Creating an Account in the Application Portal

First-time applicants should access the application portal via the following link: [https://insight.uoregon.edu/apply/](https://insight.uoregon.edu/apply/). Once on this page, the following selections will appear:

Returning applicants should select the link on the right, while first-time users should select “create an account.”

The following screen will ask for information including first name, last name, email address, and birthdate.

An email with a temporary PIN will be sent to the email address entered on the registration screen. The email should appear within a few minutes, and look like the following example (with a different PIN):
Thank you for creating a graduate application account with the University of Oregon.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN: 037385231

Best,

Division of Graduate Studies
graduatestudies@uoregon.edu
(541)-346-5129

When prompted, enter the PIN provided on the login screen. The system will ask the user to set a new password.

Once a password has been set, users will be taken to an application management homepage, as shown below:
Starting a New Application

To start a new application, click the blue hyperlink at the bottom of the screen, as shown in the example above. A pop-up screen will appear, like the example below:

Click “Create Application.” A second pop-up window will appear, as shown below:

Click “Open Application.” The application should open on the following page.
**Program Selection**

The first question on the application should include what degree level the application is for. From the drop-down list, select “Graduate Microcredential.”


Select the applicable admission term.

Click the blue hyperlink to check the application deadline for the graduate microcredential in child behavioral health, if not yet confirmed. Once confirmed, check the box next to “I have confirmed my prospective program’s deadline.”

The application will ask for previous application status, how the program was discovered, and ask for an existing UO ID if the user has one. If not, skip this step.
**Personal Background**

The following page will ask for personal information, including name, contact information, addresses, and citizenship information.

When completed, the next page will ask for additional information, including emergency contact information, and required Oregon State Legislation questions, in addition to a question on language proficiency.

Once completed, the next page will ask for information on residency status in the state of Oregon.
The next page contains information about application fees and application fee waivers.

**Fee Waivers and Application Fees**

The fee to apply to the graduate microcredential is $35. However, if your application to the program is sponsored by a school district, your application fee may be waived. In either case, when submitting the application, select one of the options indicated on the image below.

If the program is paying for your application fee, (i.e. if your participation is sponsored by a school district) please select “I do not qualify for a waiver or discount.” This is because program-paid fees are in a category separate from the other waivers listed above. If eligible, your fee waiver will be processed, and you will be notified that there is no balance due. If ineligible, you will be notified that there is a $35 dollar balance due before your application can be processed. **If you are seeking a fee waiver, do not submit a payment after submitting your application. You will be notified if a waiver has been assigned to your application.**

**Academic History**

The next page will ask for an academic history that includes all institutions where college credit was earned. Unofficial transcripts are also required for any institution where a degree was earned. Please refer to the image below.
Once all institutions have been added, click “Continue.”

The next screen asks for information regarding any applicable test scores for the program. Please note that the graduate microcredential in child behavioral health has no test score requirement. However, the Division of Graduate Studies does have an English Language Proficiency requirement for individuals whose primary language is not English. For further information on this requirement, please click here. Applicable TOEFL or IELTS scores may be added to this test page.

**Child Behavioral Health Supplemental Form**

The next section will ask whether your application is sponsored by a school district. Either instance will ask for further information about your school district, school, and profession. Please see the examples below.
Signature and Review

The final two sections of the application will ask you to review an affidavit and sign your full name to submit the application. The “review” section will provide a summary of your application, including any errors that need to be fixed prior to submitting.

Please note that a form of payment is required to submit your application. If you are waiting for confirmation of a fee waiver, do not pay the application fee, as it cannot be refunded.

If you are seeking a fee waiver via sponsorship through your affiliated school/education service district, please email us at ballmerinstitute@uoregon.edu your application is finished so that we can process your fee waiver. Once the waiver has been processed, you will be able to submit your application.

If we are unable to process your fee waiver, we will inform you. At that point, the $35 application fee will be due to submit your application.

Any questions about this application can be directed to the Ballmer Institute at: ballmerinstitute@uoregon.edu. Thank you for your interest in the future of children’s behavioral health!