

## 1 Sign in or create an account



Go to <http://apply.oakinternational.org/>



Type in the email used to create the account



Type in your password

In case of forgot your password, click on *Forgot password?*



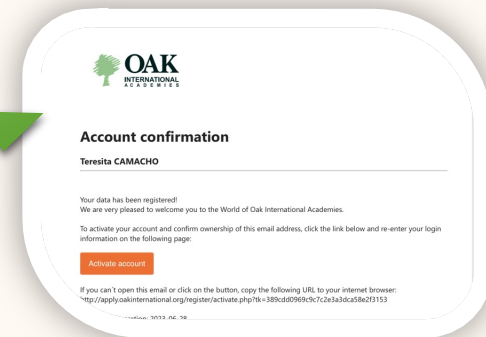

In case it is the first time that you fill out an online application, you will have to create an account by clicking on Create new account



You will receive an email with the subject: "Account Activation".



Open it and click on: Activate Account (If you do not receive the email, look in the Junk folder).



**Important:** Capture the email of the tutor who will follow up and check it the Application frequently. Choose a new password that will be used only for this portal.

## 2 Start an application



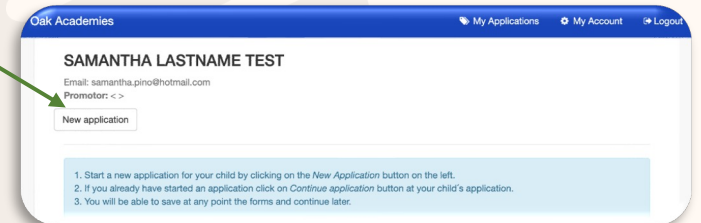
Click on New Application to create a new admission application for the student. Do not use accents or apostrophes in the name of the student.



Fill in the information requested from the student. Click Save



This step is only done ONCE, the following times you will only click on the student's name to continue filling out the Application



## 3 Complete Stage 1



A list will be displayed with all the requirements to complete. Click on each circle to fill out these forms and upload the requested documents. (Files: Max size of 4MB)



Additionally, the student must take a psychological exam with a psychologist authorized by Oak (Consult this information with your promoter).



Once all the requirements (circles are blue) have been completed, you must click on the button SUBMIT APPLICATION.



Note: Once each form has been completed and submitted you will not be able to make changes



Once these formats and/or attached files have been submitted, the status will change to: "Received". You will receive a letter confirming the first stage completed.



The academy will review all documents up to 15 to 20 days.



If application correct, it will change to "Admitted" status. You will receive an email notifying the admission of the student to proceed with the completion of stage 2.

## 4 Complete Stage 2



To continue, log in using your account (Step 1)



You must complete each requirement (print forms, fill out, sign, scan and upload to the portal)



Pay the Booking fee of \$3,000 (USD, EUR, CHF)



You will receive an email "Waiting for confirmation" confirming stage 2 completed

The academy will review documentation and payment.



Finally, you will receive an Email with the "Acceptance Letter" confirming the student's place in the academy.