CUNY School of Professional Studies

ApplyYourself Applicant Guide

Revised 9/19/2018

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Introduction

This guide is intended to assist applicants interested in the CUNY School of Professional Studies (CUNY SPS) to submit their application using the ApplyYourself online application system.

Type of Applicants:

- **New students** seeking admissions to a certificate and/or graduate degree program should:
  - select Application Type: Degree/Certificate Seeking Application
- **Former graduate (Master's program) students*** who previously attended the CUNY SPS, did not graduate, and have ***not*** been enrolled for two or more consecutive semesters should:
  - select Application Type: Graduate Readmission Application

  Students can only be readmitted to the same Master's program in which they were formerly accepted. Those who have never applied nor been admitted to a CUNY SPS Master's program should submit a new application for graduate admission.
- **Former undergraduate (Bachelor's program) students*** who previously attended the CUNY SPS, did not graduate, and have ***not*** been enrolled for two or more consecutive semesters should:
  - select Application Type: Undergraduate Readmission Application

  Students who earned a certificate or degree from CUNY SPS and are interested in pursuing a new program should not complete this application, but should file an undergraduate application for the program they wish to complete.
- **Currently enrolled CUNY students** interested in applying to the **Infor ERP Business Software** program should:
  - select Application Type: Infor ERP Business Software (CUNY Student Only)

***Former students seeking readmission should contact the Bursar's office to ensure that you do not have an outstanding balance at bursar@sps.cuny.edu, 646.664.8640 prior to submitting your application.**

If you encounter any difficulty or have a question about your application, please contact the Office of Admissions at admissions@sps.cuny.edu or 646.664.8544.

Degree/Certificate Seeking Students (DC)

Application Type: Degree/Certificate Seeking Application

Students seeking admissions to a certificate and/or graduate degree program should complete the following steps:

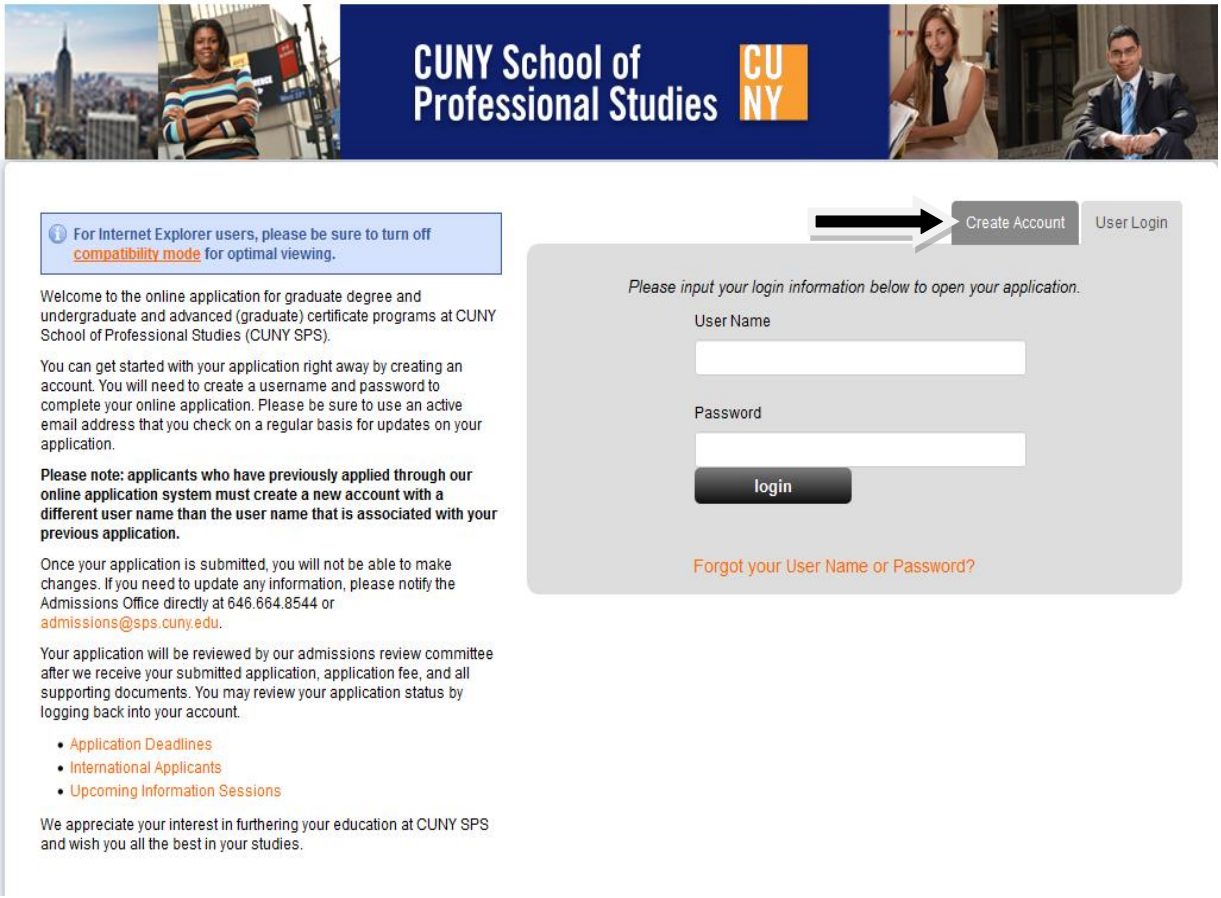
- Step 1 DC: Create a User Account
- Step 2 DC: Complete the Account Creation Form
- Step 3 DC: Select the Appropriate Application Type
- Step 4 DC: Complete Personal Information Section
- Step 5 DC: Complete Program Information Section
- Step 6 DC : Complete Educational History Section
- Step 7 DC: Upload Your Personal Statement
- Step 8 DC: Upload Your Resume or CV
- Step 9 DC: Identify Recommendation Providers (if applicable)
- Step 10 DC: Pay Application Fee
- Step 11 DC: Submit/Complete Your Application

Note: Some programs require additional sections to be completed in which you will be directed to.

Step One DC: Create a User Account

1.1 Go to https://sps.cuny.edu/applynow

1.2 Click the 'Create Account' button on the right side of the page:



1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

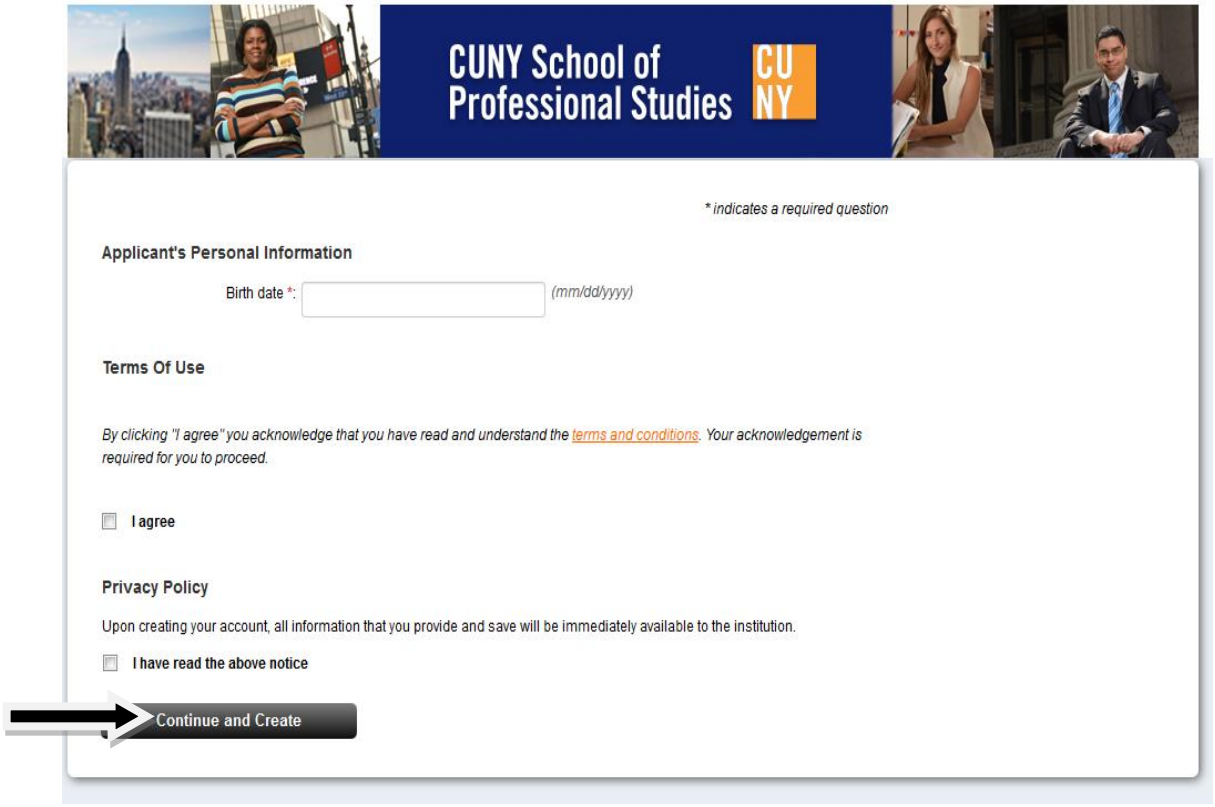
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two DC: Complete the Account Creation Form

2.1. Log in to your account using your username and password created in Step One.

2.2. Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the botton of the page.



2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.

You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***

Application for Admission

Application for Admission

Application Type

Personal Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Welcome, Test! Your application is in progress.

Thank you for your interest in the CUNY School of Professional Studies. Your application can be completed online and submitted electronically once you have answered all required questions. If you do not complete a required question you will be prompted to do so when you save your work. Prior to submitting, you may access your application and change your answers as many times as you like with your User Name/PIN and Password from any computer with Internet access.

To navigate through the application, we recommend that you use the **'Save and Continue'** button at the top or bottom right of every page. This will save your work and help you navigate through the application in a logical way. You may also use the **'Save'** button to save your work and then use the navigational links located on the left of your screen to move to specific sections of the application (to complete a required question, for example). Also use the 'Save' button to save your work before you log out of the application to continue at another time.

After you have completed the application forms to your satisfaction, and have made the required payment, you should submit your application by clicking the 'Submit' button at the top of the page. This will take you through the steps to electronically submit your application to our office.

Once submitted, you will not be able to make changes to your application information using the online system. If you need to update any information after you have submitted your application, please notify the Admissions Office directly at admissions@sps.cuny.edu or 646.664.8544.

After submitting your application, you can check the status by logging back into your application. To do so, you should bookmark the link to our online application and record the user name and password associated with your application.

To begin your application, please follow these steps:

- Review the "Application Instructions" to understand the structure of the application. To do so, click on the Application Instructions link on the left side of the page. By selecting this link you will also be able to access additional Instruction Pages located on the right side of the page. You can also refer to the Apply Yourself Application User Guide, created to guide you through the application process.
- Proceed to the "Personal Information" subsection then begin to create your application.

★ START APPLICATION

APPLICATION INSTRUCTIONS

Submit Application

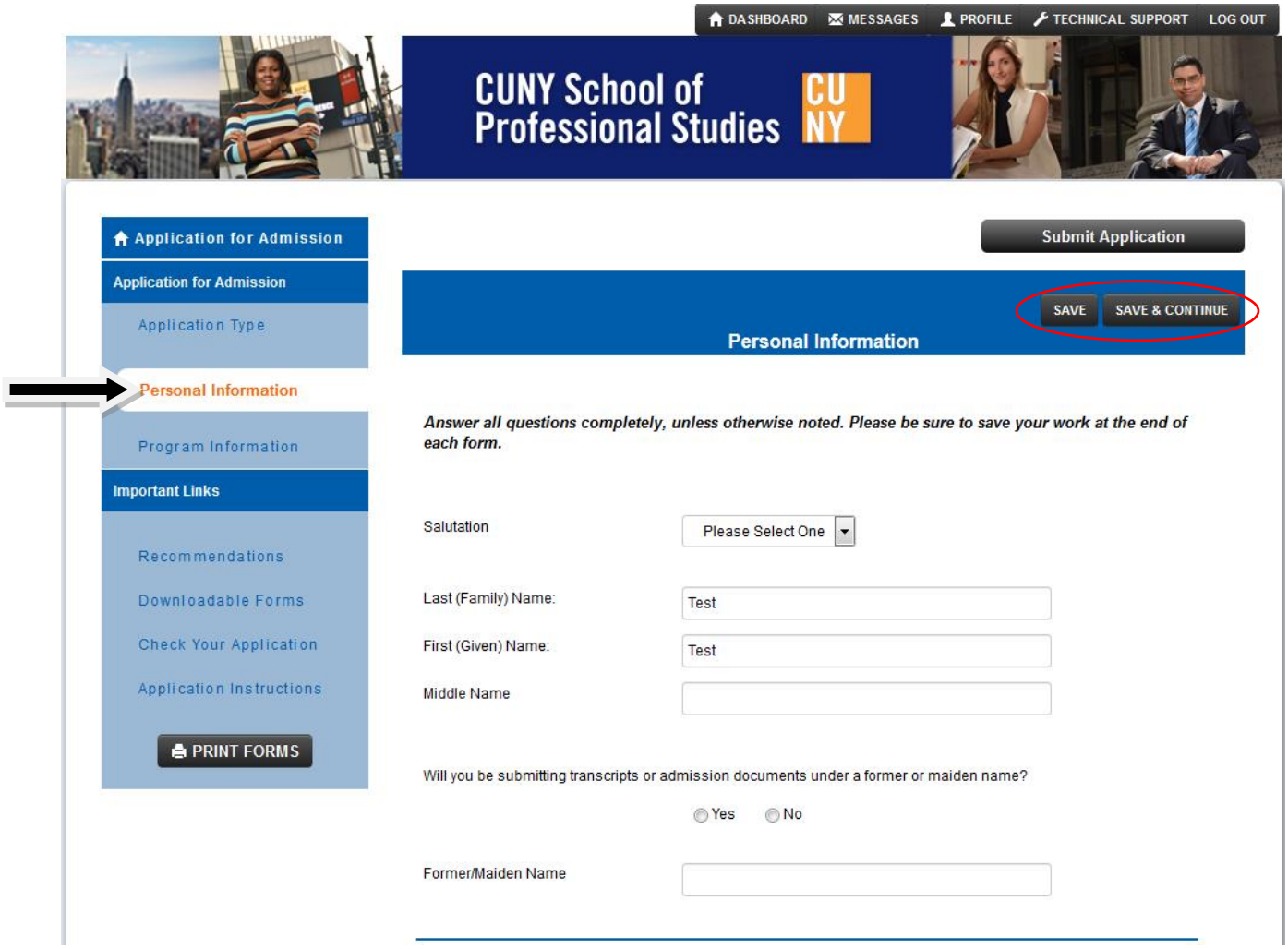
Step Three DC: Select the Appropriate Application Type

3.1 Click on '**Application Type'** in the left navigation pane. Select the appropriate application type, **then click 'Save & Continue'.**

Select Application Type: Degree/Certificate Seeking Application

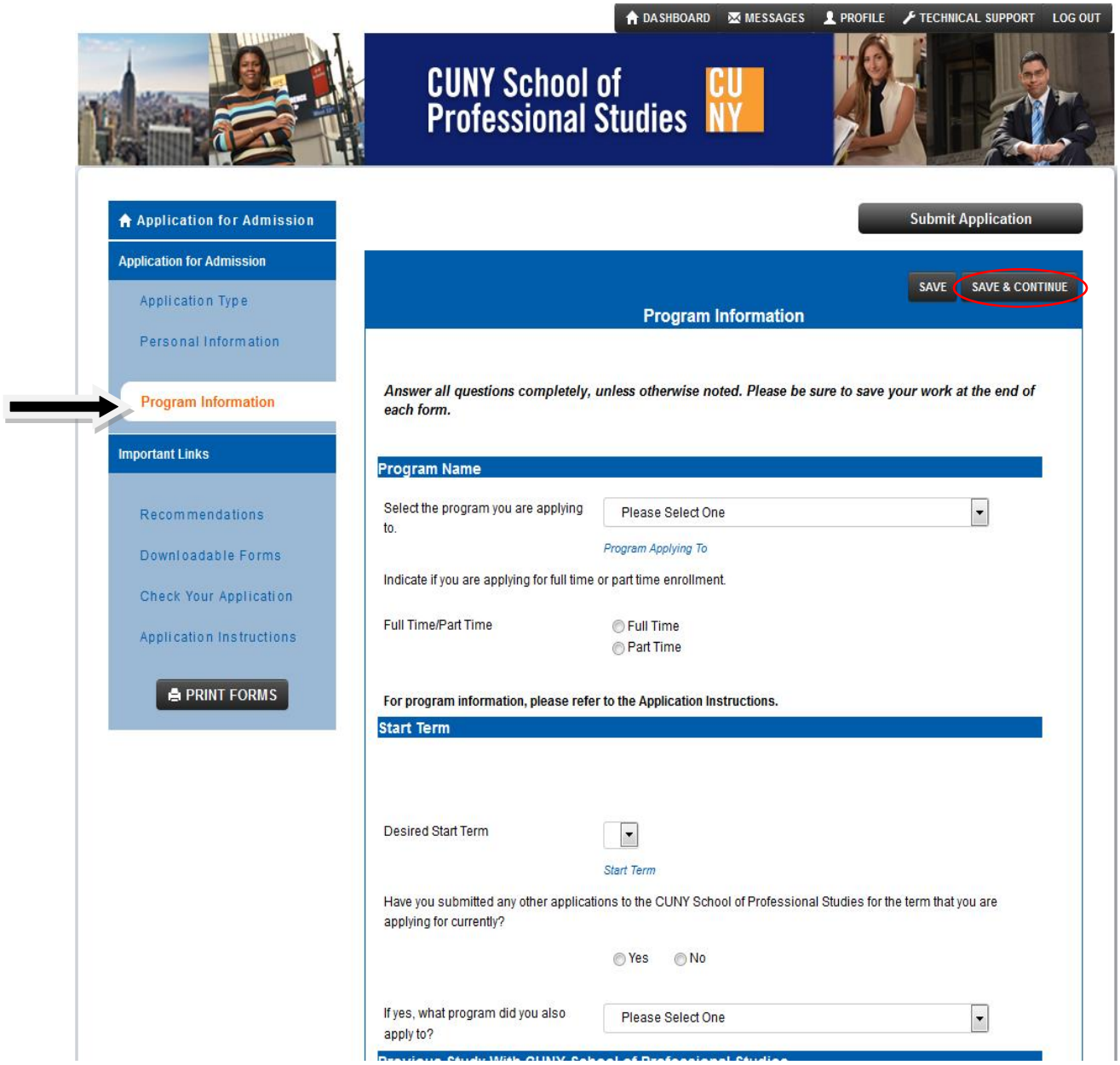
Step Four DC: Complete Personal Information Section

4.1 Procced to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.



Step Five DC: Complete Program Information Section

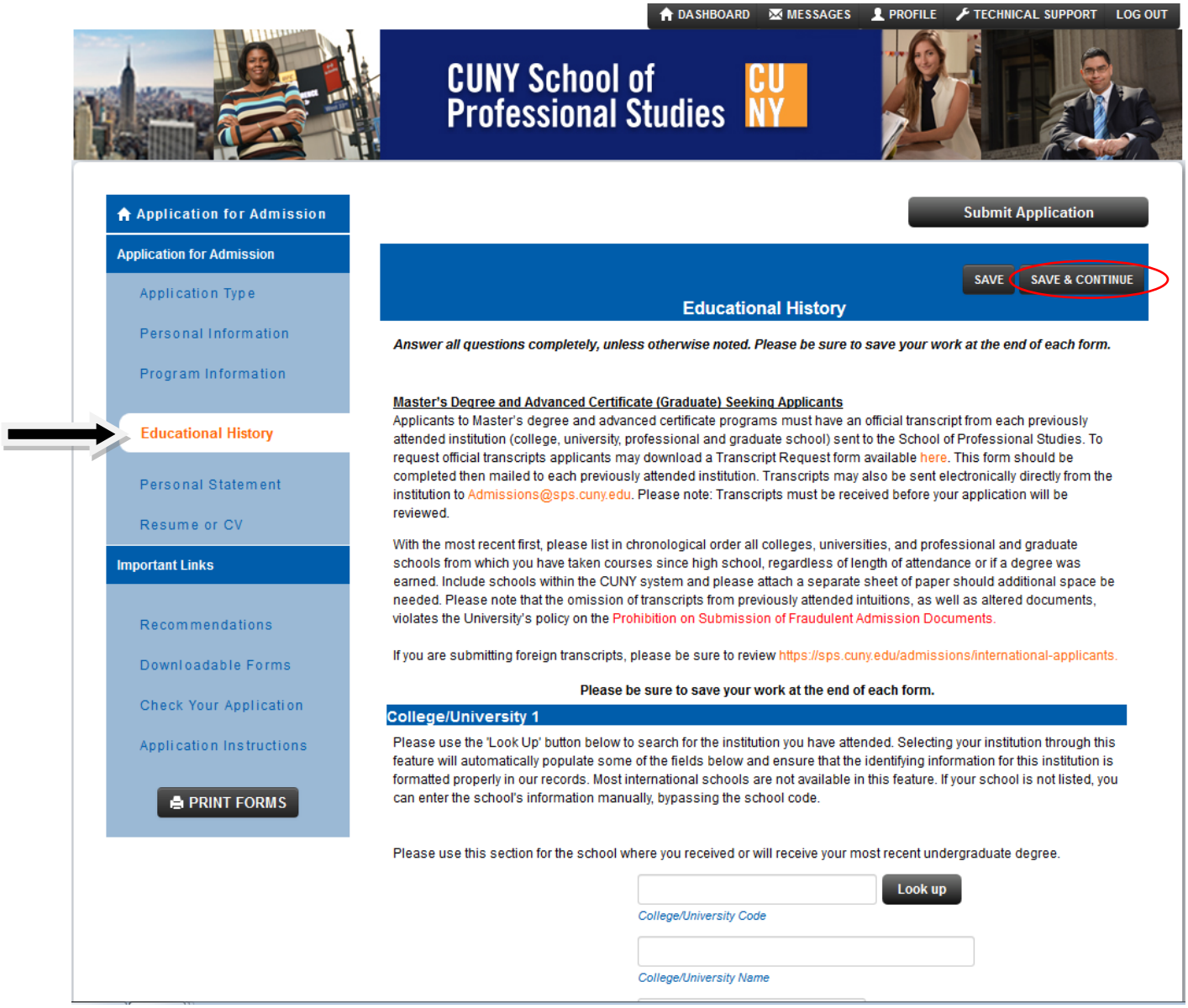
5.1 Procced to the 'Program Information' page. Complete all of the items on this page then click '**Save & Continue**'.



Step Six DC: Complete Education History Section

6.1 Proceed to the 'Educational History page. Complete all of the items on this page then click **'Save &Continue**'.

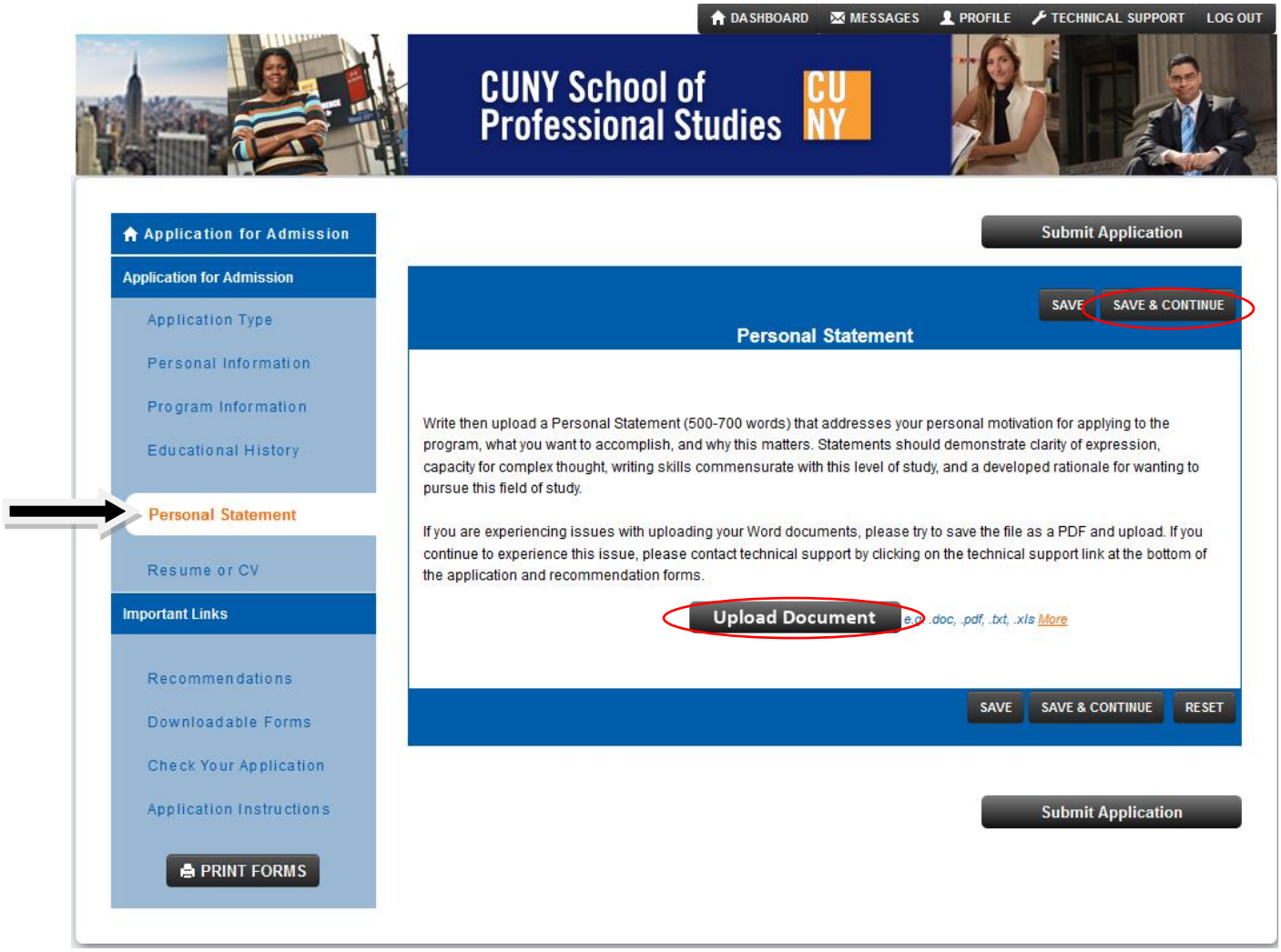
Note: Applicants to undergraduate level programs must complete the 'High School' section of this page. Those applying to a graduate level program must complete the 'College/University' section(s) for all previously attended institutions.



Step Seven DC: Complete Personal Statement Section

7.1 Proceed to the 'Personal Statement' page to upload your personal statement, if applicable. After you upload your personal statement, then click 'Save & Continue'.

Note: If a personal statement is required for the program you are applying to you must upload a document to the application by clicking on 'upload document' within the Personal Statement section of this page. To find out if your program requires a personal statement please visit the Admissions section of our website.

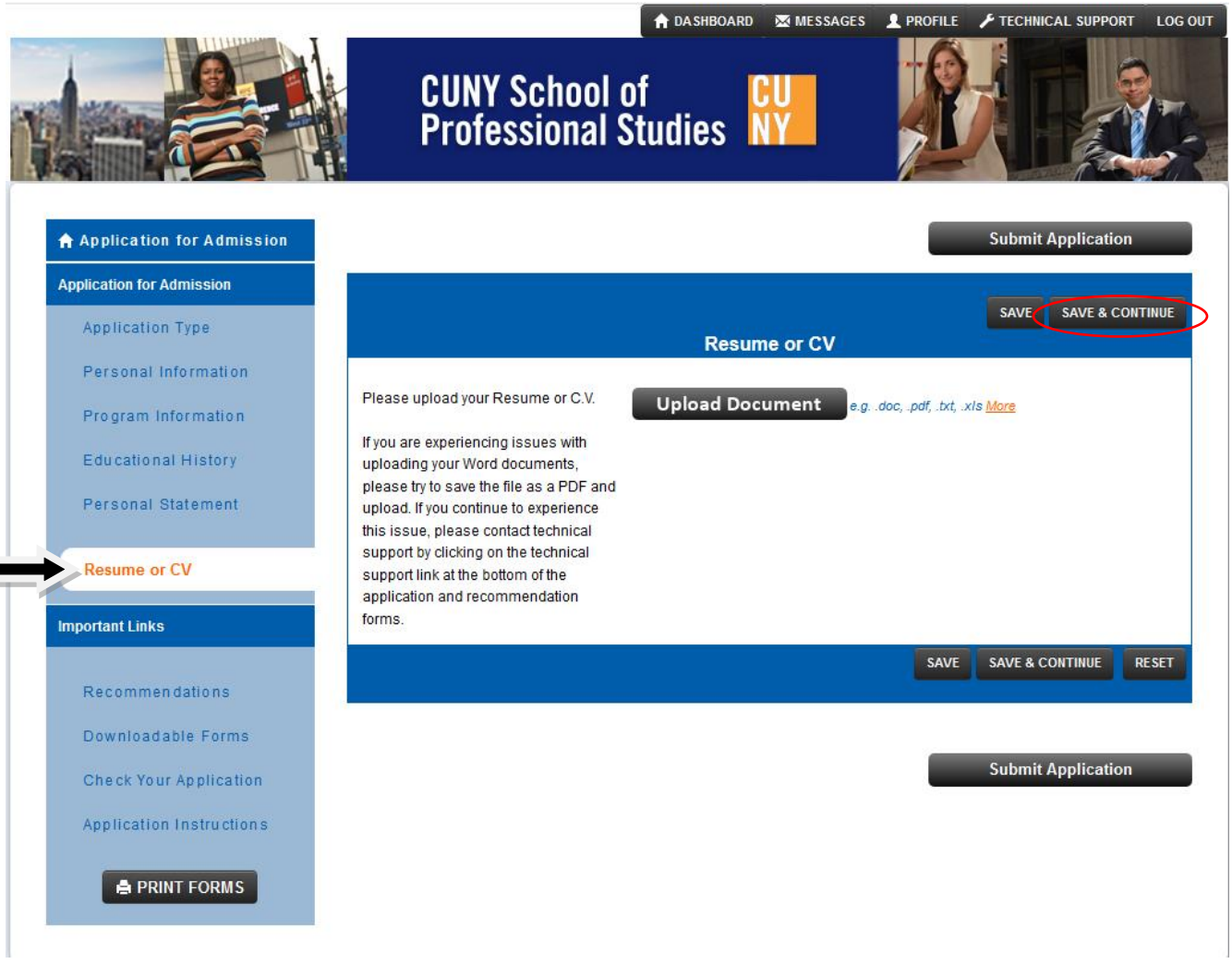


Step Eight DC: Complete Resume or CV Statement Section

8.1 Proceed to the 'Resume or CV' page to upload your resume or CV, if applicable. After you upload your resume or CV, then click 'Save & Continue'.

Notes:

- ***If your resume is required for the program you are applying to you must upload your resume as a document by clicking on 'upload document' in the 'Resume or CV' section. To find out if your program requires a resume please visit the Admissions section of our website.***
- ***If you are applying to the Union Semester program you must complete an additional supplemental form. To do so, follow the instructions in the Union Semester section.***



Step Nine DC: Identify Recommendation Providers

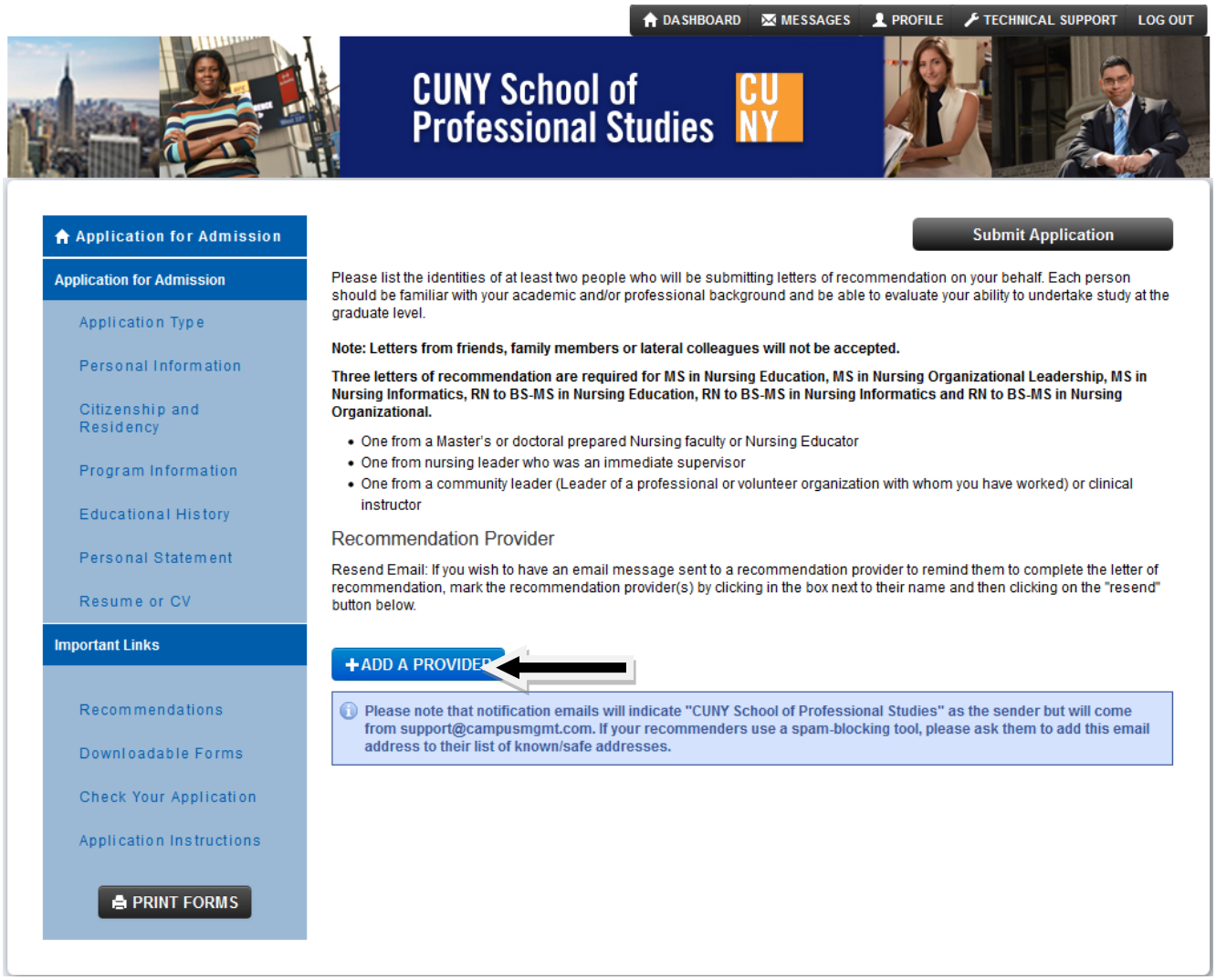
Note: If the program you are applying to requires recommendations, you must complete the 'Recommendations' section of the application. To find out if your program requires a recommendations please visit the Admissions section of our website.

IF THE PROGRAM YOU ARE APPLYING TO DOES NOT REQUIRE RECOMMENDATIONS SKIP TO STEP 10

9.1 Click on 'Recommendations'. **Carefully read the instructions on this page.**

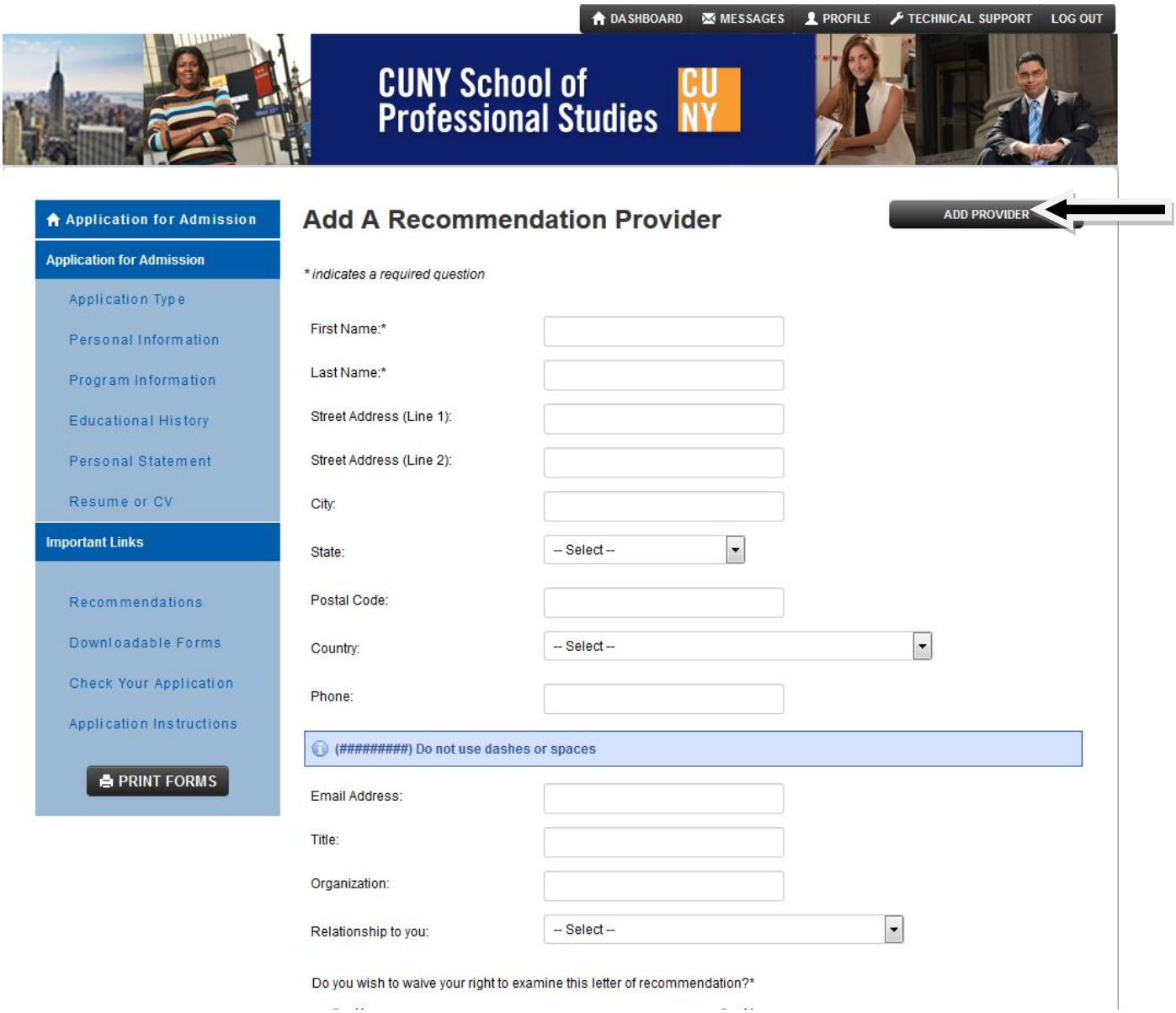
9.2 Click 'Recommendation Provider List' in center of the page.

9.3 Click ‘Add a Provider’ to enter the information for each of your recommendation providers.



Note: Letters from friends, family members or lateral colleagues will not be accepted.

9.4 Complete the recommendation provider form and click ‘Add Provider’ on the upper right corner of the page.

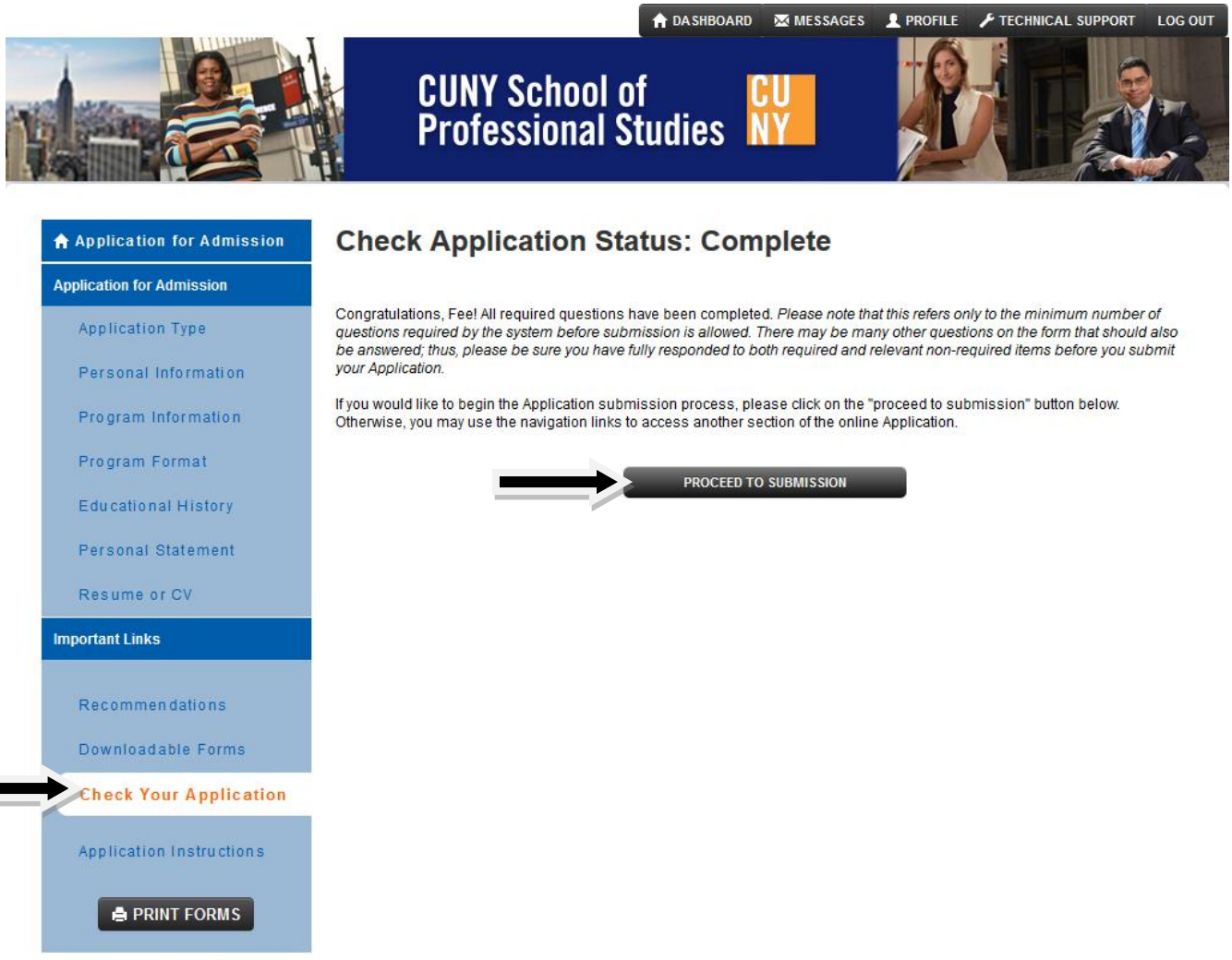


9.5 Once you have added the required number of recommendation providers, you are ready to review then pay your application fee.

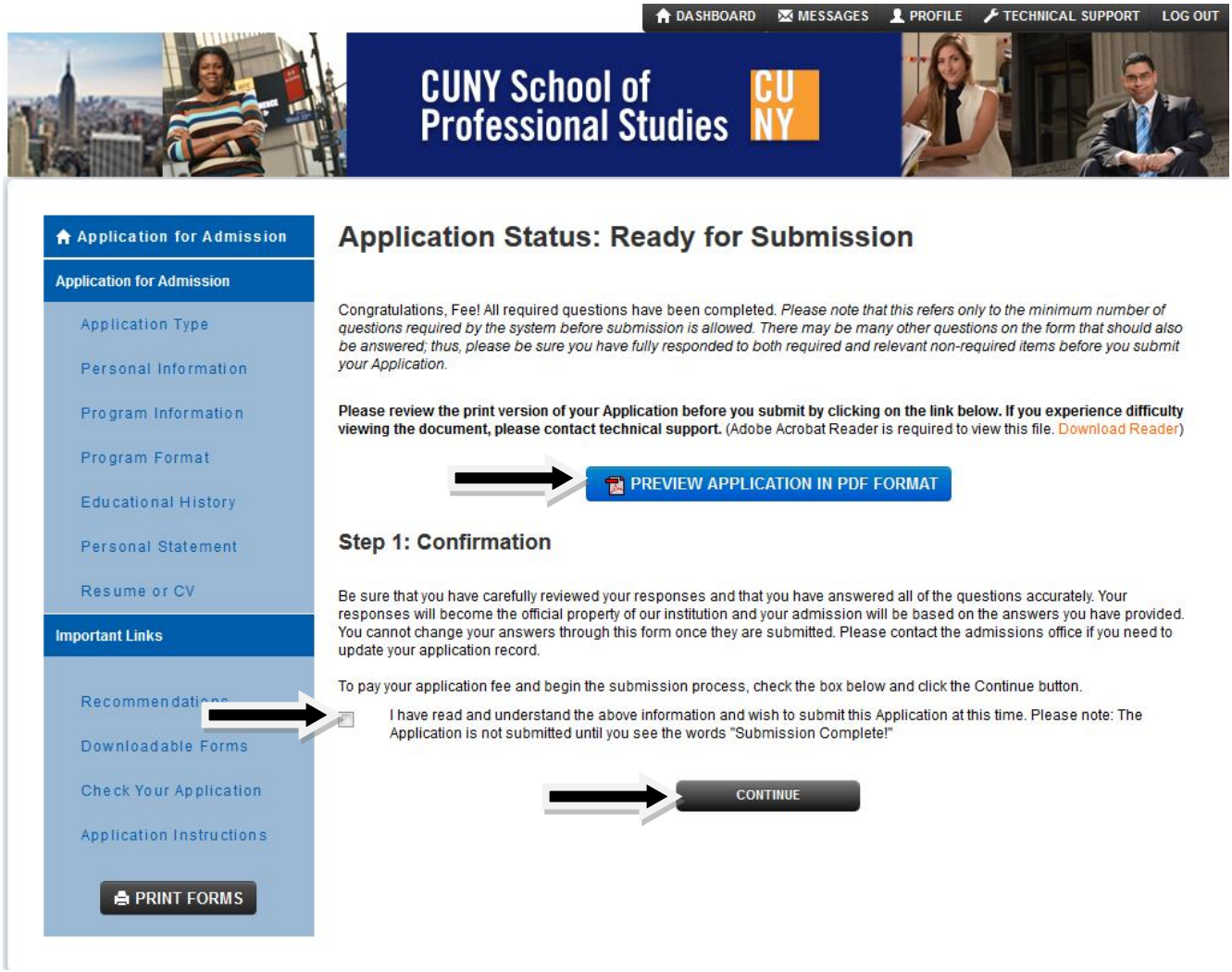
Step Ten DC: Pay Application Fee

You must pay the application fee before you can submit your application.

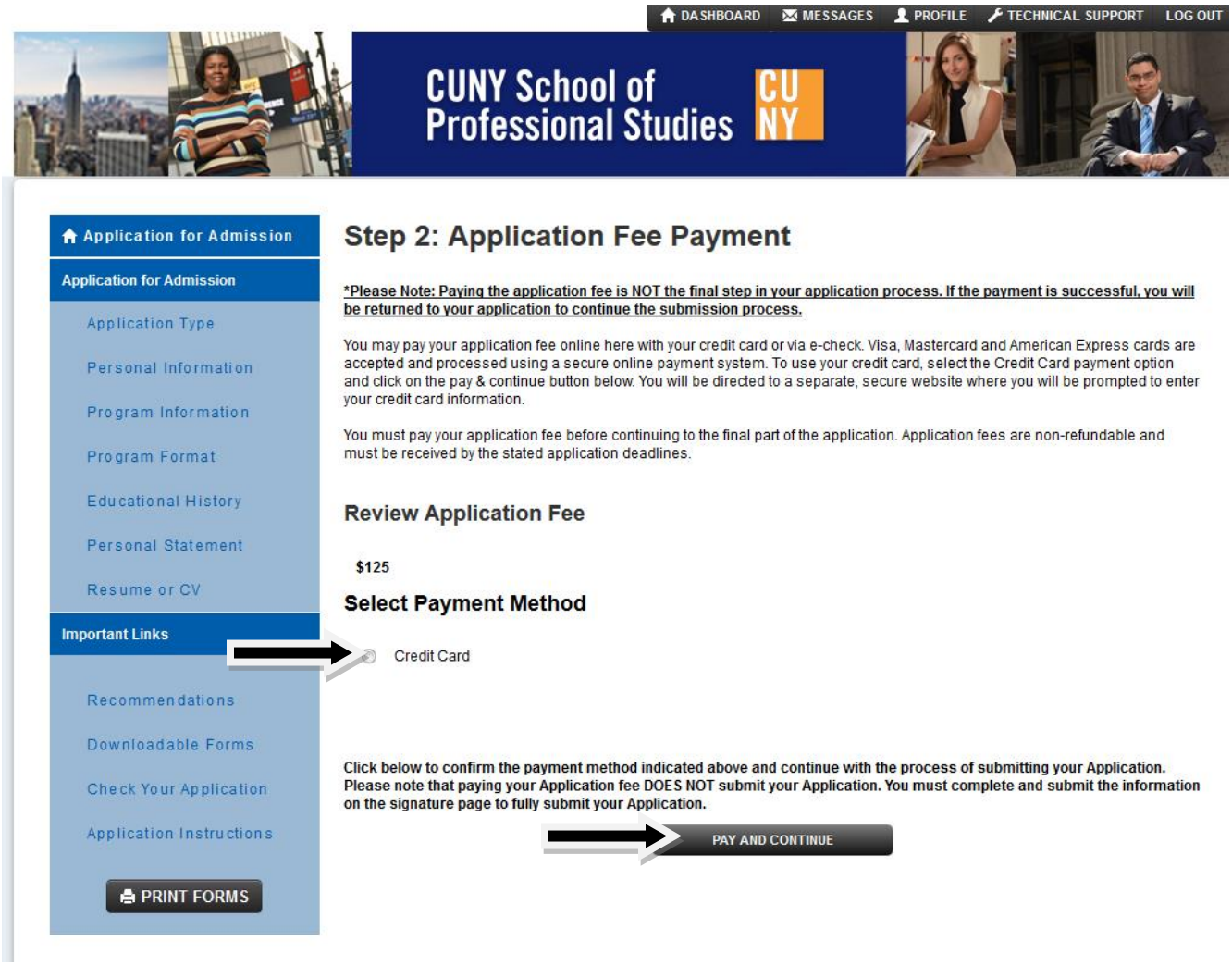
10.1 To pay the application fee, click on the 'Check Application' page, then click on 'Proceed to Submission'.



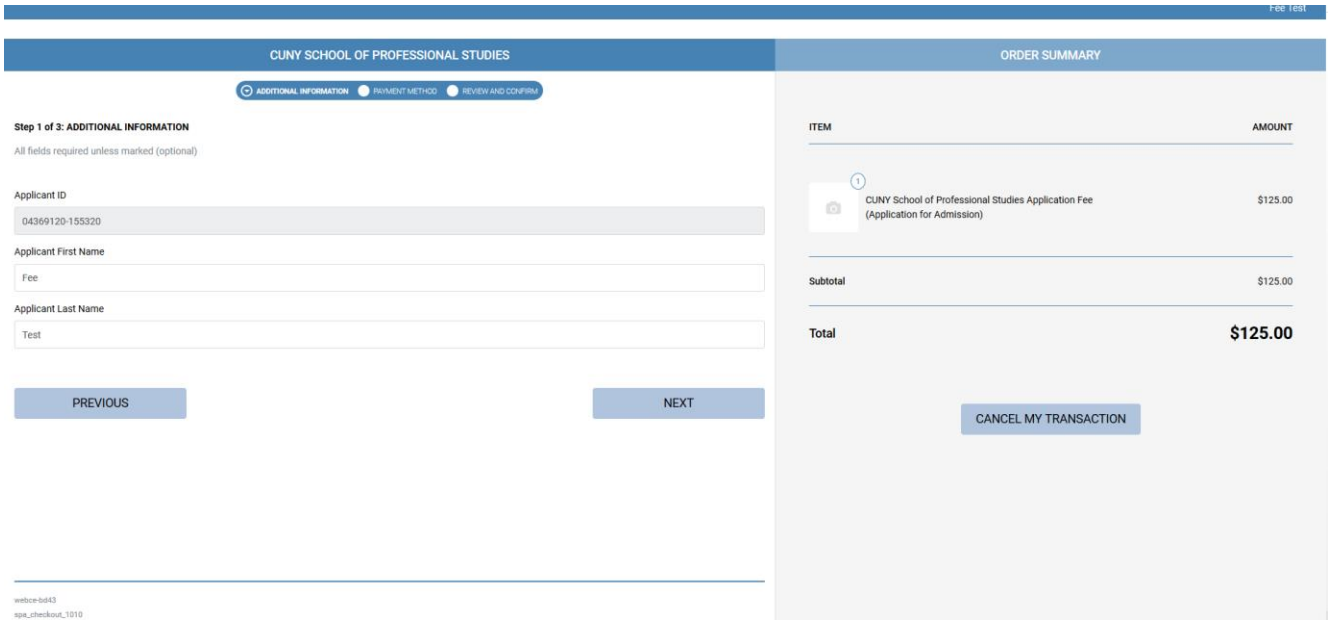
10.2 You will be taken to the **Application Status: Ready for Submission** page. Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue'.



10.3 This will take you to the Application Fee Payment page. Read all of the instructions on this page. Select the payment method then click 'pay & continue'. When you click 'pay & continue' you will be taken to a website where you will complete the payment transaction.



10.4 Once you have completed the required fields, click 'Submit' on the bottom right of the screen.



NOTE: WHEN YOU CLICK SUBMIT ON THE PAYMENT SCREEN IT IS <u>NOT</u> THE LAST STEP IN THE PROCESS. PROCEED TO THE NEXT STEP FOR INSTRUCTIONS ON COMPLETING THE APPLICATION SUBMISSION PROCESS.

Step Eleven: Application Completion

A successfully submitted application is not considered complete until all supporting documentation has been received by the CUNY School of Professional Studies. This includes the materials required by the program you are applying to (i.e., transcripts, recommendations, etc…).

Your official transcript(s) should be sent to:

CUNY School of Professional Studies
Office of Admissions
119 West 31st Street Suite 217
New York, NY 10001

We will also accept electronic transcripts submitted directly from the institution or by a company contracted by the institution via a secured system. Electronic transcripts will not be accepted as official if they are emailed from the student. Please request for your official transcript to be sent electronically to Admissions@sps.cuny.edu.

Graduate Readmission Students (GRR)

Application Type: Graduate Readmission Application

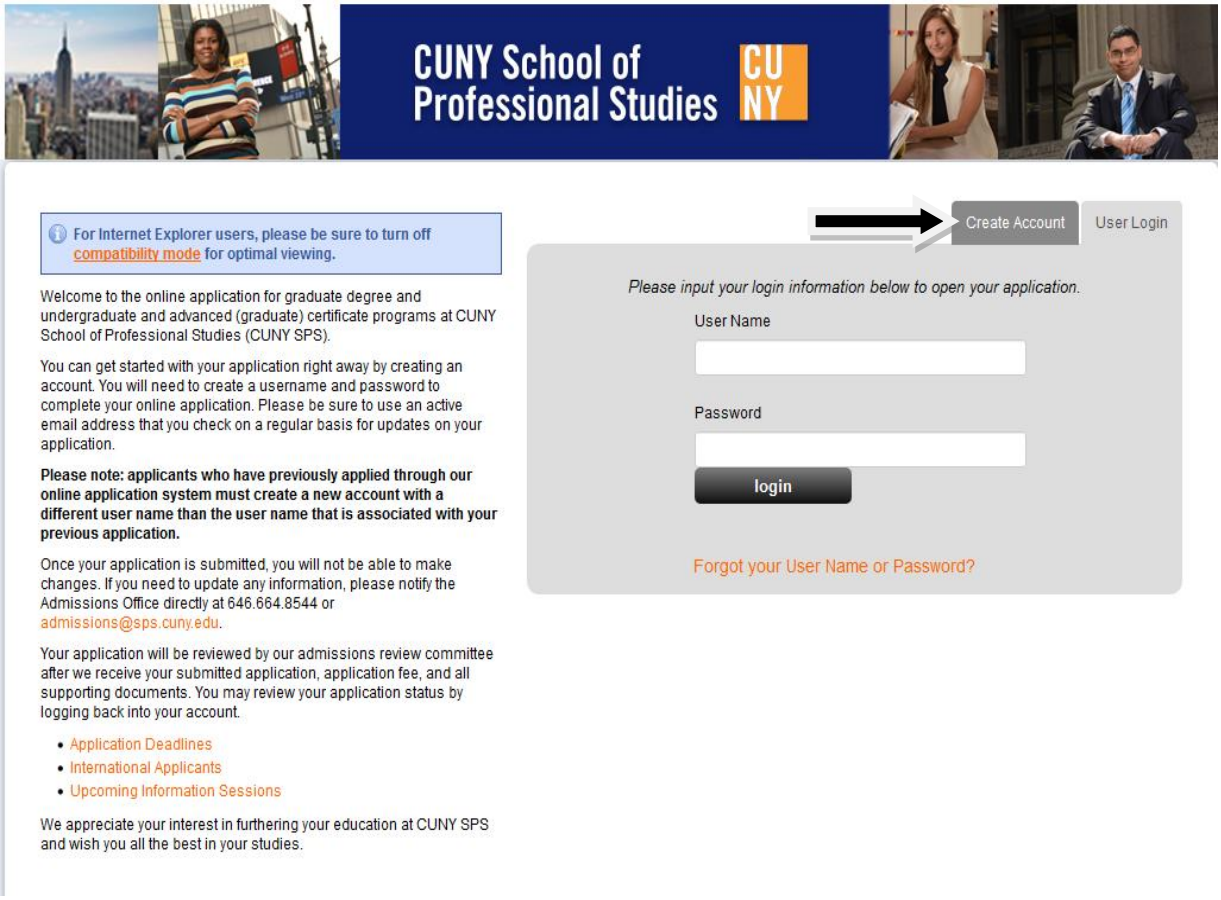
Former graduate (Master's program) students who previously attended the CUNY SPS, did not graduate, and have not been enrolled for two or more consecutive semesters should complete the following steps:

- Step 1 GRR: Create a User Account
- Step 2 GRR: Complete the Account Creation Form
- Step 3 GRR: Select the Appropriate Application Type
- Step 4 GRR: Complete Personal Information Section
- Step 5 GRR: Complete Graduate Readmission Application Section
- Step 6 GRR: Complete Readmission Personal Statement Section
- Step 7 GRR: Pay Application Fee
- Step 8 GRR: Submit/Complete Your Application

Step One GRR: Create a User Account

1.1 Go to https://sps.cuny.edu/applynow

1.2 Click the 'Create Account' button on the right side of the page:



1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

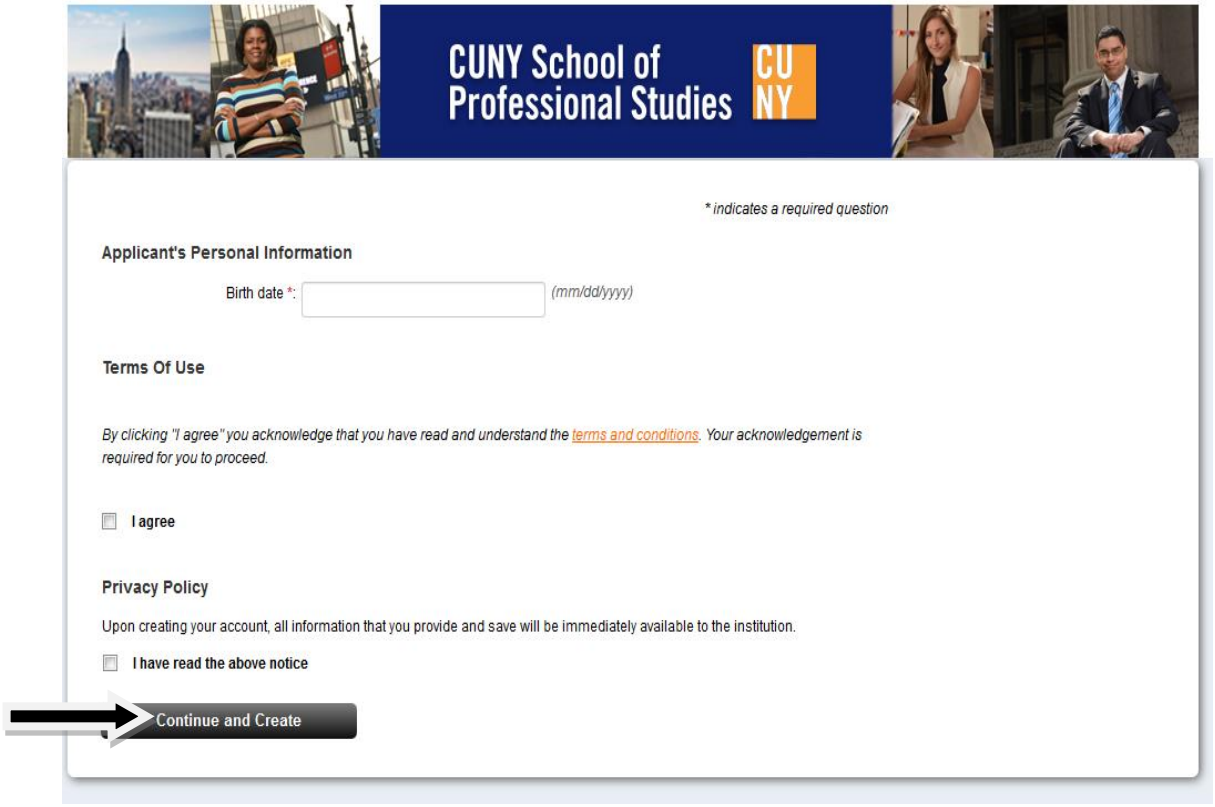
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two GRR: Complete the Account Creation Form

2.1 Log in to your account using your username and password created in Step One.

2.2 Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the botton of the page.



2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.

You should now be on the welcome page. Several items of note about the welcome page:

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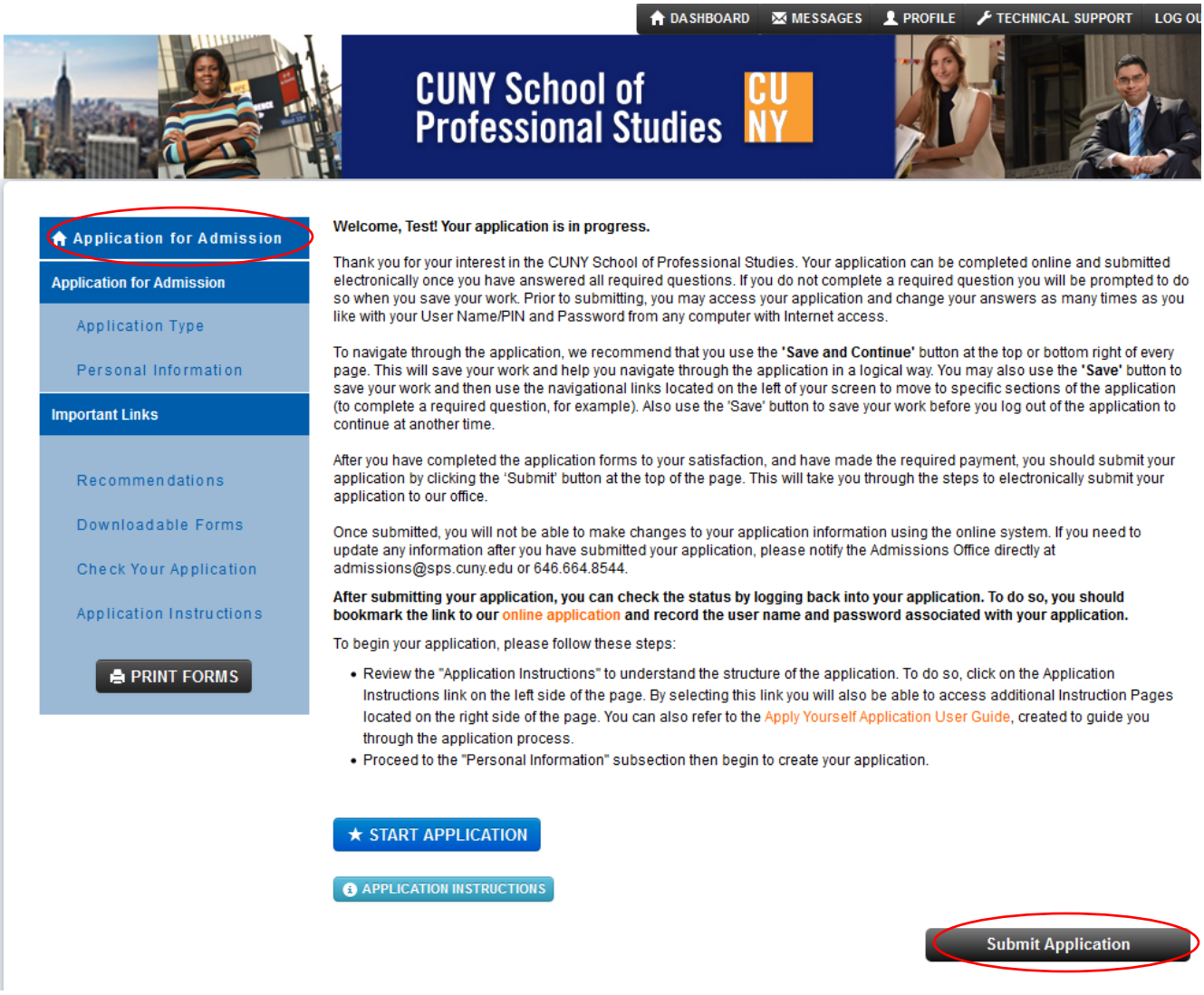
DASHBOARD
MESSAGES
PROFILE
TECHNICAL SUPPORT
LOG OU
CUNY School of Professional Studies
CU NY
Application for Admission
Application for Admission
Application Type
Personal Information
Important Links
Recommendations
Downloadable Forms
Check Your Application
Application Instructions
PRINT FORMS
Welcome, Test! Your application is in progress.
Thank you for your interest in the CUNY School of Professional Studies. Your application can be completed online and submitted electronically once you have answered all required questions. If you do not complete a required question you will be prompted to do so when you save your work. Prior to submitting, you may access your application and change your answers as many times as you like with your User Name/PIN and Password from any computer with Internet access.
To navigate through the application, we recommend that you use the 'Save and Continue' button at the top or bottom right of every page. This will save your work and help you navigate through the application in a logical way. You may also use the 'Save' button to save your work and then use the navigational links located on the left of your screen to move to specific sections of the application (to complete a required question, for example). Also use the 'Save' button to save your work before you log out of the application to continue at another time.
After you have completed the application forms to your satisfaction, and have made the required payment, you should submit your application by clicking the 'Submit' button at the top of the page. This will take you through the steps to electronically submit your application to our office.
Once submitted, you will not be able to make changes to your application information using the online system. If you need to update any information after you have submitted your application, please notify the Admissions Office directly at admissions@sps.cuny.edu or 646.664.8544.
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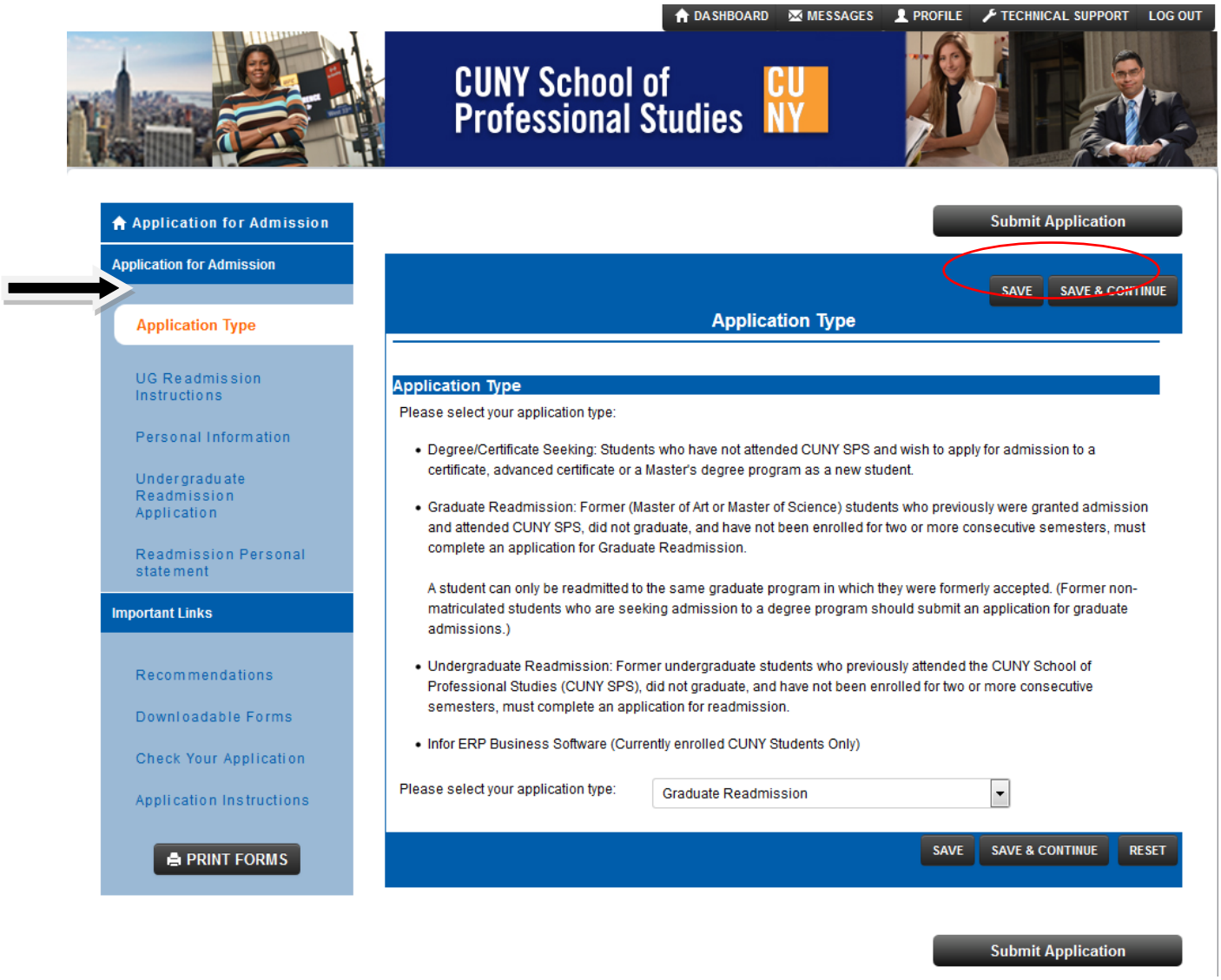
Proceed to the "Personal Information" subsection then begin to create your application.
START APPLICATION
APPLICATION INSTRUCTIONS
Submit Application

Step Three GRR: Select the Appropriate Application Type

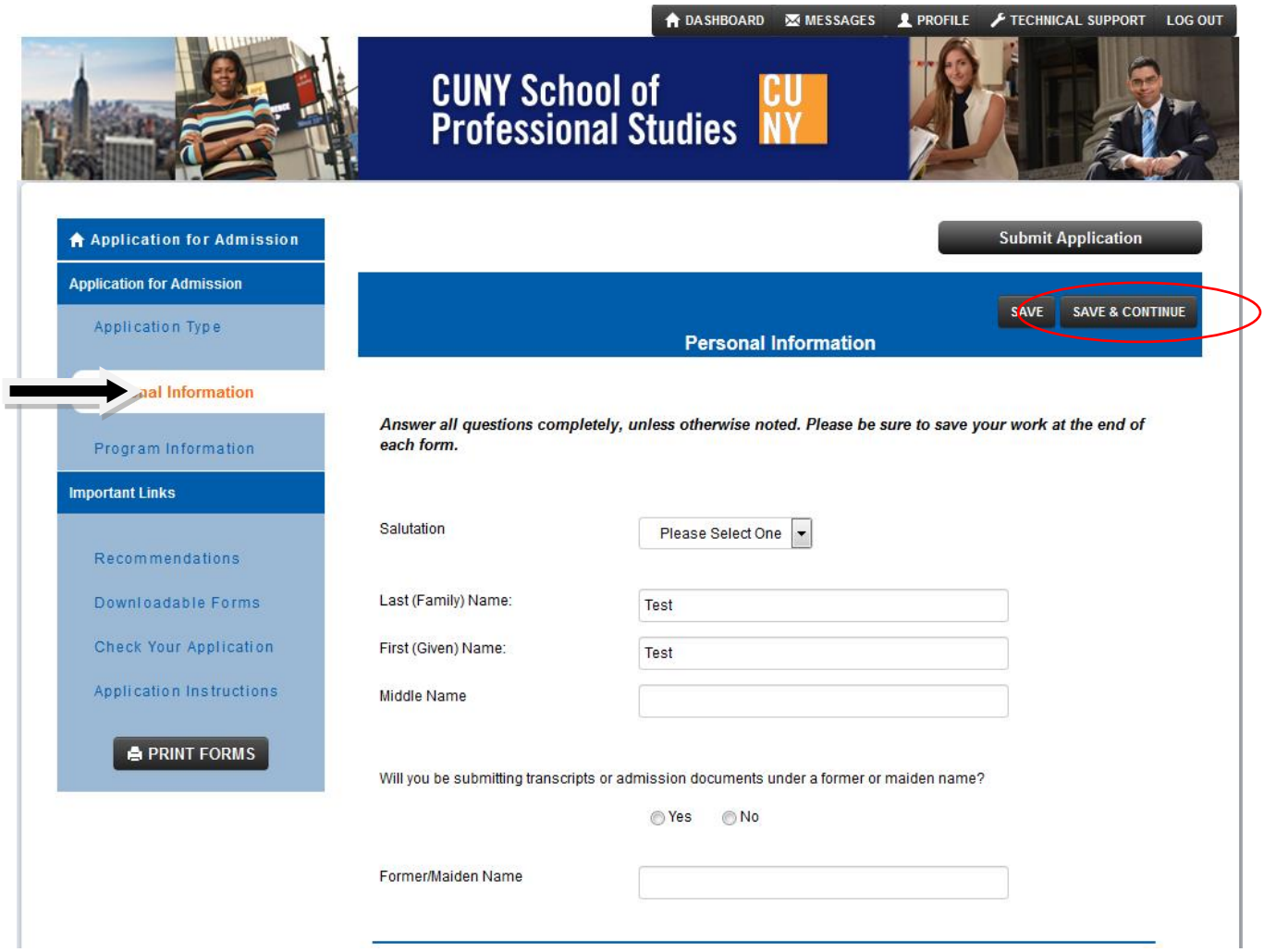
3.1 Click on '**Application Type'** in the left navigation pane. Select the appropriate application type, **then click 'Save & Continue'.**

- **Select Application Type: Graduate Readmission** if you are a former graduate students* who previously attended the CUNY SPS, did not graduate, and have ***not*** been enrolled for two or more consecutive semesters.



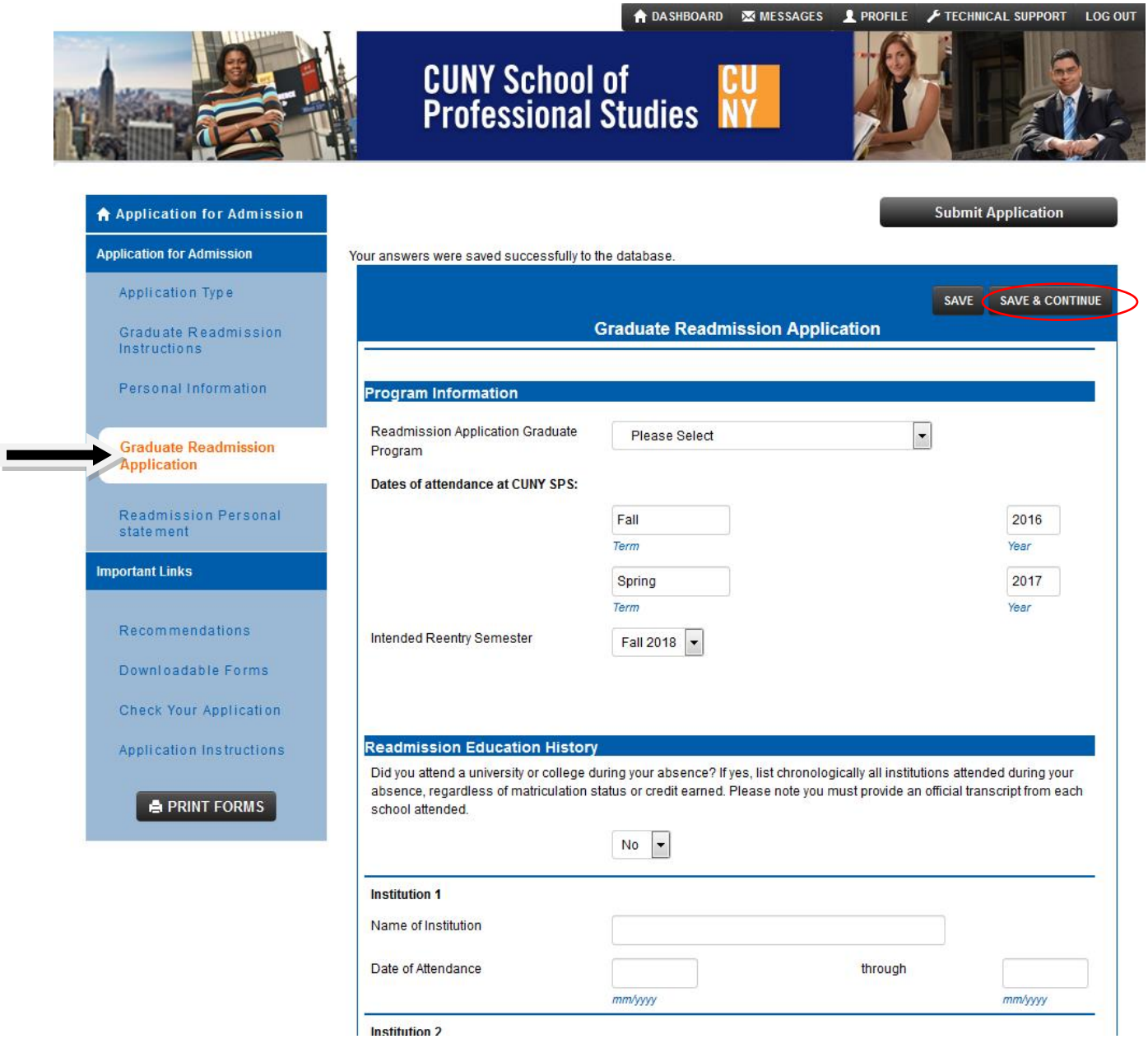
Step Four GRR: Complete Personal Information Section

4.1 Procced to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.



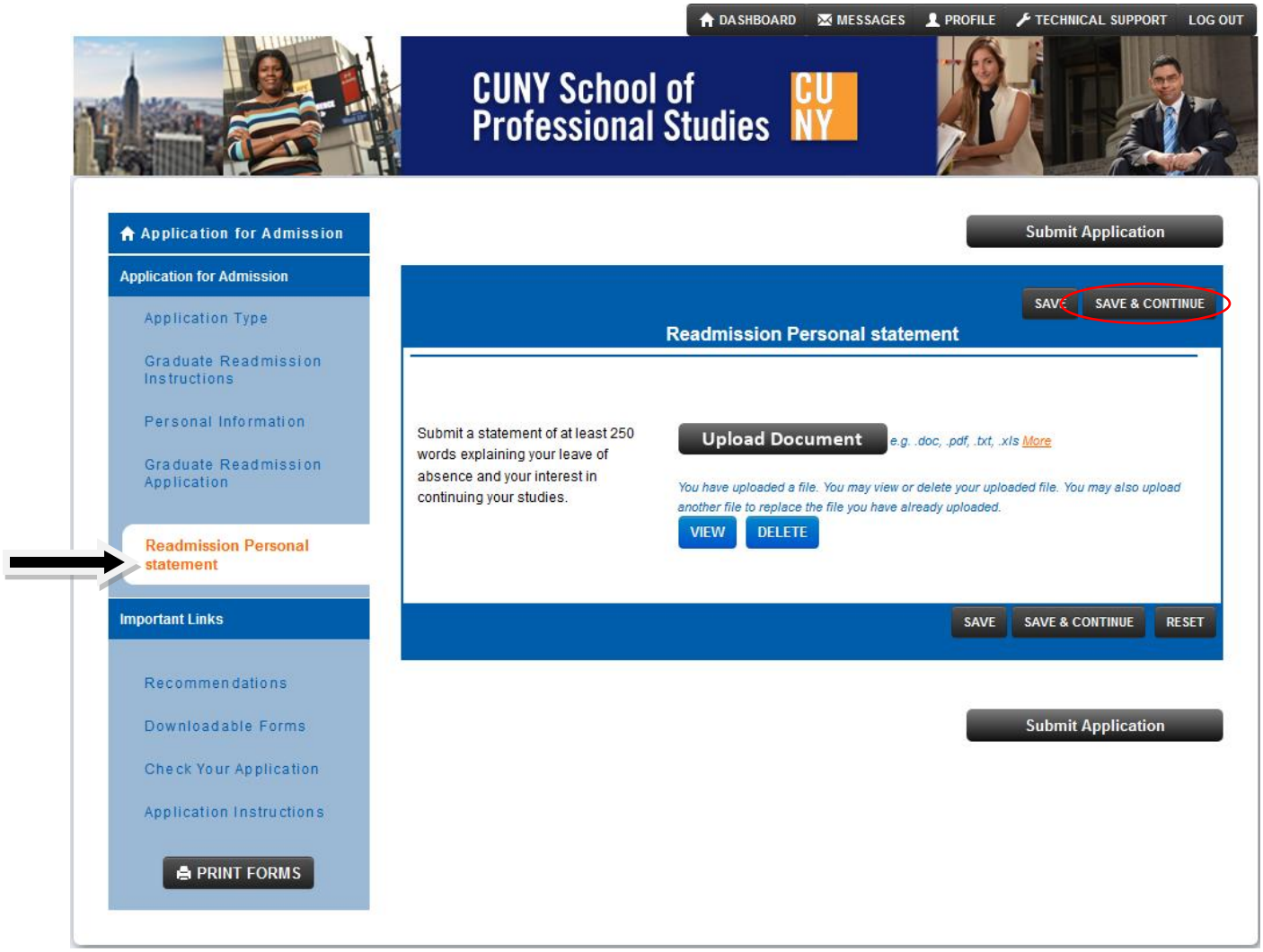
Step Five GRR: Complete Graduate Readmission Application Section

5.1 Procced to the 'Graduate Readmission Application' page. Complete all of the items on this page then click '**Save & Continue**'.



Step Six GRR: Complete Readmission Personal Statement Section

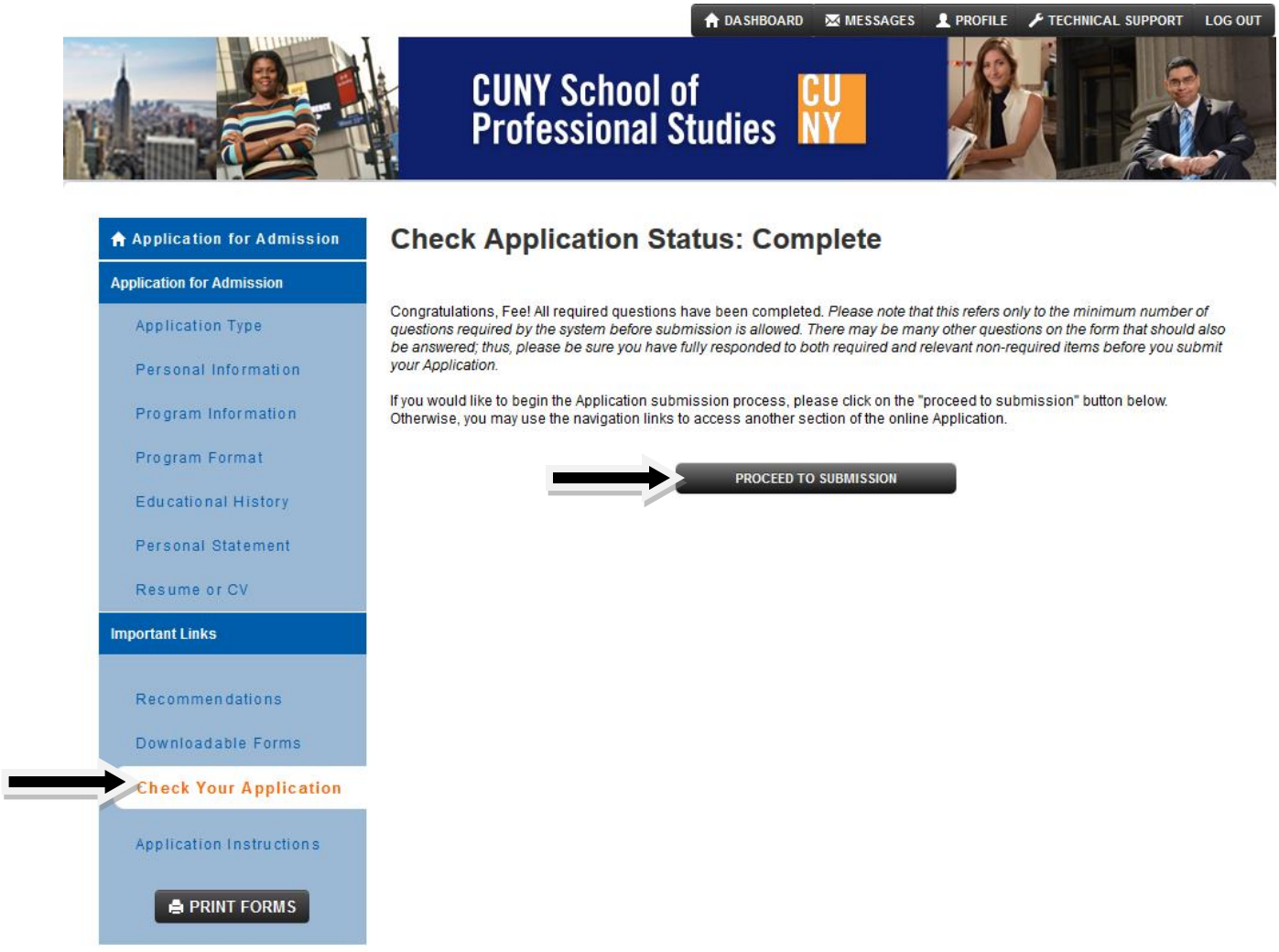
6.1 Proceed to the 'Readmission Personal Statement' page to upload your personal statement. After you upload your personal statement, then click 'Save & Continue'.



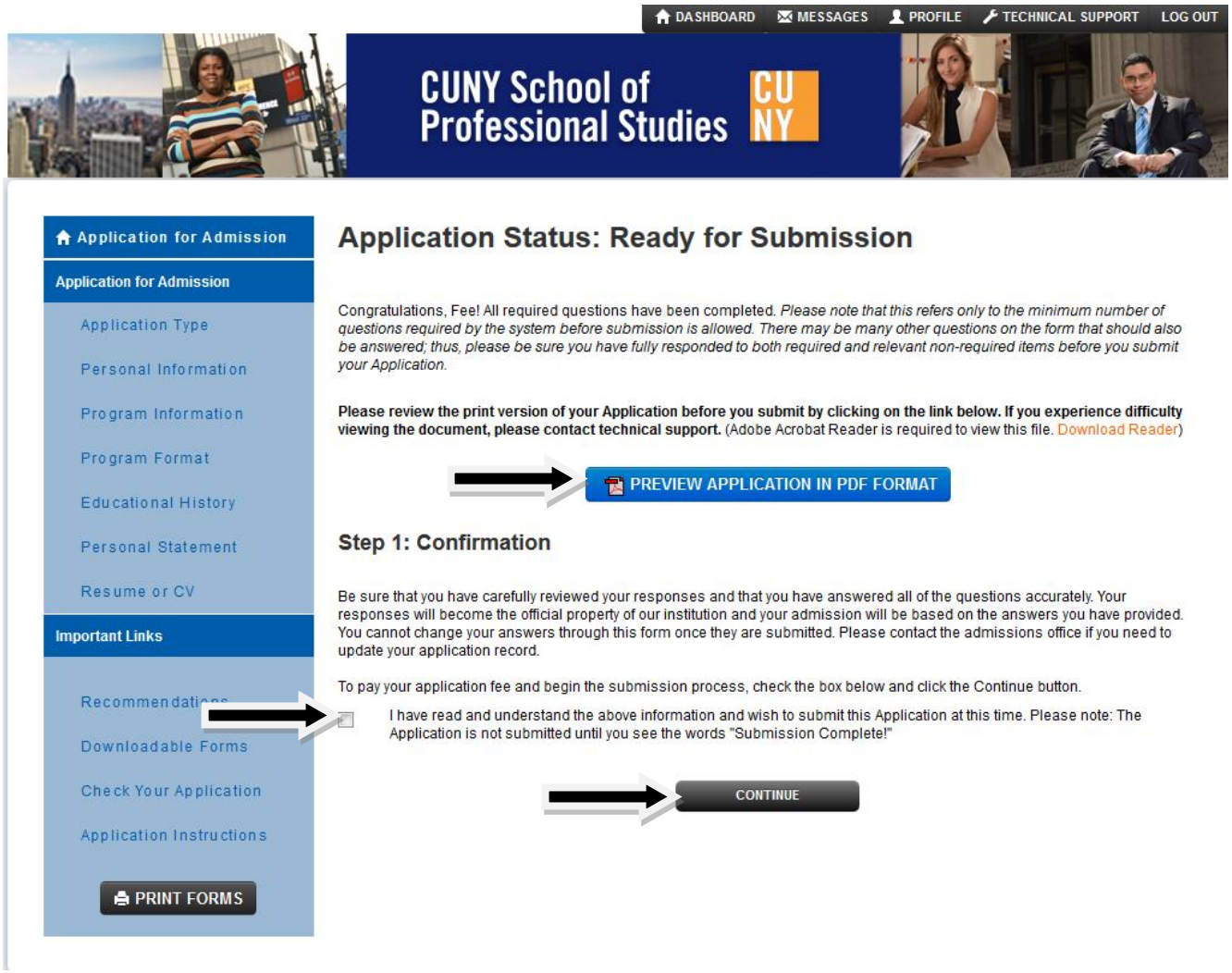
Step Seven GRR: Pay Application Fee

You must pay the application fee before you can submit your application.

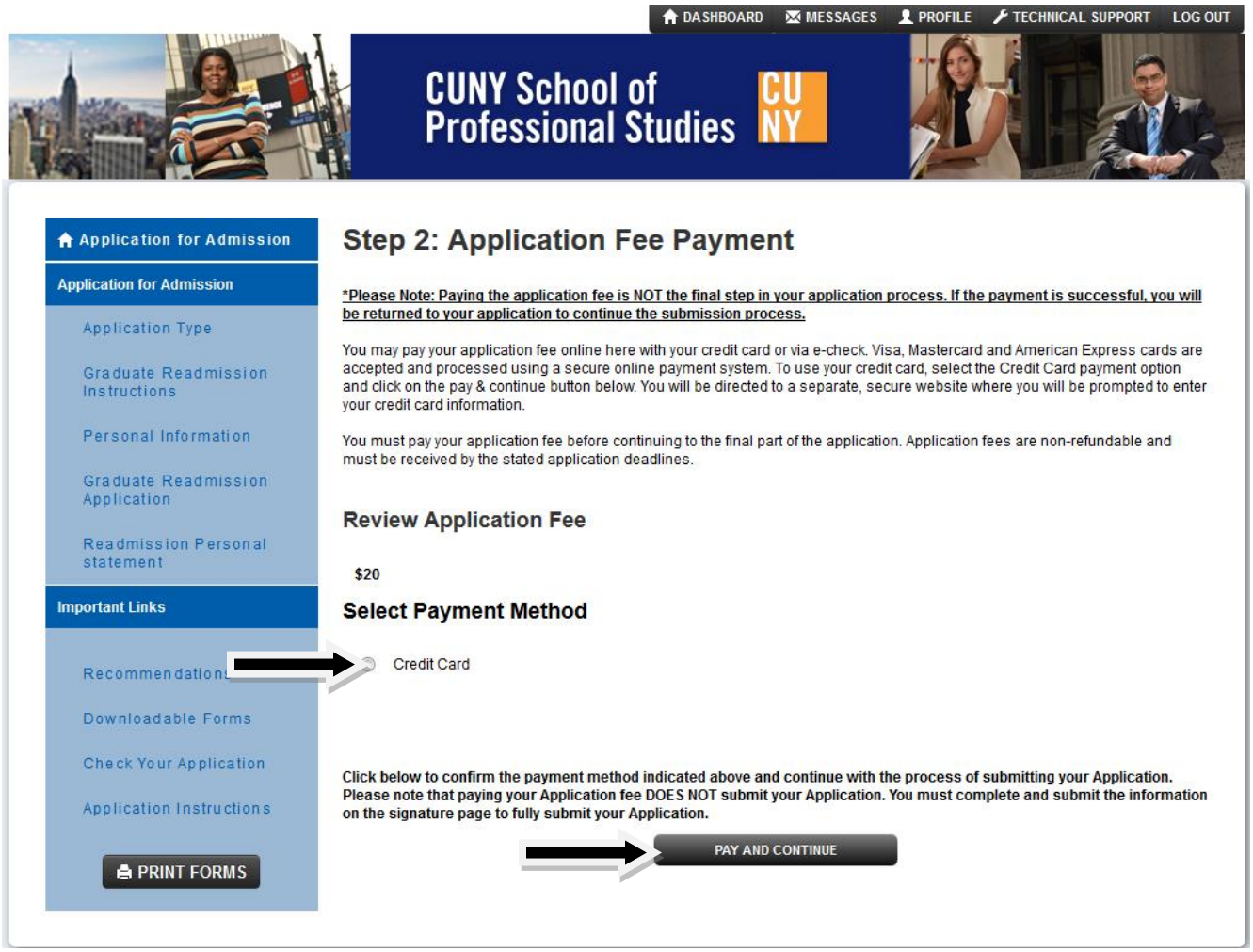
7.1 To pay the application fee, click on the 'Check Application' page, then click on 'Proceed to Submission'.



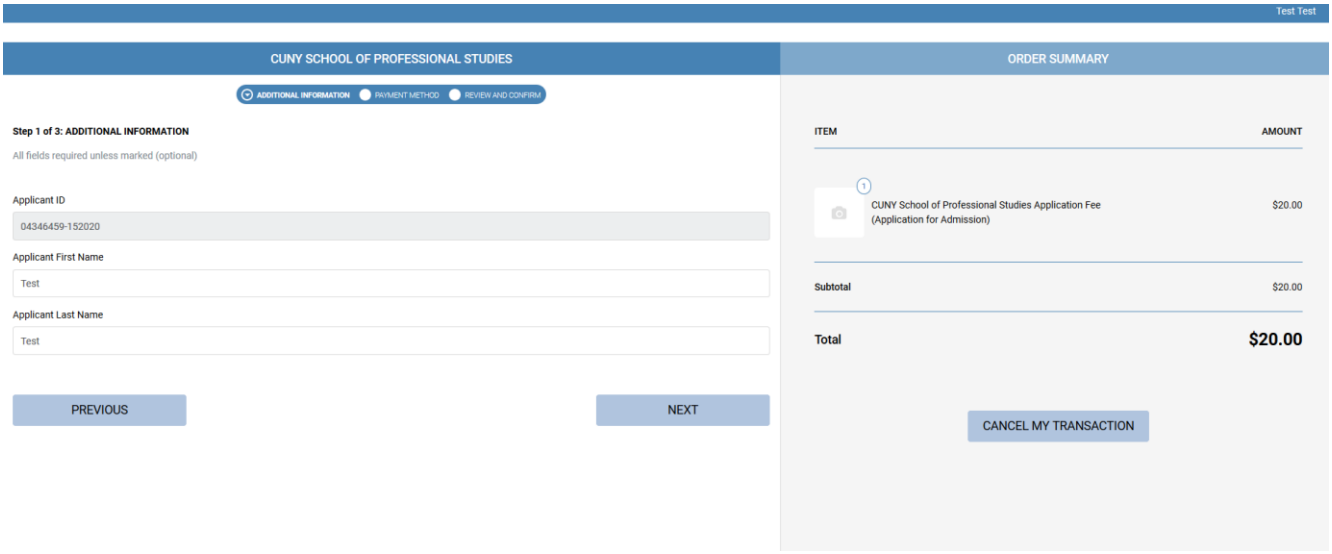
7.2 You will be taken to the **Application Status: Ready for Submission** page. Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue'.



7.3 This will take you to the Application Fee Payment page. Read all of the instructions on this page. Select the payment method then click 'pay & continue'. When you click 'pay & continue' you will be taken to a website where you will complete the payment transaction.



7.4 Once you have completed the required fields, click ‘Submit’ on the bottom right of the screen.



NOTE: WHEN YOU CLICK SUBMIT ON THE PAYMENT SCREEN IT IS <u>NOT</u> THE LAST STEP IN THE PROCESS. PROCEED TO THE NEXT STEP FOR INSTRUCTIONS ON COMPLETING THE APPLICATION SUBMISSION PROCESS.

Step Eight GRR: Application Completion

A successfully submitted application is not considered complete until all supporting documentation has been received by the CUNY School of Professional Studies. This includes the materials required by the program you are applying to (i.e., transcripts, recommendations, etc…).

Your official transcript(s) should be sent to:

CUNY School of Professional Studies
Office of Admissions
119 West 31st Street Suite 217
New York, NY 10001

We will also accept electronic transcripts submitted directly from the institution or by a company contracted by the institution via a secured system. Electronic transcripts will not be accepted as official if they are emailed from the student. Please request for your official transcript to be sent electronically to Admissions@sps.cuny.edu.

Undergraduate Readmission Students (URA)

Application Type: Undergraduate Readmission Application

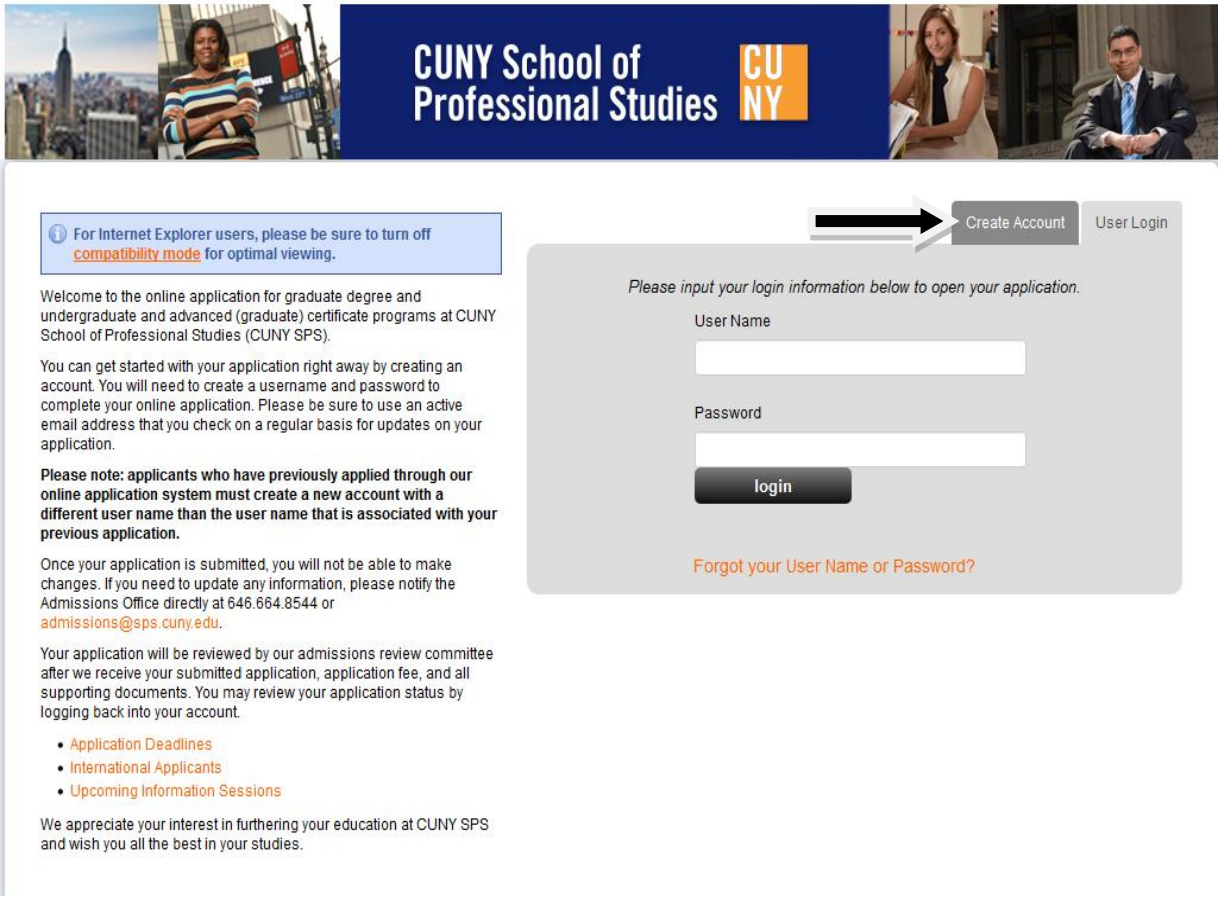
Former undergraduate (Bachelor's program) students* who previously attended the CUNY SPS, did not graduate, and have not been enrolled for two or more consecutive semesters should complete the following steps:

- Step 1 URA: Create a User Account
- Step 2 URA: Complete the Account Creation Form
- Step 3 URA: Select the Appropriate Application Type
- Step 4 URA: Complete Personal Information Section
- Step 5 URA: Complete Undergraduate Readmission Application Section
- Step 6 URA: Complete Readmission Personal Statement Section
- Step 7 URA: Pay Application Fee
- Step 8 URA: Submit/Complete Your Application

Step One URA: Create a User Account

1.1 Go to https://sps.cuny.edu/applynow

1.2 Click the 'Create Account' button on the right side of the page:



1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

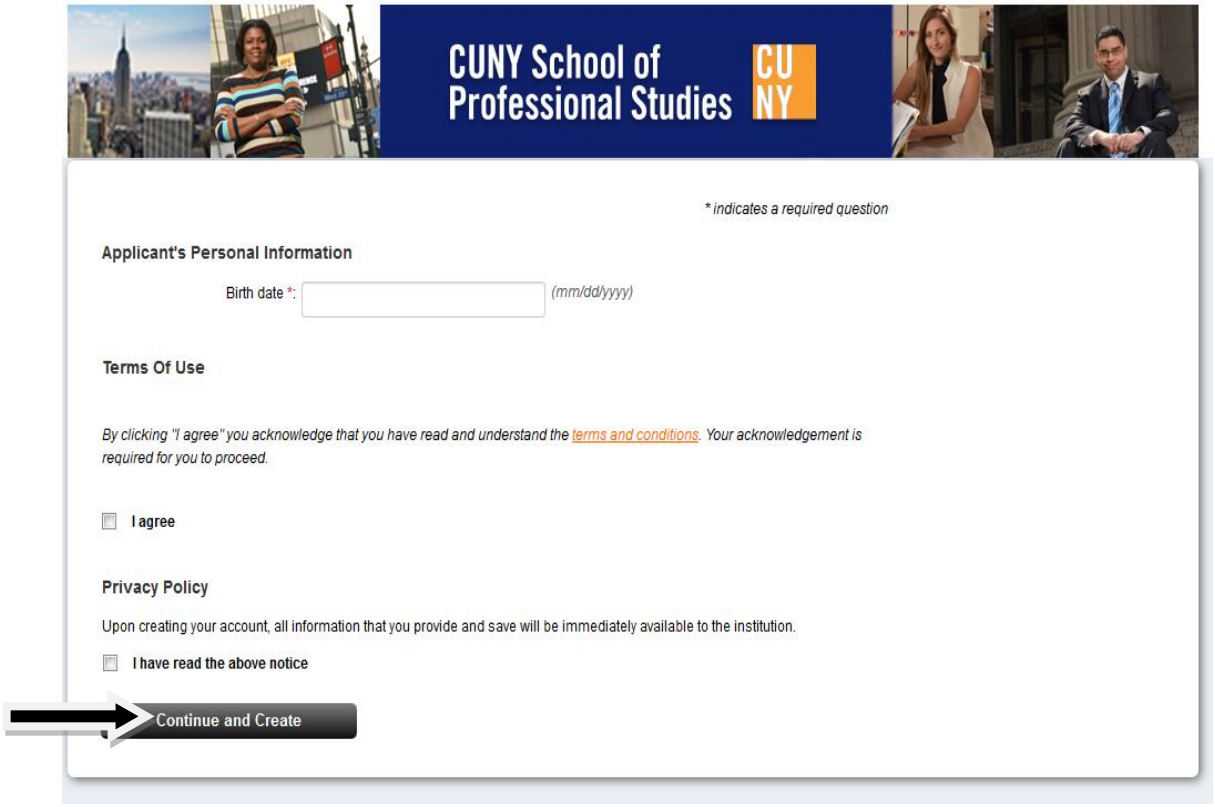
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two URA: Complete the Account Creation Form

2.1 Log in to your account using your username and password created in Step One.

2.2 Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the botton of the page.



2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.

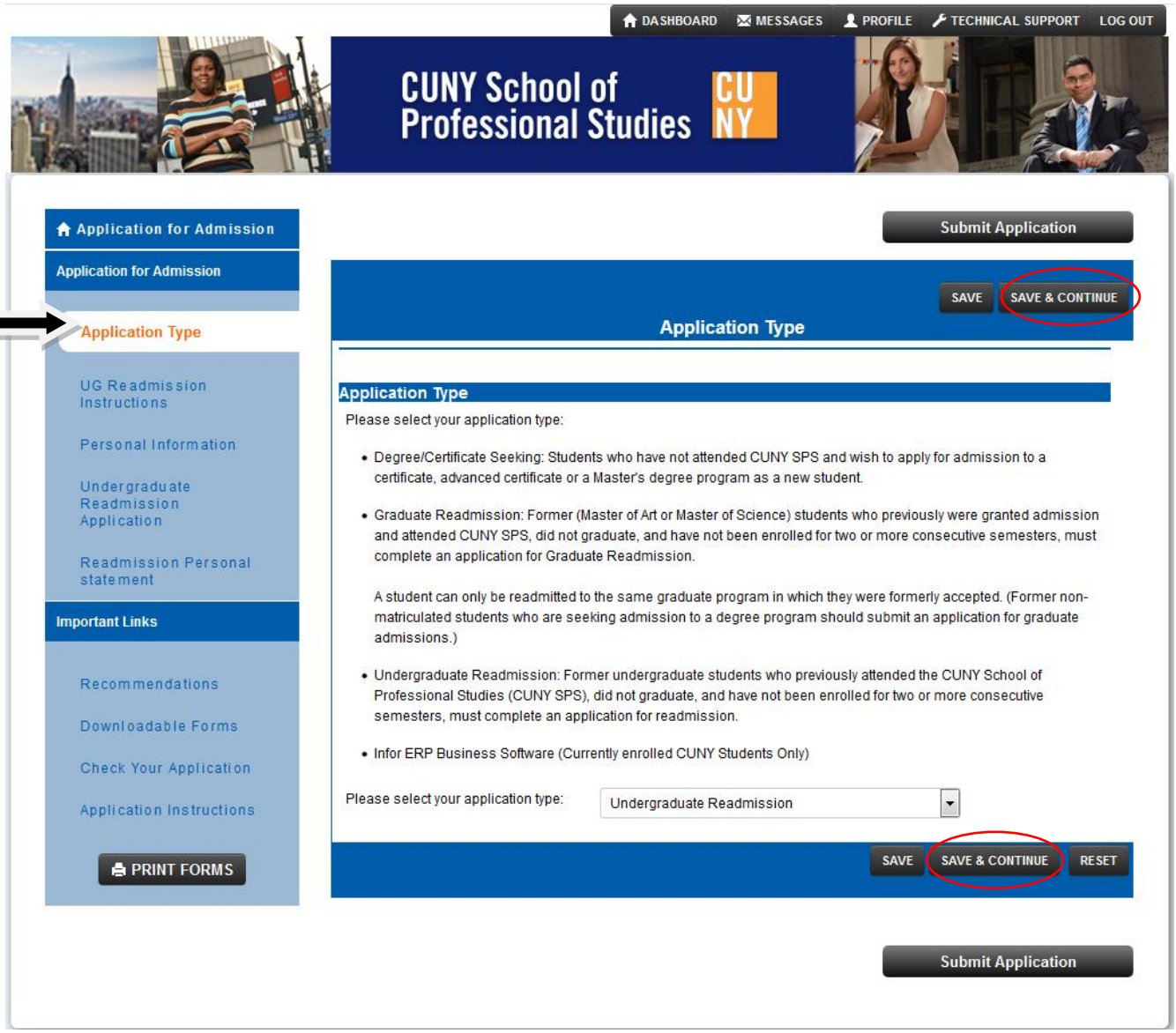
You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***

Step Three URA: Select the Appropriate Application Type

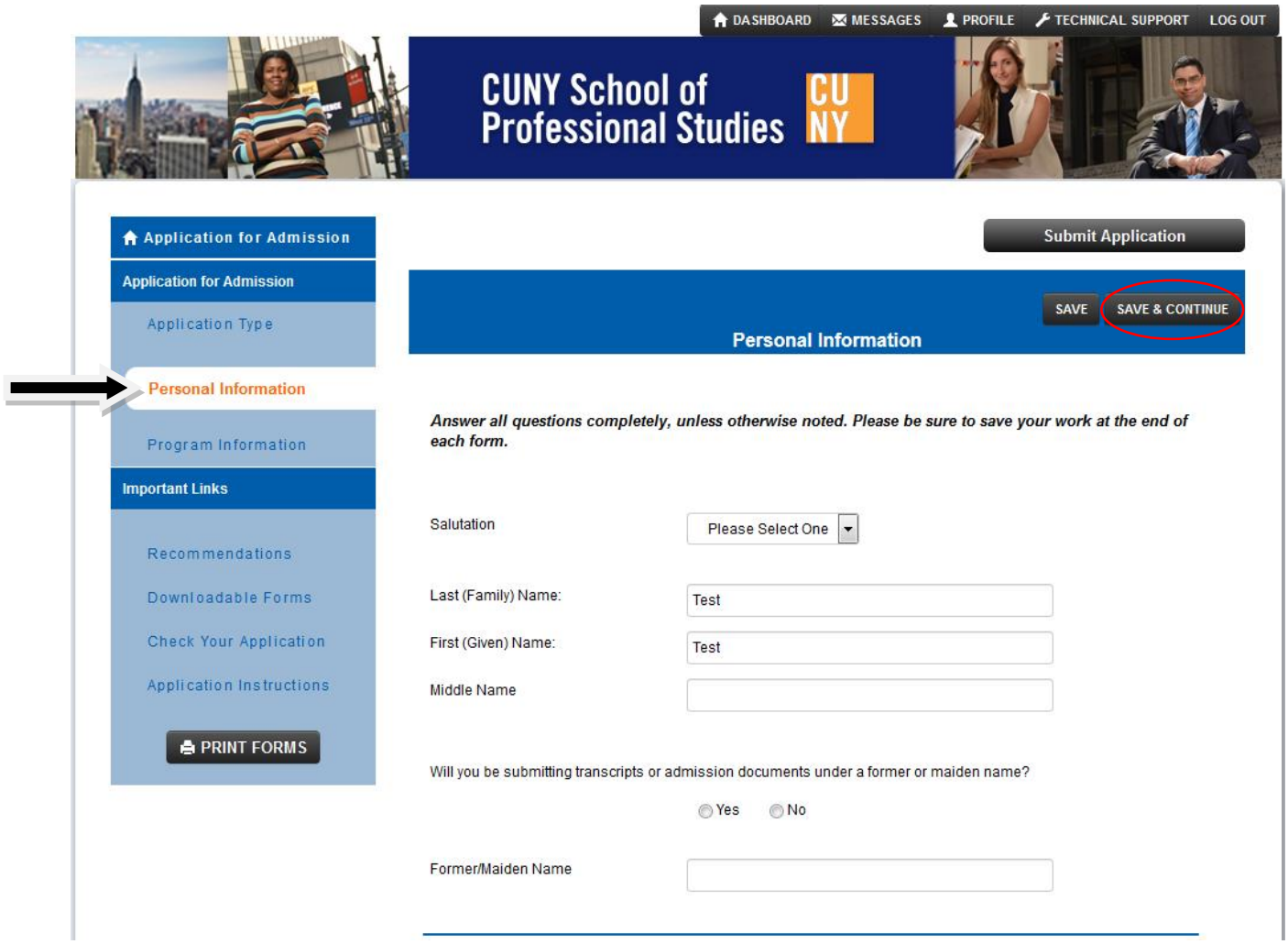
3.1 Click on '**Application Type'** in the left navigation pane. Select the appropriate application type, **then click 'Save & Continue'.**

- **Select Application Type: Undergraduate Readmission**



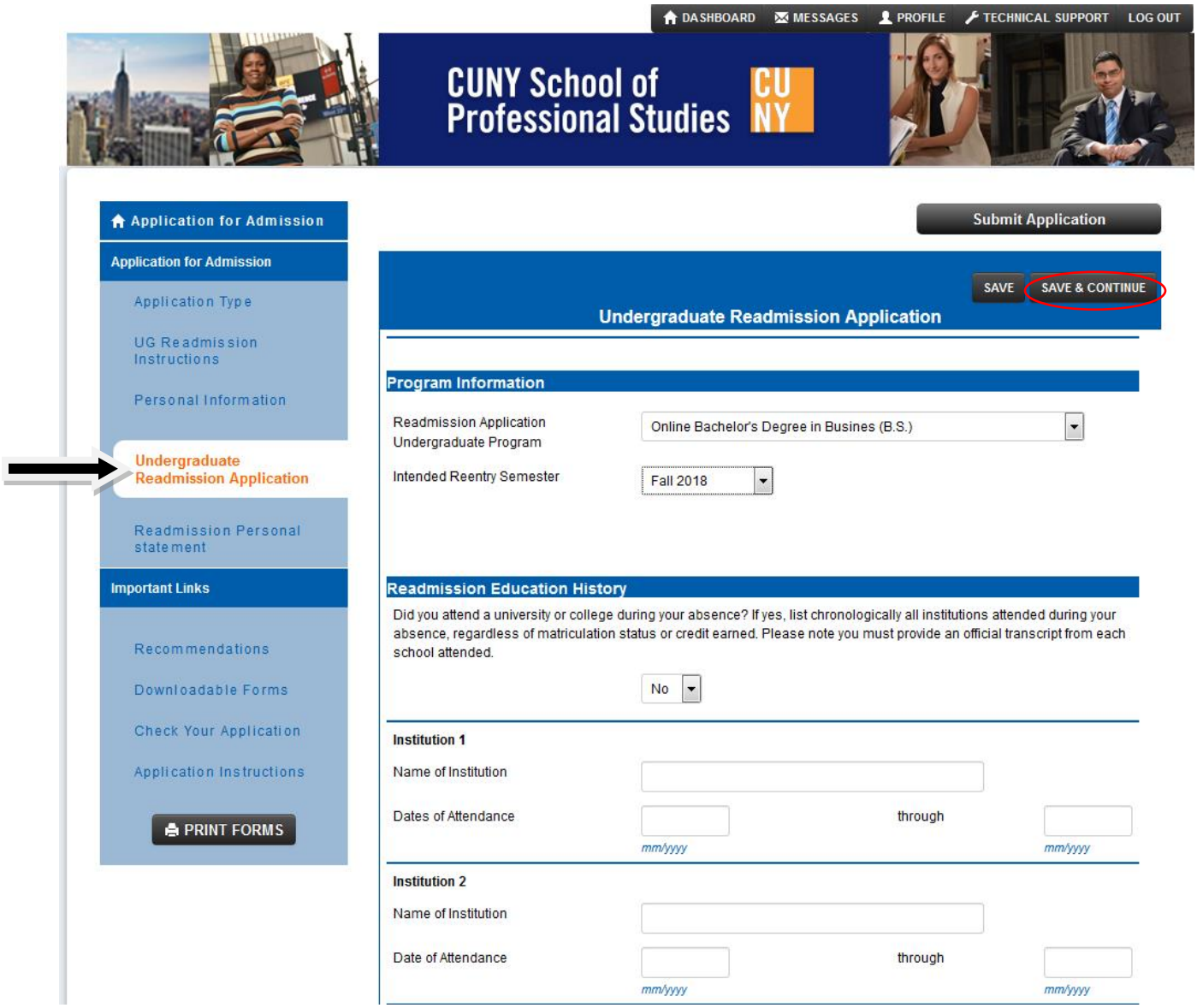
Step Four URA: Complete Personal Information Section

4.1 Procced to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.



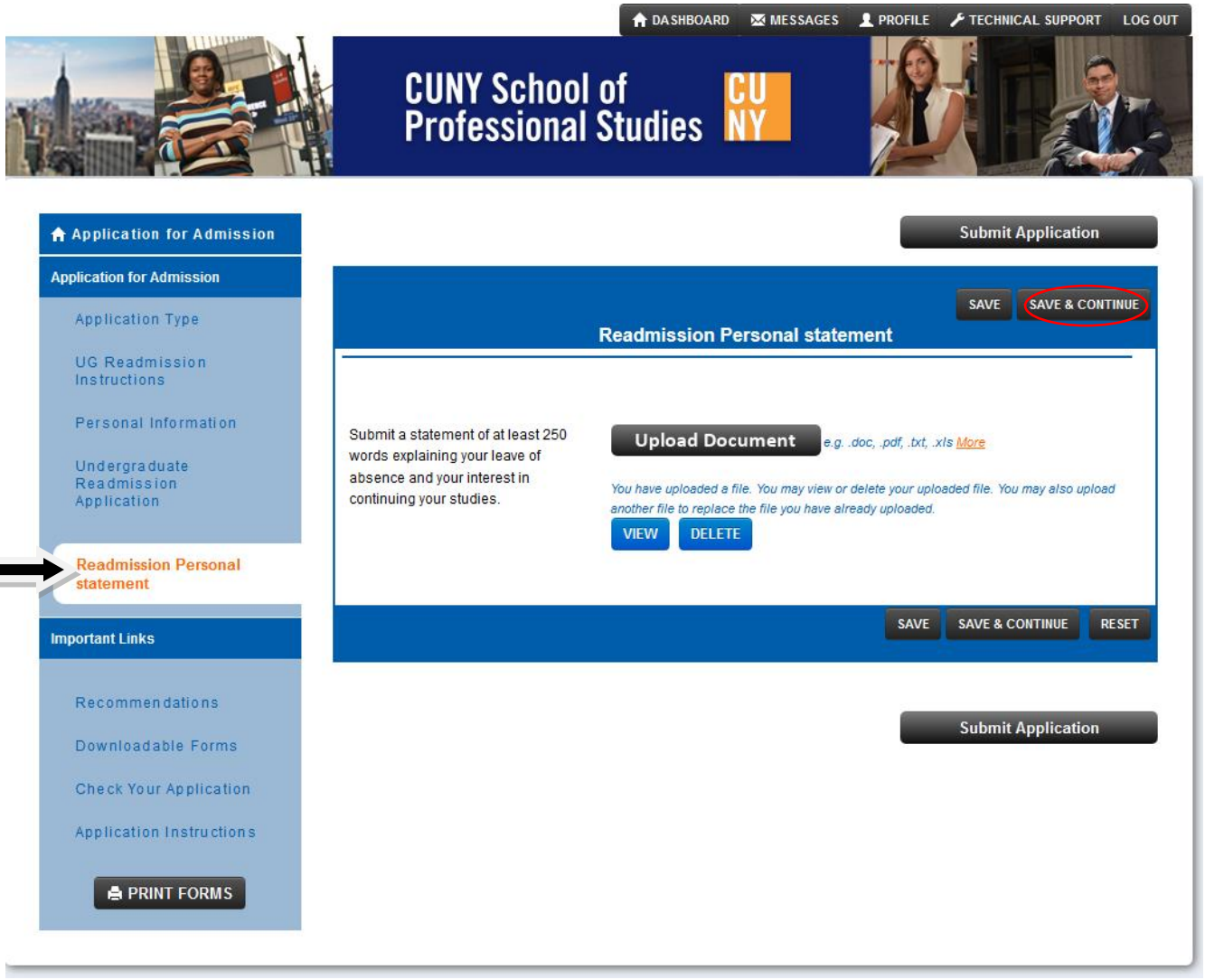
Step Five URA: Complete Undergraduate Readmission Application Section

5.1 Procced to the 'Undergraduate Readmission Application' page. Complete all of the items on this page then click '**Save & Continue**'.



Step Six URA: Complete Readmission Personal Statement Section

6.1 Proceed to the 'Readmission Personal Statement' page to upload your personal statement. After you upload your personal statement, then click 'Save & Continue'.

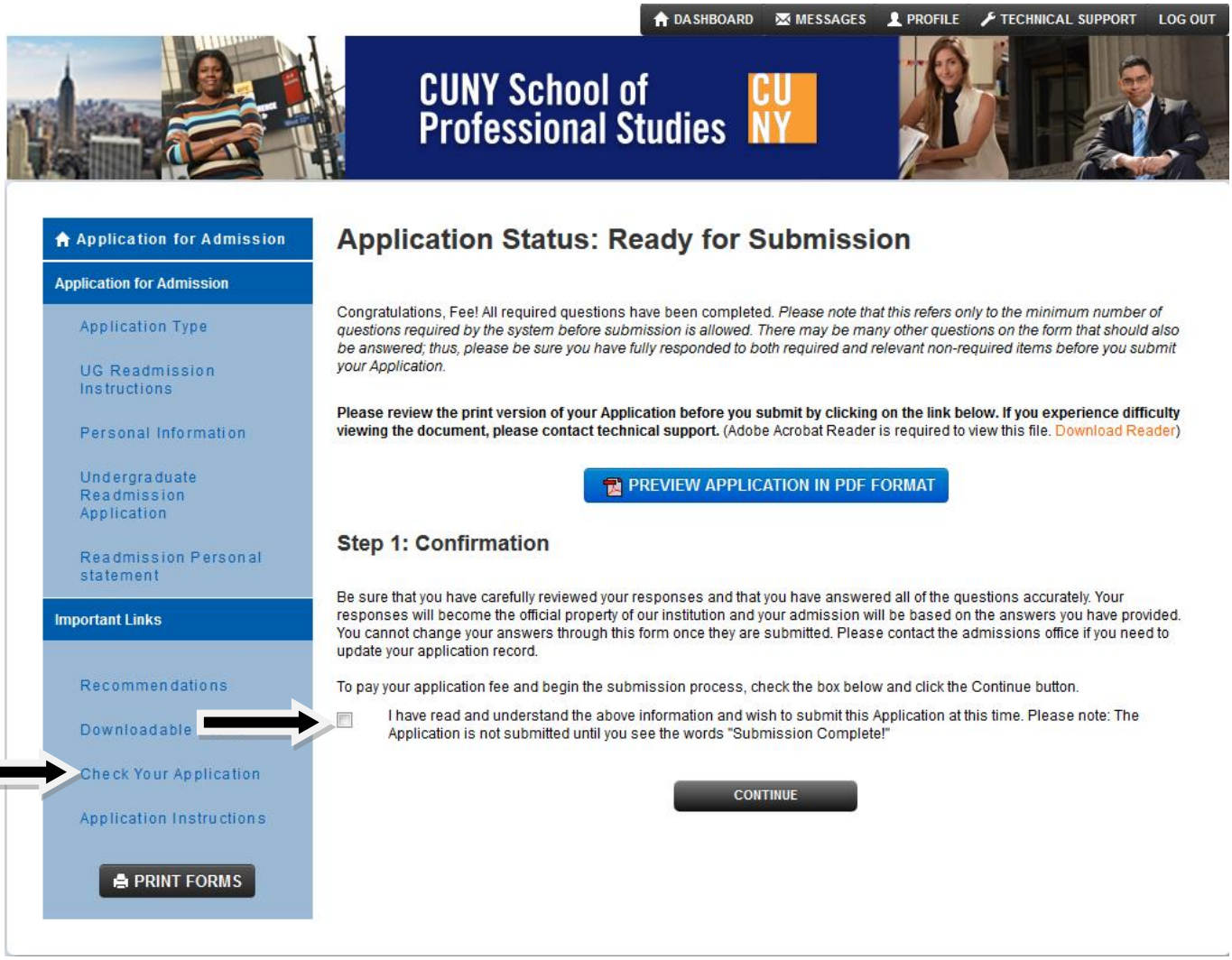


Step Seven URA: Pay Application Fee

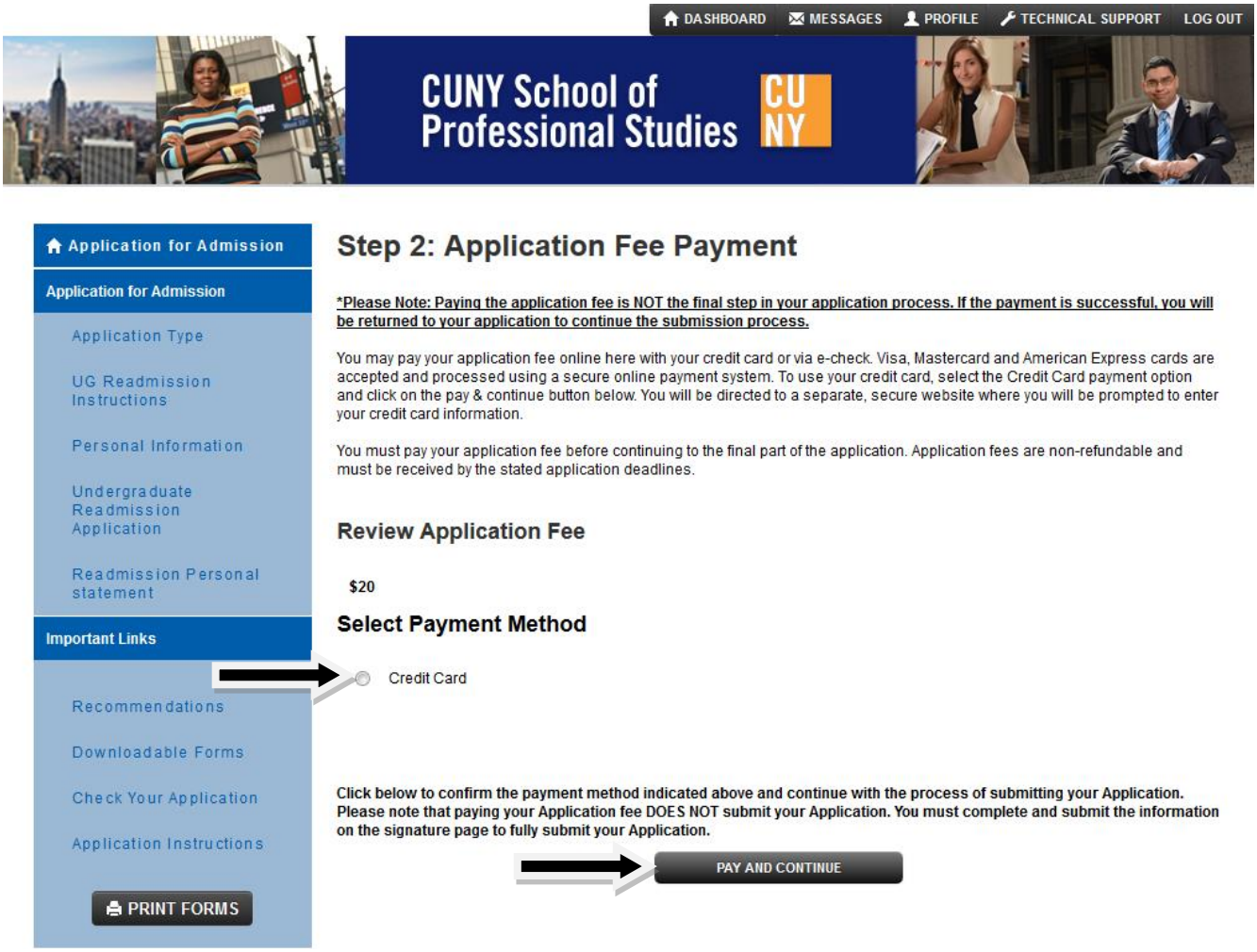
You must pay the application fee before you can submit your application.

7.1 To pay the application fee, click on the 'Check Application' page.

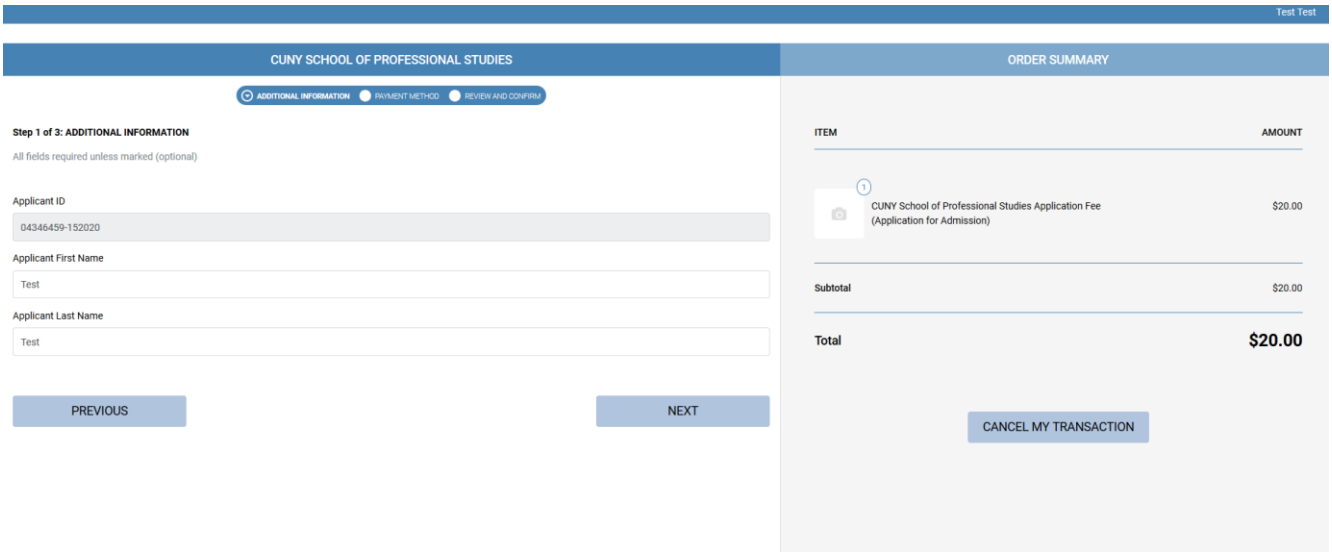
7.2 You will be taken to the **Application Status: Ready for Submission** page. Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue'.



7.3 This will take you to the Application Fee Payment page. Read all of the instructions on this page. Select the payment method then click ‘pay & continue’. When you click ‘pay & continue’ you will be taken to a website where you will complete the payment transaction.



7.4 Once you have completed the required fields, click ‘Submit’ on the bottom right of the screen.



NOTE: WHEN YOU CLICK SUBMIT ON THE PAYMENT SCREEN IT IS <u>NOT</u> THE LAST STEP IN THE PROCESS. PROCEED TO THE NEXT STEP FOR INSTRUCTIONS ON COMPLETING THE APPLICATION SUBMISSION PROCESS.

Step Eight URA: Application Completion

A successfully submitted application is not considered complete until all supporting documentation has been received by the CUNY School of Professional Studies. This includes the materials required by the program you are applying to (i.e., transcripts, recommendations, etc…).

Your official transcript(s) should be sent to:

CUNY School of Professional Studies
Office of Admissions
119 West 31st Street Suite 217
New York, NY 10001

We will also accept electronic transcripts submitted directly from the institution or by a company contracted by the institution via a secured system. Electronic transcripts will not be accepted as official if they are emailed from the student. Please request for your official transcript to be sent electronically to Admissions@sps.cuny.edu.

Currently Enrolled CUNY Students – Infor ERP Business Software

Application Type: Infor ERP Business Software

At the time of application, students are required to write a personal statement and upload a resume. Students who meet the basic eligibility criteria may be asked to take part in an individual interview before final acceptance is determined.

Currently enrolled CUNY students interested in applying to the Infor ERP Business Software program should complete the following steps:

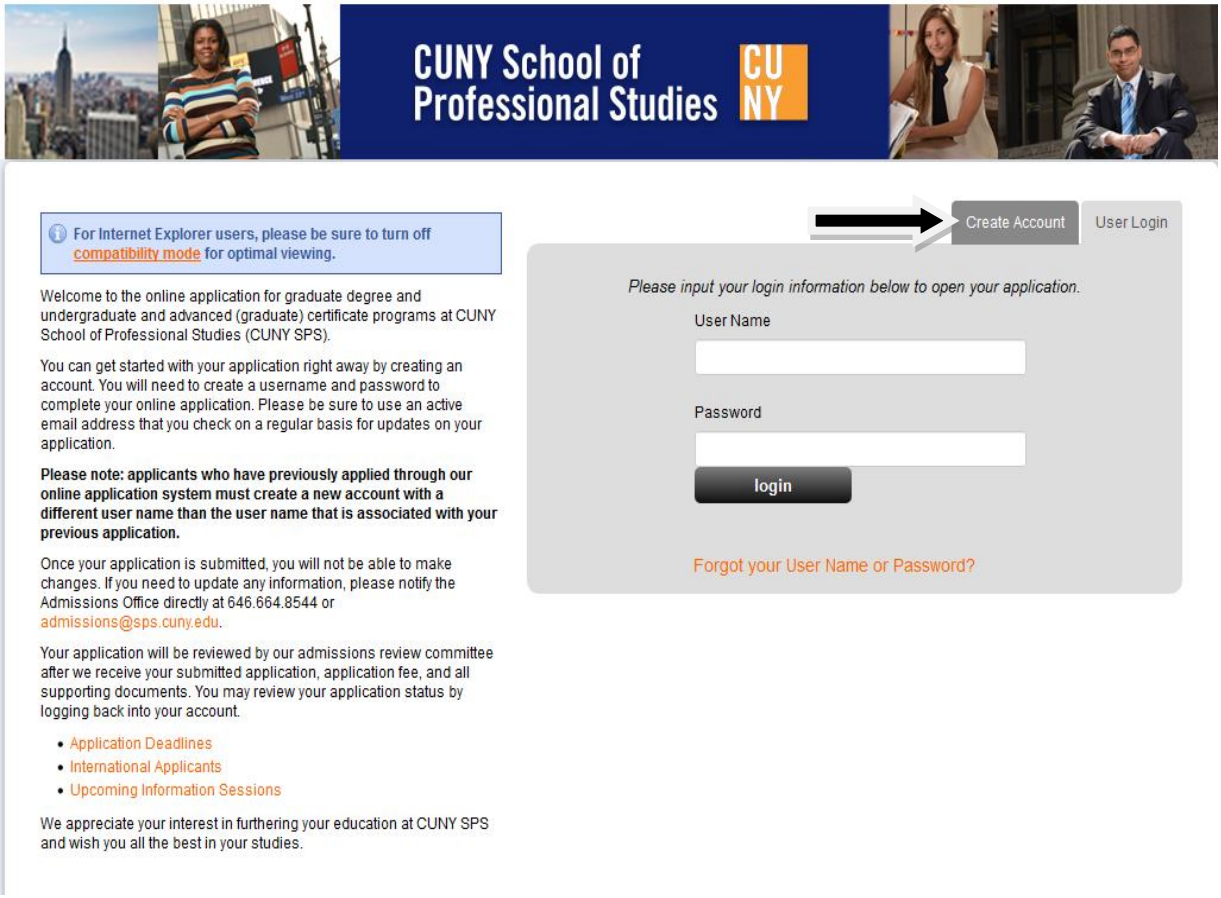
- Step 1 INFOR: Create a User Account
- Step 2 INFOR: Complete the Account Creation Form
- Step 3 INFOR: Select the Appropriate Application Type
- Step 4 INFOR: Complete Personal Information Section
- Step 5 INFOR: Complete Program Information Section
- Step 6 INFOR: Complete Educational History Section
- Step 7 INFOR: Upload Your Personal Statement
- Step 8 INFOR: Upload Your Resume or CV
- Step 9 INFOR: Submit Your Application

Note: Some programs require additional sections to be completed in which you will be directed to.

Step One INFOR: Create a User Account

1.1 Go to https://sps.cuny.edu/applynow

1.2 Click the 'Create Account' button on the right side of the page:



1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

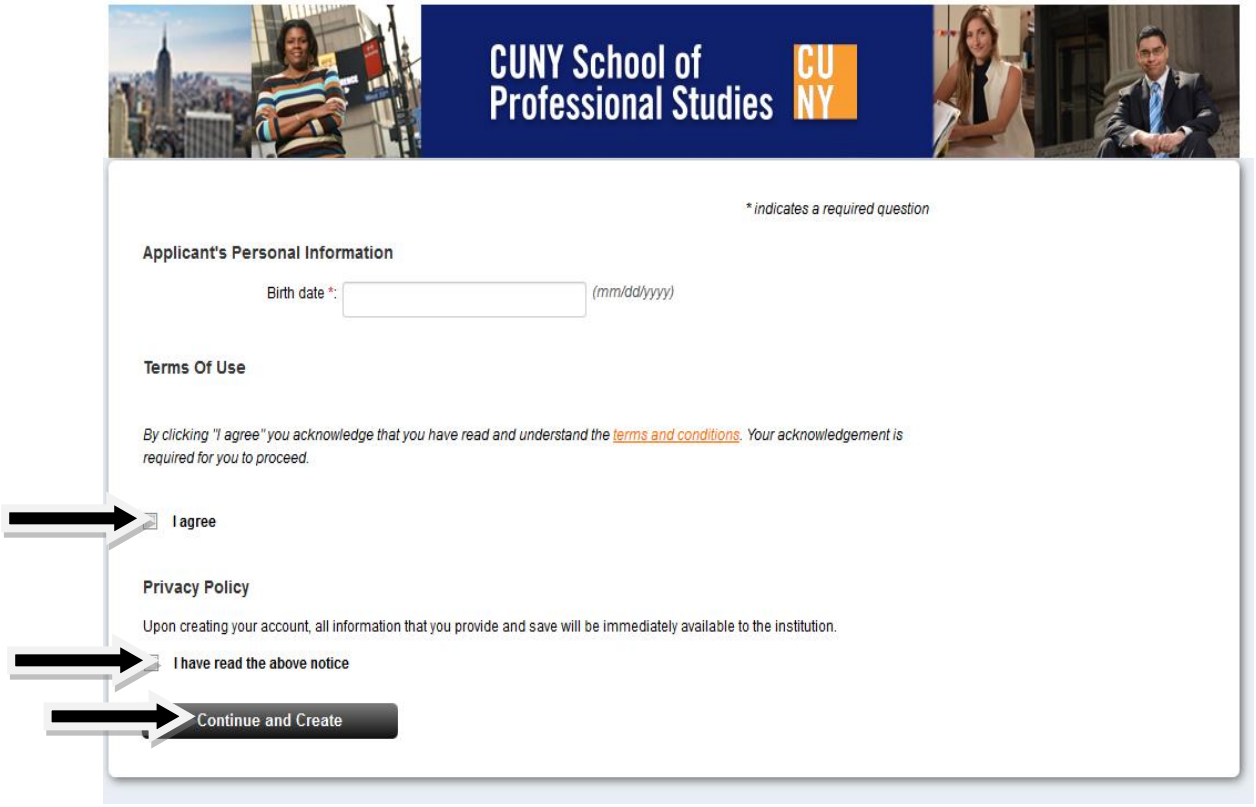
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two INFOR: Complete the Account Creation Form

2.1 Log in to your account using your username and password created in Step One.

2.2 Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the botton of the page.



2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.

You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***

Application for Admission

Application for Admission

Application Type

Personal Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Welcome, Test! Your application is in progress.

Thank you for your interest in the CUNY School of Professional Studies. Your application can be completed online and submitted electronically once you have answered all required questions. If you do not complete a required question you will be prompted to do so when you save your work. Prior to submitting, you may access your application and change your answers as many times as you like with your User Name/PIN and Password from any computer with Internet access.

To navigate through the application, we recommend that you use the **'Save and Continue'** button at the top or bottom right of every page. This will save your work and help you navigate through the application in a logical way. You may also use the **'Save'** button to save your work and then use the navigational links located on the left of your screen to move to specific sections of the application (to complete a required question, for example). Also use the 'Save' button to save your work before you log out of the application to continue at another time.

After you have completed the application forms to your satisfaction, and have made the required payment, you should submit your application by clicking the 'Submit' button at the top of the page. This will take you through the steps to electronically submit your application to our office.

Once submitted, you will not be able to make changes to your application information using the online system. If you need to update any information after you have submitted your application, please notify the Admissions Office directly at admissions@sps.cuny.edu or 646.664.8544.

After submitting your application, you can check the status by logging back into your application. To do so, you should bookmark the link to our online application and record the user name and password associated with your application.

To begin your application, please follow these steps:

- Review the "Application Instructions" to understand the structure of the application. To do so, click on the Application Instructions link on the left side of the page. By selecting this link you will also be able to access additional Instruction Pages located on the right side of the page. You can also refer to the Apply Yourself Application User Guide, created to guide you through the application process.
- Proceed to the "Personal Information" subsection then begin to create your application.

★ START APPLICATION

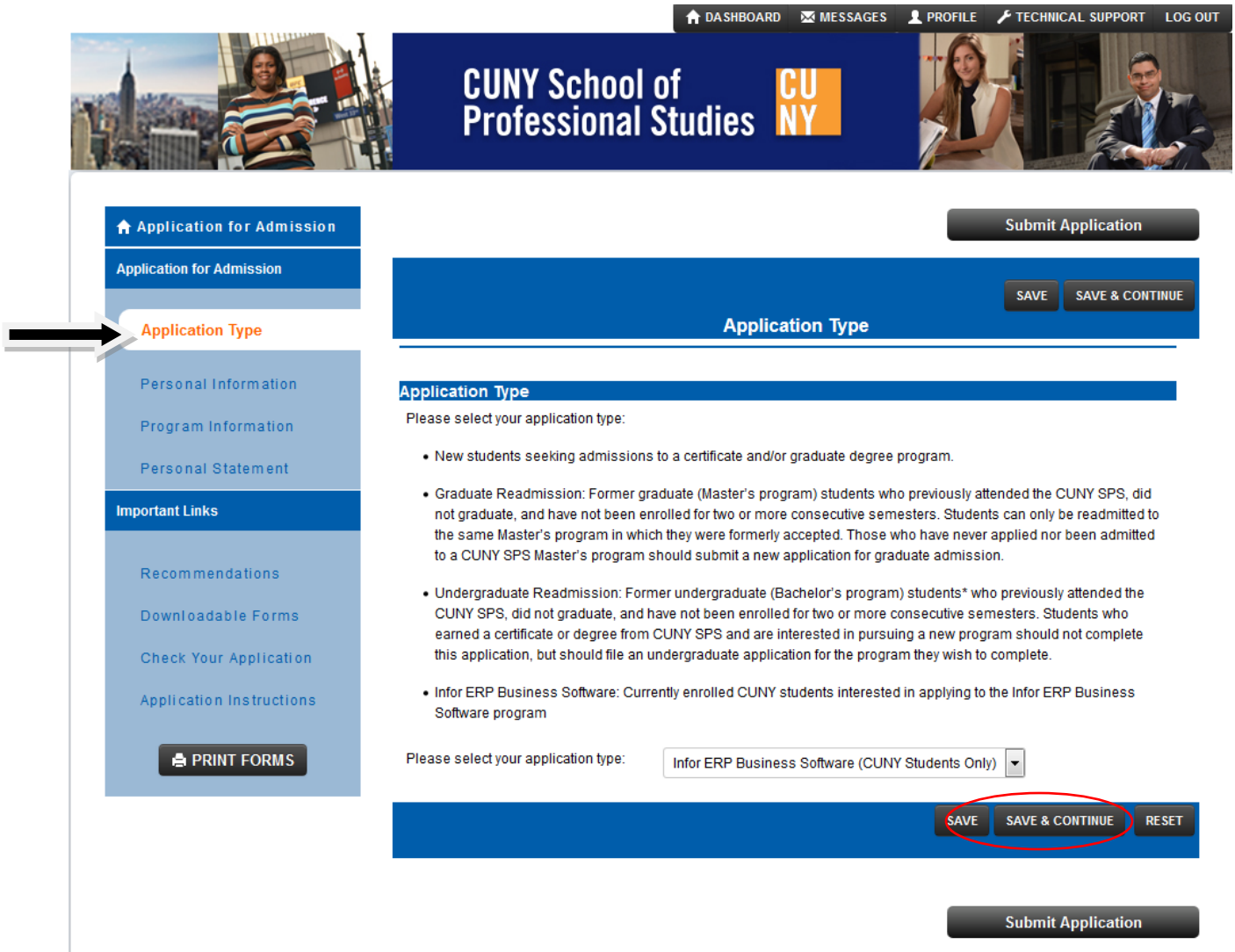
APPLICATION INSTRUCTIONS

Submit Application

Step Three INFOR: Select the Appropriate Application Type

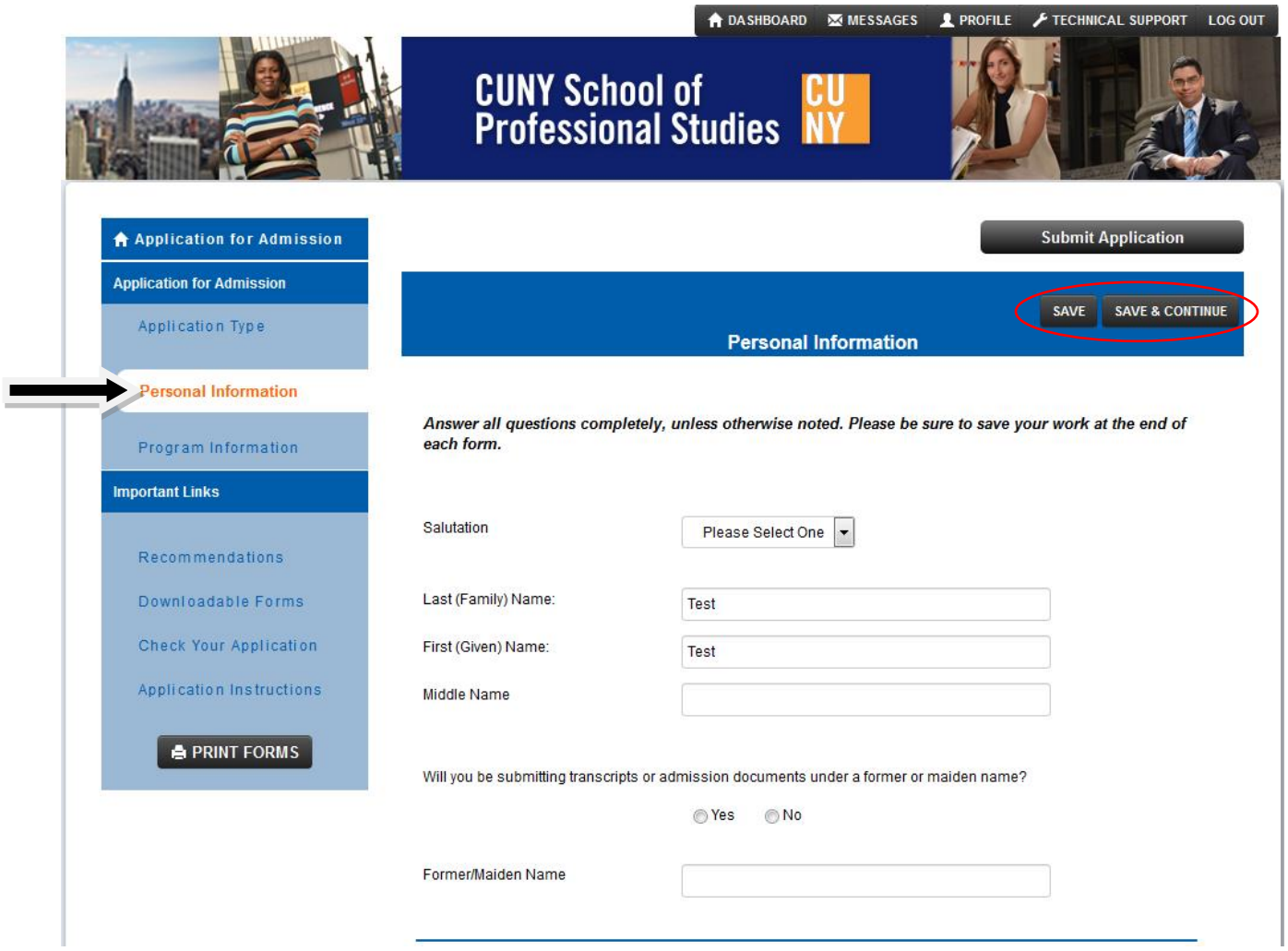
3.1 Click on '**Application Type'** in the left navigation pane. Select the appropriate application type, **then click 'Save & Continue'.**

- **Select Application Type: Infor ERP Business Software (CUNY Student Only)**



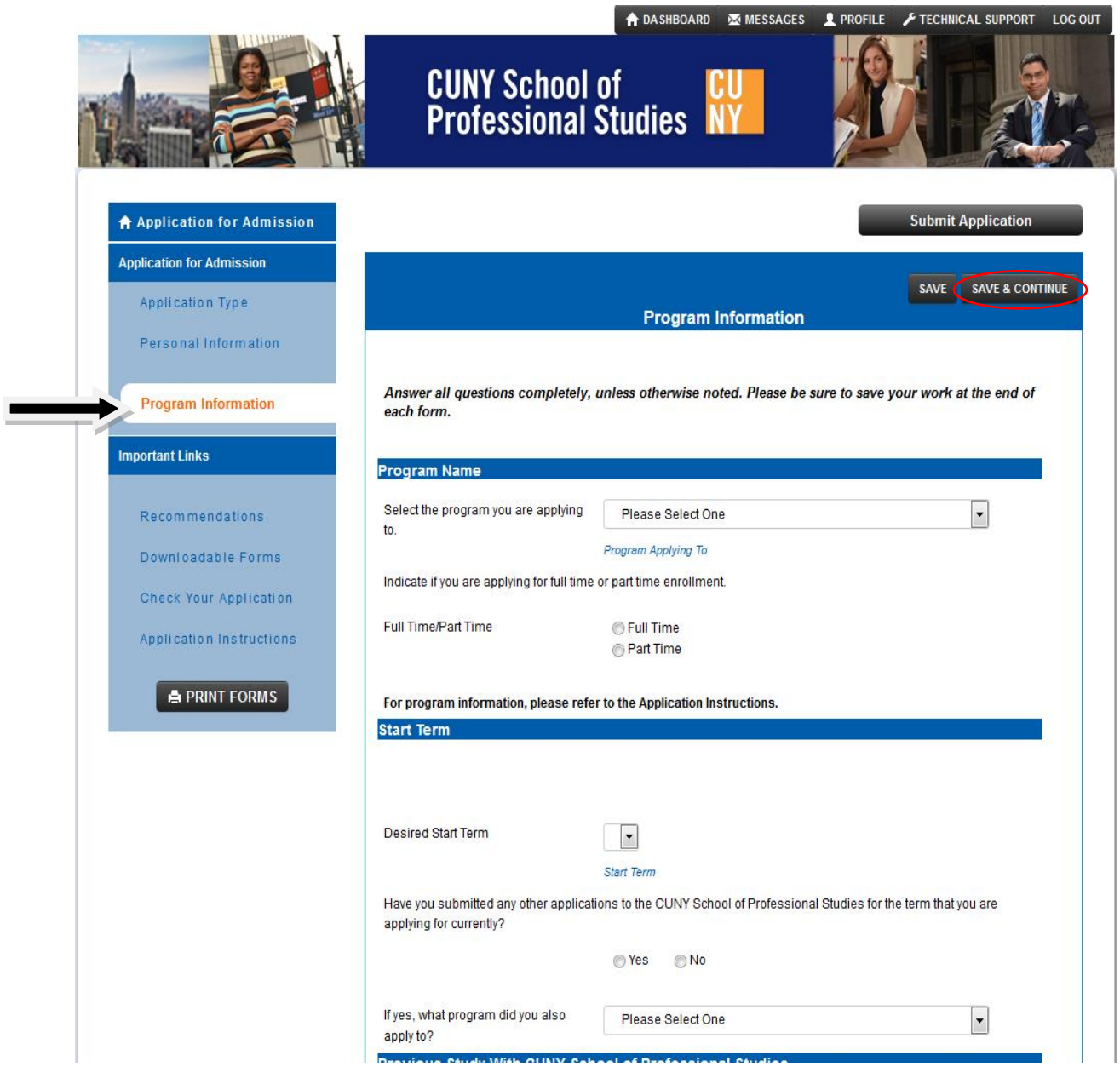
Step Four INFOR: Complete Personal Information Section

4.1 Procced to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.



Step Five INFOR: Complete Program Information Section

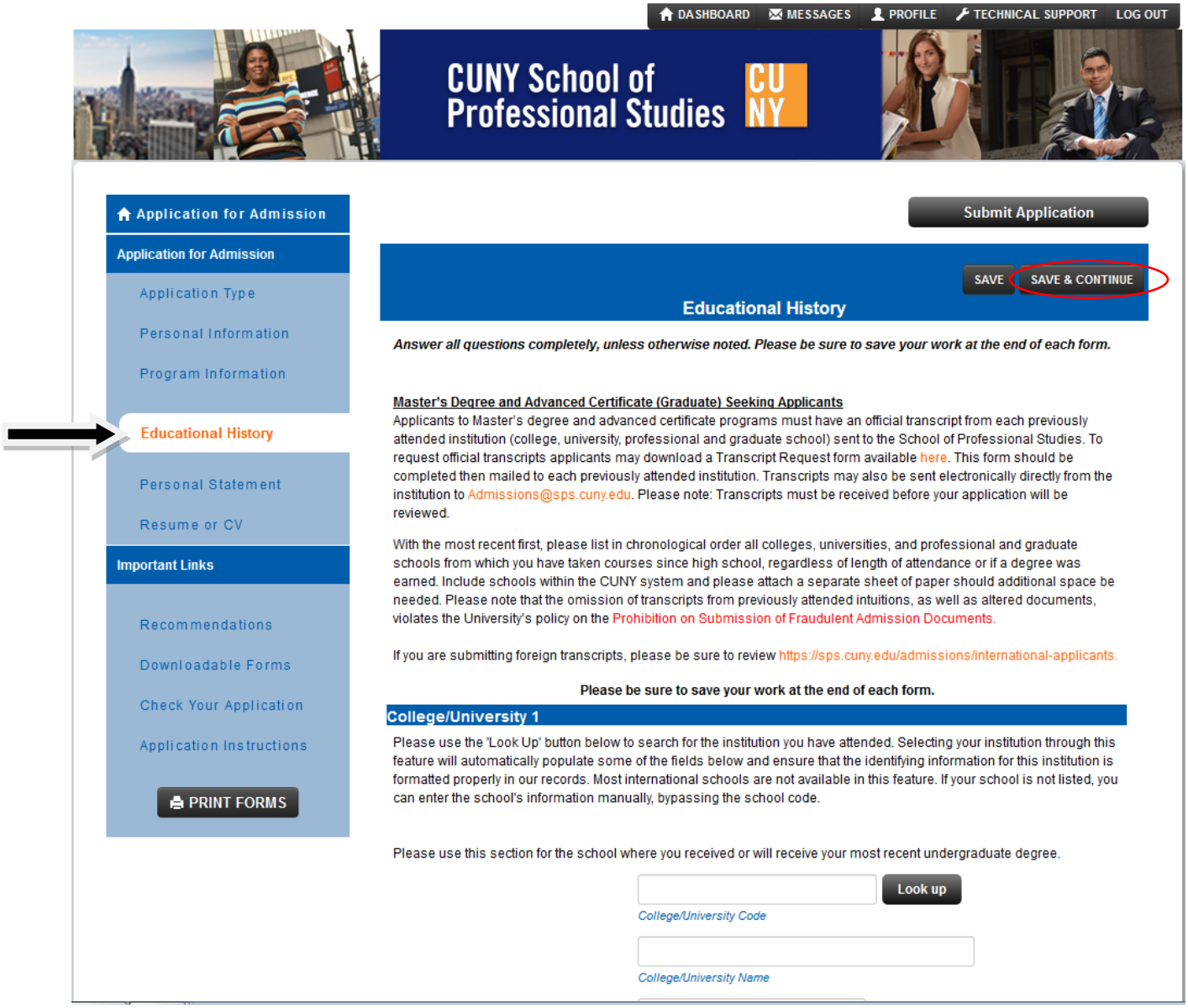
5.1 Procced to the 'Program Information' page. Complete all of the items on this page then click '**Save & Continue**'.



Step Six INFOR: Complete Education History Section

6.1 Proceed to the 'Educational History page. Complete all of the items on this page then click **'Save &Continue**'.

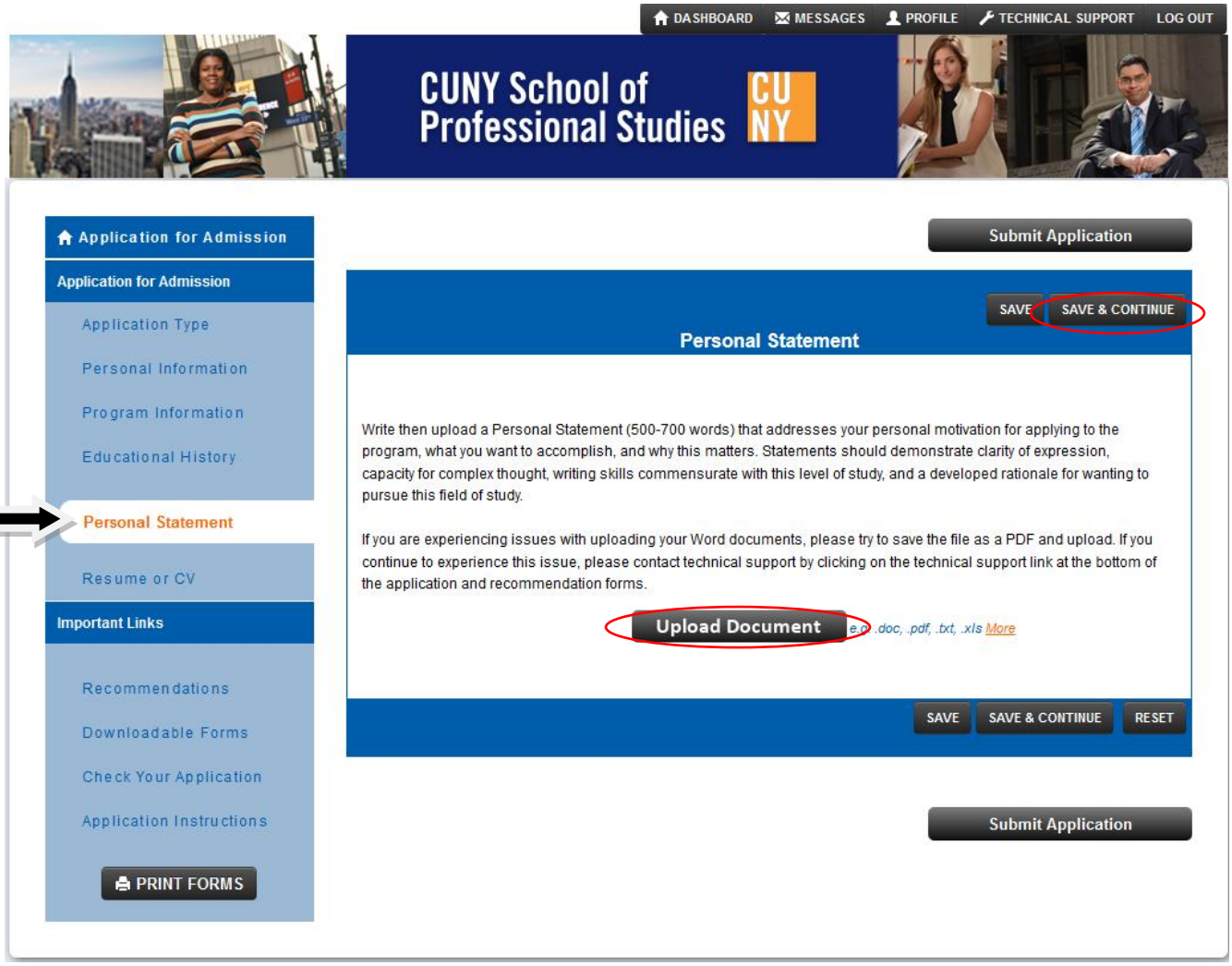
Note: Applicants to undergraduate level programs must complete the 'High School' section of this page. Those applying to a graduate level program must complete the 'College/University' section(s) for all previously attended institutions.



Step Seven INFOR: Complete Personal Statement Section

7.1 Proceed to the 'Personal Statement' page to upload your personal statement, if applicable. After you upload your personal statement, then click 'Save & Continue'.

Note: If a personal statement is required for the program you are applying to you must upload a document to the application by clicking on 'upload document' within the Personal Statement section of this page. To find out if your program requires a personal statement please visit the Admissions section of our website.

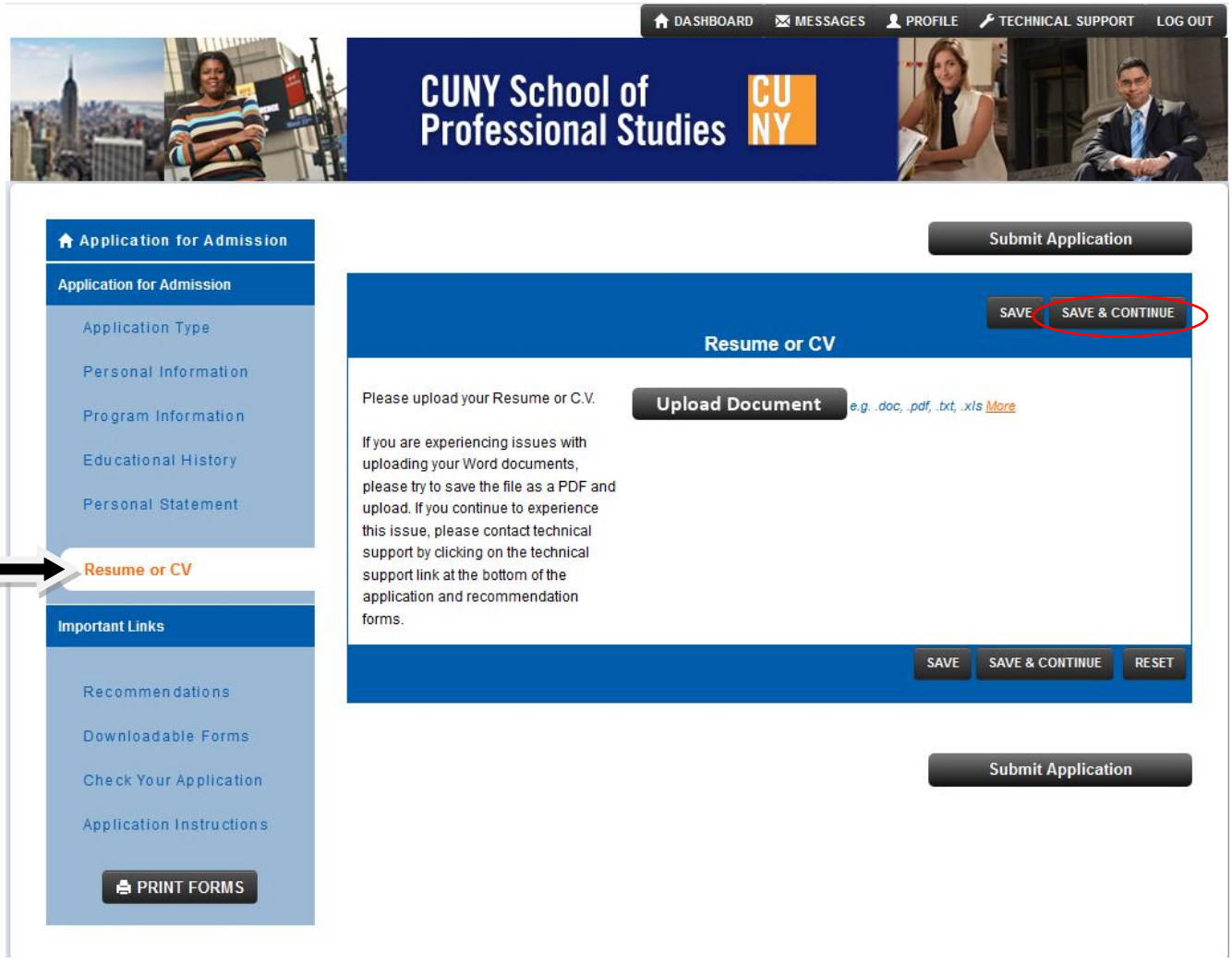


Step Eight INFOR: Complete Resume or CV Section

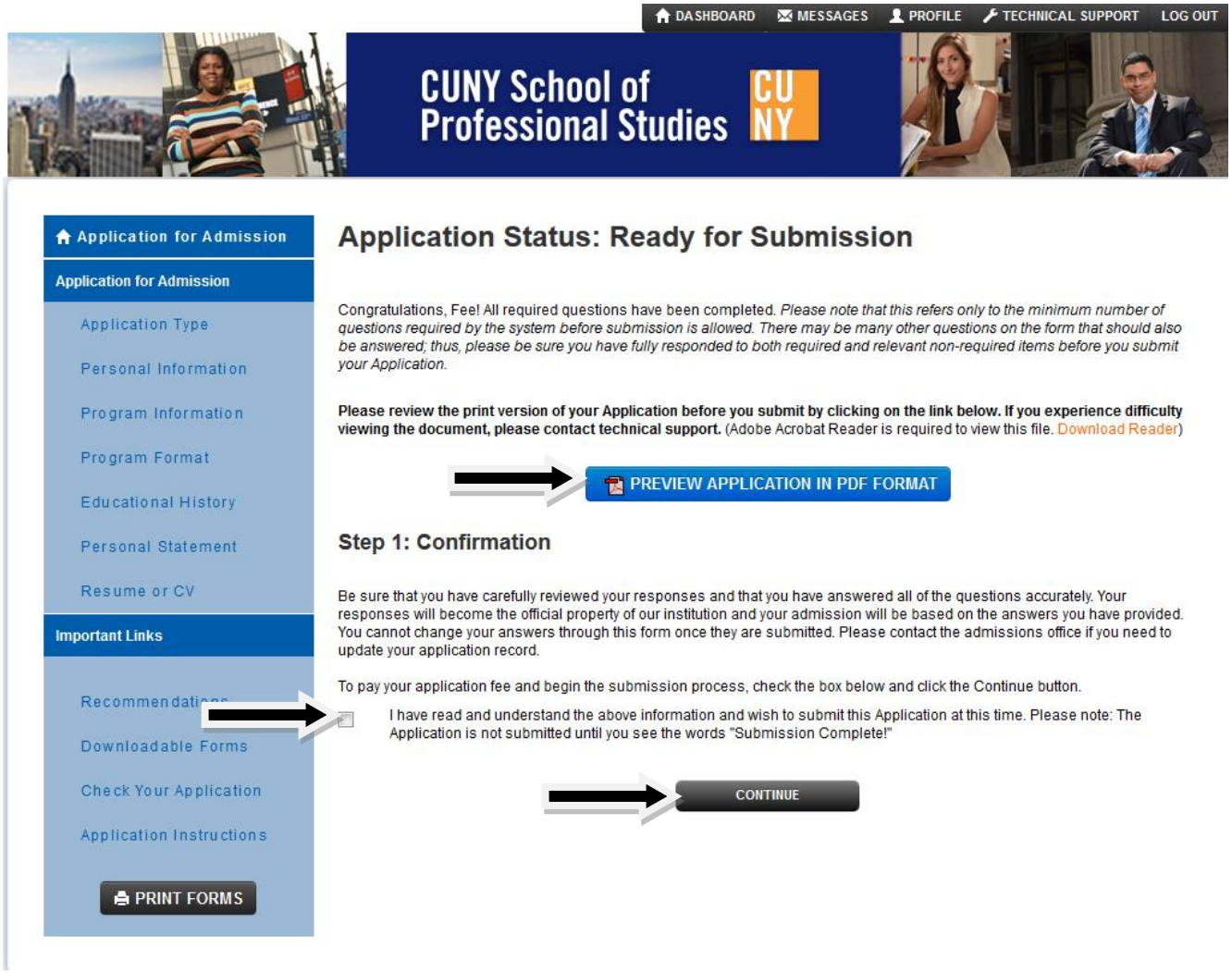
8.2 Proceed to the 'Resume or CV' page to upload your resume or CV, if applicable. After you upload your resume or CV, then click 'Save & Continue'.

Notes:

- ***If your resume is required for the program you are applying to you must upload your resume as a document by clicking on 'upload document' in the 'Resume or CV' section. To find out if your program requires a resume please visit the Admissions section of our website.***
- ***If you are applying to the Union Semester program you must complete an additional supplemental form. To do so, follow the instructions in the Union Semester section.***



Step Nine INFOR: Identify Recommendation Providers

9.1 The application fee is waived for this program. Therefore, you will be taken the Application Status: Ready for Submission page ready for submission.

9.2 Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue' to submit your application.