## How to Apply & Register

**English Language Program** 

The University of Winnipeg





## Welcome to the English Language Program

UWinnipeg's English Language Program (ELP) delivers high quality programming to international and domestic students seeking to enhance their English proficiency. ELP offers a certificate program for those seeking to teach English as an additional language to adults, as well as customized programming and private tutorials — including communication coaching and workplace communication skills enhancement for internationally-educated professionals.

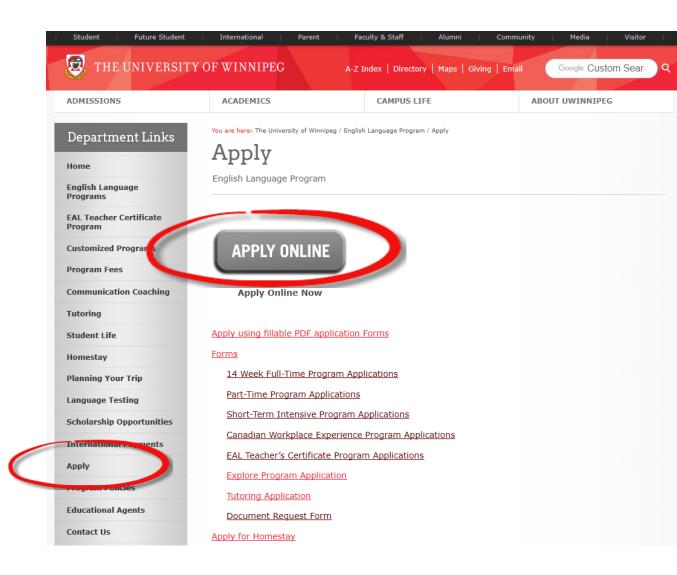
#### This guide will help you to:

- ✓ Create your account
- ✓ Sign In to create your application
- ✓ Complete your application
- ✓ Submit your documents
- ✓ Pay your deposit



#### **Create Your Account**

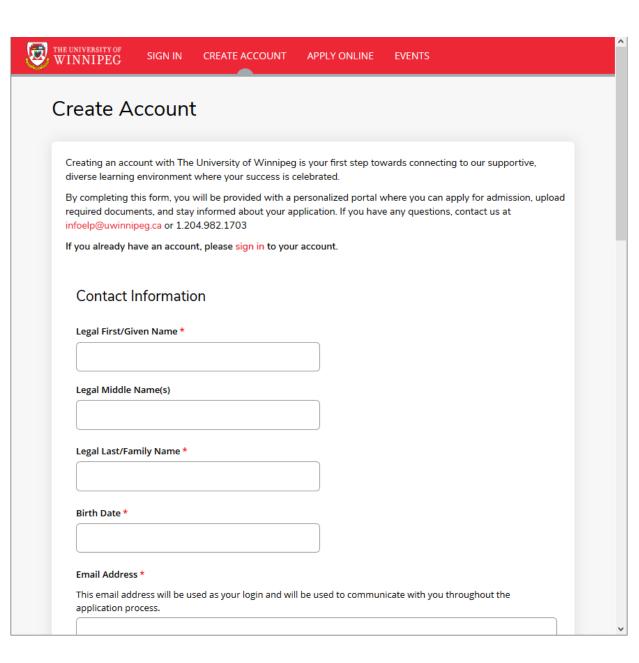
- Go to the ELP website at <u>https://www.uwinnipeg.ca/elp/</u> and click the Apply link.
- Click the APPLY ONLINE button at the top of the page to access the ELP online application.





#### **Create Your Account**

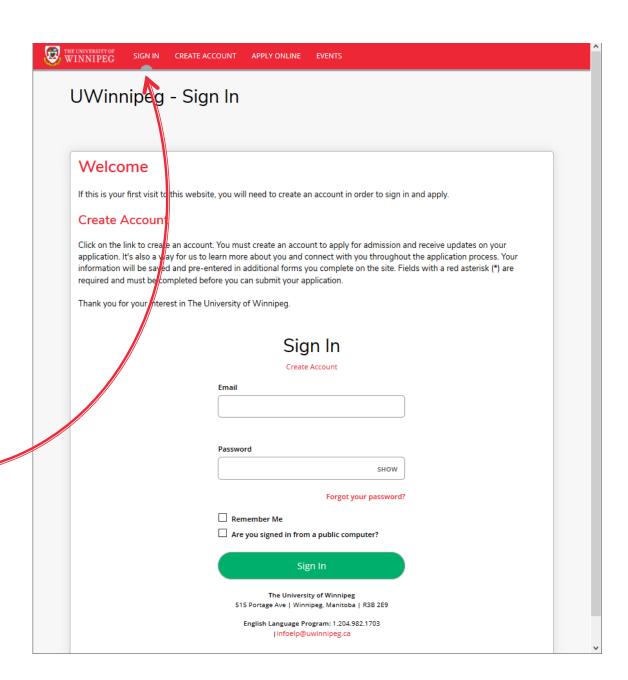
- The Create Account page will display.
- Enter your name, email address, phone number, home address, the program you're interested in, and a password.
- Your password must be 9 to 24 characters including upper and lowercase letters, and a special character. For example: Winnipeg1!





#### Sign In

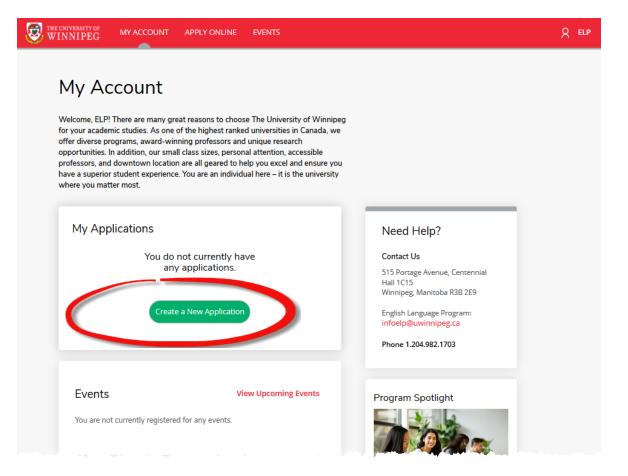
- After you create your account, you will automatically be signed in to the ELP application.
- At any time if you leave the website, you will be required to Sign In to continue with your application.
- If you forget your username and password, click the Forgot your password? link.

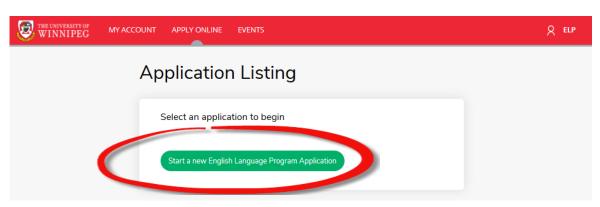




#### **Start Your Application**

- Click the Start a New Application to create your application.
- You can view upcoming events by clicking the View Upcoming Events link.
- On the next page, click Start a new English Language Program Application.

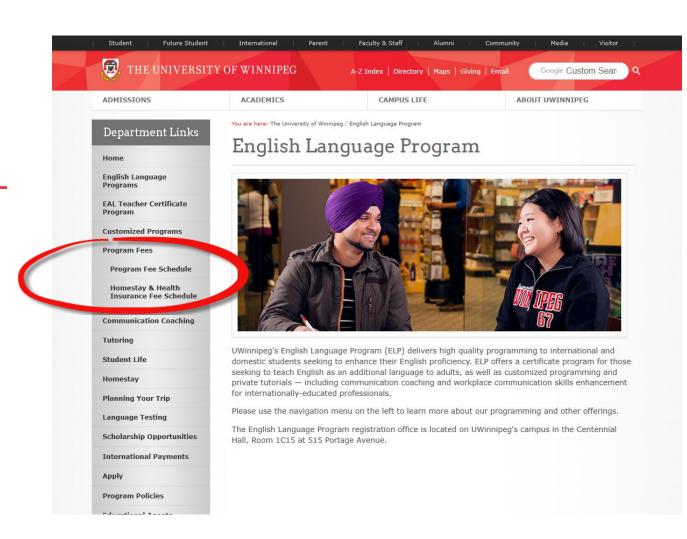






#### **Program Fees**

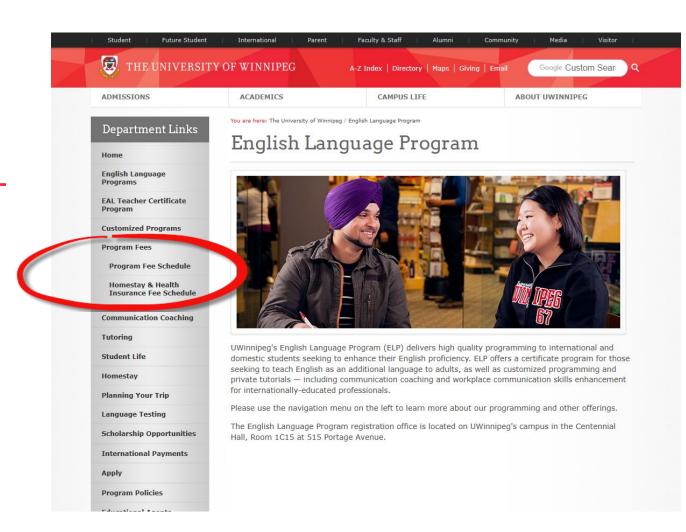
- An application fee is due with the submission of the program application form.
- For some program applications a tuition deposit needs to be included with the application fees.
- Program fees can be found at <a href="https://www.uwinnipeg.ca/elp/program-fees/index.html">https://www.uwinnipeg.ca/elp/program-fees/index.html</a>





# Homestay & Health Insurance Fees

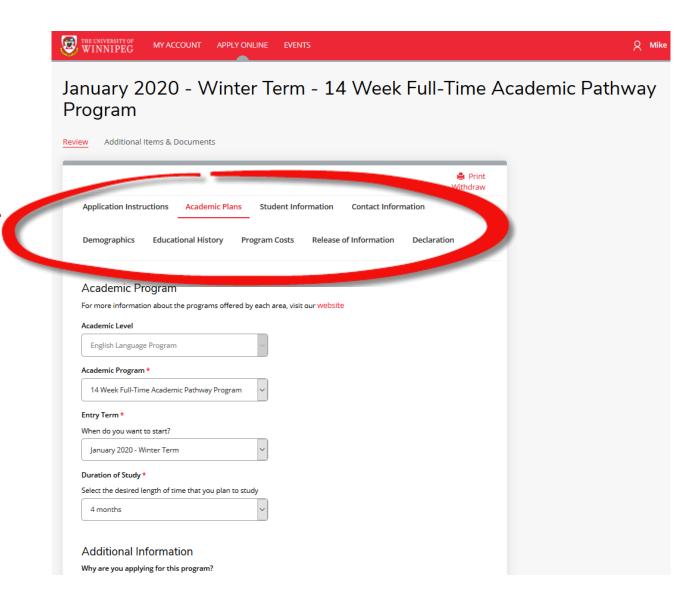
- Health coverage is required when in Canada and must be purchased through The University of Winnipeg.
- The **Homestay Program** is for University of Winnipeg students. Students are matched with an English-speaking host family for the duration of their studies.
- Homestay & health insurance fees
   https://www.uwinnipeg.ca/elp/program-fees/homestay-and-health-insurance-feeschedule.html





## **Complete Your Application**

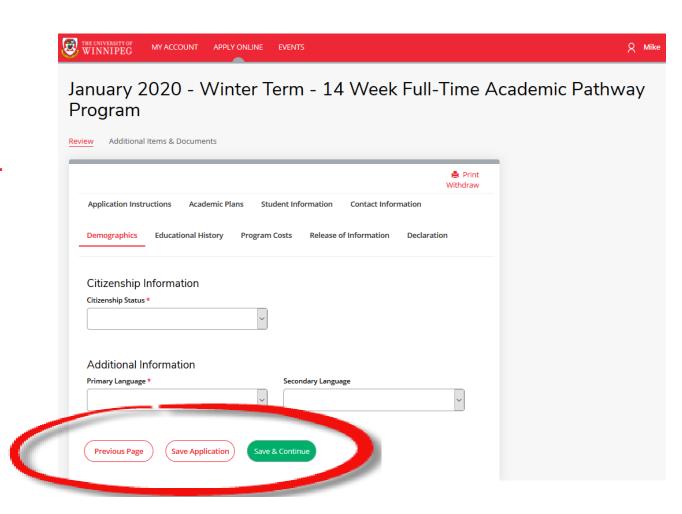
- The sections of the application will display at the top of the page.
- Required fields will have a \* beside them.
- You must enter the required information before you can move to the next page of your application.





## **Complete Your Application**

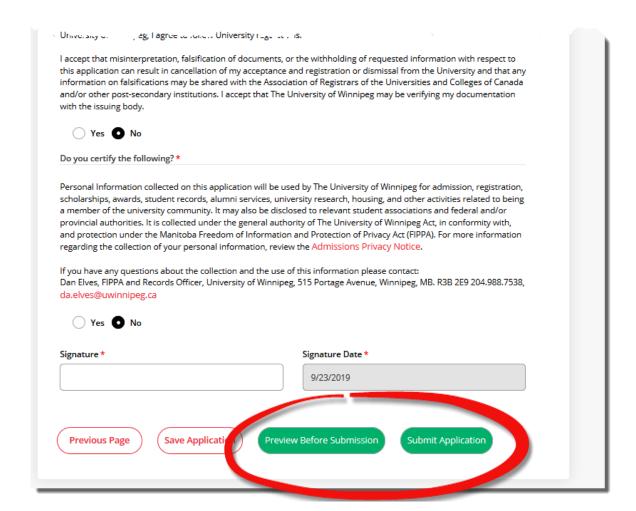
- Move forward in the application by clicking the green Save & Continue button at the bottom of each page.
- You can save your application and return it at any time by clicking the Save Application button.





#### **Complete Your Application**

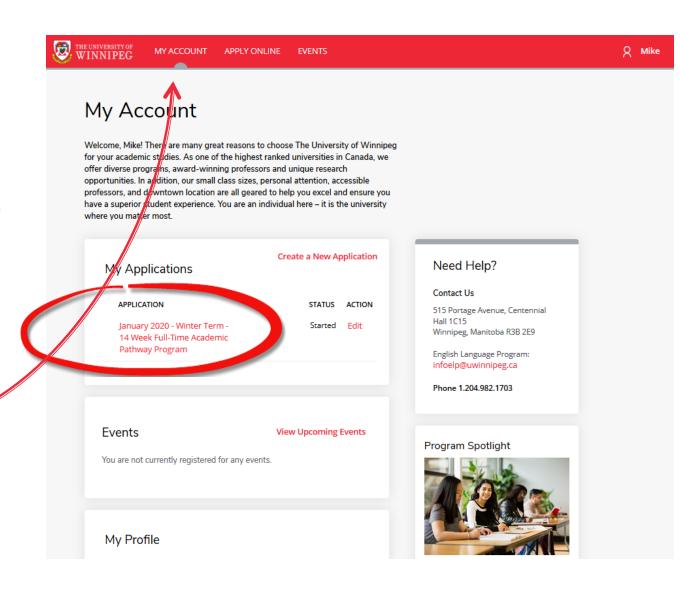
- Before submitting your application:
  - Read through the ELP Policy website at <u>https://www.uwinnipeg.ca/elp/program-policies.html</u>
  - Preview your application to ensure it is accurate and complete by clicking the Preview Before Submission button.
  - Make any corrections before you submit your application.
- Click the Submit Application button to send us your completed application.





#### **Submit Your Documents**

- After you submit your application, you will receive an email asking you to upload your documents.
- To upload your documents, login to your account and click My Account.
- Click your application under My Applications





## **Pay Your Deposit**

- You will receive an email with your UWinnipeg username, password, and student number.
- You will also receive an email showing the deposit amount you must pay.
- This amount may include an application fee, tuition deposit, and Homestay fee (if applicable).
- Your application will not be reviewed until your deposit fees are paid in full.

#### You can pay through:

- ✓ Visa or Mastercard (Colleague Self-Service)
- ✓ Flywire (international students)
- ✓ In-person using cash or debit
- ✓ Cheque or Money Order (Canadian banks only)

For more information about paying your fees, visit:

https://www.uwinnipeg.ca/elp/international-wire-transfer.html



## **Letter of Acceptance**

You will receive your Letter of Acceptance after you:

- ✓ Submit your application
- ✓ Submit your documents
- ✓ Paid your application fee and deposit payments

Have questions or need help applying?

#### **Contact ELP** at:

E-mail: infoelp@uwinnipeg.ca

Phone: 1.204.982.1703

Website: <a href="https://www.uwinnipeg.ca/elp/">https://www.uwinnipeg.ca/elp/</a>