DEPARTMENT OF STATE UNITED STATES OF AMERICA

Global UGRAD Program

World Learning
Bridging cultures. Transforming lives.

Application Instructions for Global UGRAD 2018-2019 Application Step-by-Step

Helpful Tips for Applicants

THANK YOU FOR REGISTERING FOR THE WORLD LEARNING STUDENT PORTAL. TO HELP YOU BETTER COMPLETE YOUR APPLICATION HERE ARE SOME TIPS ABOUT USING THE STUDENT PORTAL.

- **Write down your password and your answers to the security questions and keep this information in a safe place!** If you forget your password and security questions, you'll need to request a password reset which can take up to 2-3 business days. Your username will be the email address you used when you registered for the student portal.

- **Read all instructions carefully**: Most problems can be solved by reading the instructions provided on the website. Please be sure to read this document. If you have difficulties, please contact exchangeprograms@worldlearning.org. Do not contact the U.S. Embassy for application support.

- **If you need help, be specific!** If you are having trouble with your account, please include as much information as possible with your message to explain the problem. If possible, please take screenshots.

- **If we don't respond right away, don't panic:** While you wait for an answer don't panic and make a new account under a different email address. It may take up to 2-3 days to respond to your question.

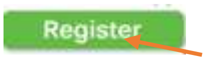
- **When should I contact the embassy?:** Please contact the U.S. embassy in your country with any programmatic questions and questions about eligibility. Please make sure to email exchangeprograms@worldlearning.org with any questions about your UGRAD application.

I. REGISTERING FOR THE PROGRAM

Google Chrome and Mozilla Firefox work best for completing the Global UGRAD application. We do NOT recommend using Internet Explorer.

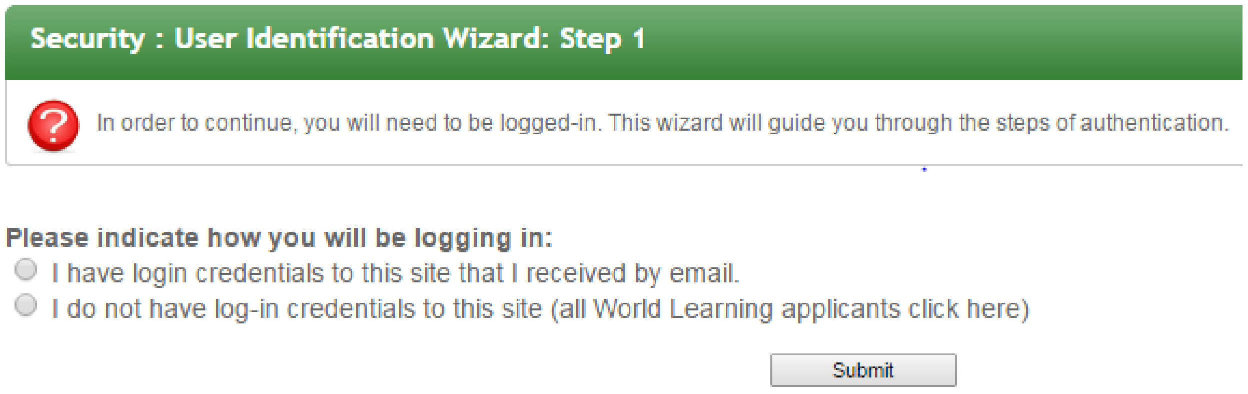
Register for the program using this link:
http://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=34239

Select the Global UGRAD 2018 Application and click ‘register’.



The site will then ask if you already have login information for the portal.

- If this is your first time applying for the Global UGRAD Program select the 2nd option: “I **do not** have log-in credentials to this site”.
- If you applied for the Global UGRAD Program in the past, select the first option: “I have login credentials to this site that I received by email”.



Security : User Identification Wizard: Step 1

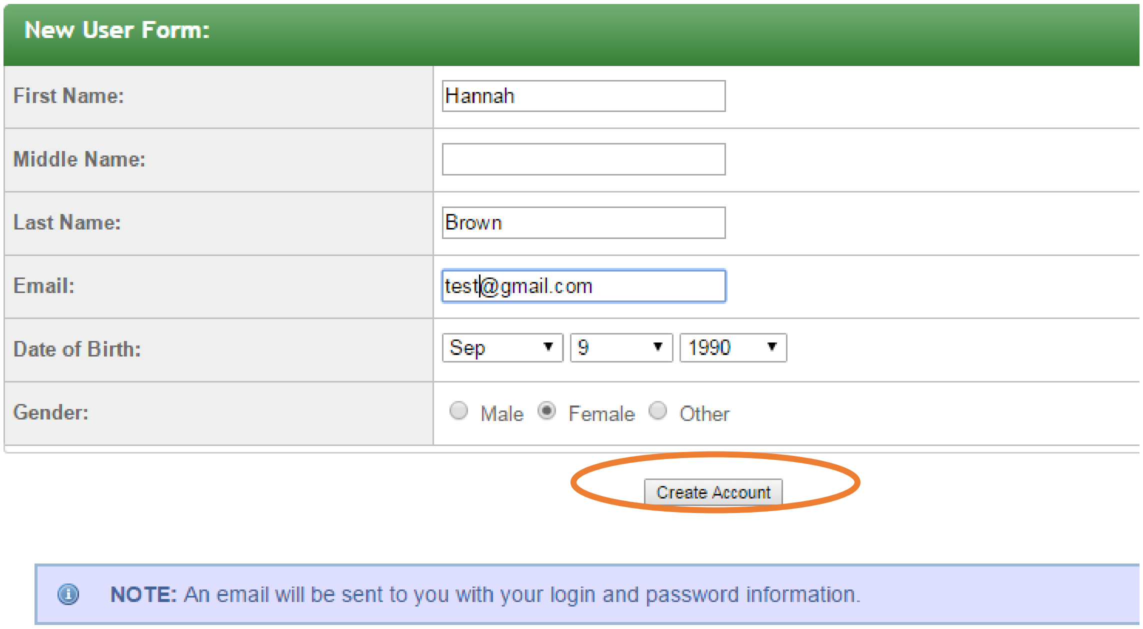
In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

○ I have login credentials to this site that I received by email.
○ I do not have log-in credentials to this site (all World Learning applicants click here)

New applicants will fill out the “New User Form” to register. The email address you use to sign up will be your registration email and user name. Filling in the “New User Form” will generate temporary login credentials for the application site.

If you **have a login from last year**, please sign in using your existing credentials. Once you do this, select “Academic Year 2018-2019” to begin your new application, and skip to pages 6-8 in this guide for more application tips. **DO NOT** create a new account if you cannot remember your password (*your username is your email address*). If you cannot remember your password, request a new password by clicking “Forgot password?”.

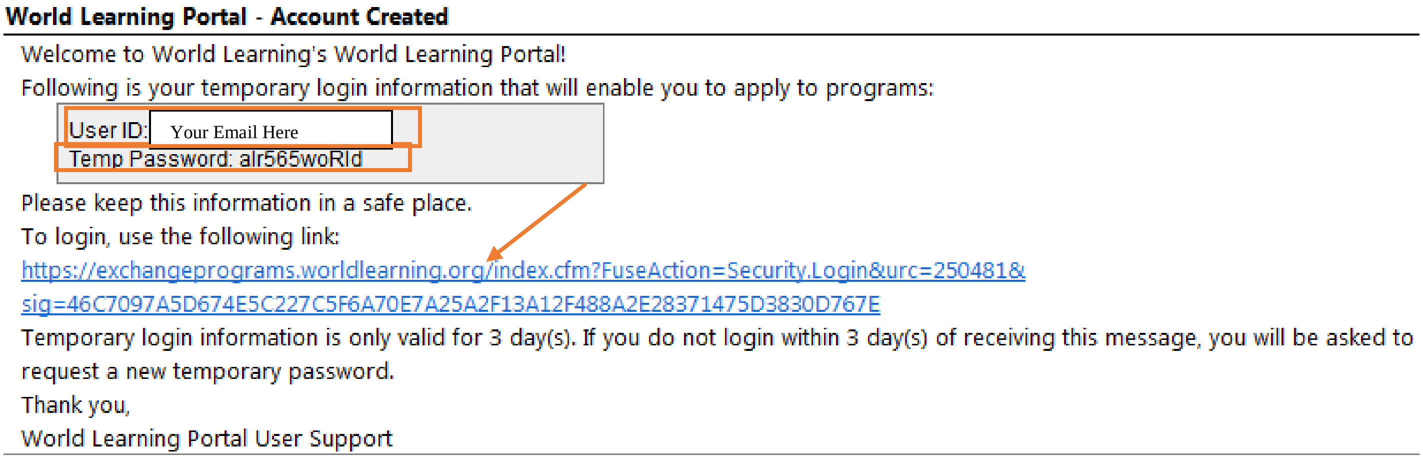


New User Form:

First Name:	Hannah
Middle Name:	
Last Name:	Brown
Email:	test@gmail.com
Date of Birth:	Sep ▾ 9 ▾ 1990 ▾
Gender:	○ Male ● Female ○ Other

NOTE: An email will be sent to you with your login and password information.

After completing the form and clicking "create account," check your email for your temporary password and click the link. **You MUST follow the link in your email to access the application for the first time!** Example email:



World Learning Portal - Account Created

Welcome to World Learning's World Learning Portal!

Following is your temporary login information that will enable you to apply to programs:

User ID: Your Email Here
Temp Password: alr565woRld

Please keep this information in a safe place.

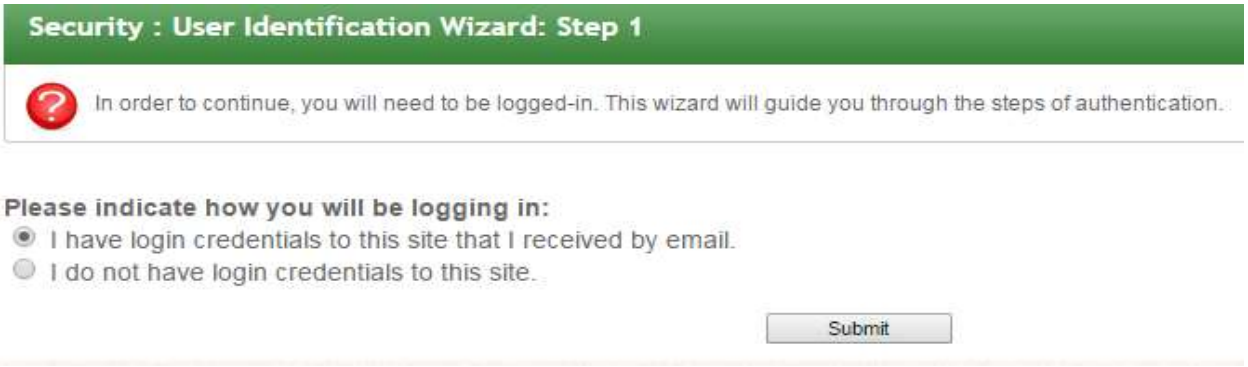
To login, use the following link:

https://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Security.Login&urc=250481&sig=46C7097A5D674E5C227C5F6A70E7A25A2F13A12F488A2E28371475D3830D767E

Temporary login information is only valid for 3 day(s). If you do not login within 3 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,
World Learning Portal User Support

After following the link, you will see the message below. Click “I have login credentials to this site that I received by email” and press “Submit”.



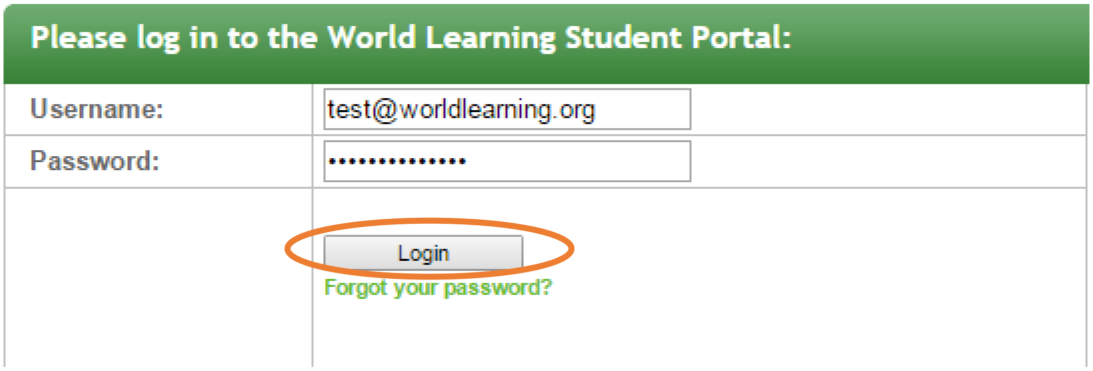
Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

● I have login credentials to this site that I received by email.
○ I do not have login credentials to this site.

Type your user ID (email) into the Username field and use your temporary password to sign in.

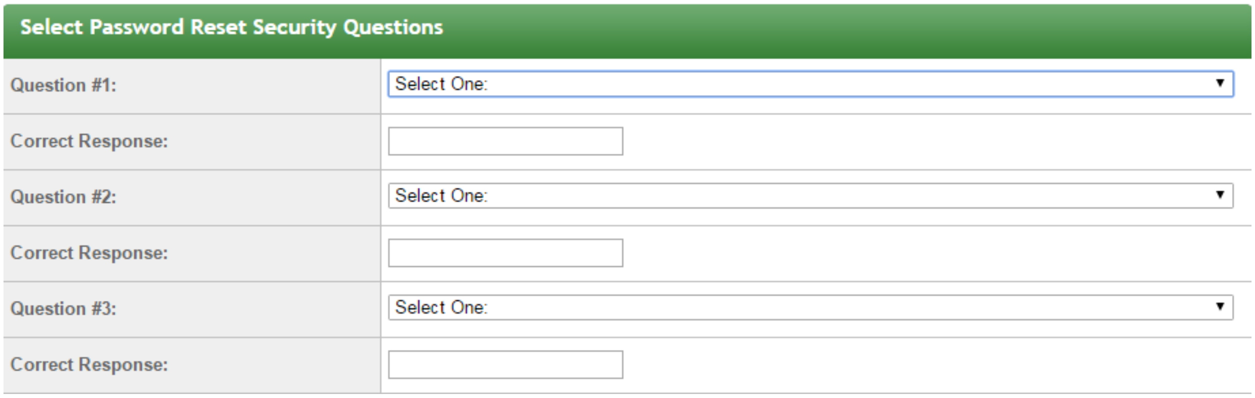


Please log in to the World Learning Student Portal:

Username:	test@worldlearning.org
Password:	••••••••••••••

Security Questions

Next you will choose security questions and change your password. Write down the answers to your security questions and your new password and keep them somewhere safe for future reference.

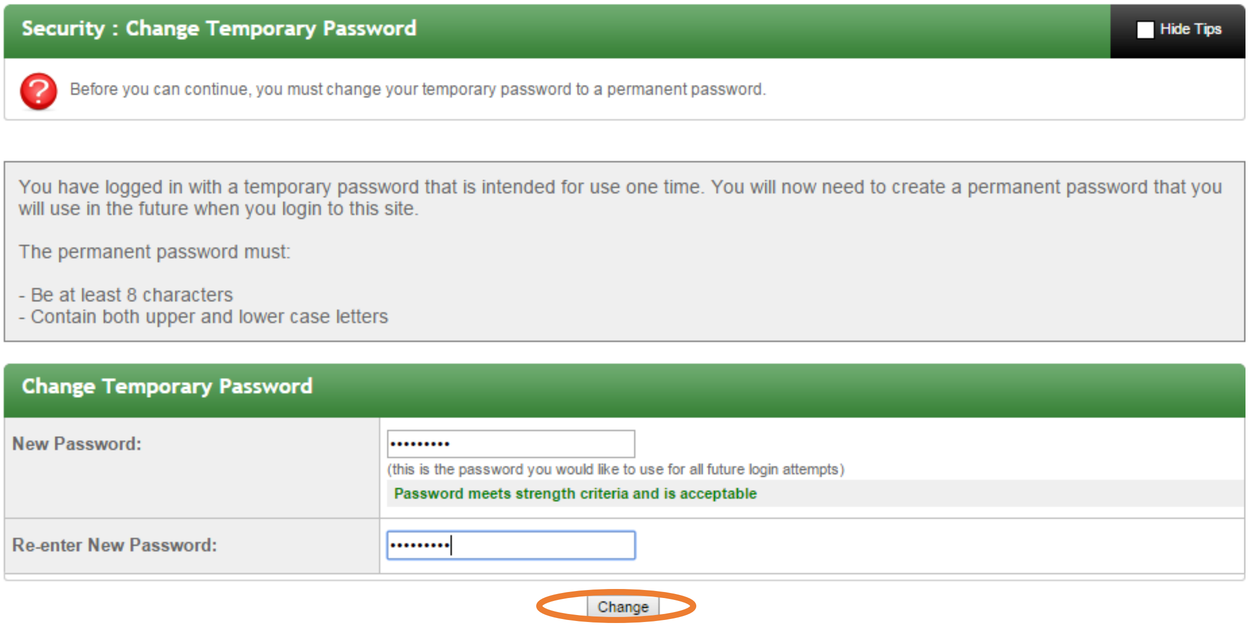


Select Password Reset Security Questions

Question #1:	Select One:
Correct Response:	
Question #2:	Select One:
Correct Response:	
Question #3:	Select One:
Correct Response:	

Change Password

Create a new password you will remember and press “Change”.



Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

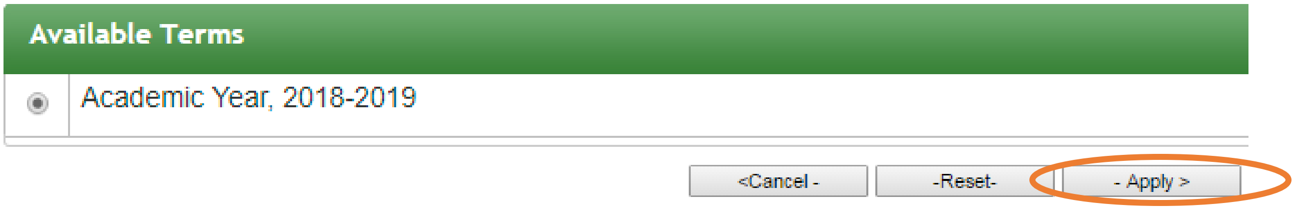
The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters

Change Temporary Password

New Password:	••••••••• (this is the password you would like to use for all future login attempts) Password meets strength criteria and is acceptable
Re-enter New Password:	•••••••••

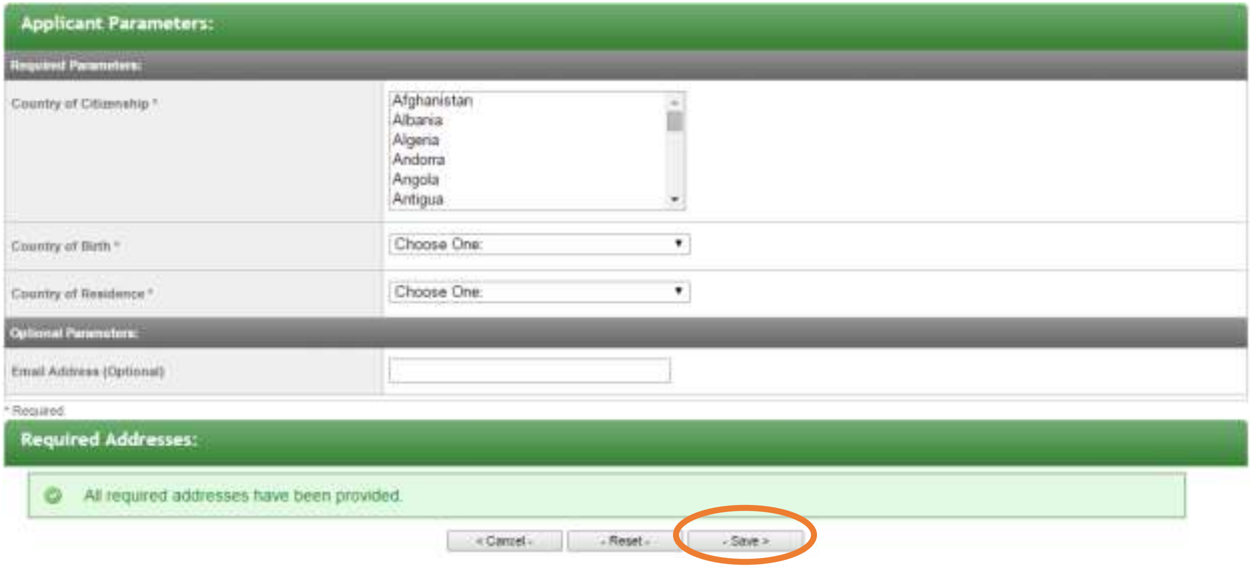
Next, choose Academic Year 2018-2019 and press “Apply”.



Available Terms

● Academic Year, 2018-2019

Fill in your Applicant Information and press “Save”.



Applicant Parameters:

Required Parameters:

Country of Citizenship *	Afghanistan Albania Algeria Andorra Angola Antigua
Country of Birth *	Choose One:
Country of Residence *	Choose One:

Optional Parameters:

Email Address (Optional)	

* Required

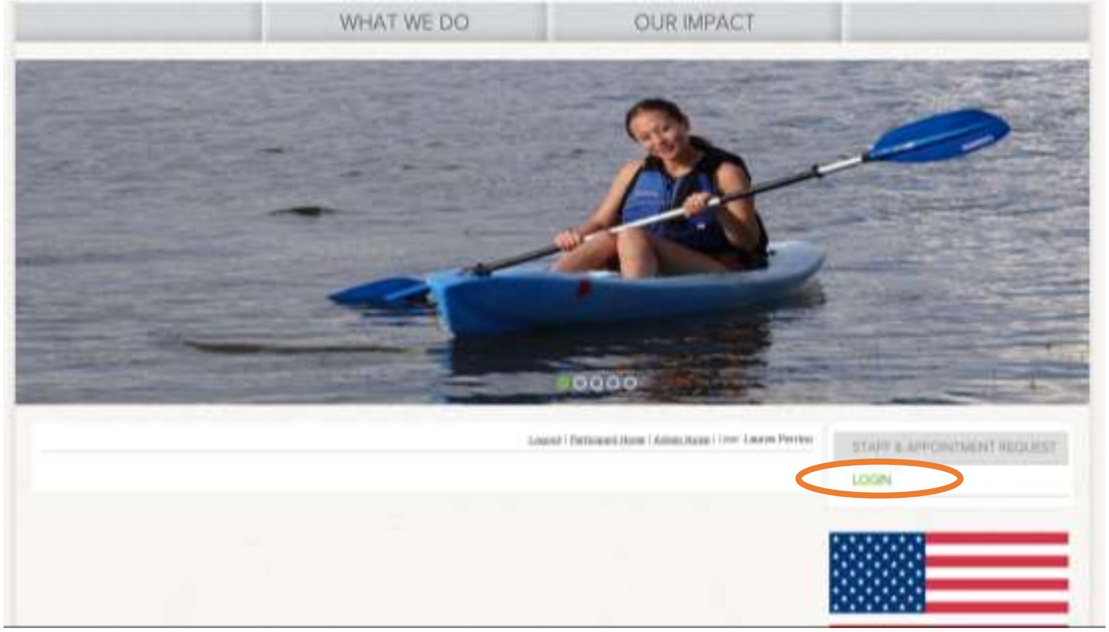
Required Addresses:

All required addresses have been provided.

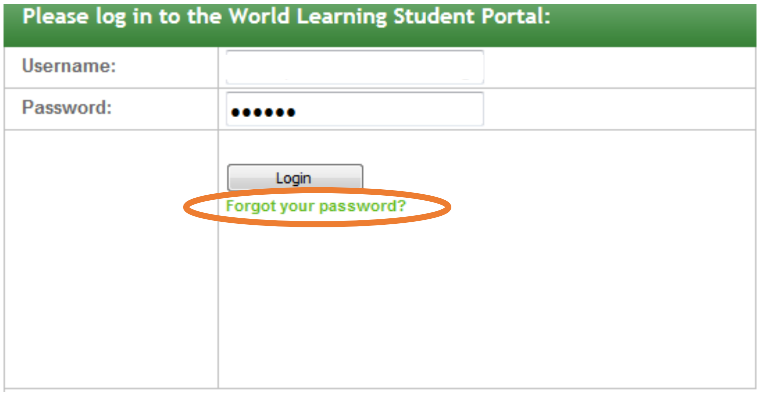
After saving this information, you will be taken directly to your Participant Homepage and may begin your application.

II. LOGGING IN

Now that you have set up your account and changed your password, you may access the [Portal](http://exchangeprograms.worldlearning.org/) at http://exchangeprograms.worldlearning.org/ using your login credentials (registration email and the password you created).



III. FORGOTTEN PASSWORD



Please log in to the World Learning Student Portal:

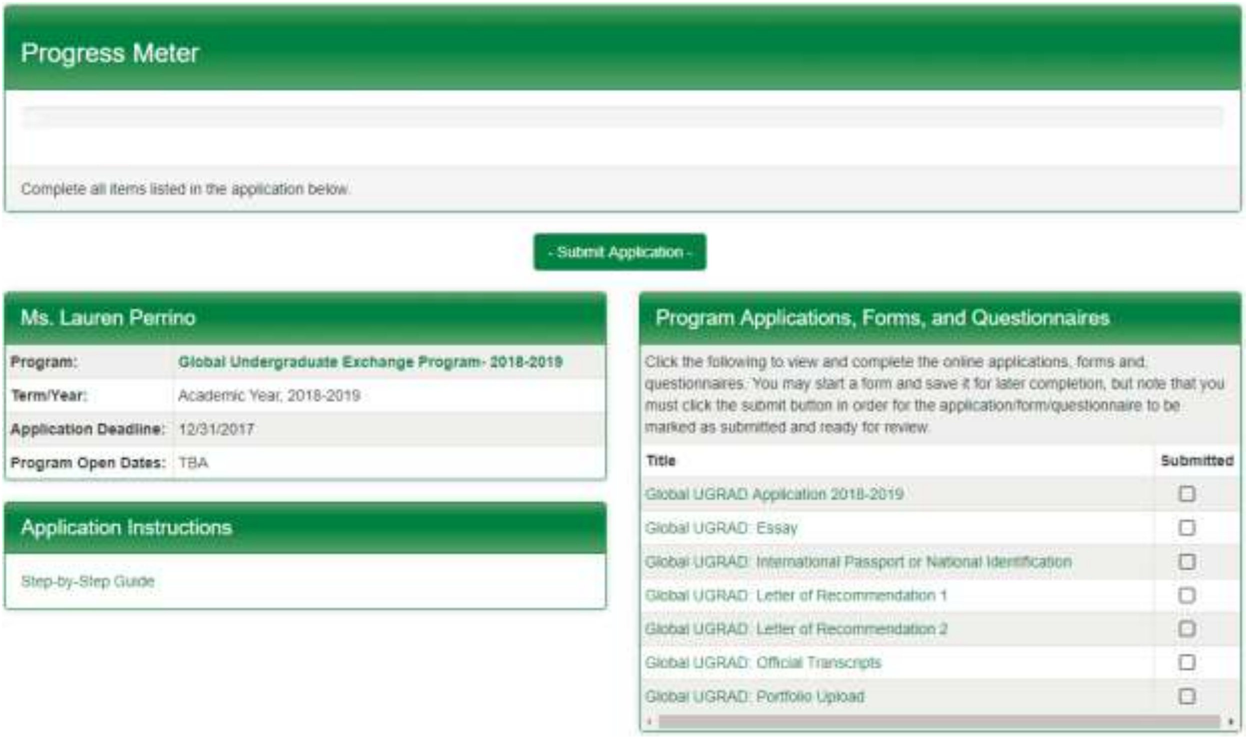
Username:	
Password:	••••••

If you forget your password, on the login screen, click “Forgot your password?” and follow the instructions on the next page.

World Learning will send you an email with temporary login credentials (similar to what you received when you initially registered your account) so that you can regain access to the site and reset your password.

IV. PARTICIPANT HOMEPAGE

Your Participant Homepage will list all of your required forms and Learning Content. All program forms and upload spots are shown here:



Complete all items listed in the application below.

Ms. Lauren Perrino

Program:	**Global Undergraduate Exchange Program- 2018-2019**
Term/Year:	Academic Year, 2018-2019
Application Deadline:	12/31/2017
Program Open Dates:	TBA

Application Instructions

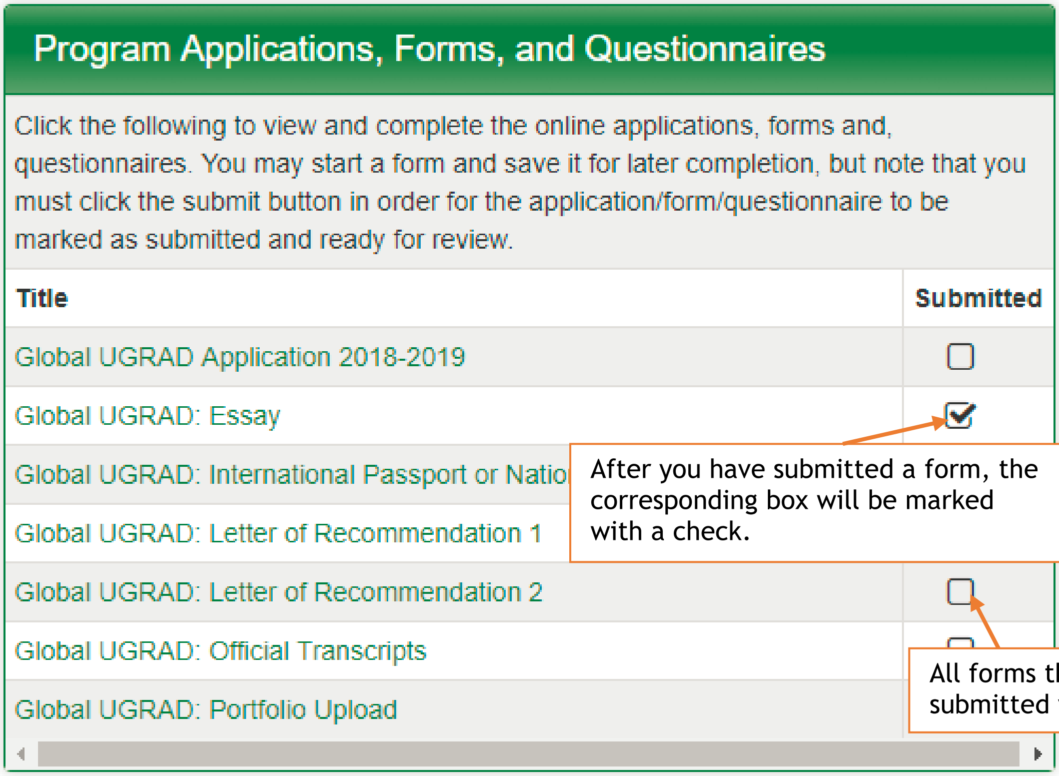
Step-by-Step Guide

Program Applications, Forms, and Questionnaires

Click the following to view and complete the online applications, forms and questionnaires. You may start a form and save it for later completion, but note that you must click the submit button in order for the application/form/questionnaire to be marked as submitted and ready for review.

Title	Submitted
Global UGRAD Application 2018-2019	☐
Global UGRAD: Essay	☐
Global UGRAD: International Passport or National Identification	☐
Global UGRAD: Letter of Recommendation 1	☐
Global UGRAD: Letter of Recommendation 2	☐
Global UGRAD: Official Transcripts	☐
Global UGRAD: Portfolio Upload	☐

Click on the form (in green) to begin answering questions or to upload a document.



Program Applications, Forms, and Questionnaires

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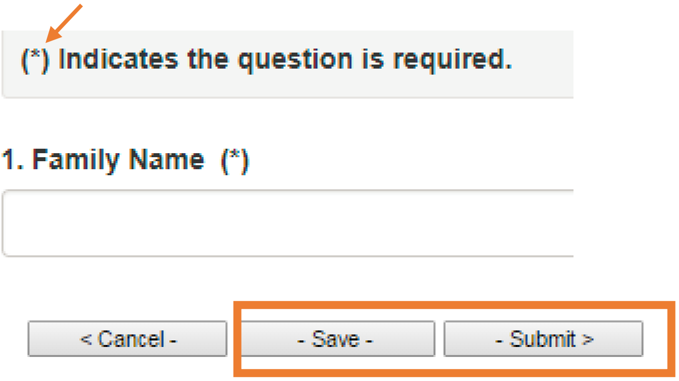
Title	Submitted
Global UGRAD Application 2018-2019	☐
Global UGRAD: Essay	☑
Global UGRAD: International Passport or Natio	
Global UGRAD: Letter of Recommendation 1	
Global UGRAD: Letter of Recommendation 2	☐
Global UGRAD: Official Transcripts	☐
Global UGRAD: Portfolio Upload	

After you have submitted a form, the corresponding box will be marked with a check.

All forms that have not been submitted will be blank.

Once you have responded to all required questions (marked with *), you must **submit** the form so it is considered complete and ready for review. If you did not finish, you may press Save to save your work and come back later to edit and submit.

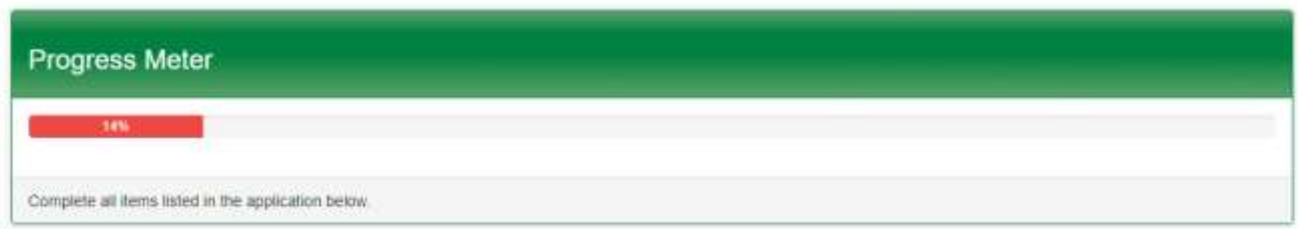


(*) Indicates the question is required.

1. Family Name (*)

V. PROGRESS METER

The **Progress Meter** is located toward the top of your home page and will show what percent of your application is complete. Once you have **submitted** all required parts of your application, the meter will display a message that your application is complete.

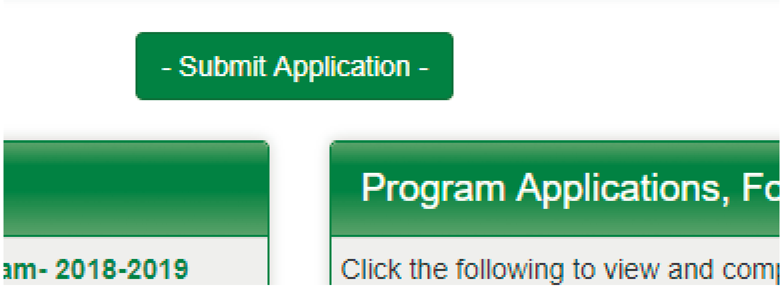


Progress Meter

14%

Complete all items listed in the application below.

If the Progress Meter is full and all required forms have a check mark, your application is complete. You should press the submit application button at the top of the page. You will receive an email to inform you your application was received within 24 hours.



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Program Applications, Fo

Click the following to view and comp