CAPP

ADMISSION APPLICATION INSTRUCTIONS

FALL APPLICATIONS ARE DUE JULY 31
SPRING APPLICATIONS ARE DUE DECEMBER 20
START AT APPLY.WISCONSIN.EDU (TYPE INTO BROWSER)

NOTE: If you’ve already created account since Summer 2020, you should click Sign In and Resume (and skip to Slide 5)
COMPLETE THE FORM TO CREATE YOUR ACCOUNT

CREATE YOUR ACCOUNT

What email should I use?

Email Address
Your email address will be your username.
Enter your email address

First Name
Enter your first name

Last Name
Enter your last name

Password
Password must be eight characters in length and include one letter and one number.
Enter your password

Confirm Password
Confirm your password
Finish the form, then click Create Account.

Now, skip to Slide 7.
SIGN IN AND RESUME
Use this link to recover a forgotten username or password
### My Account

#### In Progress Applications

<table>
<thead>
<tr>
<th>Campus</th>
<th>App Type</th>
<th>Term</th>
<th>Started Date</th>
<th>Actions</th>
</tr>
</thead>
</table>

You have no applications in progress.

#### Submitted Applications

<table>
<thead>
<tr>
<th>App ID</th>
<th>Campus</th>
<th>App Type</th>
<th>Term</th>
<th>Submitted Date</th>
<th>Paid</th>
<th>Actions</th>
</tr>
</thead>
</table>

You have no completed applications.
UW System campuses have a variety of application types. We'll start with a few questions so that we can pick the best application for you.
SELECT “FEW COURSES”

ARE YOU APPLYING FOR A DEGREE OR A FEW COURSES?

Degree

Few Courses

MY ACCOUNT    BACK
SELECT YOUR CITIZENSHIP STATUS

ARE YOU A U.S. CITIZEN?

Yes

No

MY ACCOUNT  BACK
SELECT “NO”

HAVE YOU GRADUATED FROM HIGH SCHOOL/SECONDARY SCHOOL OR EARNED YOUR GED/HSED?

Yes

No
YOU ARE A HIGH SCHOOL NON-DEGREE APPLICANT

A High School Non-Degree applicant is in high school and plans on taking a college course or two.
SELECT “UW OSHKOSH” FROM THE MENU
THEN, “SAVE AND CONTINUE”
CHOOSE “CAPP”, THEN SAVE AND CONTINUE
**All Fall 2021 applications will be changed to Fall 2020 if submitted before January 1, 2021.**
IF YOUR SCREEN MATCHES MINE, CLICK NEXT

REVIEW YOUR CHOICES

You are applying as a High School Non-Degree student at UW-Oshkosh for Fall 2021 (classes start September 2021). You have selected CAPP - Cooperative Academic Partnership Program as your major/program.
ENTER YOUR INFORMATION

PERSONAL INFORMATION

- **First Name**: CAPP
- **Last Name/Family Name**: Office
- **Middle Name (Optional)**: 
- **Preferred Name (Optional)**: Enter Preferred Name
- **Suffix (Jr, Sr, etc) (Optional)**: Select Suffix
- **Has your name ever changed? (Ex: Life events such as a marriage, adoption, divorce etc)**: 
  - [ ] Yes
  - [ ] No
- **Gender**: Select Gender
- **Gender Identity (Optional)**: Select Identity
- **Date of Birth**: MM/DD/YYYY

**Note about Preferred name:** This is an optional field and should only be used if you use a name in your every day life that is significantly different than your legal name (not just a nickname).
IMPORTANT: If you have a Social Security number (all US Citizens have one), then you must provide it here.

<table>
<thead>
<tr>
<th>Which form of identification can you provide?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Social Security Number  ☐ Tax Identification #  ☐ Do Not Want to Provide/Do Not Have</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Security #</th>
<th>Confirm Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XX-XXXX</td>
<td>XXX-XX-XXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Birth</th>
<th>State of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Birth</td>
<td>Select State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Has either of your parents earned a four-year college/university degree?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes  ☐ No</td>
</tr>
</tbody>
</table>

[BACK] [SAVE AND CONTINUE]
ANSWER THE QUESTIONS HOW THEY APPLY TO YOU

ADDITIONAL INFORMATION

FAMILY BACKGROUND

Are you, or is a parent or spouse, currently serving in the U.S. Military? Or, are you, or is a parent or spouse, a U.S. Military veteran? If so, please indicate the relationship below.

Check all that apply:

☐ Self  ☐ Parent/Spouse  ☐ Neither

ETHNICITY AND RACE

Are you of Hispanic or Latino/a origin?

☐ Yes  ☐ No

Which of the option(s) below best describe how you identify yourself? (Check all that apply.) (Optional)

☐ African American or Black  ☐ American Indian or Alaska Native  ☐ Other Asian  ☐ Cambodian

☐ Hawaiian or Other Pacific Islander  ☐ Hmong  ☐ Laotian  ☐ Vietnamese  ☐ White or Caucasian
You must provide at least one contact phone number, and indicate which phone number is preferred.
PROVIDE YOUR ADDRESS, THEN CLICK VALIDATE
IF THE ADDRESS THAT POPS UP IS CORRECT, CLICK SAVE AND CONTINUE
YOU MUST ENTER INFORMATION FOR AT LEAST ONE PARENT/GUARDIAN

PARENT/GUARDIAN INFORMATION

The next section will ask you for information about your parent(s) or guardian(s). Here are some key points to know about this section:

- It's optional. You can skip the section using the “Skip Parent Section” button below.
- You only need to enter the number of guardians that you have information for.
- It may be used for emergency contact information.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>RELATIONSHIP</th>
<th>ADDRESS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>You have no parents added.</td>
</tr>
</tbody>
</table>

[buttons: BACK, SKIP PARENT SECTION, ADD PARENT/GUARDIAN]
ENTER THE PARENT/GUARDIAN NAME AND RELATIONSHIP TO YOU
PROVIDE PARENT/GUARDIAN ADDRESS (FOR RESIDENCY)
## PARENT/GUARDIAN INFORMATION

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</tr>
</thead>
<tbody>
<tr>
<td>Sarah</td>
<td>Office</td>
<td>Legal Guardian/Caretaker</td>
<td>800 Algoma Boulevard</td>
<td></td>
</tr>
</tbody>
</table>
IF YOU LIVE IN WISCONSIN, SAY YES. IF NOT, SAY NO.

RESIDENCY

The next section will ask questions to determine if you qualify for Wisconsin resident tuition under state law. The information collected in the following sections is only used to determine your tuition rate. Learn more about qualifying for Wisconsin residency.

Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?

- Yes
- No

Minnesota Reciprocity

If you believe you qualify for Minnesota tuition reciprocity, that is determined through a separate process. Learn more about qualifying for Minnesota Reciprocity.
IF YOU SAID YES, CLICK EDIT PARENT

RESIDENCY

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Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?

- Yes  
- No

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<tr>
<td>Parent Questions</td>
<td>Not Completed</td>
<td>EDIT PARENT</td>
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Minnesota Reciprocity

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IF YOU SAID NO, CLICK SAVE AND CONTINUE
SELECT A PARENT, THEN RESPOND TO THE QUESTIONS

PARENT RESIDENCY

Please select the parent/guardian who best qualifies you for the Wisconsin resident tuition rate. If neither parent resides in Wisconsin, please list the parent whose information you are most familiar with. Note: Use the question mark in the lower right to help determine which parent you should select.

Choose your parent to use for residency:

- Sarah Office (Legal Guardian/Caretaker)

Is your Legal Guardian/Caretaker a U.S. citizen?

- Yes  
- No  
- Prefer not to respond at this time

Has your Legal Guardian/Caretaker physically resided full-time in Wisconsin for the past 12 months?

- Yes  
- No

Where is your Legal Guardian/Caretaker employed?

- Wisconsin  
- Outside of Wisconsin  
- Not currently working
CONTINUE WITH THE PARENT RESIDENCY SECTION

Has your Legal Guardian/Caretaker filed a Wisconsin resident income tax return for the most recent tax year?
- Yes
- No, did not file
- No, filed in a different state

Was Wisconsin the last place your Legal Guardian/Caretaker registered to vote or voted?
- Yes
- No

Does your Legal Guardian/Caretaker hold a valid Wisconsin driver’s license?
- Yes
- No
IF YOU LIVE IN WISCONSIN, EDIT APPLICANT

**Residency**

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- Yes
- No

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<td>EDIT PARENT</td>
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<tr>
<td>Applicant Questions</td>
<td>Not Completed</td>
<td>EDIT APPLICANT</td>
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**Minnesota Reciprocity**

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COMPLETE THE QUESTIONS FOR RESIDENCY

APPLICANT RESIDENCY

Have you physically resided full-time in Wisconsin for the past 12 months?
☐ Yes  ☐ No

Where are you employed?
☐ Wisconsin  ☐ Outside of Wisconsin  ☐ Not currently working

Have you filed a Wisconsin resident income tax return for the most recent tax year?
☐ Yes  ☐ No, did not file  ☐ No, filed in a different state

Was Wisconsin the last place you registered to vote or voted?
☐ Yes  ☐ No

Do you hold a valid Wisconsin driver’s license?
☐ Yes  ☐ No
CLICK SAVE AND CONTINUE

RESIDENCY

The next section will ask questions to determine if you qualify for Wisconsin resident tuition under state law. The information collected in the following sections is only used to determine your tuition rate. Learn more about qualifying for Wisconsin residency.

Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?
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Minnesota Reciprocity

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ACADEMIC BACKGROUND

You will be asked to provide information about your educational background. This typically involves providing information about your high school/secondary school and college/post-secondary career.
CLICK “ADD HIGH SCHOOL”
LOCATE YOUR SCHOOL USING THE SEARCH AND SELECT IT

ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

Search By Name
West Bend East

Search By City/Location (Optional)
Search By City/Location

Choose School
WEST BEND EAST HIGH SCHOOL
WEST BEND, WI

I did not find my high school
SELECT “YES”, PROVIDE DATES, THEN SAVE HIGH SCHOOL
ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

In this next section you will need to supply the following pieces of information about all of your High School/Secondary Schools attended:

- Full name of your high school/secondary school
- High school/secondary school attendance dates
- High school/secondary school graduation date
- Optional: unofficial high school/secondary school transcript

<table>
<thead>
<tr>
<th>TITLE</th>
<th>GRADUATION DATE</th>
<th>TRANSCRIPT</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEST BEND EAST HIGH SCHOOL</td>
<td>06/2022</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

CLICK SAVE AND CONTINUE
CLICK SAVE AND CONTINUE

HOLISTIC BACKGROUND

Your holistic section asks that you write a statement for the campus that you are applying. On the statement page there will be a prompt to respond to along with some guidance for what to include in your statement.
YOU MAY SKIP THE ESSAY. CLICK SAVE AND CONTINUE
ALMOST THERE! CLICK CONTINUE

REVIEW APPLICATION

You're almost there! You have successfully completed your written application. All that is left is for your digital signature and payment.

*Note: Once you submit your application you cannot make changes to it on this website. You will need to send changes to the admissions office.*
PROVIDE YOUR DIGITAL SIGNATURE, THEN CLICK SUBMIT APPLICATION

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>APP TYPE</th>
<th>TERM</th>
<th>COST</th>
<th>ACTIONS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-Oshkosh</td>
<td>High School Non-Degree (Domestic)</td>
<td>Fall 2021 (classes start September 2021)</td>
<td>No Charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONFIRMATION SIGNATURE

You are ready to sign your application. Once you sign and submit your application you are not able to make changes to your submitted application(s).

I acknowledge that by providing an electronic signature, I attest to the accuracy and truthfulness of the application(s) I'm submitting. I also agree to the conditions of the UW System.

Do you agree to all of the above?

- [ ] I Agree

Signature

[Signature]
CONGRATULATIONS! YOU COMPLETED STEP 1, CAPP ADMISSION APPLICATION!

• If you applied before the deadline (Fall: 7/31, Spring: 12/20), then you will receive more information by email a few weeks before the start of class.

• If you applied AFTER the deadline, you won’t receive registration instructions until at least a week after you apply. If you haven’t received instructions by email within two weeks, contact the CAPP Office, capp@uwosh.edu.

• Remember, this is just Step 1. You must also complete Step 2, course registration, to actually be enrolled for UWO CAPP credit.