

1. Access the online application at this link:
<https://oa2.uwinnipeg.ca/AdmissionsManager/Account/Login?ReturnUrl=%2FAdmissionsManager%2F>.
2. Each student must 'Create an Account'. They will need a valid email address and then they can create their own password. Note: Passwords must be 8 characters long, include one uppercase (capital) letter, one number and one non-letter or numeric character (i.e. *%^&#@!, etc.).
3. Check the email they used to create the account and 'click' on the 'confirmation link'.
4. Log-in to the Application screen.
5. Select '+Add' in yellow
6. Question – '*Which area of The University of Winnipeg are you applying to?*'
 - a. Answer: Undergraduate Studies
7. Citizenship Information – students select either Canadian or International, which will be followed up with '*Are you a Permanent Resident or Refugee?*'. There are blue '?' with further information and definitions of both Permanent Residents and Refugees.
8. Select an Application Type:
 - a. Please choose "*I am enrolled in a degree program at another school. I want to take course(s) here on a Letter of Permission.*"

The current online application does not have an application type of 'Accelerated', thus we are asking all students to apply as a 'visiting' student.

9. Which Faculty or Area of Study are you applying for?
 - a. All students should select 'Arts'.
10. Select an *Academic Term* – select "*Winter (January 2018 – April 2018)*"
11. How did you learn about this program?
 - a. Students should select the applicable answer.
12. Select 'Save'
13. Students will return to the 'My Applications' screen. They then need to select the newly created 'Visiting (Letter of Permission)' Application. Each student will then need to complete - Student Information, Contact Information and Demographic Information.
14. Students also need to complete the Educational History page. Under '*Institutions Attended*', they should '+Add Institution'.
 - a. '*Institution Country*' – select Canada.
 - b. '*Province*' – select Manitoba.
 - c. '*City*' – select Winnipeg.
 - d. '*Home Institution*' – select Other – specify
 - e. '*Institution Name*' – **Credit Institute of Canada**
 - f. '*Start Date*' – the month and year they started at the school.
 - g. Save
15. Students should answer 'no' to the question, 'Have you applied for a Letter of Permission from your Home University?'.

16. Save
17. Submit Application. This will take a few moments; a Student Number will appear on the screen when the application is successfully loaded.
18. Students will then proceed to the Declaration page and request for payment.
19. Select '*Cheque*' or '*Debit*' when asked for a payment. CIC students do not pay an application fee, thus you do not need to send in a cheque or pay by debit. You are just trying to advance the application form forward.