UCCS Graduate School
UNIVERSITY OF COLORADO COLORADO SPRINGS

The Graduate School's Guide to the Online Application

If this is your first time registering for a GRADUATE PROGRAM at UCCS:

Current UCCS Students: DO NOT USE YOUR CURRENT STUDENT USERNAME AND PASSWORD TO LOG INTO THE ONLINE APPLICATION! Because the online application portal is only for students applying for graduate school, you will need to complete the new user registration form by clicking on REGISTER HERE on the application homepage. Please be sure to fill out your information exactly as it appears in your current student portal account. If the information does not match, the system will notify you by email that your account has been suspended pending "duplicate resolution". Please allow 24 hours for this to be resolved! You will receive an email with your username and password once your registration has been approved.

All prospective graduate students: After you have successfully filled out your new user registration, you will receive an email notifying you that an account has been created and instructing you to login to the admission application.

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Below is all the information that you should need to fill out your application. To make the process go more efficiently, we suggest you first visit your program of interest's website to view their requirements, read through this guide, and gather all necessary documents and information before starting your application. We recommend using Mozilla Firefox or Internet Explorer as your web browser when accessing the application portal.

Personal Information – Name, demographics, mailing and permanent addresses, contact information

Additional Information – Citizenship, residency, emergency contact information and name of last school attended*

Post-Secondary Education – Information on how to submit your transcripts can be found on this page. You are required to list **ALL** post-secondary institutions you have attended.*

⚠ ***Trouble shooting tip: If you are having trouble finding your school in the drop down list on either of these two sections, return to the city drop down list and verify that your city is not listed more than once. For example, Beaver Falls, PA is listed as** *Beaver Falls* **and** *Beaver Flls*, **with different schools listed under each. If you still cannot find your school, please check the "my school is not listed" box and you will be prompted to manually enter your school's information.**

Standardized Test Scores – If your program requires a standardized test, you may choose to enter the information on this page. If you choose to enter the type of test, you will be required to enter the score and

test date. Refer to your program of interest to determine which test component(s) are evaluated. You will be able to add more than one in the application by clicking on the "Add Another" button below the Test Component dropdown box. **You are still <u>required</u> to have official scores for all standardized tests sent from the testing service directly to UCCS!**

Current or Previous Employer – Information needed for this section includes dates* of employment, employer, city and state, and job title

Honor and Professional Societies – In this section you have the option of listing any honor and professional societies of which you are a member, dates* of membership, and position(s) held

Honors and Awards – In this section you have the option of listing any scholarships, prizes, honors or other recognitions. If you choose to identify them, you will be <u>required</u> to include the award date*

⚠️ ***Troubleshooting tip: If you need to enter a future date in these sections, use <u>today's date</u> as the "end" or "to" date***

Background Information – In this section, you will be asked if you have ever received any type of disciplinary action from an academic institution, or if you have any criminal history. If you answer yes to either question, you will be <u>required</u> to download the forms, fill them out, and upload them under the Upload Documents section.

In this section you will also find a supplemental information section. There will be one or more <u>required</u> questions, depending on the program of interest.

In this section you will have the option to enter information on the individuals you have chosen to write letters of recommendation for you. <u>You will need their first and last name, organization and title, and email address</u>. By providing their email address, UCCS will send an email message requesting a recommendation on your behalf. Further instructions on how to submit paper letters can also be found on this page. *Please note if your recommender has a military email address they may have trouble receiving this automated email. Please try to provide a different email address, or send them a personal request and have them email a letter directly to the program assistant.

Upload Documents- To make the process easier, we advise that you have all your <u>required</u> documents (except for the letters of recommendation) ready to upload. These will vary depending on the program you apply to and may include, but are not limited to, a goal statement, resume, tuition classification form, selective service registration certification (for male applicants born on or after 1/1/1960), and a scholarly writing sample (Communications and History only).

⚠️ **Troubleshooting tips: You must upload ALL required documents before leaving this section or it will not save your documents!!**

Only the following file types will be accepted: .doc; .docx; .pdf; .rtf; .txt. If you are having trouble uploading a document, try converting it to a PDF and make sure your Adobe Software is up to date or install the Adobe Acrobat Reader: http://get.adobe.com/reader/.

If you are still having trouble uploading documents and you are working from a public computer, save your application and try again from your personal computer.

Submit Application – This page will notify you if you are missing any required information by identifying the section as having "validation errors". You must complete all required information before your application will be submitted. Once it is submitted, you cannot make any changes. You must also pay the admission fee. **Do not submit your application without choosing your payment option or your application will be delayed! If you pay by credit card or electronic check, your application will be submitted immediately. If you choose to pay by check or money order, instructions on where to send your check are provided. Your application will not be reviewed until your check has been received by your department.**

You should now be ready to apply! Good luck!

https://soa.prod.cu.edu/degreeprog/applyDEGREEPROG_CUSPG/login.action

Application Review Process and Timeline

- Once your application has been received, your <u>program of interest</u> will review the documents and notify you of any missing paperwork. The amount of time it takes for this review will vary by program.
- If the program of interest approves your application, you will be notified by mail that you have been "Recommended for Admission" to the Admissions and Records Office. **You will still have to be approved for admittance by Admissions and Records**.
- Within approximately two weeks, Admissions and Records will provide you with official notification of admission or refusal. If you have been accepted, enclosed in this letter will be your student ID number and instructions on how to claim your online account which is how you will register for classes.

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<u>If you have any questions or concerns with the online application contact:</u>

Admissions and Records
719-255-3009
gradapp@uccs.edu

Program Specific Questions: http://www.uccs.edu/graduateschool/program-contacts.html