Global UGRAD Host Institution Applicant Guide

Last Updated: October 29, 2024

Contents

Self-Registration

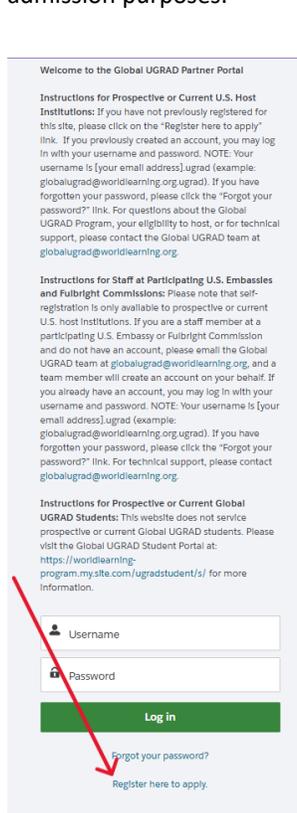## ALL INSTITUTIONS INCLUDING PRIOR GLOBAL UGRAD HOSTS

In November 2024, World Learning launched a new host institution application for U.S. universities/colleges interested in hosting Global UGRAD students for Academic Year 2025 – 2026. Since this is a new application hosted by Salesforce, all institutions must go through the self-registration process to obtain a new login, including those that have applied in past years. To do so, follow the steps below.

Step 0: Bookmark the Login page so you can access your application at any time.

Step 1: Scroll to the bottom of the page and click "Register here to apply."

Step 2: Enter your institutional information including university/college name and address.

Step 3: Enter your individual contact information. When you are completing the application, you will have the opportunity to add an additional contact for your institution if you are not the individual who will review assigned student dossiers for admission purposes.

Step 1 - Click "Register here to apply" button.
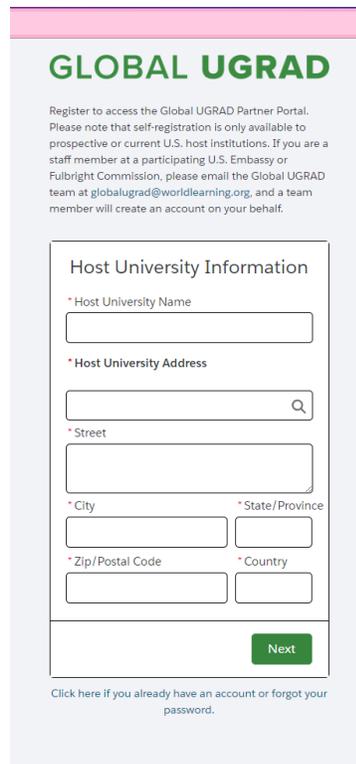
Step 2 - Enter the information for your institution.
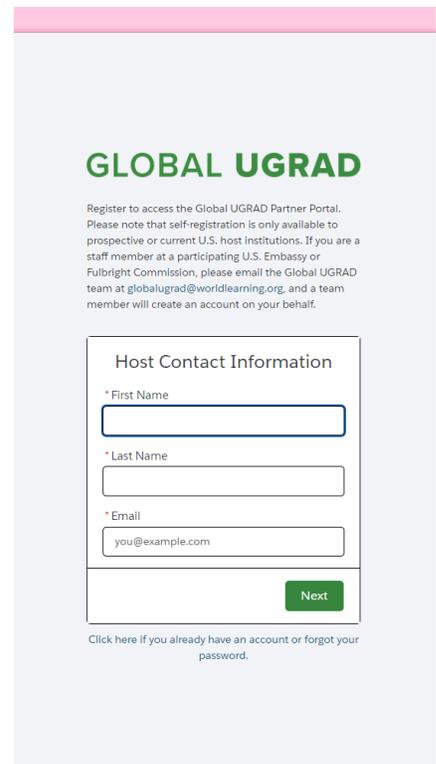
Step 3 - Enter your contact information.

Step 4: Continue Registration. Please click the "Next" button to continue with your self-registration.

Step 5: Your registration is not yet complete. Please click the "Finish" button to complete your registration.

Step 4 - Continue Registration by clicking "Next."

Step 5 - Complete your registration by clicking "Finish."

Step 6: Registration Complete! You have now completed your registration and have an account to apply to host Global UGRAD students. After you have completed registration, you will receive a notice in your browser informing you that you have successfully registered.


Step 6 - Registration Complete - The Registration Complete message will appear on your screen after you have created your account.

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Step 7: Email Confirmation. Log into the email account that you provided during the self-registration process. Open your email account and find the "Welcome to the UGRAD Partner Portal" email. Open the email and click the link to create your password. Save your username in a place where you can access it in the future. Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you do not see a confirmation email, be sure to check your spam/junk folders.
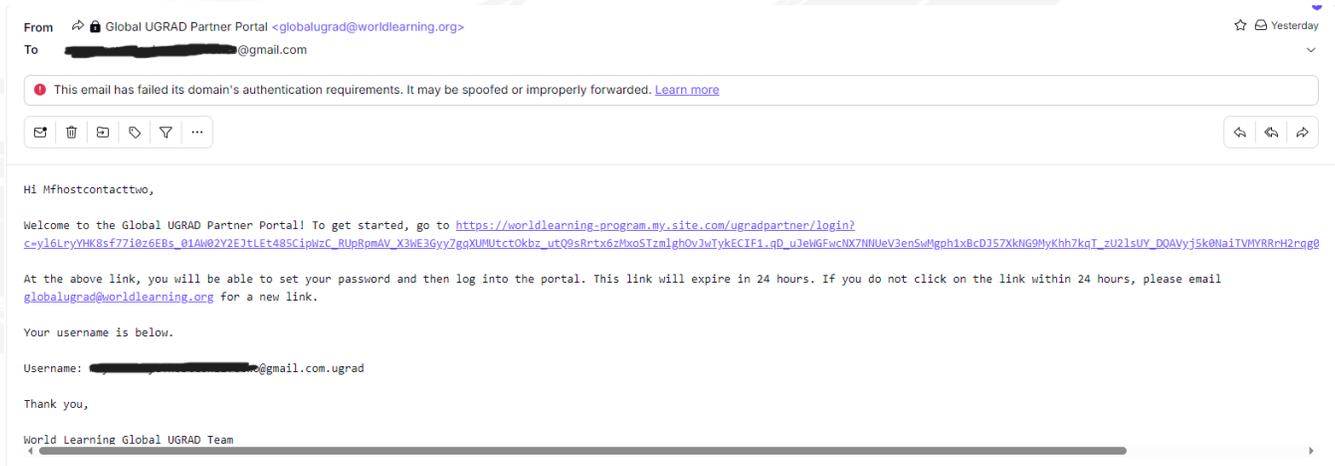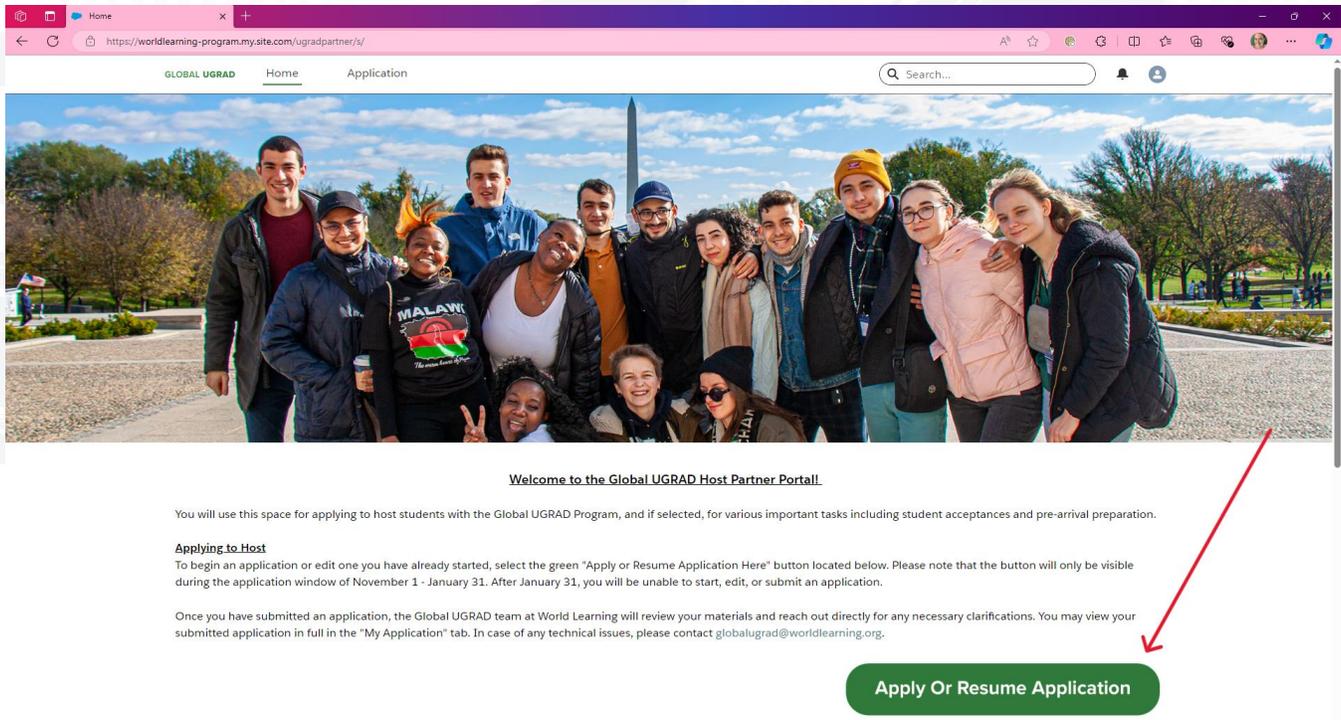

You will receive an email with a link to create your password.

Step 8: Set Your Password. Follow the link in the email to create your unique password.
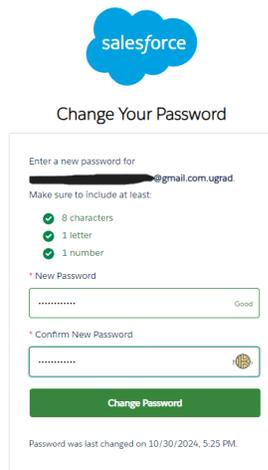
Set your password screen.

Step 9: Welcome to the Global UGRAD Partner Portal. Click on the green button labeled "Apply or Resume Application" to begin your application.
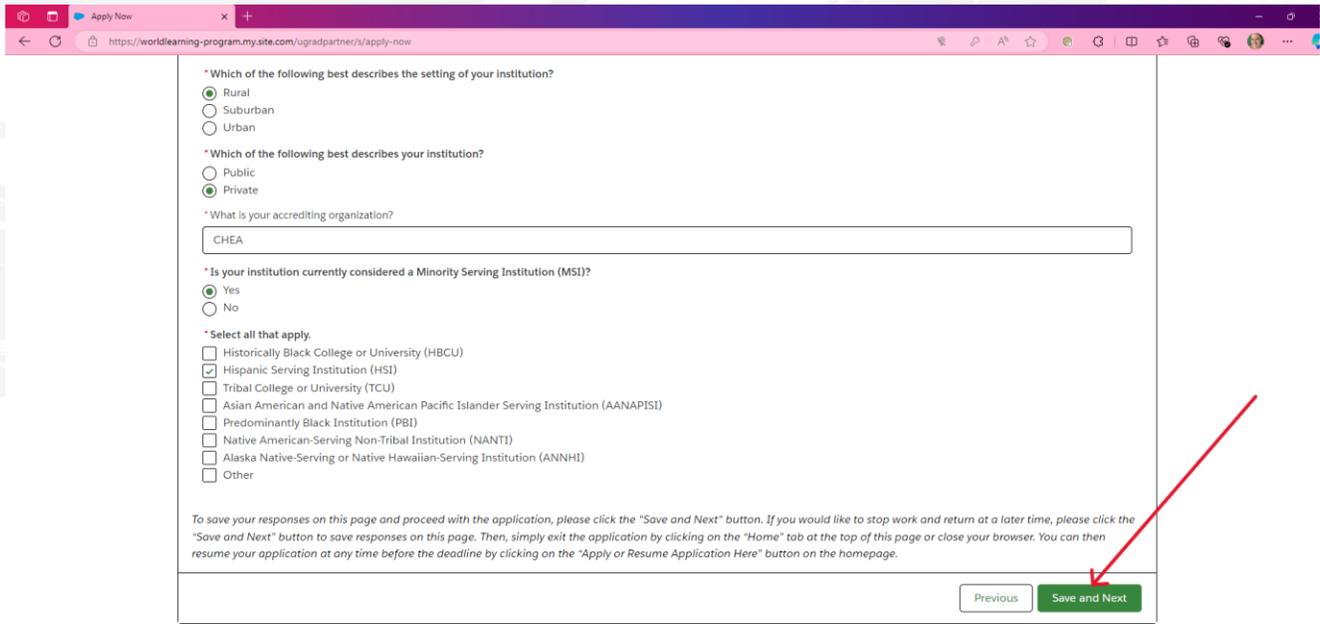
Difficulty logging in?

- **If you do not remember your password,** navigate to the UGRAD Partner Portal login page. Click "Forgot your password?" at the bottom of the page and follow the instructions to reset your password. Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad).

- **If you no longer have access to the email address connected with your account,** contact globalugrad@worldlearning.org and request to change the email address on your account. When emailing World Learning, please include your name, the name of your institution, and your email address on file.

The "Forgot your password?" link is available on the UGRAD Partner Portal login page.

Saving Your Application and Resuming It Later

You may save your application at any time and return to complete it prior to the submission deadline. To save your responses, please click the "Save and Next" button on your current page.

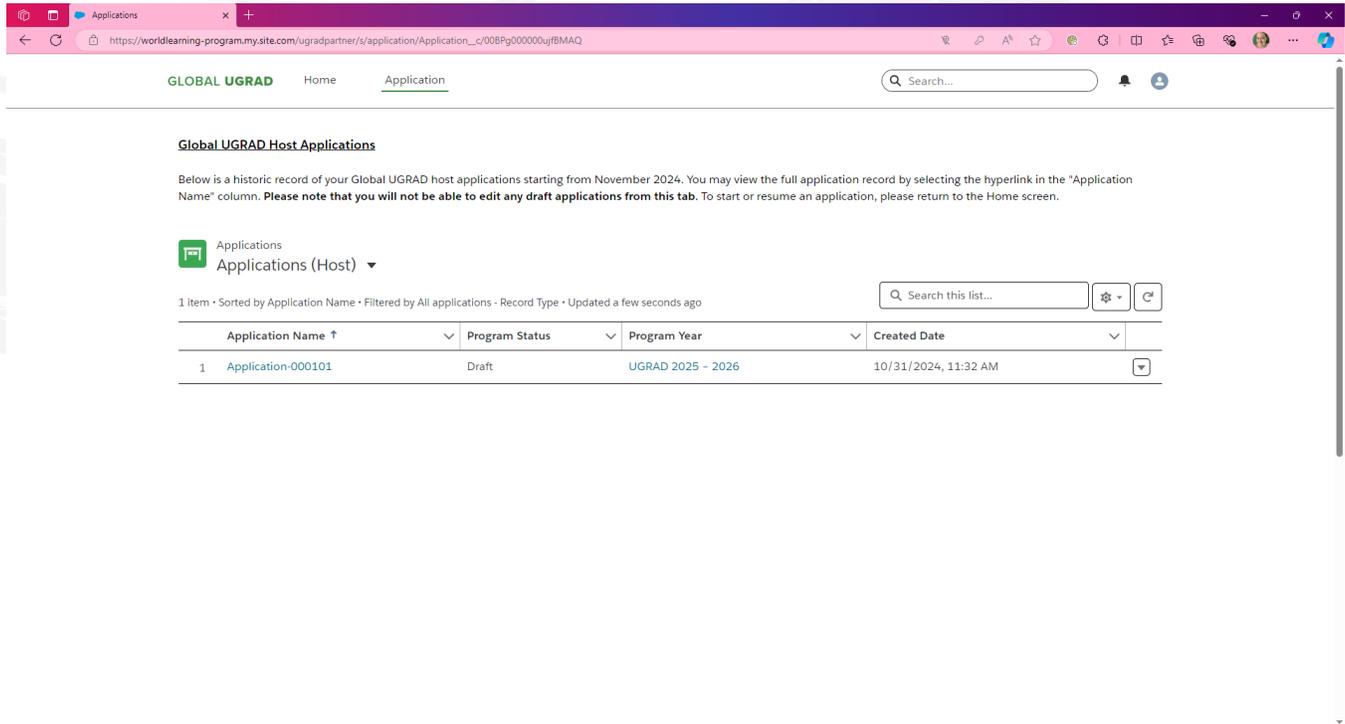*Clicking the "Save and Next" button will allow you to save your application and resume it later.*

Then, exit the application by clicking on the "Home" tab at the top of the page or close your browser.

To resume your application, navigate to the UGRAD Partner Portal login page and enter your username and password. Then click on the "Apply or Resume Application Here" button in green. You will be brought to the first page of your application to view your saved answers. You may click the "Save and Next" button at the bottom of the screen to proceed through your answers and resume your application.
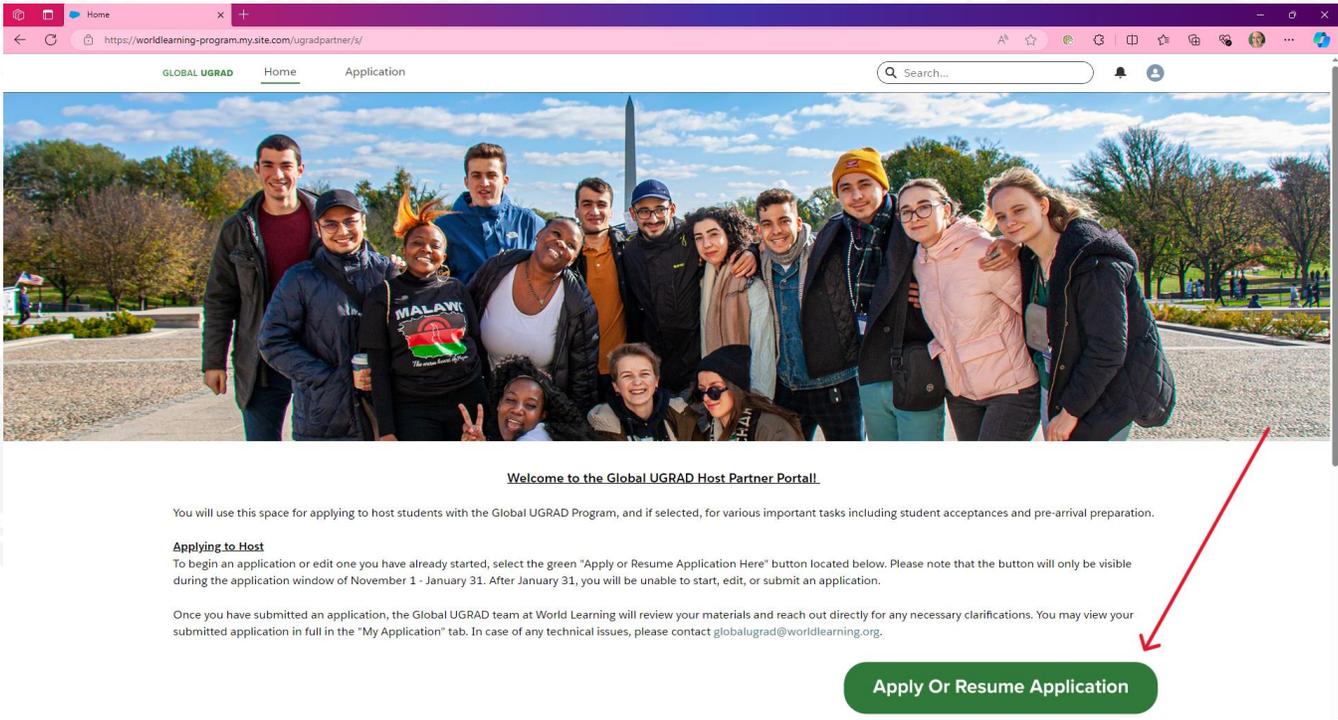
The red arrow indicates the "Apply or Resume Application Here" button on the Global UGRAD Student Portal homepage.

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To view any of your current or past (as of November 2024) Global UGRAD host institution applications and their status, navigate to the "Applications" tab. Please note that although draft applications will be displayed in the table on this tab, the only way to edit your application is by clicking on the "Apply or Resume Application Here" button on the homepage.

You can view your application record at any time by clicking on the "Application" tab at the top of the portal.
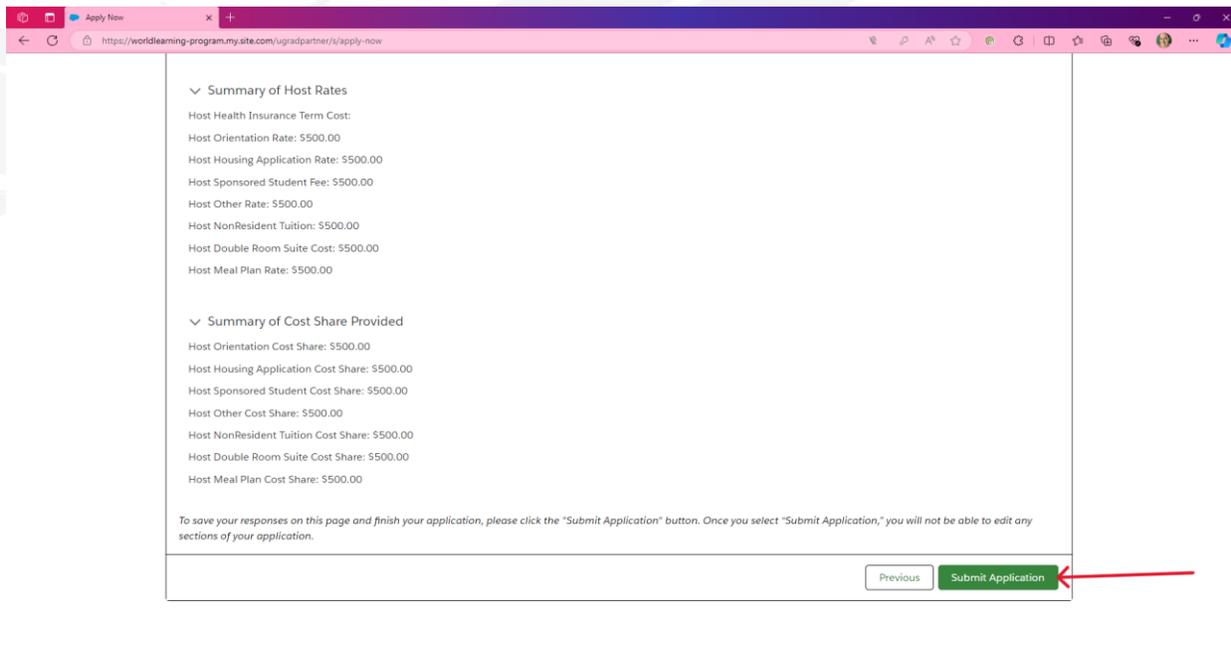
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Application Sections

The Global UGRAD host institution application is comprised of the following sections:

- Eligibility
- Institution Profile
- Point(s) of Contact
- Admissions Information
- Arrival and Orientation
- Campus Life
- Academics
- Medical and Financial Information
- Review of aggregate Financial Information

Submission

Your completed application must be submitted by **11:59 PM Eastern Standard Time on January 31, 2025**.

Please note that your application is not considered complete until you have filled out all the required fields and clicked on the "Submit Application" button. After submission, you will receive a confirmation message in your browser as well as a confirmation email.

You must click the "Submit Application" button which will only be available on the final section of the application.

Following the submission of your application, a confirmation message will appear in your web browser.

In addition to the confirmation message in your web browser, you will receive an email confirmation.

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Thank you for your interest in hosting Global UGRAD students. Final decisions will be communicated no later than April. You can learn more about Global UGRAD on our website. Please contact our team with any technical questions by emailing globalugrad@worldlearning.org.

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