### Eligibility Check

1. Before you begin your Global UGRAD Application, complete [the Eligibility Check on the World Learning website](#) to determine if you are a good fit for the Program.
2. If your answers indicate that you are not a strong candidate for this program, the Eligibility Check will warn you. Note that you may continue to complete an Application, but you are unlikely to be selected based on the Global UGRAD core criteria.
3. If you are a strong candidate for this program, you'll be automatically directed to proceed to creating an Applicant Account and to start a new Application.
4. **Please Note:** Successfully completing the Eligibility Check does **NOT** guarantee admission into the Program.

### Step II

#### Create an Account

1. Once you complete the Eligibility Check and are considered a strong candidate for this program, you will be redirected to the Applicant Portal.
2. Enter your first name, last name, and a valid email address and click Sign Up.

The screenshot shows a web form for creating a Global UGRAD account. At the top, there are logos for the United States flag and the Department of State. Below the logos, the text reads: "Create your Global UGRAD Account and complete your application." The form consists of three input fields: "First Name", "Last Name", and "Email". Each field has a small icon to its left (a person for names, an envelope for email). Below the input fields is a prominent green button labeled "Sign Up". At the bottom of the form, there is a link that says "Already have an account?"



World Learning  
Education | Development | Exchange

## Step III

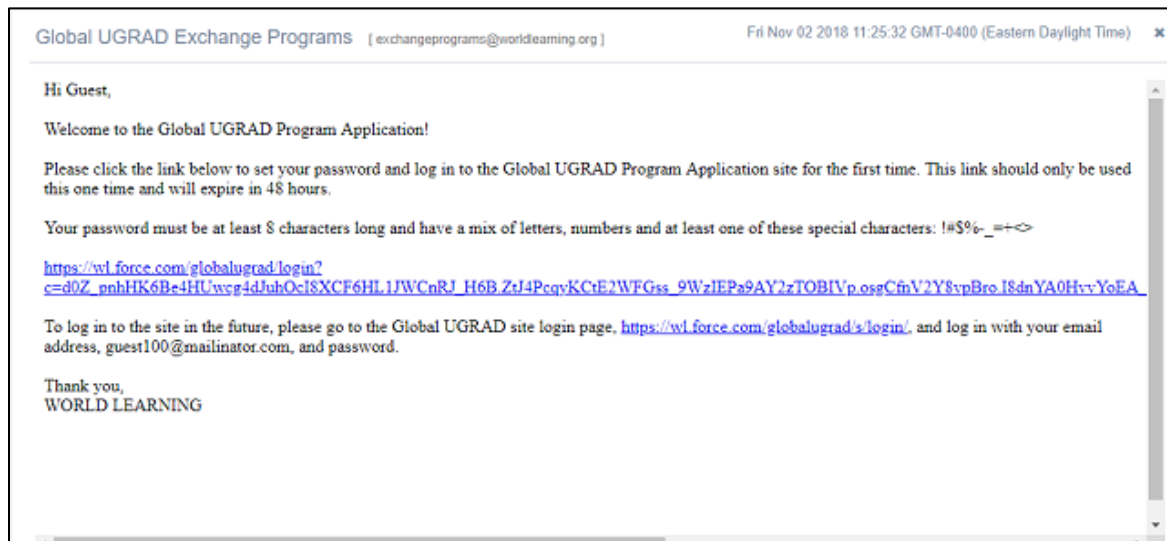
### Create a Login

1. Check your email. The credentials required to start a new application will be emailed to the email address that you enter.
2. In your inbox, you will see an email from Global UGRAD Exchange Programs. If you do not receive this email in your inbox, please be sure to check your junk and spam folders. Please follow the instructions in this email to complete your portal registration.

### NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on setting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

[Back to login](#)





**World Learning**  
Education | Development | Exchange

### Create Your New Password

3. The new password link will direct you to create a new password for use with the Global UGRAD application site. Enter a password that meets the password criteria and click Change Password. When you complete the change, you'll automatically be directed to the Start Application page.

## Step IV

### Start a New Application

1. To create a new Application, click the Start a New Application button on the Home Page.



## Step V

### Return to Complete an Existing Application

1. Once you have started an application, you can return to it any time until the application deadline. To return to an existing application, browse to the Login link listed in your initial email from Global UGRAD Exchange Programs.
2. Enter your email address and password information and click Log In. You will automatically be directed to the Home Page.
3. When you return to complete an application, the Home Page view will list your in-progress Application. You can continue your existing Application by clicking the View button.

Welcome to the  
Global UGRAD Exchange  
Program

Enter your email and password to complete your Global UGRAD program application

Email

Password

Log In

Forgot your password? Not a member?

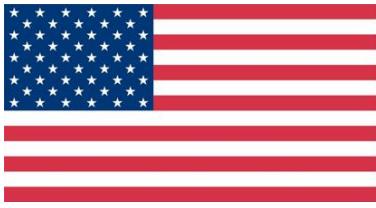
HOME

**WELCOME TO THE 2019-20 GUIDANCE PROGRAM APPLICATION!**  
Click 'Start Application' to begin, or 'View' to complete your application

My Applications

STATUS	PROGRAM	DATE SUBMITTED	
<a href="#">View</a>	Pre-Registration	Global UGRAD 2019	Oct 31, 2018

Click the View button to resume your application

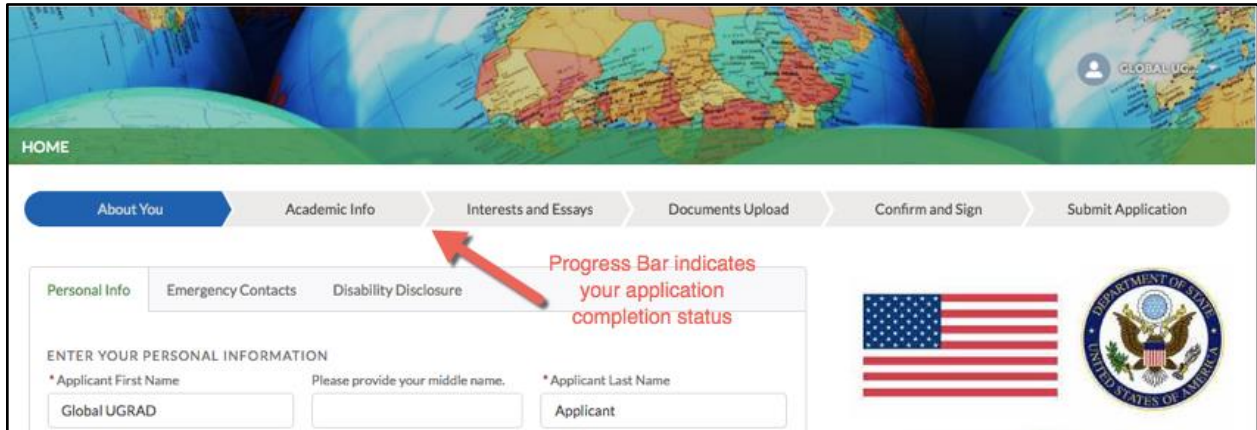


World Learning  
Education | Development | Exchange

## Step VI

### Track Your Progress

- Using the progress bar at the top, you can track and review your progress, as well as move to any section of the application by using the Progress Bar.

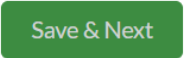


- Once there is a check mark next to a section (e.g. Academic Info), you have successfully completed that section.



- You can return to each section and make changes or edits. You can skip sections if you need to gather additional information, such as adviser contact information or recommendations. However, every required field on the Application must be completed before you will be allowed to submit your Application for consideration.

### Section Tabs

- Each section of the Global UGRAD Application has a tab or series of tabs with relevant fields displayed on the tab. Use the tabs to move around the Application by clicking on the Tab name (see image above).
- At the bottom of each tab, there is a Save & Next button that enables you to save your data and move to the next section. 
- Saving your information will preserve it when you navigate away from the tab, and you will be automatically moved to the next section of the Application. You can return to each tab to make changes or edits; however, every required field must be completed before you will be allowed to submit your application.



## Step VII

### Print application

1. After completing all the sections, you can print your application by clicking on the printer icon showcased below.

The screenshot shows a web interface for reviewing an application. At the top, there is a progress bar with steps: About You, Academic Info, Interests and Essays, Documents Upload, Confirm and Sign, and Submit Application. The 'Confirm and Sign' step is active. Below the progress bar, there are three tabs: 'Review Application', 'Confirm And Sign', and 'Print Application'. The 'Print Application' tab is selected. The main content area is a PDF viewer showing 'application\_pdf' with a 'Print' button circled in red. The PDF content includes:

**Application UGRAD Detail**

**About You:**

Application Name	APP-0001618
Applicant First Name	Grace
Middle Name	
Applicant Last Name	Testing
Sex	Female
Gender	Male
Applicant Birthday	11/15/2000
Applicant Birth City	delta
Applicant Residence City	delta
Country where you were born	United States
Citizenship	United States
Dual Citizen?	No
Additional Citizenship	
Arrest or Conviction	Yes
Arrest Conviction Explanation (if)	

**Emergency Contact:**

Emergency Contact First Name	Edith
Emergency Contact Last Name	Edith

### Submit application

2. Once you have completed all sections of the application and all sections have a checkmark next to them, click Submit to submit the application. If you are unable to view the submit button, please make sure to review all sections. If one section is missing a checkmark, this means that you are missing information in that section. Please complete that section and proceed to submit the application.

The screenshot shows the final step of the application process. At the top, the progress bar is the same as in the previous screenshot, but the 'Submit Application' step is now active. Below the progress bar, there is a message: 'You have completed all required steps. Now you can submit your application.' A green 'Submit' button is visible. The right side of the page features the same logos as the previous screenshot: the US flag, the Department of State seal, and the World Learning logo. At the bottom, there is a green button that says 'QUESTIONS? CONTACT WORLD LEARNING'.



### Return to edit application

3. After submitting the application, you will be able to edit it with updated information until the deadline.

### Additional Guidance

#### Forgot Your Password

1. If you have forgotten your password and you need to reset it, you can do so from the Login page and click the [Forgot Password link](#) at the bottom of the Login panel.
2. Once you click the link, enter your email address in the Username field and click Continue. Instructions on changing your password will be emailed to you.

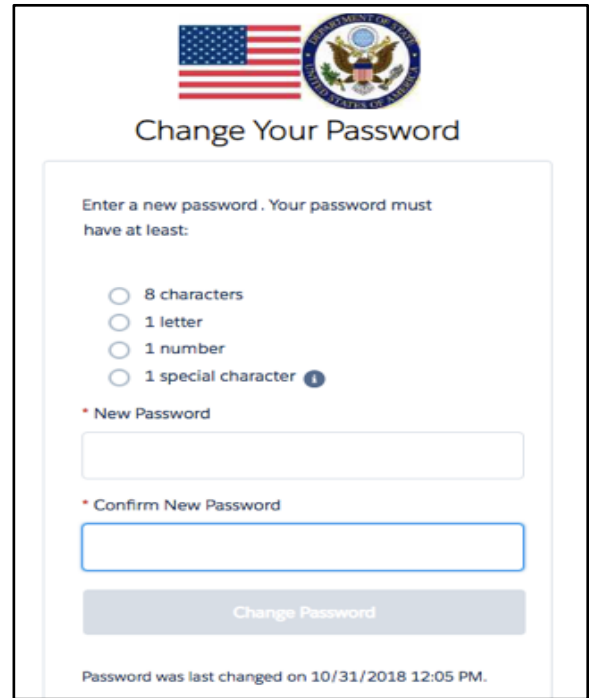
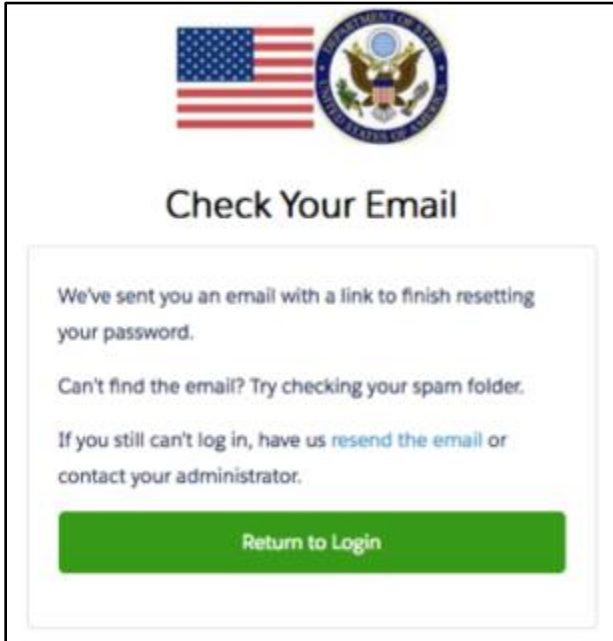






**World Learning**  
Education | Development | Exchange

- Once you click on the link sent to your email address, you will be directed to the Change Your Password page. Please make sure your new password meets the requirements listed below.



**Contact World Learning for Assistance** If you have questions or if you need help completing your Application, email [exchangeprograms@worldlearning.org](mailto:exchangeprograms@worldlearning.org) or click the *Questions? Contact World Learning* button on the Home page. This button also appears on the righthand side of each application section.

