

Instructions for a Complete Application: Program Assistant

Please complete these three Google Forms

1. **Basic Information** - <https://goo.gl/forms/jE9X0hbQcsoidnaH2>
2. **Application Questions** - <https://goo.gl/forms/mCga7zJ3LKHgpcST2>
 - ** Please note, each question is limited to 750 characters
 - **Please copy the questions to a Word, OpenOffice, or Google Doc before answering.
 - Interruptions in internet connection may result in lost work.
3. **Reference Forms** - <https://goo.gl/forms/gJOwXezZw5XOilt2>

After completing the three forms above, please upload to JobCat or send directly to <karakaki> your

4. **Unofficial Transcript**
 - a. Go to [WebAdvisor](#).
 - b. Login with your WU ID.
 - c. Once logged in, find the "Webadvisor for Current Students" link and open it.
 - d. On the bottom right of the page, open the "unofficial transcript" page located under the "academic profile". The drop down menu should show UNDC Undergraduate. If not, please change it to UNDC Undergraduate.
 - e. Press submit
 - f. Print to a PDF and send it to me in an e-mail **OR** screenshot and send me the images/PDF (Please ensure that the cumulative GPA and semester are clearly visible)

Applications submitted without all five parts (Basic Information, Application Questions, Reference Forms, Current Resume, and Unofficial Transcript) will not be considered.

If you have any questions about the application process, please direct them to Kendrick Arakaki <karakaki>.