

How to File the Online Admission Application at UW Oshkosh for CAPP

The application process is free and you will have no obligation to take any CAPP course! Completing this portion of the CAPP admission process is required and the first step to taking a CAPP course. It is recommended to be done in late spring or summer before the upcoming school year. Completing the admission application at this time will allow you to register for specific CAPP courses in a timely fashion. Registering for the specific CAPP course will be done at the beginning of the class (see How to Register). Your eligibility to take CAPP courses and the amount you may have to pay for the course will be determined at the time you actually register for a CAPP course. You must complete a new application for each academic year you take CAPP courses (only one is needed per year).

1. Go to the University of Wisconsin Online Admission Application at <https://apply.wisconsin.edu/>.
2. If you have never registered on this site, you will follow the “register as a new user” path by clicking on the link. If you have registered before, but don’t remember your password or login ID, follow those links to obtain the information. **Write down your log in information to use again when you apply to UW schools or take CAPP again next year.** Multiple applications can be created in one account.
3. Choose “Create a New Application” from the links on the left hand side and then choose UW Oshkosh from the drop down menu. You only need one application if you are taking multiple courses.
4. Continue through the screens selecting the appropriate responses.
5. When you get to the screen titled “Reason for Applying”, choose **“High School Special/Youth Options Program”**.
6. At the next screen, “Applying As”, choose **“Cooperative Academic Partnership.”**
7. Select the term in which you will be taking a class from the menu. Select fall if you will take courses both fall and spring or full year.
8. At the next screen you will review the summary of information you’ve entered so far.
9. Select “Commit” if you wish to continue filling out the application.
10. Continue from section to section. Some information will already be supplied. If you neglect to answer a question that must have an answer, the computer will tell you what information is still needed. **Note:** You will not fill in any specific class information. But do include your High School so we can properly find you.
11. Complete the application all the way to the end. Follow the “Sign and Submit Application” directions. **Print out the “Application Complete Instruction Sheet” and give it to your teacher or guidance counselor.**
12. Your application will be processed by the UW Oshkosh Admissions Office and your information will eventually be forwarded to the CAPP office. You will register for your class through your CAPP teacher.

Problems with the application should be directed to UW Help: 1-800-442-6459 or eapp@learn.uwsa.edu

Information needed for Admission Application

Here is the information you will need in order to apply for admission for a CAPP course, fill in the blanks to have your information in one spot (be sure to destroy this page if you write your Social Security number to prevent identity theft.) You may need your parents help on some of the questions.

1. Name, address, birth date, email address
2. Term (semester) you plan to enter (i.e. Fall, 2011)
3. Brief statement of why you would like to take a CAPP course (you may create your statement in a word processing program and then cut and paste it into the application)
4. Your Social Security Number: _____ - _____ - _____
5. Your birth place (city and country) _____
6. Have your parents served in the US Military? Y or N
7. Are you a legal Wisconsin resident and/or do you claim legal Wisconsin residence for tuition purposes? Y or N
8. Have you recently moved to Wisconsin? Y or N
9. I have lived continuously in Wisconsin since: _____ (month and year)
10. Have you filed a Wisconsin state income tax return as a resident for the past two years? Y or N
11. Who are you listed as a dependent on U.S. income tax forms of: Father, Mother, Father and Mother, claim my own exemption, or other. (circle one.)
12. Any former addresses for the past three years – for each address list street, city, state, country and dates (month, year.)
13. Any employment for the past two years (employer, job title, city, state, country, dates.)
14. Address(es) for your parents Father: _____
Mother: _____
15. Have your parents filed a Wisconsin state income (not property) tax return as a resident within the past two years? Y or N If yes, what years Father _____ Mother _____
16. Where did your parents last vote or register to vote? Father _____
Mother _____
17. When did your parents last vote or register to vote? Father: _____
Mother: _____
18. What is his/her occupation? Father _____ Mother _____
19. Phone Number: Father: _____ Mother: _____