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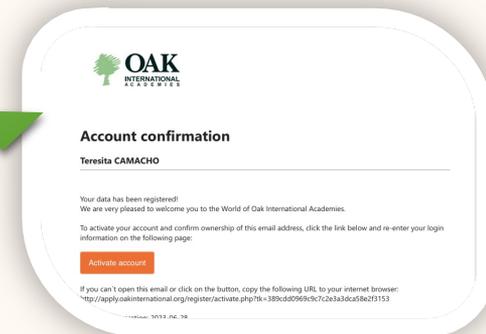
💡 **Important:** Capture the email of the tutor who will follow up and check it the Application frequently. Choose a new password that will be used only for this portal.

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
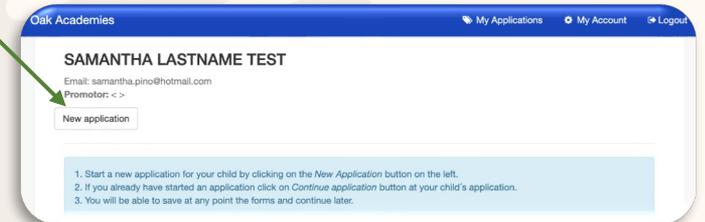
3 Complete Stage 1

☑ 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)

⬆ 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 submited 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)

💳 Pay the Booking fee of $300 (USD,EUR)/$1,000CHF

Once all the requirements have been completed, click on the button that will appear titled as SUBMIT APPLICATION

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

The academy will review the payment.

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