

The background of the cover features a stylized, semi-transparent image of the Toronto skyline. The CN Tower is prominent on the left side, and the city's skyscrapers are visible in the distance. The overall color palette is a gradient from light blue at the top to a warm orange and red at the bottom. The text is centered and rendered in a bold, white, sans-serif font with a slight shadow effect.

# UNIVERSITY OF TORONTO INTERNATIONAL SUMMER PROGRAMS

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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](mailto: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
- agent/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.

## 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.

Registration for 2022 International Summer Academy, Youth

Instructions Return Home

Welcome aboard! You are now registering your child for the **Youth International English Program** (ages 13-18).

Please complete the following steps and mandatory forms.

Please note that this application form will register your child as an **APPLICANT**. You do not need to submit a payment in order to submit this application.

If there is space in the program, our team will process the application and change your child's status to **ACCEPTED** and they will be offered a spot in the program. **You will then need to submit a minimum non-refundable deposit of CAD \$500.00 within 5 business days.** The deposit payment reserves your child's space in the program, and counts towards your total fees.

If we do not receive your deposit, your child's spot will not be reserved in the program.

If there is no more space in the program, we will change your child's status to **WAITLIST**. There is no charge to be on the waiting list.

If you have any questions at any time during this application, please feel free to email us at [summeracademy@utoronto.ca](mailto:summeracademy@utoronto.ca) and our team will be happy to guide you through the process.

[Continue](#)

Registration for 2022 International Summer Academy, Youth

Step 1/6: Select People for Registration

If you are registering multiple students, please create a profile for each of them.

**Select people you want to register:**

[+ Add a Student](#)

---

Step 1/6: Select People for Registration

[Previous](#) [Continue](#)


The following screen should show up. Click on "Add a Student" to get started.

If you are applying for yourself (adult students only), you can select yourself here.

Add the student's details here.

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

**Select people you want to register:**

**First Name**  **Middle Name (optional)**  **Last Name**  

**Date of Birth**    **Gender**

**Pronouns** ⓘ (optional)

[+ Add a Student](#)

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Step 1/6: Select People for Registration

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."

The screenshot displays a web interface for selecting courses. At the top, there are tabs for 'Moose' and 'Goose'. Below this, a section titled 'Select sessions for Moose:' contains a filter dropdown set to 'All' and a search box. A list of sessions is shown, including 'Youth International English Program (July)' and 'Youth International English Program (August)'. An orange box highlights the first session: 'Saturday, July 9 - Friday, July 22 (2 Weeks)'. To the right, a 'Your Cart' section shows the selected session and its details, including mandatory options like 'Application Status', 'Morning Course (Mandatory)', and 'Payment Options'. An orange box highlights the cart details, and an orange arrow points from the session selection to the cart. At the bottom, there are tabs for 'Moose' and 'Goose' and an 'Add/remove people' button.

**Moose** | Goose

**Select sessions for Moose:** expand all

Filter by: All | Search by name...

**Youth International English Program (July)**

- Saturday, July 9 - Friday, July 22 (2 Weeks)  
Jul. 9 - 22 | show details
- Saturday, July 9 - Friday, July 29 (3 Weeks)  
Jul. 9 - 29 | show details

**Youth International English Program (August)**

- Sunday, July 31 - Saturday, August 13 (2 Weeks)  
Jul. 31 - Aug. 13 | show details
- Sunday, July 31 - Saturday, August 20 (3 Weeks)  
Jul. 31 - Aug. 20 | show details

**Moose** | Goose

Add/remove people

**Your Cart**

**Moose Toronto**  
Youth International English Program (July)  
Saturday, July 9 - Friday, July 22 (2 Weeks) x

- Credit Card (Visa, MasterCard, Discover) x
- Applicant x

**Goose Ontario**

Subtotal: 0.00

**Youth International English Program (July)**

- Saturday, July 9 - Friday, July 22 (2 Weeks)  
Jul. 9 - 22 | hide details

Remove from cart

Session Options

**Application Status \***  
1 item required. ✓ You have 1 in the cart.

Applicant  
Remove from cart

**Morning Course (Mandatory) \***  
1 item required. You have 0 in the cart.

General English Course (GEC) 3,500.00  
Add to cart

**Afternoon Course (Optional)**

Intensive English Course (IEC) 375.00  
Add to cart

**Optional Add-Ons**  
Up to 1 item allowed. ✓ You have 0 in the cart.

Notarized Custodianship Declaration 100.00  
Add to cart

**(Payment Options) \***  
1 item required. ✓ You have 1 in the cart.

Credit Card (Visa, MasterCard, Discover)  
Remove from cart

International Wire Transfer 30.00  
Can't add to cart

Saturday, July 9 - Friday, July 29 (3 Weeks)

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.**

Some forms are not mandatory for registration, but should be filled as soon as possible following ac program.

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:

Forms marked with an asterisk(\*) are mandatory.

**Household Form \***  
Open form

**Forms for Moose**

**Youth IEP Student Information Form \***  
Open form

**Financial Agreement Form \***  
Open form

**Medical Form**  
Open form

**Youth IEP Arrival/Departure Form (Session 1)**  
Open form

**Student Emergency Contact**  
Open form

**All forms that show up are mandatory.**

However, you only need to complete the ones marked with a red asterisk (\*) to submit the application. You can log in to your account at a later date to complete the remaining forms.

If you have any questions during this process, please contact our team at [summeracademy@utoronto.ca](mailto:summeracademy@utoronto.ca).

# 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."

**Registration for 2022 International Summer Academy, Youth**  
Family Information Form

First Parent or Guardian			Second Parent or Guardian		
Title	First Name *	Last Name *	Title	First Name	Last Name
Mr, Mx, .	Bucky	University	Mr, Mx, .		
Pronouns ⓘ			Pronouns ⓘ		
<input type="text"/>			<input type="text"/>		
E-Mail Address *			E-Mail Address		
summeracademy@utoronto.ca			<input type="text"/>		
Phone Numbers *			Phone Numbers		
Number	Type		Number	Type	
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
<input type="button" value="add new phone"/>			<input type="button" value="add new phone"/>		

**Mailing address**

Street Address \*  City \*

State/Province \*  Zip/Postal code \*  Country \*

**Additional Information**

Agency/Representative Name  
If applicable, please indicate here if you are registering through an agent/representative's services. (If this is not applicable, please leave blank).

If you cannot find your agency or representative here, please email our office.

How did you hear about our programs?  
(Hold Ctrl/Command + Click to select multiple options)

Website  
 School  
 Friend  
 Family Member

## 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.

## 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.

# 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.

Registration for 2022 International Summer Academy, Youth

Step 4/6: Choose a Payment Option Return Home

No payment is due at this time.

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**Payment can only be made by credit card or International Wire Transfer. You can select the payment method during the registration process. Please note that there is an additional CA\$30.00 charge associated with the International Wire Transfer payment method. There are no additional charges for paying with a credit card.**

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Once your child is admitted to the program, **you will be required to submit a minimum non-refundable deposit of CAD \$500.** Please do not submit any payments until we confirmed your child's application and admitted them to the program.

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Once that payment is submitted, you will be able to access their Letter of Acceptance.

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Refunds may only be returned to the same method of payment. Credit card payments will be returned to the same credit card number. 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. A CAD \$30 fee will be deducted to cover any bank fees. Please note that wire transfer refunds may take 3 weeks to be processed.

---

**Select your payment option:**

I understand that there is a minimum non-refundable deposit of CAD \$500 at the time of acceptance.

---

Step 4/6: Choose a Payment Option

[Previous](#) Continue

### Your Cart

**Moose Toronto**  
Youth International English Program (July)  
Saturday, July 9 - Friday, July  
22 (2 Weeks)

- Credit Card (Visa, MasterCard, Discover)
- General English Course (GEC) 3,500.00
- Applicant

Subtotal: 3,500.00



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](mailto: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 Summer Academy, Youth

Step 5/6: Review and Submit the Application

**Please review before submitting:**

**Registration items** [Add/remove sessions](#) [Add/remove people](#)

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**Moose Toronto**

Youth International English Program (July)

- Saturday, July 9 - Friday, July 22 (2 Weeks) (July 9 - 22, 2022)
  - Applicant
  - General English Course (GEC) 3,500.00
  - Credit Card (Visa, MasterCard, Discover)

---

**Total:** **3,500.00**

**Forms** [Edit forms](#)

Household Form *	COMPLETED
Moose Toronto: Youth IEP Student Information Form *	COMPLETED
Moose Toronto: Financial Agreement Form *	COMPLETED
Moose 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 minimum non-refundable deposit of CAD \$500 at the time of acceptance.

---

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."

Registration for 2022 International Summer Academy, Youth

Application submitted [Return Home](#)

**Congratulations! You've submitted your application!**

Thank you for submitting your application. You will receive a confirmation email shortly.

Please remember that submitting an application does not guarantee a space in the programs. We will review your application as soon as possible, and we will be in touch with you at that time. Please allow for at least one business day for us to reply.

---

**Application submitted**

[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.

**My 2022 International Summer Academy, Youth Details**  
Welcome to your portal!

This is where you can view your registration, invoice, confirmation letter or complete any further steps in the registration process. If you have any questions about your registration, please do not hesitate to contact us at [summeracademy@utoronto.ca](mailto:summeracademy@utoronto.ca).

### Summary **A**

**Moose Toronto**

Youth International English Program (July)

- Saturday, July 9 - Friday, July 22 (2 Weeks) (July 9 - 22, 2022) **Registered**
- General English Course (GEC) ✓
- Credit Card (Visa, MasterCard, Discover) ✓
- Accepted ✓

Add campers, sessions, options

### Forms **B**

**Moose Toronto**

- Medical Form TO BE COMPLETED
- Youth IEP Student Information Form SUBMITTED
- Financial Agreement Form SUBMITTED
- Youth IEP Arrival/Departure Form (Session 1) TO BE COMPLETED
- Student Emergency Contact TO BE COMPLETED

### Upload Documents **E**

#### Student Photo (Mandatory)

Upload a picture of yourself!

Here are a few guidelines:

- Please ensure that your face is visible (no sunglasses, hats, masks etc)
- Please ensure that you're close enough that we can see you!

Upload

#### Passport Scan (Mandatory)

Your Passport Front Page Copy will help us identify you in case there are any issues with your registration upon your arrival to the program

Upload

#### Wire Transfer Receipt

If you have chosen to pay by International Wire Transfer, please attach a copy of your wire transfer here so that we may track the payment. Please ensure that the writing in the receipt is clear and legible.

Upload

### Financial **D**

Download Printable Account Statement

<b>Total charges</b>	3500.00
<b>Amount Due</b>	3500.00

New Payment

### Other features **C**

- Update Household Information
- Download Printable Registration Confirmation