UNIVERSITY OF TORONTO INTERNATIONAL SUMMER PROGRAMS

APPLICATION PORTAL MANUAL

WELCOME!

Welcome to our new application system!

The application portal will be a centralized system where you can submit your application or send in one on behalf of a student. In this portal, you'll be able to complete any required forms, upload additional documents, submit payments, access documents and more! This guide will help you in getting set up. If you need any assistance in setting your account up, please let our team know. We're here to help!

TABLE OF CONTENTS

- 3 Creating an Account
- 4 Submitting an Application
- 7 Household Information Form (Account Information)
- 8 Submitting an Application (Continued)
- 10 Your Registration Profile

NEED HELP?

If at any point in the application process you need help, please feel free to contact our team at summeracademy@utoronto.ca. We're here to help!

CREATING AN ACCOUNT

To create an account, you can simply fill in the "New user sign-up" section. Please note that accounts are user-specific so you will only be able to create an account with one email once.

The creator of the account should be either:

- parent/guardian of the student
- agenct/representative of the student
- yourself (adult students only)

Please note that the email used to create your user account will be used as the main point of contact. Please ensure you check this email account often.

Welcome to the University of Toront	to - International Programs Registration!
If this is your first time to our registratic visits, you will just sign-in with your em	on site, please start by creating a new account under sign-up. And on all return hall address and password.
If you are from an Educational Agency, or create a new account for your agen	, and applying on behalf of a student, you can either login to your Agency Accoun cy.
Accounts are based on your email add be used once.	tress, and can be used to register multiple students. Each email address can only
lf you have any questions, please do n +1.416.946.3853.	not hesitate to contact us at internationalprograms@utoronto.ca or call
	not hesitate to contact us at Internationalprograms@utoronto.ca or call
+1.416.946.3853.	
+1.416.946.3853. Sign-in	New user sign-up
+1.416.946.3853. Sign-in	New user sign-up First Name Last Name
+1.416.946.3853. Sign-in E-mail	New user sign-up First Name Last Name Bucky University
+1.416.946.3853. Sign-in E-mail	New user sign-up First Name Last Name Bucky University E-mail Password

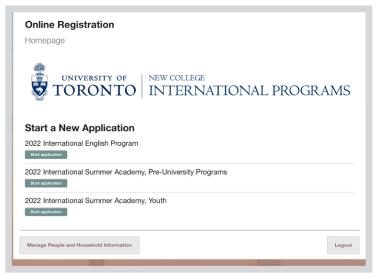
IF YOU'RE AN AGENCY

In this portal, you will see some common terminology that may cause some confusion when registering your student(s). Here are some terms that you may encounter and how you should interpret them:

- Household this is the account information. This should be your agency information only.
- **Parent** Whenever there is a "Parent" role in Households, this will refer to the Main Contact of the account.

To summarize, the main contact person for the registration process should be creating the account with their email so they can access the students' files. They should appear listed as "Parent" in their account.

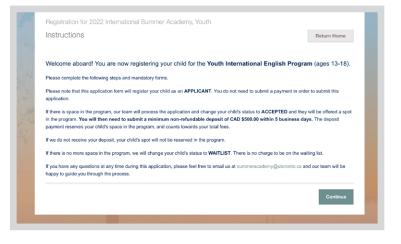
Once you have created an account, you will see this page (to the left). Now choose which program you would like to start an application for.

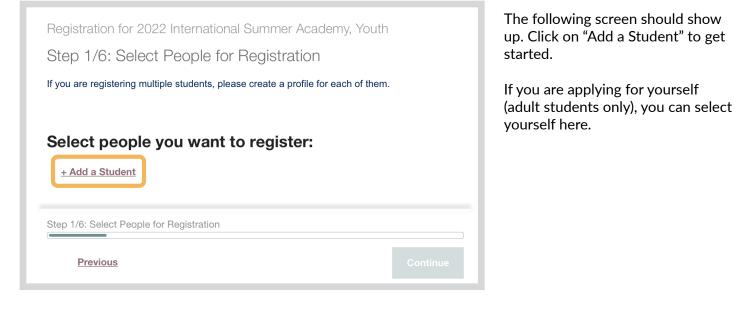


SUBMITTING AN APPLICATION

Let's submit an application. For this example, we'll be using the Youth International English Program, but the process is very similar to the International English Program and the Pre-University Programs.

When you click on "Start Application," you should see this page. Click "Continue" when you're ready.





Add the student's details here.

You can register multiple students at once by clicking "add a student" below.

	First Name Moose			le Name (optional) Ile Name	Last Name Toronto	a
Pronouns () (optional)	Date of Birth			Gender		
	January	\$ 1	2006	Male	\$	
He/Him	Pronouns 0	optional)				
	He/Him					
	Add a Studer	t				

Select the student's courses here. Once you have selected the program dates for the student, the course and additional options will show up. Be sure to look for mandatory choices - certain program fees will not show up until you have selected a course.

If you are applying for multiple students, they will show up as tabs both on top and bottom.

Once you are happy with your selections, click "Continue."

Sele	ect sessions for Moose:	d all Moose Toronto	
	by: All 👻 Search by name	Youth International English Program (July) Saturday, July 9 - Friday, July	
	Youth International English Program (July) Saturday, July 9 - Friday, July 22 (2 Weeks) Jul. 9 - 22 show details	22 (2 Weeks) × • Credit Card (Visa, MasterCard, Discover) × • Applicant × Goose Ontario Subtotal: 0.00	
	Saturday, July 9 - Friday, July 29 (3 Weeks) Jul. 9 - 29 show details	Youth International English Program (J	uly)
		Saturday, July 9 - Friday, July 22 (2 Weeks) Jul. 9 - 22 hide details	
	Youth International English Program (August)	Remove from cart	
	Sunday, July 31 - Saturday, August 13 (2 Weeks)	Session Options	
	Jul. 31 - Aug. 13 show details	Application Status * 1 item required. ✓ You have 1 in the cart.	
	Sunday, July 31 - Saturday, August 20 (3 Weeks) Jul. 31 - Aug. 20 show details	Applicant Remove from cart	
		Morning Course (Mandatory) • 1 item required. You have 0 in the cart.	
M	Goose	General English Course (GEC)	3,50
		Afternoon Course (Optional)	
	Add/remove peop	e Intensive English Course (IEC)	37
		Optional Add-Ons	
		Up to 1 item allowed. ✓ You have 0 in the cart. Notarized Custodianship Declaration	10
		(Payment Options) •	
		1 item required. ✓ You have 1 in the cart. Credit Card (Visa, MasterCard, Discover)	
		Remove from cart	

You should see the following screen. If you are applying for multiple students, you will see the forms split for each student. The Household form will apply for all students under this account.

Registration for 2022 International Summer Academy, Youth	
Step 3/6: Fill out Forms	
Please complete the following forms. All forms should be completed, but only the mandatory forms your application. Forms that have an asterisk (*) next to them are mandatory and must be complete registered, please log back in to complete the remaining forms.	
Please note that you cannot edit forms after you have submitted them.	All forms that show up are mandatory.
Some forms are not mandatory for registration, but should be filled as soon as possible following acc program.	marked with a red asterisk (*) to submit the
The Arrival/Departure form should only be completed after your travel plans have been booked. Due is recommended that any travel plans you make be refundable. The International Programs Office is travel plan cancellations as a result of ongoing COVID-19 related issues.	· · · · · · · · · · · · · · · · · · ·
Fill out forms:	If you have any questions during this process, please contact our team at summeracademy@utoronto.ca.
Forms marked with an asterisk(*) are mandatory.	
Household Form *	
Open form	
Forms for Moose	
Youth IEP Student Information Form *	
Financial Agreement Form *	
Medical Form	
Open form	
Youth IEP Arrival/Departure Form (Session 1) Open form	
Student Emergency Contact Open form	

HOUSEHOLD FORM/FAMILY INFO FORM

This is your household form. It will be the same for your students on this account. If you are an agent representing a student, you can create one account in your name and add the students under this account. If you are an adult registering for yourself, you will be listed as "First Parent or Guardian."

rst Parent or Guardian	Second Parent or Guardian
e First Name* Last Name*	Title First Name Last Name
, Mx, . Bucky University	Mr, Mx, .
nouns	Pronouns 0
lail Address *	E-Mail Address
mmeracademy@utoronto.ca	
one Numbers*	Phone Numbers
mber Type	Number Type
Type	Number
dd new phone	add new phone
eet Address* City* Lte/Province* Zip/Postal code* Count	ry*
dditional Information ency/Representative Name oplicable, please indicate here if you are registering through an agent/represent hoose one ou cannot find your agency or representative here, please email our office. w did you hear about our programs? id Ctrl/Command + Click to select multiple options) febsite chool	ative's services. (If this is not applicable, please leave blank).

MAILING ADDRESS

This will be the address listed on the student invoices.

ADDITIONAL INFORMATION

If you are an agency representing a student, please select your agency here.

FIRST PARENT OR GUARDIAN (MAIN CONTACT)

This will be the main point of contact. All communication, Letters of Acceptance, and invoices will be sent to this email by default.

There will be an area later where students can add their emergency contact information.

If you are an adult registering for yourself, you will be listed as First Parent or Guardian.

Note: If you are an adult, you do not need to add your parents here. This should be yourself so you receive all communications from us.

SECOND PARENT OR GUARDIAN

This will be used as a secondary during the registration process.

There will be an area later where students can add their emergency contact information.

If you are an adult registering for yourself, you may disregard this section unless you would like to add a secondary contact.

SUBMITTING AN APPLICATION (CONTINUED)

You should see this screen after you have completed the forms marked with a *.

You do not need to submit a payment at this stage. Once our team has processed your application, you will receive an email and will have 5 business days to make the minimum deposit payment. All details and instructions will be listed in this email.

Step 4/6: Choose a Payment Option		
Step 4/0. Choose a Payment Option	Ret	urn Home
No payment is due at this time.		
Payment can only be made by credit card or International Wire Transfer. You can select the the registration process. Please note that there is an additional CA\$30.00 charge associate Wire Transfer payment method. There are no additional charges for paying with a credit can	with the International	
Once your child is admitted to the program, you will be required to submit a minimum non-ref \$500. Please do not submit any payments until we confirmed your child's application and admitted		
Once that payment is submitted, you will be able to access their Letter of Acceptance.		
Once that payment is submitted, you will be able to access their Letter of Acceptance.		
Refunds may only be returned to the same method of payment. Credit card payments will be returnumber. Please ensure that your credit card can accept refunds.	ned to the same credit card	
Refunds may only be returned to the same method of payment. Credit card payments will be returned to the same method of payment.	ed. A CAD \$30 fee will be	
Refunds may only be returned to the same method of payment. Credit card payments will be returnumber. Please ensure that your credit card can accept refunds. Wire transfers will also be returned to the same account, and additional documents may be require	ed. A CAD \$30 fee will be	
Refunds may only be returned to the same method of payment. Credit card payments will be returnumber. Please ensure that your credit card can accept refunds. Wire transfers will also be returned to the same account, and additional documents may be required deducted to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be p	ed. A CAD \$30 fee will be rocessed.	,
Refunds may only be returned to the same method of payment. Credit card payments will be returnumber. Please ensure that your credit card can accept refunds. Wire transfers will also be returned to the same account, and additional documents may be requirededucted to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be postered to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be postered to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be postered to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be postered to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be postered to cover any bank fees.	ed. A CAD \$30 fee will be rocessed. Your Cart Moose Toronto Youth International English Program Saturday, July 9 - Friday, Jul	у d,

This should be the next screen you see. This is where you can review your details before submitting the application.

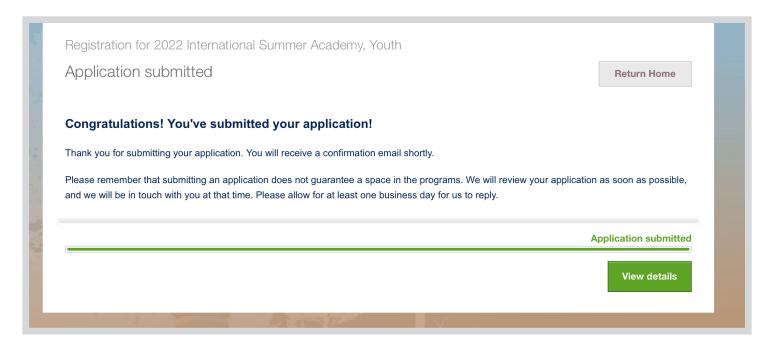
Once you have submitted the application, you will not be able to change the details in the submitted forms.

If there are any details you need changed, please email our team at summeracademy@ utoronto.ca and we will be happy to change that for you.

When you're ready, go ahead and submit the application.

Registration for 2022 International Su Step 5/6: Review and Submit tl		outh
	no Application	
Please review before su	bmitting:	
Registration items	Add/remove sessions	Add/remove people
Moose Toronto		
Youth International English Program (July) Saturday, July 9 - Friday, July 22 (2 Weeks) (Ju Applicant	ly 9 - 22, 2022)	
General English Course (GEC)Credit Card (Visa, MasterCard, Discover)		3,500.00
Total:		3,500.00
Forms		Edit forms
Household Form *		COMPLETED
Moose Toronto: Youth IEP Student Information Fo	orm *	COMPLETED
Moose Toronto: Financial Agreement Form *		COMPLETED
Noose Toronto: Medical Form		NOT STARTED
Moose Toronto: Youth IEP Arrival/Departure Form	(Session 1)	NOT STARTED
Moose Toronto: Student Emergency Contact		NOT STARTED
Payment		Edit payment options
Payment option: I understand that there is a mini the time of acceptance.	mum non-refundable de	posit of CAD \$500 at
Step 5/6: Review and Submit the Application		
Previous		Submit application

You will see this confirmation page when you submit the application. To see your registration details, please click on "View Details."



YOUR REGISTRATION PROFILE

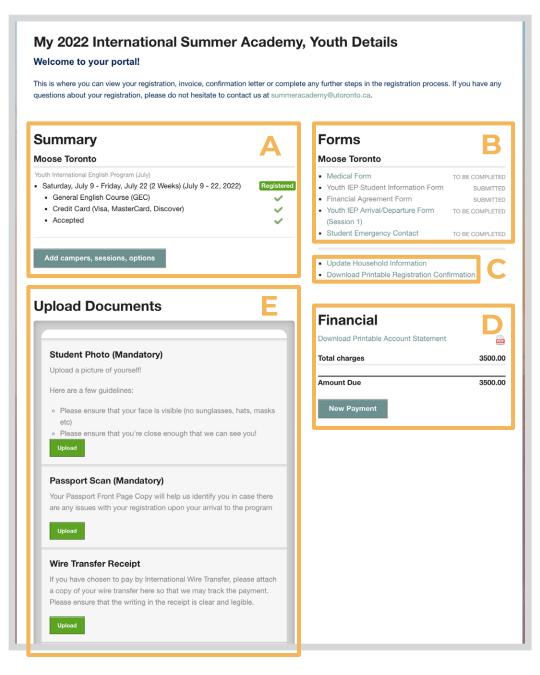
This is your registration profile. This is specific to the program.

A - Summary

This is where you can see the status of all your application(s) and what you have registered for. When you first submit your application, you will see that students will be listed as "Applicant" for now. When our team has processed the application and there is space in the program, we will change this to "Accepted." If there is no space in the program, the status will change to "Waitlisted."

B - Forms

This is where you can see the required forms for your student. All forms are required. Please check back when your application has been accepted as additional forms may appear.



C - Other features Here you can update your household information (account information) and download a report of your registration(s).

D - Account Statement

This is your invoice(s). If you have multiple students registered, invoices will be separated by student.

You can submit a new payment by credit card by clicking the "New Payment" button.

Please do not submit a payment until your student's application status has changed to "Accepted."

E - Upload Documents This is where you can upload documents for your registration

If you have multiple students, there will be an upload section for each student.