How to Apply

Before you start, please read carefully all the instruction steps.

STEP 1: Open application system
Choose ONE session below you are interested in beginning to study to access application system:

- Spring Session 1 (January 23 - March 13, 2020)
- Spring Session 2 (March 19 - May 12, 2020)
- Summer Extra Intensive (May 21 - July 19, 2020)

STEP 2: Add session to cart

Course Detail: APPLFULL - English language Institute - Full Time Application

Thank you for your interest in applying for ELI Full Time Courses.
Please choose ONE session you would like to begin your studies.
Then click "Add to Cart" button below to start the application process for the chosen session.

Session Detail: 2020ELIAPPLFULLSP01

Schedule: Every day, starting on 01/23/20 and ending on 03/13/20
Times: 09:00am - 05:00pm
Price: ELI Full Time Application Fee: $100.00

Add to Cart
**STEP 3: Add applicant to session**
You should see the following page after finishing previous steps. Click “NEXT: Add Participant” to input applicant information.

### Participant(s)
You have no participants listed in your shopping cart. Click below to add the participant who will enroll in the session.

### Shopping Cart

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Unit Cost</th>
<th>Discount</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Institute - Full Time Application</td>
<td>$0.00</td>
<td>You must have ONE session in your cart! Remove extra sessions if you have more than one</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Grand Total: $0.00

BACK to Catalog  NEXT: Add Participant  Sign In to Save Cart

Each session/subsession must have at least one participant.

**STEP 4: Fill in the required information**
Fill in information about new participant following the instructions below (Fields marked with * are required).
STEP 5: Submit information

After you fill in all required information about applicant, click Submit button. New Applicant will show up under “Available Participants” and under chosen session in your cart.
STEP 6: Continue process
Click **Checkout** button to continue application process
STEP 7: Additional information
Choose one option in “How did you hear about us” field.
Click “Next >” button to continue application process.

STEP 8: Confirm your order
You are provided with a summary of your order. Review it and click on “Submit Order”

STEP 9: Choose payment methods
Select your Credit Card payment method (we are only accepting credit and debit cards at the moment) and click on “Continue Checkout”
STEP 10: Enter payment details

Enter your credit or debit card information and Click on "Continue Checkout". Cardholder name must be the same as shown on your credit or debit card. (Name of participant and name of Cardholder can be different)
STEP 11: Payment confirmation

After the transaction is successful, you will be directed to a “Thank you Page”. Please make sure you save your order number. You will immediately receive an email with a receipt of your transaction. A confirmation email with instructions on how to upload required documents sometimes can take up to 2 days for you to receive. If you have not received your instructions on how to upload your documents within 2 days contact us at:

eli@umbc.edu
410-455-2831

When you contact us, please make sure you have your order number available.