Continuing Education: Short Application

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.

   Semester or Term you Plan to Enter:
   
   Fall 2017 (September-December)

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18. Review the summary page and correct any errors you see.

   Once everything is correct, click Continue.

   Summary:

   Applying to: UW Eau Claire
   U.S. Citizen: Yes
   U.S. Visa Type: not applicable
   Will apply for student visa: not applicable
   High School/Secondary School/Equivalent: Already graduated (have high school diploma or GED)
   Post-Secondary Education: Undergraduate degree (major or bachelor’s degree or will have both)
   Reason for Applying: Special student at the graduate level
   Applying At: Continuing Masters in Accounting
   Term: Fall 2017 (September-December)

   Please review the above information and ensure that it is correct before continuing.

   Based on the above answers, you will fill out the following application:

   Eau Claire, Special, Graduate
   Click “Continue” to prepare your application and proceed.

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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 required.

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**.