**Guide to Applying Online**

*UNI Culture & Intensive English Program*

**STEP 1: Click Apply!**

Visit [www.uni.edu/ciep/apply](http://www.uni.edu/ciep/apply) to access the application. Carefully read the instructions listed on the CIEP Application page, and click the ‘Apply Now’ button.

**STEP 2: Login Credentials**

If this is the first time you are applying to the CIEP or to a program at UNI, you will first need to receive a username and password. When asked, “Do you have a UNI CatID (username and password)?” Choose “No.”

*If this is not the first application you are making at CIEP or UNI, please select ‘Yes’ and use your UNI username and password to login. You will skip “Steps: 3-6.”*

**STEP 3: Create your “UNI CatID”**

Before you begin your application to CIEP, you must create your “UNI CatID.” Your “UNI CatID” will be your username for all online UNI systems. To create your CatID, you will have to provide the following information:

- First Name
- Middle Name
- Last Name
- Date of Birth

Write down your Username and University ID Number. You will need this information in the next step.

Click “Log in to my account”
STEP 4: Set your Initial Password
You will now need to set your initial UNI Password. To set your password, you will need to type in your username (given to you on the last screen).

Your password will be a combination of your University ID# and your birthday. The formula is:

`panthersxxxmmmdd`

`xxx` = is the last three (3) digits of your University ID#

`mmm` = is the first three letters of your birth month

`dd` = is the 2 digit number of your birth day.

**Example:** `panthers456nov23` (all lower case)

STEP 5: Create your Passphrase
You will now need to set your UNI Passphrase. You will use this for all UNI sites. You will no longer use the password you just created.

Create a passphrase that is a minimum of 15 characters long.

STEP 6: Log in to start your application
Now that you have UNI credentials, return to: [www.uni.edu/ciep/apply](http://www.uni.edu/ciep/apply). Click ‘Apply.’ When asked “Do you have a UNI CatID?” select, “Yes.” Log in using your username and the passphrase you just created.

STEP 7: Create your application
Choose the session you would like to apply for:
Upload the following documents to the site:

- Passport Copy (Valid for a minimum of six months)
- Financial Guaranty (For approved types of financial guaranty, visit: http://www.uni.edu/ciep/requirements/fg

You will also be asked to enter you address information. You will need to enter two addresses:

- Address for Admission Materials
- Permanent (Home) Address

**STEP 8: Complete the CIEP Application Questionnaire**

After your account has been created, you must now complete the “CIEP Application Questionnaire.”

Complete all of the questions. When you are finished, you can click the ‘Submit’ button. When you return to your application home page, you will see a checkmark listed next to the item you completed.
STEP 9: Pay the CIEP Application Fee

To complete your application, you will need to pay the CIEP application fee. You can do this by check, money order, wire transfer, cash or credit card. Click on the “Application Fee” link for payment instructions. Wire transfer and credit card payments are accepted online.

You are now finished! You will receive an email within two weeks from the CIEP office. If you would like to update your application at any time, simply log in using your CatID and password at:
https://ciep.uni.edu/index.cfm?FuseAction=Security>LoginCredentials&Program_ID=10000

Questions?
Contact: ciepadmissions@uni.edu