

*UW-Madison  
Guest and 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).

**Adult Career and Special Student Services**

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## Application

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[Special student types](#)  
Read about our 15 different special student types before you apply.  
[Updates for Special students](#)

The free Special student application requires personal, educational, and residency information and takes about 20-30 minutes to complete.

**Apply**

## 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.

The screenshot displays the 'Continuing Studies' website interface for the University of Wisconsin-Madison. It is divided into two main sections: 'New Applicants' and 'Existing Applicants'.  
**New Applicants:** This section includes a heading, a paragraph of instructions, and a prominent 'SIGN UP' button highlighted with a yellow oval and a yellow arrow pointing down to it.  
**Existing Applicants:** This section includes a heading, a paragraph of instructions, and a sign-in form. The form has two input fields: 'User ID' and 'Password'. Both fields are highlighted with yellow arrows pointing to them from the right. Below the form is a 'SIGN IN' button highlighted with a yellow oval. A 'Forgot Password?' link is located below the sign-in button.

**Continuing Studies**  
UNIVERSITY OF WISCONSIN—MADISON

### New Applicants

If this is your first time applying using this application website, please click to sign up below. You will be able to save your in progress applications, and view your previously submitted applications.

**SIGN UP**

### Existing Applicants

If you have already registered for an application account on this website, please sign in with your personal email address here. You can resume in progress applications and view your previously submitted applications.

User ID

Password

**SIGN IN**

[Forgot Password?](#)

**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).



**Continuing Studies**  
UNIVERSITY OF WISCONSIN-MADISON

### 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

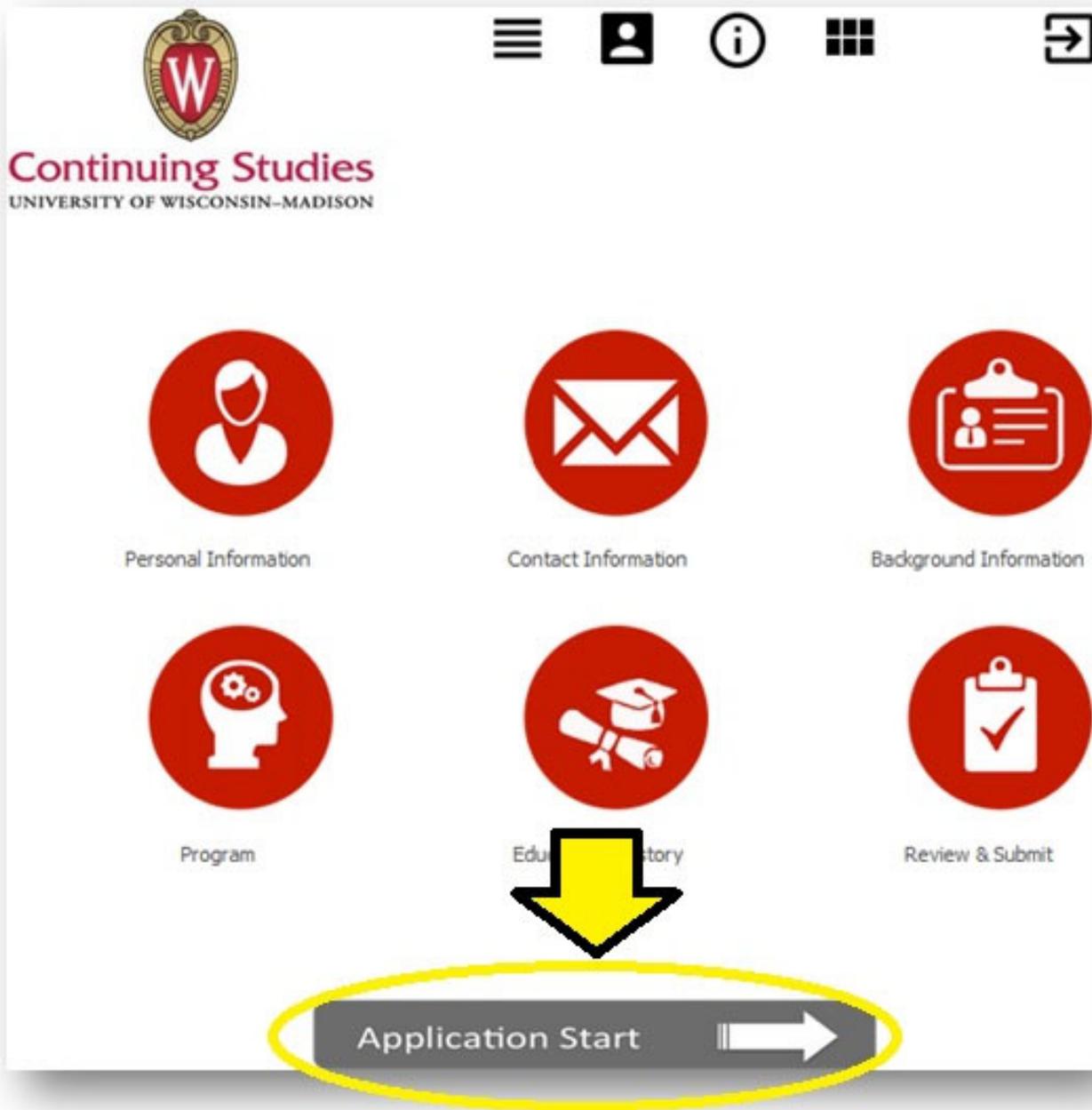
\*Question 3

**STEP 3 Continued:**

**Existing or returning applicants:** Once you are signed in, select **“Create New Application”**. – Do NOT open a submitted application and attempt to resubmit it for the current term, it will not go through. You must create a new application. If you started an application for the current term and did not submit it yet, you can open it, complete it and submit.

The screenshot displays the user interface for the Continuing Studies application portal. At the top left is the University of Wisconsin-Madison logo and the text "Continuing Studies UNIVERSITY OF WISCONSIN-MADISON". To the right are icons for a menu, a user profile, and a search function. Below the header, the section "Previous Applications" is visible. A table lists a submitted application with the ID "000005691", titled "UW Special Student Application" for "Spring 2018", with the role "Guest Auditor Senior Guest Auditor (60+)". To the right of this entry are "Open" and "View Status" buttons. Below the application list, a large grey button labeled "Create New Application" is highlighted with a yellow circle, and a yellow arrow points down to it from above.

**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”**.

The screenshot shows the 'Continuing Studies' interface for the University of Wisconsin-Madison. At the top, there is a navigation bar with icons for a menu, user profile, information, a grid, and an external link. Below this is the 'Continuing Studies' logo and a navigation menu with 'Personal Information' selected. The main content area is divided into two sections: 'NAME' and 'BIRTH INFORMATION & GENDER'. The 'NAME' section contains two sets of input fields for First/Given, Middle, Last/Family, and Suffix, along with a 'Have you changed your name?' dropdown menu. The 'BIRTH INFORMATION & GENDER' section contains a date of birth field and a gender dropdown menu. At the bottom, there are two red buttons: 'SAVE' and 'CONTINUE', with the 'CONTINUE' button highlighted by a yellow circle.

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you changed your name

First/Given	Middle	Last/Family	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have a preferred name?

**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.

The screenshot displays the 'Continuing Studies' application interface for the University of Wisconsin-Madison. At the top, there is a navigation bar with icons for a menu, user profile, information, a grid, and a back arrow. The main header includes the university logo and the text 'Continuing Studies UNIVERSITY OF WISCONSIN-MADISON'. Below this, a navigation menu shows 'Personal Info' and 'SSN & Military Status', with the latter being the active section. A progress bar indicates '19% Complete'. The 'SOCIAL SECURITY NUMBER' section contains a text box for the user's SSN and a warning that failure to provide it may affect tax benefits. The 'MILITARY STATUS' section features a drop-down menu for selecting the user's status. At the bottom, three buttons are visible: 'BACK', 'SAVE', and 'CONTINUE', with the 'CONTINUE' button circled in yellow.