

CAPP Application Quick Guide

Only one CAPP application is needed per student. You never need to reapply for CAPP.

If you have questions not answered by this guide, please review the full instructions linked on this page: <https://www.uwosh.edu/capp/students/apply/>

The application should take you no more than 20 minutes to complete. If you are stuck at any point, please reach out to us. We can resolve most issues in a few minutes. Contact info at the end of this guide.

1. Start at link <https://apply.wisconsin.edu>. Click the button for Create an Account, found below the text “All Paths Start Here”.
2. Fill in information to create your account. You must use your legal name and an active personal email address. We will use this email address to contact you in the future.
3. Once you create your account you will get an email with a verification code to type into the application site. After this, you’ll be logged in.
4. On the Traditional Applications tab, click the button that says Start Application in the upper right corner. You’ll see a message stating there are many types of applications and that there are questions to determine which application is best for you. Click Continue.
5. When asked if you are applying as a degree seeking student, say NO.
6. Continue answering questions as they apply to you. You should see a message that you are applying as a High School Non-Degree Applicant. Click Continue.
7. Choose UW Oshkosh campus, then CAPP, then select the term (match to when your CAPP class starts).

8. Answer Yes to the pop-up message, confirming that you'll still be in high school during the term you chose.
9. Click Next. The application starts with Personal Information. Click Continue.
10. COMMON ERROR TO AVOID: One of the first boxes to fill in is the Preferred Name/Name in Use Box. **Make sure this box does not fill with incorrect information!** Several times every year we receive applications where this box has either Parent's first name, or the student's last name. Pay extra attention to make sure this field is left blank, or that your noted Preferred Name is correct (no one at UWO will check this for accuracy before it goes on your record).
11. Continue filling out the fields of the application until you can electronically sign and submit the application at the end.

THREE OTHER COMMON ISSUES/QUESTIONS:

1. You can skip the first round of Parent/Guardian Information. There will be a button to click that says Skip Parent Section. This is the only section you can completely skip.
2. The first question in the Residency section can be confusing: The Yes/No question is basically asking whether or not you live in Wisconsin. Answer accurately.
 - a. Wisconsin residents: You will receive a few additional questions. Don't say "no" just to avoid this. It may save you a couple minutes, but it takes longer for us to correct it after it's submitted.
3. Holistic Background section: You do NOT need to write an essay, but the website requires you to write something in that box. Type whatever you want, even gibberish, it doesn't matter. Then click Save, then Save and Continue.

Contact CAPP by email at capp@uwosh.edu,
or call/text (920) 424-3003.