

Global UGRAD Host Institution Applicant Guide

Last Updated: October 29, 2024

Contents

Self-Registration	2
All Institutions including prior global ugrad hosts	2
Difficulty logging in?	6
Saving Your Application and Resuming It Later	7
Application Sections	10
Submission	11

World Learning

1015 15th Street NW, 9th Floor
Washington, DC 20005
P: 202.408.5420
F: 202.408.5397

info@worldlearning.org
worldlearning.org

Self-Registration

ALL INSTITUTIONS INCLUDING PRIOR GLOBAL UGRAD HOSTS

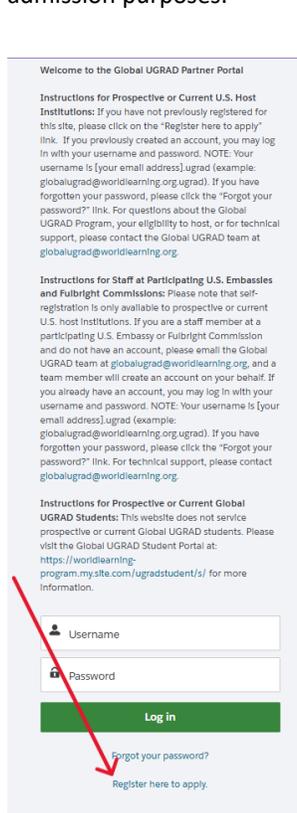
In November 2024, World Learning launched a new host institution application for U.S. universities/colleges interested in hosting Global UGRAD students for Academic Year 2025 – 2026. Since this is a new application hosted by Salesforce, all institutions must go through the self-registration process to obtain a new login, including those that have applied in past years. To do so, follow the steps below.

Step 0: Bookmark the [Login](#) page so you can access your application at any time.

Step 1: Scroll to the bottom of the page and click “Register here to apply.”

Step 2: Enter your institutional information including university/college name and address.

Step 3: Enter your individual contact information. When you are completing the application, you will have the opportunity to add an additional contact for your institution if you are not the individual who will review assigned student dossiers for admission purposes.



Welcome to the Global UGRAD Partner Portal

Instructions for Prospective or Current U.S. Host Institutions: If you have not previously registered for this site, please click on the “Register here to apply” link. If you previously created an account, you may log in with your username and password. NOTE: Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you have forgotten your password, please click the “Forgot your password?” link. For questions about the Global UGRAD Program, your eligibility to host, or for technical support, please contact the Global UGRAD team at globalugrad@worldlearning.org.

Instructions for Staff at Participating U.S. Embassies and Fulbright Commissions: Please note that self-registration is only available to prospective or current U.S. host institutions. If you are a staff member at a participating U.S. Embassy or Fulbright Commission and do not have an account, please email the Global UGRAD team at globalugrad@worldlearning.org, and a team member will create an account on your behalf. If you already have an account, you may log in with your username and password. NOTE: Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you have forgotten your password, please click the “Forgot your password?” link. For technical support, please contact globalugrad@worldlearning.org.

Instructions for Prospective or Current Global UGRAD Students: This website does not service prospective or current Global UGRAD students. Please visit the Global UGRAD Student Portal at: <https://worldlearning-program.my.site.com/ugradstudent/s/> for more information.

Username

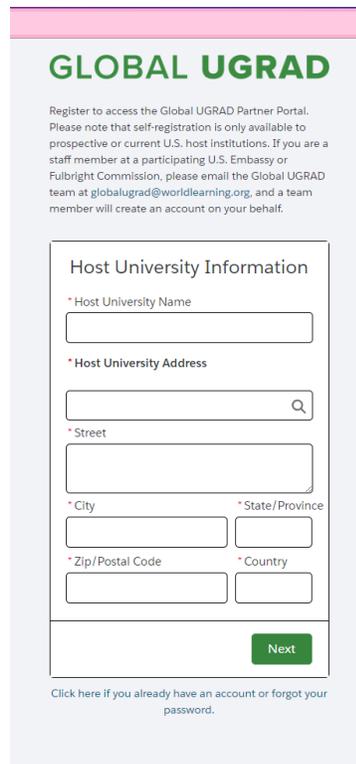
Password

Log in

[Forgot your password?](#)

[Register here to apply.](#)

Step 1 - Click “Register here to apply” button.



GLOBAL UGRAD

Register to access the Global UGRAD Partner Portal. Please note that self-registration is only available to prospective or current U.S. host institutions. If you are a staff member at a participating U.S. Embassy or Fulbright Commission, please email the Global UGRAD team at globalugrad@worldlearning.org, and a team member will create an account on your behalf.

Host University Information

* Host University Name

* Host University Address

* Street

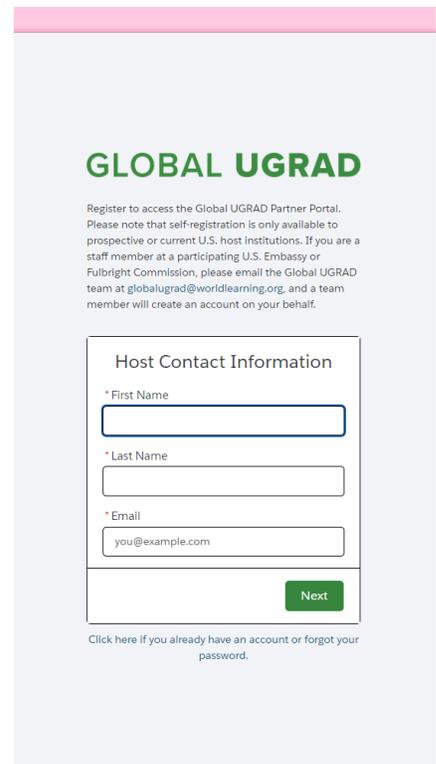
* City * State/Province

* Zip/Postal Code * Country

Next

[Click here if you already have an account or forgot your password.](#)

Step 2 - Enter the information for your institution.



GLOBAL UGRAD

Register to access the Global UGRAD Partner Portal. Please note that self-registration is only available to prospective or current U.S. host institutions. If you are a staff member at a participating U.S. Embassy or Fulbright Commission, please email the Global UGRAD team at globalugrad@worldlearning.org, and a team member will create an account on your behalf.

Host Contact Information

* First Name

* Last Name

* Email

Next

[Click here if you already have an account or forgot your password.](#)

Step 3 - Enter your contact information.

Step 4: Continue Registration. Please click the “Next” button to continue with your self-registration.

Step 5: Your registration is not yet complete. Please click the “Finish” button to complete your registration.

Step 4 - Continue Registration by clicking "Next."

Step 5 - Complete your registration by clicking "Finish."

Step 6: Registration Complete! You have now completed your registration and have an account to apply to host Global UGRAD students. After you have completed registration, you will receive a notice in your browser informing you that you have successfully registered.

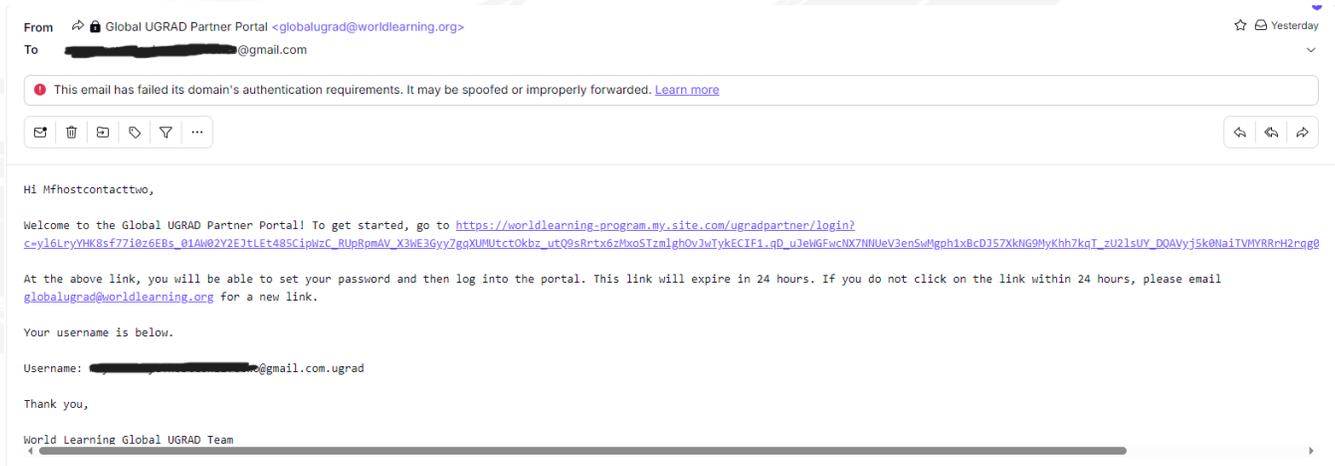
Step 6 - Registration Complete - The Registration Complete message will appear on your screen after you have created your account.

World Learning

1015 15th Street NW, 9th Floor
Washington, DC 20005
P: 202.408.5420
F: 202.408.5397

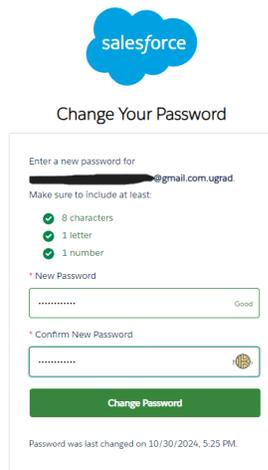
info@worldlearning.org
worldlearning.org

Step 7: Email Confirmation. Log into the email account that you provided during the self-registration process. Open your email account and find the “Welcome to the UGRAD Partner Portal” email. Open the email and click the link to create your password. Save your username in a place where you can access it in the future. Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you do not see a confirmation email, be sure to check your spam/junk folders.



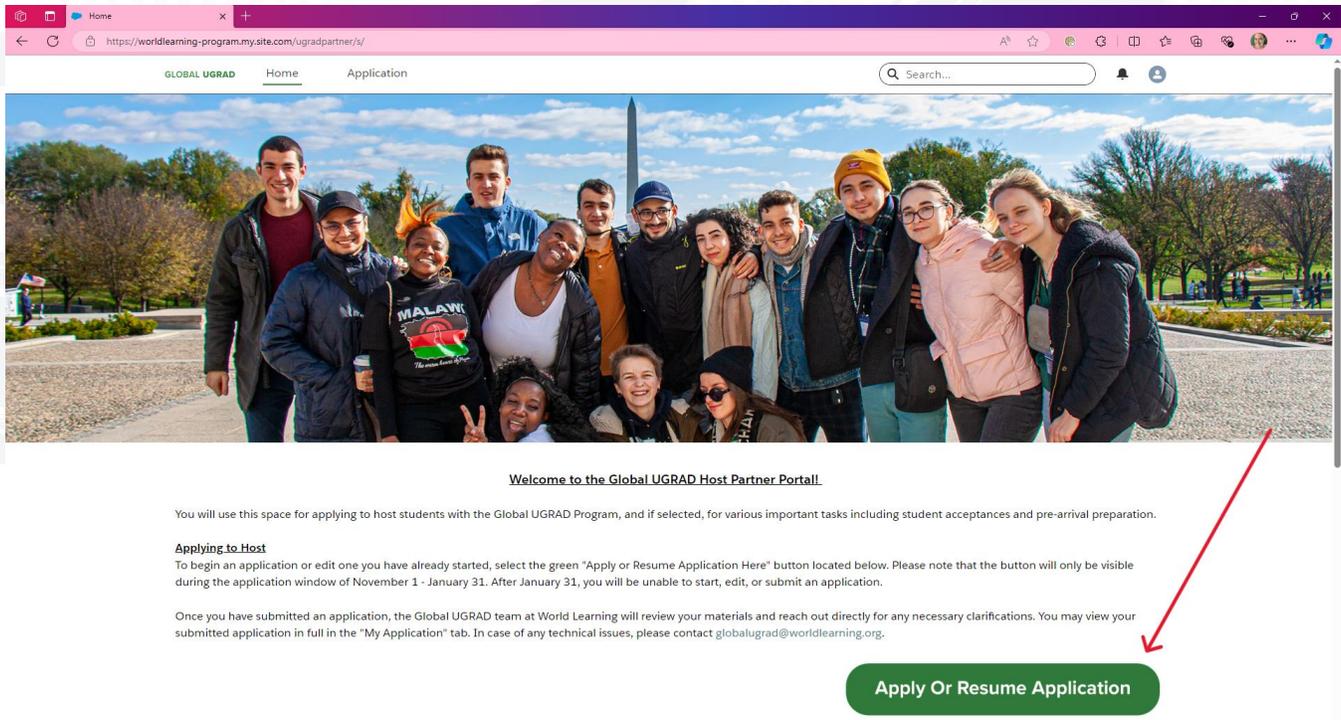
You will receive an email with a link to create your password.

Step 8: Set Your Password. Follow the link in the email to create your unique password.



Set your password screen.

Step 9: Welcome to the Global UGRAD Partner Portal. Click on the green button labeled “Apply or Resume Application” to begin your application.



GLOBAL UGRAD Home Application

Search...

Welcome to the Global UGRAD Host Partner Portal!

You will use this space for applying to host students with the Global UGRAD Program, and if selected, for various important tasks including student acceptances and pre-arrival preparation.

Applying to Host
To begin an application or edit one you have already started, select the green "Apply or Resume Application Here" button located below. Please note that the button will only be visible during the application window of November 1 - January 31. After January 31, you will be unable to start, edit, or submit an application.

Once you have submitted an application, the Global UGRAD team at World Learning will review your materials and reach out directly for any necessary clarifications. You may view your submitted application in full in the "My Application" tab. In case of any technical issues, please contact globalugrad@worldlearning.org.

Apply Or Resume Application

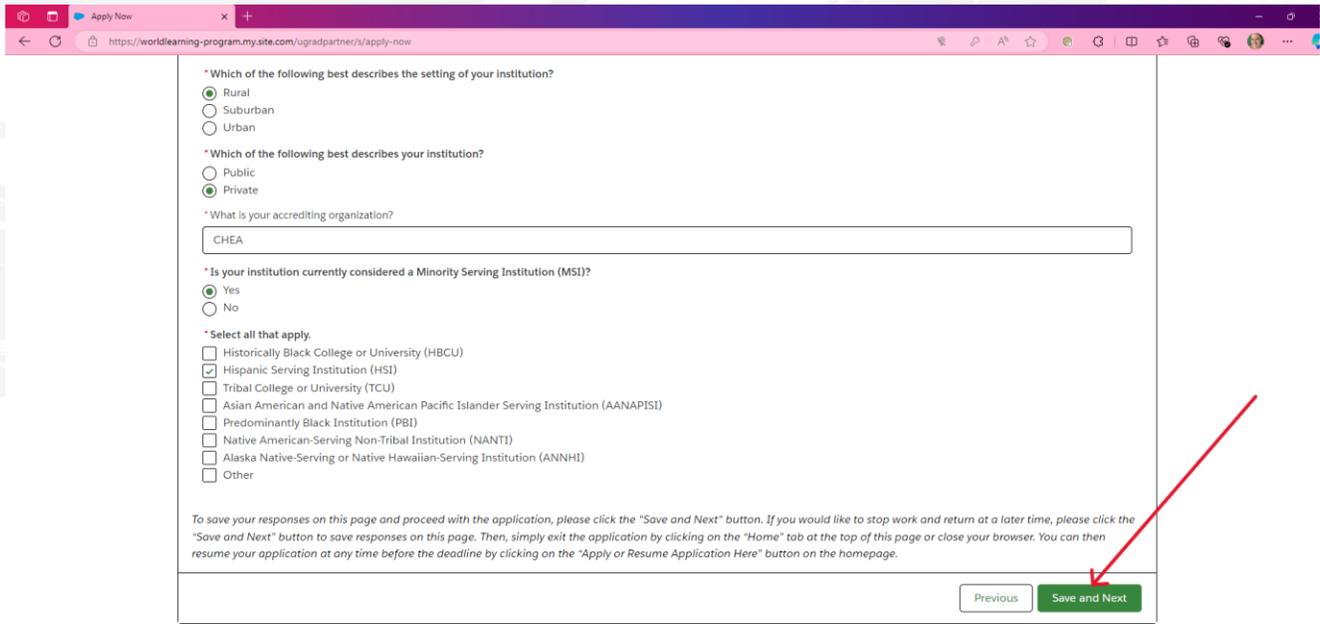
Difficulty logging in?

- **If you do not remember your password**, navigate to the [UGRAD Partner Portal login page](#). Click “Forgot your password?” at the bottom of the page and follow the instructions to reset your password. Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad).
- **If you no longer have access to the email address connected with your account**, contact globalugrad@worldlearning.org and request to change the email address on your account. When emailing World Learning, please include your name, the name of your institution, and your email address on file.

The “Forgot your password?” link is available on the UGRAD Partner Portal login page.

Saving Your Application and Resuming It Later

You may save your application at any time and return to complete it prior to the submission deadline. To save your responses, please click the “Save and Next” button on your current page.



The screenshot shows a web browser window with the URL <https://worldlearning-program.my.site.com/ugradpartner/s/apply-now>. The form contains the following questions and options:

- * Which of the following best describes the setting of your institution?
 - Rural
 - Suburban
 - Urban
- * Which of the following best describes your institution?
 - Public
 - Private
- * What is your accrediting organization?
CHEA
- * Is your institution currently considered a Minority Serving Institution (MSI)?
 - Yes
 - No
- * Select all that apply.
 - Historically Black College or University (HBCU)
 - Hispanic Serving Institution (HSI)
 - Tribal College or University (TCU)
 - Asian American and Native American Pacific Islander Serving Institution (AANAPISI)
 - Predominantly Black Institution (PBI)
 - Native American-Serving Non-Tribal Institution (NANTI)
 - Alaska Native-Serving or Native Hawaiian-Serving Institution (ANNHI)
 - Other

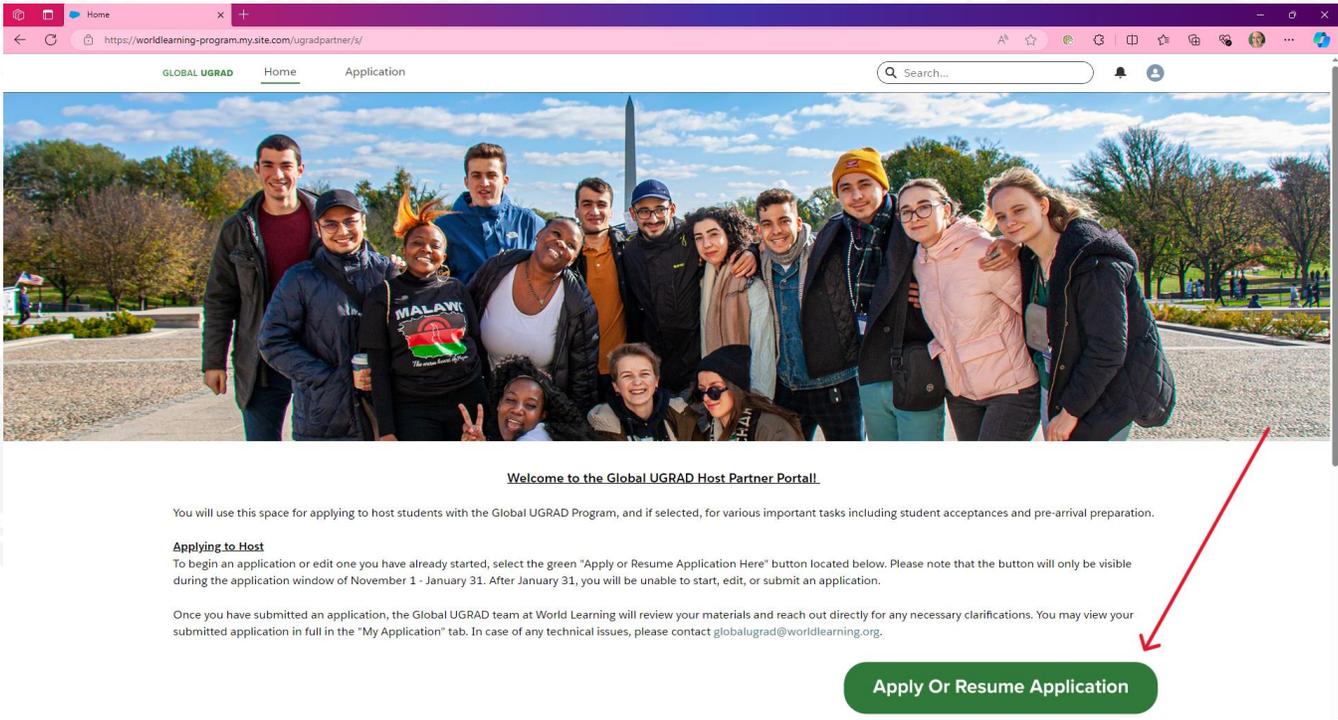
Below the questions, there is a paragraph of instructions: "To save your responses on this page and proceed with the application, please click the "Save and Next" button. If you would like to stop work and return at a later time, please click the "Save and Next" button to save responses on this page. Then, simply exit the application by clicking on the "Home" tab at the top of this page or close your browser. You can then resume your application at any time before the deadline by clicking on the "Apply or Resume Application Here" button on the homepage."

At the bottom right of the form, there are two buttons: "Previous" and "Save and Next". A red arrow points to the "Save and Next" button.

Clicking the "Save and Next" button will allow you to save your application and resume it later.

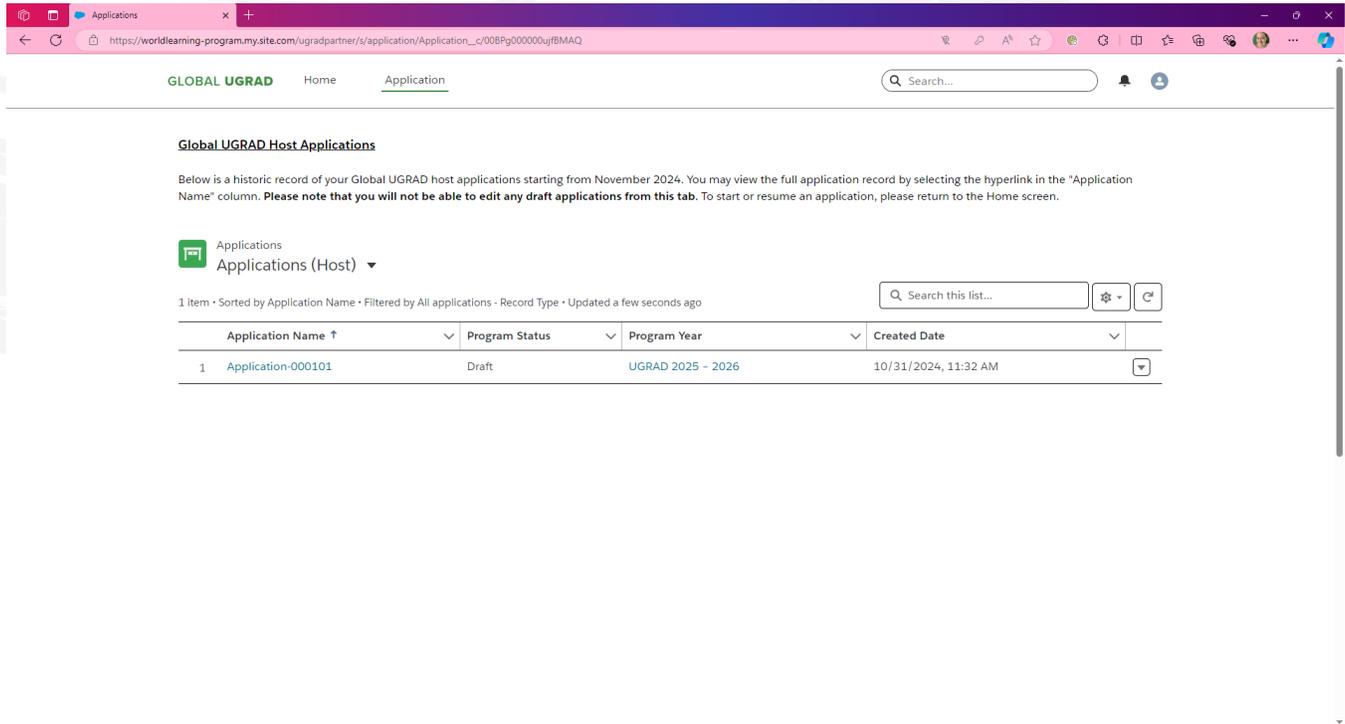
Then, exit the application by clicking on the “Home” tab at the top of the page or close your browser.

To resume your application, navigate to the [UGRAD Partner Portal login page](#) and enter your username and password. Then click on the “Apply or Resume Application Here” button in green. You will be brought to the first page of your application to view your saved answers. You may click the “Save and Next” button at the bottom of the screen to proceed through your answers and resume your application.



The red arrow indicates the "Apply or Resume Application Here" button on the Global UGRAD Student Portal homepage.

To view any of your current or past (as of November 2024) Global UGRAD host institution applications and their status, navigate to the “Applications” tab. Please note that although draft applications will be displayed in the table on this tab, the only way to edit your application is by clicking on the “Apply or Resume Application Here” button on the homepage.



GLOBAL UGRAD Home Application

Global UGRAD Host Applications

Below is a historic record of your Global UGRAD host applications starting from November 2024. You may view the full application record by selecting the hyperlink in the "Application Name" column. **Please note that you will not be able to edit any draft applications from this tab.** To start or resume an application, please return to the Home screen.

Applications
 Applications (Host) ▾

1 item · Sorted by Application Name · Filtered by All applications · Record Type · Updated a few seconds ago ⚙️ ↻

	Application Name ↑	Program Status	Program Year	Created Date	
1	Application-000101	Draft	UGRAD 2025 - 2026	10/31/2024, 11:32 AM	⌵

You can view your application record at any time by clicking on the “Application” tab at the top of the portal.

Application Sections

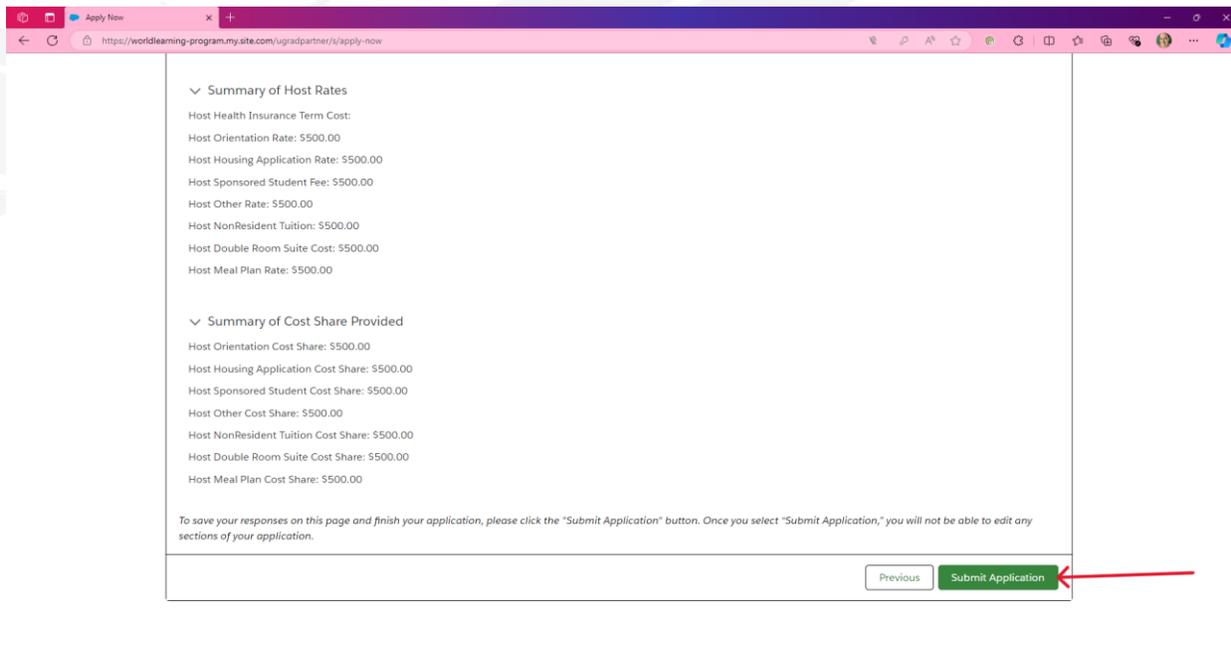
The Global UGRAD host institution application is comprised of the following sections:

- Eligibility
- Institution Profile
- Point(s) of Contact
- Admissions Information
- Arrival and Orientation
- Campus Life
- Academics
- Medical and Financial Information
- Review of aggregate Financial Information

Submission

Your completed application must be submitted by **11:59 PM Eastern Standard Time on January 31, 2025.**

Please note that your application is not considered complete until you have filled out all the required fields and clicked on the **“Submit Application”** button. After submission, you will receive a confirmation message in your browser as well as a confirmation email.



The screenshot shows a web browser window with the URL <https://worldlearning-program.my.site.com/ugradpartner/s/apply-now>. The page content includes two sections:

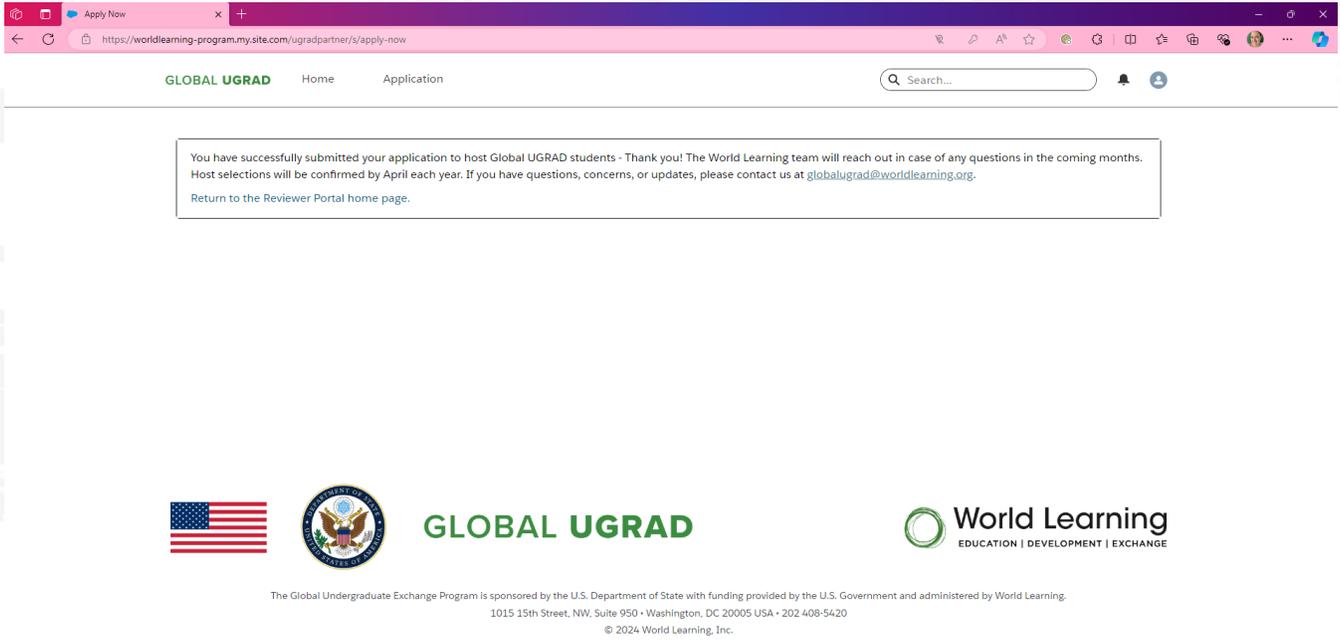
- Summary of Host Rates**
 - Host Health Insurance Term Cost:
 - Host Orientation Rate: \$500.00
 - Host Housing Application Rate: \$500.00
 - Host Sponsored Student Fee: \$500.00
 - Host Other Rate: \$500.00
 - Host NonResident Tuition: \$500.00
 - Host Double Room Suite Cost: \$500.00
 - Host Meal Plan Rate: \$500.00
- Summary of Cost Share Provided**
 - Host Orientation Cost Share: \$500.00
 - Host Housing Application Cost Share: \$500.00
 - Host Sponsored Student Cost Share: \$500.00
 - Host Other Cost Share: \$500.00
 - Host NonResident Tuition Cost Share: \$500.00
 - Host Double Room Suite Cost Share: \$500.00
 - Host Meal Plan Cost Share: \$500.00

Below the summaries, a note reads: "To save your responses on this page and finish your application, please click the "Submit Application" button. Once you select "Submit Application," you will not be able to edit any sections of your application."

At the bottom right, there are two buttons: "Previous" and "Submit Application". A red arrow points to the "Submit Application" button.

You must click the “Submit Application” button which will only be available on the final section of the application.

Following the submission of your application, a confirmation message will appear in your web browser.



The screenshot shows a web browser window with the URL <https://worldlearning-program.my.site.com/ugradpartner/s/apply-now>. The page header includes "GLOBAL UGRAD" and navigation links for "Home" and "Application". A search bar and notification icons are also present. The main content area contains a confirmation message:

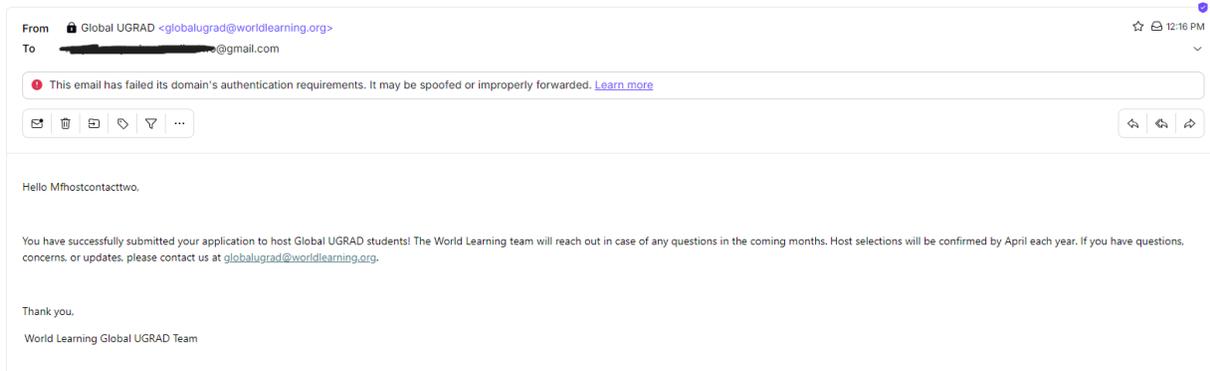
You have successfully submitted your application to host Global UGRAD students - Thank you! The World Learning team will reach out in case of any questions in the coming months. Host selections will be confirmed by April each year. If you have questions, concerns, or updates, please contact us at globalugrad@worldlearning.org.
Return to the Reviewer Portal home page.

At the bottom of the page, there are logos for the United States of America, the U.S. Department of State, GLOBAL UGRAD, and World Learning. Below the logos, the following text is displayed:

The Global Undergraduate Exchange Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by World Learning.
1015 15th Street, NW, Suite 950 • Washington, DC 20005 USA • 202 408-5420
© 2024 World Learning, Inc.

In addition to the confirmation message in your web browser, you will receive an email confirmation.

Global UGRAD Application Submission Confirmation



The screenshot shows an email interface with the following details:

From: Global UGRAD <globalugrad@worldlearning.org>
To: [Redacted]@gmail.com

Warning: This email has failed its domain's authentication requirements. It may be spoofed or improperly forwarded. [Learn more](#)

Body:

Hello Mfhostcontacttwo.

You have successfully submitted your application to host Global UGRAD students! The World Learning team will reach out in case of any questions in the coming months. Host selections will be confirmed by April each year. If you have questions, concerns, or updates, please contact us at globalugrad@worldlearning.org.

Thank you.
World Learning Global UGRAD Team

Thank you for your interest in hosting Global UGRAD students. Final decisions will be communicated no later than April. You can learn more about Global UGRAD on our [website](#). Please contact our team with any technical questions by emailing globalugrad@worldlearning.org.