Start Here

Scroll down to the bottom of page to **Workforce Development** and click on **"click here"** in blue.

*If you are applying for a Certificate program, you must apply as a non-degree seeking applicant.

Workforce Development and Lifelong Learning

Click here to apply for Workforce Development and Lifelong Learning if:

1. You are a DC resident

2. You are 18 years or older*

*If you are applying through a Partnership program, the 18 year old age requirement is waived.

Click First time user

Admissions Login

This system requires the use of HTTP cookies to verify authorization information. Our system has detected that your browser has disabled HTTP cookies, or does not support them. Please refer to the Help page for more information on how to correctly configure your browser for use with this system.

If you are a first time applicant for admission to UDC, Click the First time user account creation link.

If you have already started an Application for Admission in myUDC, enter the Login ID and PIN you used when you created the Application, and then Click Login.

If you have forgotten your login ID and/or password please contact the Office of Admissions via email to assist you.

email: udcadmissions@udc.edu

Login ID: [_____]
PIN: [_____]

[Login]
First time user account creation

Create a PIN and Password (keep on hand because you will need it to get back in and see your schedule)

Admissions Login - First Time Applicant to UDC

Please create a Login ID and PIN.

Your Login ID can be up to nine alphanumeric characters.

Your PIN must be six numbers.

Enter your PIN again to verify it and then select Login.

Your Login ID and PIN will be saved.

Please record your Login ID and PIN for future logins, as you will need it to retrieve your Application in the future.

Your PIN can be up to 15 alphanumeric characters. Minimum 6 alphanumeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID: [_____]
Create a PIN: [_____]
Verify PIN: [_____]

You should see this page. Enter the **Admission Term** and enter **your 1ˢᵗ and Last name**.

Enter Your Name

Thank you for your interest in applying to the University of the District of Columbia.

Please introduce yourself to us by providing us with your full legal Name as it appears on official identification docume official UDC record so please make sure to spell your name correctly and to enter your name in Proper Case (first lette

Please also make sure to select the appropriate academic term for which you are applying.

* - indicates a required field.
Application Type: Workforce Development LL
Admission Term:* [Select... ▾]
First Name:* [   ]
Middle Name: [   ]
Last Name:* [   ]

[Fill Out Application]
Return to Application Menu

You should see this page. Click each [ⓘ] , complete all 8 with your information in each.

Application Checklist

Complete your Application for Admission to UDC. After you have completed the information in a section,

You can complete the sections in any order you wish and move through them using the Continue button

Select Finish Later if you would like to finish your application at a later time.

Select Application is Complete when you have completed the application.

When you select Application is complete, you are certifying that all information provided i accuracy.

If at any time you have questions about applying to a **Workforce Development** program, please email

For questions regarding the **PHIT4DC** application, please email our office using this address: PHIT4DC@

ⓘ Name   ⓘ High School
ⓘ Permanent Address & Phone   ⓘ Previous College
ⓘ Mailing Address & Phone   ⓘ Planned Pathway
ⓘ Personal Information   ⓘ Acknowledgements

[Application is Complete] [Finish Later]

WDLL Admissions

You will know that you completed them when they have a red **beside it.**

Page one.

Name & Other Identification Information

Name (Checklist item 1 of 8)

Please provide us with your full legal Name as it appears on official identification documents such as a driver's license or passport.

✱ - indicates a required field.

Last Name:✱	Brown
First Name:✱	Marie
Middle Name:	
Name Suffix (Sr., Jr., III, etc. or leave blank):	
Name Prefix (Ms., Mr., Mrs., Dr., etc.):	
"Maiden Name" (optional):	

[Checklist] [Continue] [Finish Later]

Page Two.

Permanent Address & Phone (Checklist item 2 of 8)

Provide your permanent address, which is normally the address of your legal residence. Please use Proper Case when providing your address. (ex. 123 Main St

Please provide us with your primary telephone number. We will assume that this is your preferred phone for contact. Please do NOT enter an extension for your

Please do not use a hyphen in your phone number.

PHIT4DC applicants: If your permanent address is outside the District of Columbia, you must meet criteria for an exception to the residency requirement and

✱ - indicates a required field.

Permanent (Primary Home Addr)

Street Line 1:✱	
Street Line 2 (List apartment or unit number here):	
City:✱	
State:✱	None
Zip Code:✱	
Area Code & Phone (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):✱	___ - ___ ___

[Checklist] [Continue] [Finish Later]

Page Three.

Mailing Address & Phone (Checklist item 3 of 8)

Enter a Mailing Address only if different than your Permanent Address. You might have a Mailing Address if: you are living in an apartment during the sc receiving it at your home or will be receiving mail at a place different than your Permanent Address for some period of time.

Please follow the same rules for entering Mailing Address information as followed when entering your Permanent Address.

WDLL students must reside in DC. If your mailing address is outside of the District of Columbia, you will be required to provide proof of an acceptable e acceptable proof of permanent DC residency.

Mailing (ST, ADV, Orgs)

Street Line 1:	
Street Line 2:	
City:	
State:	None
Zip Code:	
Area Code & Phone-no Extension! (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):	___ - ___ ___

Page four

Personal Information (Checklist item 4 of 8)

Please note that you are required to provide us with an email address. The email address you list will be the primary way that UDC comm provide us with an email address that you check regularly.

Please note that you must provide your social security number if you intend to apply for federal financial aid.

Workforce Development and PHIT4DC applicants will not be applying for federal financial aid. Your SSN is requested to help your race/ethnicity, we strongly encourage you to provide the information to assist our data collection efforts.

If you are an Undocumented individual, please select **Non-Citizen** from the selections in the Citizen menu below. Please note that Undocu

* - indicates a required field.

Email:* [_____]

Verify e-mail address:* [_____]

Birth Date:* Month [None ▾] Day [None ▾] Year (YYYY) [_____]

Gender (Assigned at Birth):* ○ Male ○ Female

Citizenship:* [None ▾]

Social Security Number (XXXXXXXXX): [_____]

Marital Status: [None ▾]

Are you a DC Resident?* ○ Yes ○ No

What is your ethnicity?

While Ethnicity and Race are not required to complete your Application for Admissions, UDC encourages you to respond.

☐ Hispanic or Latino
☐ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
☐ Alaska Native	☐ Asian	☐ Black or African American	☐ Native Hawaiian	☐ White
☐ American Indian			☐ Pacific Islander	

Veteran Classification: [Not a Veteran ▾]
Veteran ID: [_____]

[Checklist] [Continue] [Finish Later]

Return to Checklist without saving changes

Page five (If you know it)

High School Information

High School (Checklist item 5 of 8)

Please provide us with information on ALL high schools attended, your grade point average, and your dates of attendance, and dat you cannot find your High/Secondary School through the lookup page, you can enter the School information below.

GED recipients, enter 8888 below and click on "Lookup High School Code"

Workforce Development and PHIT4DC Applicants: Enter only the last high school you attended.

You are not required to submit GPA, dates of attendance, or date of graduation.

You will be required to submit a copy of your diploma, a transcript or proof of GED completion.

High School Code (For GED, enter 8888): [_____] Lookup High School Code

If School not found:

High School Name: [_____]

Home School (check for yes): ☐

City: [_____]

State: [None ▾]

[Enter or View another High School]

[Checklist] [Continue] [Finish Later]

Page six (If you know it)

Previous College (Checklist item 6 of 8)

Please provide us with information on ALL previous post-secondary institutions atte

PHIT4DC Applicants: Please provide only your most recently attended college or

Enter your College code. If you do not know the code, select the Lookup College Co

College School Code: [_____] *Lookup College Code*

If College not found:

College Name: [_____]

College Nation: [None ▾]

[Enter or View another College or Degree]

[Checklist] [Continue] [Finish Later]

Return to Checklist without saving changes

RELEASE: 8.7.1

Page Seven.

Planned Program of Study

Planned Pathway (Checklist item 7 of 8)

For Undergraduate Students Only:

If you are interested in applying for admission to a Bachelors Program at the Flagship, **you must select your chosen Bachelor's Program of Study (BA/BS).** If you are undecided as to your Bachelors Course of Study, you must select one of four possible Colleges of interest including Arts and Sciences; Business and Public Administration; Engineering and Applied Sciences; or CAUSES.

For Masters Degree Students only:

Please identify the Masters Degree program to which you are applying for admission. Before you complete the application, please ensure that you have reviewed all specialized admissions standards and requirements on the graduate program's website.

Please note that the Speech Language Pathology and the Cancer Biology, Prevention, and Control Masters programs only accept applications for admission in the fall.

For Workforce Development Applicants only:

Please select a Pathway from the list if you know the one that interests you.

To learn more about Workforce Pathways please attend an Open House by registering through our website. Click here. All applicants are required to participate in our Workforce Development and Lifelong Learning Virtual Open House.

If you have not decided which Pathway to apply for, you may select the **"Undeclared Workforce Development Pathway"**

If you are applying through a Partnership Program please indicate that by answering the question and select the Undeclared Workforce Development Pathway. You will be placed in the correct pathway when you are registered

✱ - indicates a required field.

Planned Course of Study:✱   [None ▾]

Are you enrolling as part of a Partnership Program?✱   ○ Yes   ○ No

Please provide the names of any applicable industry recognized certificate, credentials, or licenses you currently possess. If you do not have any or can't recall please enter "None" in the box provided.✱   [_____]

[Checklist] [Continue] [Finish Later]

Page eight

Acknowledgements (Checklist item 8 of 8)

By completing this section and then submitting the application, you are certifying that the information you have provided in the application is complete and accurate. You also acknowledge that if any of the information in this application is found to be knowingly false or misleading then UDC has the right to revoke an admissions or scholarship decision made based on the information provided in this application.

* - indicates a required field.

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based. *

◯ Yes ◯ No

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false. *

◯ Yes ◯ No

Signature is your confirmation that the application you have filled out is your own work and the information is factually true. Electronic signature consists simply of your name typed by you on your keyboard. *

Signature Date (format DD/MM/YYYY) *

[Checklist] [Continue] [Finish Later]

If your page look like this, then click Application complete

Application Checklist

Complete your Application for Admission to UDC. After you have completed the ir

You can complete the sections in any order you wish and move through them usir

Select Finish Later if you would like to finish your application at a later time.

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For questions regarding the **PHIT4DC** application, please email our office using t

✓ Name   ✓ High School

✓ Permanent Address & Phone   ✓ Previous College

✓ Mailing Address & Phone   ✓ Planned Pathway

✓ Personal Information   ✓ Acknowledgements

[Application is Complete] [Finish Later]

Your last page of the 8, click Agree to Terms

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your applicat
I understand that withholding information requested on this application, including attendance at an
university or subject to dismissal. I have read this application and certify that the statements I have
or completed.

I agree to the terms
I do not agree

Once you see this page, you have completed the full Application

Signature Page

Thank you for submitting your application for admission to the University of the District of Columbia. We are in receipt of your application and in the process of reviewing it for admission.

Within 5-10 Business days, you will receive an email message notifying you of the status of your application, whether it is complete or incomplete. You may also view your application and/or admission status online **by using the Web ID and PIN** you created at the time you submitted your online application.

YOUR EMAIL MAY FILTER US! If you do not receive the notification email within the time shown above, please check your Spam folder just in case the email was delivered there instead of your inbox.

INSTRUCTIONS FOR DOCUMENT SUBMISSION FOR WORKFORCE DEVELOPMENT APPLICATIONS:

Workforce Development Applicants will submit all required documents via email. Instructions will be emailed to you from the Workforce Development Support Team within the next 5-10 days. Please note, proof of age and identity, DC residency and high school completion or GED are mandatory for all applicants. Depending on the Pathway selected, additional documents may be required.

If you are applying for admission to **Workforce Development** and have any questions, please contact us at workforce@udc.edu.

Click the Return to Application Menu Button it should read

Application Menu

Applications in Progress

Admission Term	Application Type	Field of Study	Date Created	Last Section Updated
New	Create a new application			

Submitted Applications

Admission Term	Application Type	Field of Study	Date Created
Spring 2023	Workforce Development LL	WDLL-General Education	Sep 07, 2022

Click here to email the Admissions Team!

End Here! You are done!