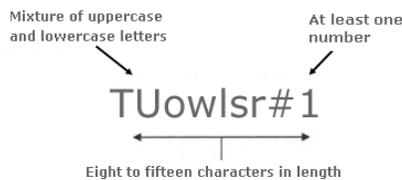# ACT Program Online Application Instructions

The ACT Program'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

   I am a new user

   A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue.

   Email:

   Retype Email Address:

   Select one of the following options:
   - ⊙ Participant is over 18 years of age
   - ○ Participant is under 18 years of age

   Start Application

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:

   Mixture of uppercase and lowercase letters   At least one number

   TUowlsr#1

   Eight to fifteen characters in length

   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 14th 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.

   Area Code: Number:$*$

   229   123456789

   d. **Employer.** ACT 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

AP0059—American Culture at Temple (ACT) Application [Start]

Status: In Progress   **Status of Items Needed**

Not Started   ❗ Application Package Mailed
Not Submitted   ❗ Passport - Biographical Page

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   Passport.pdf   [Delete]

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.

   🛒 1 Items

   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

   You will also receive a receipt by email.

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

   IELP Student Number

   Basket No.: 102802
   Date: Sep 9, 2016

   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.