UW-Madison Special Student Application Instructions
For New Guest Auditors

**STEP 1:** Open a Firefox internet browser and go to [https://acsss.wisc.edu/apply/](https://acsss.wisc.edu/apply/) Click the red ‘Apply’ link.

Adult Career and Special Student Services hosts the application and admission process for all Special (nondegree-seeking) students on the UW-Madison campus. If your personal, professional, and educational goals involve enrolling in or auditing courses outside of a degree program, we look forward to welcoming you to the UW-Madison community.

There are many different types of Special Student. Unsure of your type? Go to our webpage to determine what type works for your goals.

The free Special Student admissions application requires personal and educational information in addition to residency. It takes about 20-30 minutes to complete.

The Residence for Tuition Purposes evaluation can be detailed, but it is a necessary and important part of the application process. It will establish residency for tuition purposes, so please ensure to answer the questions as fully as possible to avoid delays in application processing.

[Click Here To Apply!](https://acsss.wisc.edu/apply/)
**STEP 2:** Click on the gray ‘SIGN UP’ button.
**STEP 3:** Create an application profile by filling out the fields below and then click ‘Register’. (Those fields marked with ‘*’ are required in order to proceed through the application.)

**Personal Info**

- *First/Given Name
- *Last/Family Name
- Middle Name
- *Date of Birth

**Email**

- *Email Address
- Confirm Email

**User ID & Password**

Password Requirements:
- Keep private/memorized; if a password is written down, it must be secure
- Minimum of eight (8) characters in length
- Contain each of the following:
  - Uppercase (A-Z) or lowercase letter (a-z)
  - Digit (0-9)
  - Special character (~!@#$%^&*()+=-_[]{}<>)

***Please note, your application password will need to be reset every 90 days.***

- User ID
- *Password
- *Confirm Password

**Security Questions**

- *Question 1
- *Question 2
- *Question 3

**Cancel**  **Register**
**STEP 4:** Begin the application by clicking on ‘Application Start’ at the bottom of your screen.
**STEP 5:** Proceed through the application by filling out the fields below and then click ‘Continue’. Please also indicate a former name if that will assist us in connecting you with a former University record.

**NAME**

Please provide your legal name in the fields below. If you do not have both a First/Given and Last/Family name, please type your name in the Last/Family field. To avoid creating duplicate records, please also include your former name if applicable.

- **First/Given:** iApply  
- **Middle:** K  
- **Last/Family:** ZZZUSPC  
- **Suffix:** II

Have you changed your name?
- **Yes**

**BIRTH INFORMATION & GENDER**

Please provide your date of birth and legal gender in the fields below.

- **Date of Birth (mm/dd/yyyy):** 12/02/2000  
- **Gender:** Male

[SAVE]  [CONTINUE]
**STEP 6:** Proceed through the application by filling out the fields below and then click ‘Continue’. It is HIGHLY encouraged that you list your Social Security Number.

**SOCIAL SECURITY NUMBER**
Please provide your social security number below. Failure to submit a Social Security Number (SSN) could result in an inability to claim tax benefits on your and/or your parents' tax returns for tuition and fees. While you are not legally required to provide your SSN, you are strongly encouraged to do so.

**MILITARY STATUS**
Please provide your military status by selecting from the drop-down list below.
STEP 7: Proceed through the application by clicking on the ‘+’ signs to add addresses, phone numbers, and email addresses. The pencil icon will allow you to edit entered fields and the trashcan icon will allow you to delete fields. Once complete, click ‘Continue’.
**STEP 8:** Proceed through the application by filling out the fields below and then click ‘Continue’.
STEP 9: Proceed through the application by filling out the fields below and then click ‘Continue’.

CITIZENSHIP STATUS

US citizens: Please select "Yes" for the first question. You may skip the rest of the questions.

Permanent Residents and non-US citizens: Please provide your citizenship status below. If a question does not apply to you, please leave it blank.

- Are you a USA Citizen?

BACK  SAVE  CONTINUE
**STEP 10:** Click the drop-down menu to select your desired ‘Admit Term’ and then click on the ‘Select Student Type’ button.

**STEP 11:** Click the red ‘Select’ button next to your appropriate Student Type.
- Senior Guest Auditor is for those 60 years of age and older
- Guest Auditor is for those under the age of 60

<table>
<thead>
<tr>
<th>Select</th>
<th>Student Type</th>
<th>Specialization</th>
<th>Student Type Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Guest Auditor</td>
<td>Senior Guest Auditor (60+)</td>
<td>UGSR</td>
</tr>
<tr>
<td>Select</td>
<td>Guest Auditor</td>
<td>Guest Auditor</td>
<td>UGST</td>
</tr>
</tbody>
</table>
**STEP 12:** Proceed through the application by confirming your selection and clicking ‘Continue’. (If your selection is incorrect, click on the trashcan icon on the right and correct your selection.)
**STEP 13:** Proceed through the application by filling out the fields below and then click ‘Continue’. Do the best you can in this section; exact dates are not necessarily pertinent to the acceptance of your application.
**STEP 13 Continued:** Proceed through the application by filling out the fields below and then click ‘Continue’. Do the best you can in this section; exact dates are not necessarily pertinent to the acceptance of your application.

![College Education History Form](image-url)

- **Post-Secondary Education**: C. Undergraduate Degree (4 year deg) 🔽
- **Most Recent College Name**: UW-La Crosse
- **City, State, and Country**: La Crosse, WI, USA
- **From Date**: 09/01/2003 🔽
- **To Date**: 12/31/2007 🔽
- **Did you graduate from this institution?**: Yes 🔽
- **Degree earned from this institution?**: B.S. Marketing

List any other colleges attended including location, dates of attendance and degree(s) earned.

**Failure to disclose all schools attended could result in disciplinary action.**

NA

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**STEP 13 Continued:** Proceed through the application by filling out the fields below and then click ‘Continue’. Do the best you can in this section; exact dates are not necessarily pertinent to the acceptance of your application.

**UW ATTENDANCE**

*Have you studied at UW-Madison previously?*

- No

Attendance Date From (mm/yyyy)

Attendance Date To (mm/yyyy)

If you have a ten-digit UW identification number, please enter it below:

**STEP 14:** Briefly discuss your plans at UW-Madison and/or your desired course(s). Then click ‘Continue’.

**ACADEMIC PLANS**

*I have the following academic plans at UW-Madison:

Please describe your educational plans and your desired courses at UW-Madison. Limit 250 words.*
STEP 15: No matter the type of Special Student, all applicants must fill out the Residency for Tuition Purposes mini-application. Click the ‘Evaluate Residency’ button.

STEP 16: Click ‘Continue’.

You are now being transferred to the Residency Application for Tuition Determination.

Once you have electronically signed and submitted the Residency Application, please click ‘Continue’ to return to the Special Student Admissions Application. Submission of residency information does not submit your admissions application.

INTERNATIONAL STUDENTS AND NON-WISCONSIN RESIDENTS: In most cases, you will answer ‘No’ to the first two questions of the Residency Application. Electronically sign and click ‘Continue’ to return and submit your application.
**STEP 17:** You are now entering the Application for Wisconsin Residence for Tuition Purposes. Your answers to these questions will determine the depth and breadth of the questions asked. At the end of this mini-application, you will be asked to electronically sign and continue back to the admissions application to officially submit your application. While tedious and potentially repetitive, please do your best in this section.

(Proceed through the Residency application as required.)
**STEP 17 Continued:** Type your name as indicated on your application and then click ‘Sign and submit the application’.
STEP 17 Continued: Click ‘Continue’ to return to your admissions application.

STEP 18: Your residency evaluation is now complete. Click ‘Continue’.
STEP 19: Click the checkbox to accept the acknowledgement. At this point, the green progress bar should indicate 100% stating that you have completed all of the required fields. Click ‘Submit Application’. (If your progress bar does not indicate 100%, click ‘Submit Application’ and a pop-up box will generate indicating which section you have missed along with a link to that particular page.)

STEP 20: A thank you page will generate indicating your application identification number. Take note of this number in case you need to contact us with questions.

CONGRATULATIONS AND THANK YOU FOR COMPETING THE UW-MADISON SPECIAL STUDENT APPLICATION!