UW-Madison
Senior Guest Auditor
Application Instructions
STEP 1: Open an internet browser and enter https://acsss.wisc.edu/apply/ and press enter. Select the red “Click Here To Apply!” button/link. (If you experience issues when trying to open the application, please try opening the page in another web browser, such as Firefox).
STEP 2:

- **New Applicants:** If you have never filled out this application before, please select “Sign Up”.
- **Existing Applicants:** If you have used this application before, enter your User ID and Password (your User ID will be your personal email address not your NetID).
- **Not sure?:** If you aren’t sure if you have signed up using this application before or you if forgot your password, enter your email in the “User ID” field you would have most likely used to sign up with. Then select “Forgot Password?” and it will tell you if your User ID exists in the system.
STEP 3:
New Applicants: Create a new profile by filling out the fields and the click “Register”. (Fields marked with an asterisk (*) are required in order to proceed).
STEP 3 Continued:
Existing or returning applicants: Once you are signed in, select “Create Application”.
STEP 3 Continued:
New & Existing applicants: Begin the application by clicking on ‘Application Start’ at the bottom of your screen.
STEP 4:
Personal Information: Name, Birth Date, Gender- this page should populate your First/Last name and date of birth from your profile. (If you had a different name the last time you were a student at UW-Madison, make sure to select “Have you changed your name” to Yes). Fill in the remaining applicable fields and click “Continue”.

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  Middle  *Last/Family  Suffix

Have you changed your name
Yes  

Do you have a preferred name?
No  

BIRTH INFORMATION & GENDER
Please provide your date of birth and legal gender in the fields below.

*Date of Birth (month/day/year)  
*Gender  

SAVE  CONTINUE
STEP 5:
Personal Information: SSN & Military Status- 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.
STEP 6: Contact Information: Address, Phone, Email- Add addresses, phone numbers, and email addresses clicking on the + signs. Once added, a pencil icon will appear and allow you to edit entered fields and a trashcan icon will appear to allow you to delete fields. Once complete, click “Continue”.
STEP 7:  
Background Information: Ethnicity- Check boxes/circle based on your ethnicity and click “Continue”.

![Ethnicity Selection Screen](image-url)
STEP 8: Background Information: Citizenship Status- Click the triangle (see yellow arrow) for a drop down menu to appear and select citizenship status. Then click “Continue”.
STEP 9:
Program: Academic Interests- Click on the triangle for a drop down to select an “Admit Term”. Then click the gray box to select “Select Student Type” to bring up student type options.

STEP 9 Continued:
Click the red “Select” button next to your appropriate Student Type.
- Guest Auditor/Senior Guest Auditor (60+)/UGSR (for auditors 60 years of age and older).
**STEP 9 Continued:**

**Program: Academic Interests** - Review the “Admit Term” and student type (shown underlined with dashes) to make sure they are correct, and then click “Continue”.

![Image of the Academic Interests section](image-url)
STEP 10:
Educational History: High School Education History- Enter information into field boxes (fields marked with an asterisk (*) are required in order to proceed). Indicate dates of attendance to the best of your ability. Exact dates are not necessarily pertinent to the acceptance of your application.
**STEP 10 Continued:**

**Educational History: College Education History** - Click on the triangle for a drop down to select post-secondary education (see yellow arrow below). If you have not yet attended an institution of higher education, simply indicate your 'Post-Secondary Education' level from the drop down (A. No College Courses) and leave the remaining fields regarding college blank. If you have attended college, enter information into field boxes (fields marked with an asterisk (*) are required in order to proceed). Indicate dates of attendance to the best of your ability. Exact dates are not necessarily pertinent to the acceptance of your application.

![College Education History Form](image)
STEP 10 Continued:

Educational History: UW Attendance- Fill out the fields, again do the best you can in this section; exact dates are not necessarily pertinent to the acceptance of your application. Click “Continue” to proceed to the next portion of the application.
STEP 11:
Educational History: Academic Plans- Please describe your educational plans and your desired courses at UW-Madison in the field below. A few sentences will suffice.

STEP 12:
Residency Evaluation: Complete the Residency Evaluation. Select the triangle to populate the dropdown menu and select the option that pertains to you and select “Continue”. The questions generated will be based on how many years you have lived in Wisconsin (see options below), “Continue” to answer the questions. Please answer the questions thoroughly as possible. The residency office will contact you with any questions they may have. If you have an active wisc.edu they will email you at that email address.
**STEP 13:**

**Review & Submit:** 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.)

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**Congratulations! Your application is complete. What’s next?**

1. You will receive an email confirmation that your application has been received.
2. The Office of the Registrar, residence for tuition purposes may contact you if they have any questions whether you meet the senior guest auditor residency requirements. If you have an active wisc.edu email account they will email you with questions at that address.
3. You will receive an email and a letter once you have been admitted. Your letter will include permission to enroll forms along with instructions as to how to obtain permission to enroll in courses.
4. Admission can take 1-2 weeks.