Continuing Education: Short Application

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1. Navigate to apply.wisconsin.edu.
2. Register as a New or Existing User.
   
   **NOTE: Copy the User Name and password you create for this website in a safe place for future reference.**

3. (Optional) If you are registering as a new user, fill in the required fields.
4. Click **Save New Registration**.

5. Click **Create a new application**.

6. From the drop-down menu, select **UW-Eau Claire**.
7. Select the appropriate response for your citizenship.
8. Click Next.

9. Select the appropriate response for your high school degree.
10. Click Next.

11. Select the appropriate response for your post-secondary education.
12. Click Next.

13. Select either **Special student at the undergraduate level** or **Special student at the graduate level**.
   
   **NOTE:** Make your selection according to the course you are taking.

14. Click Next.
15. Select **Credit through Continuing Education Office**.

16. Click **Next**.

17. Select the appropriate Semester/Term from the drop-down menu.

18. Review the summary page and correct any errors you see. Once everything is correct, click **Continue**.

19. Click **Campus Specific** and fill in the fields.

20. Click **Personal Information** and fill in all the fields.

*NOTE: Type in the dashes for your Social Security Number. This information is confidential and will only be used to avoid duplication of records and for preparation of tax forms that may be...*
21. Click **Address** and fill in all the fields.

22. Click **Submit Application**.

23. Click **Perform final check for errors** and correct any errors.

24. Perform the check again.

25. Sign the application using your name, birth date, and Social Security Number and click **Sign and submit application**.