



## Application Walk-Through

1. From ITA's Apply webpage ([www.applyita.wisc.edu](http://www.applyita.wisc.edu)), click 'Apply to ITA' to be taken to the application system.
2. Begin by clicking 'Sign In' at the top, right side of the screen.
3. Once signed in, click 'Apply' on the ITA program page.
4. Select the year you wish to begin the ITA program.

When do you want to start?

 

### APPLICATION TIPS:

- ▽ *By clicking the 'Save' button at the top-right, you may save your application at any point and return later to complete and submit. (Once the application is submitted, you will not be able to make changes.)*
- ▽ *Required questions are marked with blue asterisks.*

5. Begin to fill out the ITA application questions starting with the 'Student Information' section, **ensuring you read all instructions carefully!**

ITA application key things to remember: Please be sure to read each question carefully. If you need to exit out of the application before completing it, remember to SAVE at the top! Finally, be sure to check the applicant and parent consent boxes at the bottom before you submit! Thank you for applying to ITA!

### Student Information

First, enter your primary name. To add additional names, click 'Add Names'. Mark your preferred name by clicking the 'Preferred' radio button.

Name Type \*

First Name \*

Middle Name

Last Name \*

I only have a legal last name (no first name)

Add Names

### Student Email Address

Enter at least one email address. To add additional email addresses, click 'Add Emails'. Mark your preferred email by clicking the 'Preferred' radio button.

Email Type \*

Work

Email \*

klripley+sally@wisc.edu

Preferred

**i The preferred instance cannot be removed.**

Email Type \*

Home

Email \*

klripley+sally@wisc.edu

Preferred

Remove

Add Emails

### Student Phone Number

Enter at least one phone number. To add additional phone numbers, click 'Add Phones'. Mark your preferred phone by clicking the 'Preferred' radio button.

Phone Type \*

Cell

Phone \*

+1 608 1112211

Add Phones

## Student Address

Enter at least one address. To add additional addresses, click 'Add Addresses'. Mark your preferred address number by clicking the 'Preferred' radio button.

Address Type \*

Address \*

Country

Address Line 1 \*

Address Line 2

City \*

State \*

Postal Code \*

County

- Next, fill out the 'Student Biographical Information' section.

## Student Biographical Information

Date of Birth \*

Gender Assigned at Birth \*

Gender Identity \*

Pronouns \*

Hispanic or Latino?

Yes

Race (Check all that apply):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Hmong
- Cambodian
- Laotian
- Vietnamese
- Other Asian

Tribal Affiliation(s), if applicable:

7. Fill out at least one Parent/Guardian's information. (Click the 'Add Relationships' button to enter a second Parent/Guardian.)

### Parent/Guardian Relationship(s)

Enter your primary Parent/Guardian information below. Then add a second Parent/Guardian, if applicable, by clicking the 'Add Relationships' button.

Relationship to Student \*

Mother

Parent/Guardian First Name \*

Mom

Parent/Guardian Last Name \*

Sanchez

Parent/Guardian Address \*

Including City, State, & Zip Code

21 N Park St Madison, WI 53715

Parent/Guardian Primary Phone Number \*

+1 608 4445544

Parent/Guardian Primary Email Address \*

mom@test.com

Parent/Guardian Occupation

Nurse Assistant

Parent/Guardian Employer

SSM Health

Parent/Guardian Highest Degree Earned \*

Associate Degree

Add Relationships

- Proceed to the 'Educational Information' section. Begin typing the name of your school in the 'Current School Name' box and click on your school's name in the drop-down menu. (If your school's name does not appear, simply type in the full name of your school.)

### Educational Information

Type in the formal name of your school and click on the name from the list. (If your school name does not appear, type in your school's full name.)

Current School Name \*

Enter 200 or fewer

Badger

**Badger Ridge Middle School (Verona, WI)**  
**Badger Rock Middle School (Madison, WI)**

Current Grade Level \*

Grade 8

School Counselor First Name \*

Ted

School Counselor Last Name \*

Teacher

Current Cumulative (Total) Middle School GPA

This will be indicated on your most recent report card.

3.20

High School Expected Graduation Date

If not known, please enter June 1st of your graduating year. ("6/1/20\_\_")

6/1/26

Do you qualify for Free or Reduced Priced School Lunch?

If yes, click here.

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9. Fill in the 'Additional Information' section.

### Additional Information

Future School \*

Please enter the name of the school you will be attending next year.

Madison West High School

ITA Program Location \*

Please select the ITA program location you wish to attend.

Madison

Please list which of the following types of technology you have access to: \*

Shared Computer at Home, Own Computer, Internet Connection at Home, Own Cell Phone, Own Webpage

Own Computer, Internet connection, Cell

10. The 'Short Answer Questions' are next. Type your responses or copy and paste your answers from a separate document into the boxes provided.

### Short Answer Questions

You may type in the boxes provided or paste your answer, copied from a separate document.

Commitment - Short Answer #1: \*

ITA requires 100% attendance throughout your high school career, completion of projects, and participation in all areas of the program. If you are admitted into ITA, describe how you would honor this commitment with other activities you are in or plan to be involved in? (200 words max)

Test Short Answer #1

Academic Self-Assessment - Short Answer #2: \*

Like other pre-college programs, ITA's intention is to support students academically and prepare them for college. Briefly describe your academic performance at this moment in time. Please include challenges you have encountered and how you overcame and/or are in the process of overcoming them. (200 words max)

Test Short Answer #2

Technology Related Interests - Short Answer #3: \*

ITA has a specific emphasis on technology learning including, but not limited to: Web Design, Programming, Hardware, Film and Sound, etc. Describe your experiences with technology - it can be your interests, classes you have taken, camps, workshops, etc. (200 words max)

Test Short Answer #3

11. Attach individual Grade Reports (in PDF format) for each grade attended by clicking the 'Add File' buttons. (If you need assistance locating these documents, contact your school counselor.)

### Grade Reports

Attach individual Grade Reports in PDF format for each grade attended. Contact your school counselor if you do not have access to these documents in your school's online portal. (If you do not have the Grade Reports available, you can still submit your application and have your school counselor submit them via email to [ApplyITA@doit.wisc.edu](mailto:ApplyITA@doit.wisc.edu).)

6th Grade Report Card (PDF)

Add File

7th Grade Report Card (PDF)

Add File

8th Grade Report Card (PDF)

Add File

9th Grade Report Card (PDF)

\*\*\*For Lac du Flambeau and Oneida only.

Add File

12. Carefully follow the instructions provided. Attach a PDF of your 'Parent/Guardian Letter' by clicking the 'Add File' button.

## Parent/Guardian Letter

Please include a letter from a parent or guardian. The letter should demonstrate understanding of the ITA program and include reasons why the parent(s)/guardian(s) would like you to participate, as well as a list of ways the parent(s)/guardian(s) will support your participation. Parents/guardians may write their letter in any language. If the letter is dictated to someone else, please include his/her name and contact information.

Parent/Guardian Letter (PDF) \*

13. Carefully follow the instructions provided. Fill out a Teacher or School Counselor's information who you wish to be your application recommender. Once their information is filled in, **click the 'Send Recommendation Email Request' button to send an automated email requesting their recommendation of you.** This button must be clicked prior to submitting the application.

## Teacher or School Counselor Recommendation

Fill out a Teacher or School Counselor's information who you wish to be your application recommender. It is YOUR responsibility to tell your teacher about this required recommendation and ensure they submit the form by the application deadline. **AFTER ENTERING THEIR EMAIL ADDRESS, CLICK THE 'SEND RECOMMENDATION EMAIL REQUEST' BUTTON TO SEND AN AUTOMATED EMAIL REQUESTING THEIR RECOMMENDATION.** (This button must be clicked prior to submitting the application.)

Recommender First Name \*

Recommender Last Name \*

Recommender School Email Address \*

Relationship to Student \*

Recommender School Name \*

Recommender School Phone Number

  

14. You may now choose to attach *optional* 'Supplemental Application Information' in PDF format by clicking the 'Add File' button.



## OPTIONAL Supplemental Application Information

Please upload any additional materials you would like the admissions committee to consider with your application. Additional materials are NOT required.

Additional Materials (PDF)

Add File

15. Finally, read through the 'ITA Agreements' with your parent/guardian and check both checkboxes prior to submission!

### ITA Agreements

Please check the boxes below to agree.

#### Parent/Guardian:

As the applicant's parent/guardian, I agree to the release of my child's middle school and high school records, test scores and verification of qualification for free and/or reduced lunch by their school district to the University of Wisconsin-Madison Information Technology Academy. If my child is selected, I agree to support their participation in the Information Technology Academy fully for the duration of the program. I certify that the information provided is true and acknowledge that falsification may result in dismissal from the program and/or loss of scholarship eligibility.

Parent/Guardian Agreement



#### Applicant:

I have read the Information Technology Academy (ITA) Applicant information (available online at <http://ita.wisc.edu/apply>) and understand the program requirements. I am ready to make the commitment and continue down the path to success. I certify that the information provided in my application is true and acknowledge that falsification may result in dismissal from the program and/or loss of scholarship eligibility. I am willing to abide by the conditions and regulations of the University of Wisconsin-Madison and ITA if I am selected to participate.

Applicant Agreement



16. Once complete with the application, click the 'Submit' button at the bottom. *Note: Once submitted, you will not be able to make changes.*

### Before you Submit!

Before you submit, be sure you have clicked the 'Send Recommendation Email Request' button in the Teacher or School Counselor Recommendation section. You will not be able to click this button after the application is submitted.

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### Save/Submit Application

If you wish to save your application and return to finish it later, click the 'Save' button at the top of the page. Once your application is complete, you may click the 'Submit' button below. (Once the application is submitted, you will not be able to make changes.) (PLEASE NOTE! You may be asked to enter your billing address after you click 'Submit'. Even though there is no application fee for ITA, enter a billing address in order to fully submit your application. Your application will not be submitted until the billing address is entered.)



17. A screen will appear, confirming the submission of your application! Additionally, an application confirmation email will also be sent to you. **Be sure to check your email account often for application updates.**

#### Confirmation

