

# IELP Online Application Instructions

The IELP's online application is available [here](#). Follow these instructions to make sure your application is complete and correct.

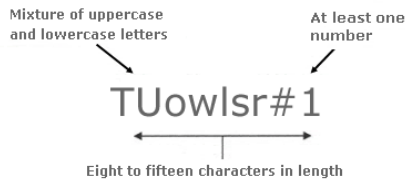
1. Click on **Apply Now**

2. Enter your email here to create your online profile

The screenshot shows a registration form titled "I am a new user". Below the title, it states: "A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue." There are two input fields for "Email:" and "Retype Email Address:". Below these fields, there are two radio button options: "Participant is over 18 years of age" (selected) and "Participant is under 18 years of age". A "Start Application" button is located at the bottom right of the form.

3. Complete your profile. Required fields are indicated by \*. Here are some tips:

a. **Username** and **Passwords**. **Make sure to remember your username and password – you WILL need to use them again!** There are a few requirements for your password - here is an example of an acceptable password:



b. **Date of Birth:** Remember, in the United States the correct way to write a date is month/day/year. If your birthday is the 14<sup>th</sup> of July, 1996, you would write it like this: 07/14/1996.

c. **Phone number.** Please put your international dialing country code in "Area Code" filed.

The screenshot shows two input fields. The first is labeled "Area Code:" and contains the number "229". The second is labeled "Number: \*" and contains the number "123456789".

d. **Employer.** IELP applicants don't need to fill out this section.

e. **Privacy Policies.** You will need to type your initials into each boxes. Your initials are the first letter of your first and last name. For example, if my name is **JOHN TEMPLE**, then my initials are **JT**.

4. After creating the profile, click on **Continue Checkout**.

5. The next page is your application questionnaire. Please click on **Start** to continue. In the future, this is also where you can check your application status.

➔ Need to do    ❌ Incomplete    ✅ Complete

AP0001—Intensive English Language Program (IELP) Application Start

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**Status: In Progress**

Not Started  
Not Submitted

**Status of Items Needed**

- ❌ Financial Document(s) Approved
- ❌ Financial Document(s) Received
- ❌ Passport - Biographical Page Approved
- ❌ Passport - Biographical Page Received

6. Complete your application questionnaire. Here are some tips:
- a. **Phone Number.** This field is numbers only. e.g.: 0012152047899
  - b. **Upload document.** Please select the document from your computer by Choose File and then click Upload to add the file to your application. If you see your file listed like the picture below, that means you have successfully uploaded the file.

Passport.pdf	<a href="#">Passport.pdf</a>	<span style="background-color: #800000; color: white; padding: 2px;">Delete</span>
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7. Submit your application. **Your application is not submitted until your application fee is paid.**
- a. You can upload your documents later after submitting your application.
  - b. Click on Submit Application
  - c. Then click the **Shopping Cart icon** in the top center of the window to view the application fee and continue through the checkout process.
  - d. It will ask you to verify your profile information, please click Continue Checkout
  - e. Select pay online by credit card and then fill out your credit card information.

Please select a payment method:\*

Pay online by credit card



8. Once your payment is successfully processed, you will see a screen that shows your receipt. It should look like this:

## RECEIPT

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You will also receive a receipt by email.

Professor Calvin Thrall  
25 Waverly Place  
Reykjavik, 123123  
Iceland  
calvin@temple.edu  
(98) 8675309  
Student Number: X037980

Basket No.: 102802  
Date: Sep 9, 2016

IELP Student Number

The transaction was successfully completed. Please print this page for your records.

Your online application has been submitted! If you have not already, make sure to upload your documents to your application. Also, **please remember your student number** as you will use it often during your time as an IELP student.