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## Information needed for Admission (Application)

Here is the information you will need in order to pre-register for a CAPP course, fill in the blanks to have your information in one spot (be sure to destroy this page if you write your Social Security number to prevent identity theft.) You may need your parents help on some of the questions.

1. Name, address, birth date, email address
2. Term (semester) you plan to enter (i.e. Fall, 2011)
3. Brief statement of why you would like to take a CAPP course (you may create your statement in a word processing program and then cut and paste it into the application)
4. Your Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
5. Your birth place (city and country) \_\_\_\_\_
6. Have your parents served in the US Military? Y or N
7. Are you a legal Wisconsin resident and/or do you claim legal Wisconsin residence for tuition purposes? Y or N
8. Have you recently moved to Wisconsin? Y or N
9. I have lived continuously in Wisconsin since: \_\_\_\_\_ (month and year)
10. Have you filed a Wisconsin state income tax return as a resident for the past two years? Y or N
11. Who are you listed as a dependent on U.S. income tax forms of: Father, Mother, Father and Mother, claim my own exemption, or other. (circle one.)
12. Any former addresses for the past three years – for each address list street, city, state, country and dates (month, year.)
13. Any employment for the past two years (employer, job title, city, state, country, dates.)
14. Address(es) for your parents Father: \_\_\_\_\_  
Mother: \_\_\_\_\_
15. Have your parents filed a Wisconsin state income (not property) tax return as a resident within the past two years? Y or N If yes, what years Father \_\_\_\_\_  
Mother \_\_\_\_\_
16. Where did your parents last vote or register to vote? Father \_\_\_\_\_  
Mother \_\_\_\_\_
17. When did your parents last vote or register to vote? Father: \_\_\_\_\_  
Mother: \_\_\_\_\_
18. What is his/her occupation? Father \_\_\_\_\_ Mother \_\_\_\_\_
19. Phone Number: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

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## How to File the Online CAPP Application at UW Oshkosh

1. Go to the UW Oshkosh home page at <http://www.uwosh.edu/home> . In the left hand side navigation, you will see “Apply Now @ UW Oshkosh.” Click on that link.
2. If you have never registered on this site, you will follow the “register as a new user” path by clicking on the link. If you have registered before, but don’t remember your password or login ID, follow those links to obtain the information.
3. When you’ve completed these steps, you will be at a screen with links on the left side. Choose “Create a New Application” and then choose UW Oshkosh from the drop down menu.
4. Continue through the screens selecting the appropriate responses.
5. When you get to the screen titled Reason for Applying, you will choose **“High School Special/Youth Options Program”**.
6. At the next screen, Applying As, choose **“Cooperative Academic Partnership.”**
7. Select the term in which you will be taking a class from the menu.
8. At the next screen you will review the summary of information you’ve entered so far.
9. Select “Commit” if you wish to continue filling out the application.
10. Continue from section to section. Some information will already be supplied. If you neglect to answer a question that must have an answer, the computer will tell you what information is still needed. **Note:** you will not fill in any specific class information. That will be done at the time you register for the class through your CAPP teacher.
11. Complete the application all the way to the end. Follow the “Sign and Submit Application” directions. **Print out the “Application Complete Instruction Sheet” and give it to your teacher or guidance counselor.**
12. Your application will be processed by the UW Oshkosh Admissions Office and your information will eventually be forwarded to the CAPP office. You will register for your class through your CAPP teacher who will have a label with your information on it.

The application process is free and you will have no obligation to take any CAPP course. Completing this portion of the CAPP admission/registration process at this time will allow you to register for specific CAPP courses in a timely fashion next year. Your eligibility to take CAPP courses and the amount you may have to pay for the course will be determined at the time you actually register for a CAPP course.