



# Graduate School

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

## The Graduate School's Guide to the Online Application

**Current UCCS Students: DO NOT USE YOUR CURRENT STUDENT USERNAME AND PASSWORD TO LOG INTO THE ONLINE APPLICATION!** Because the online application is a separate program from your student portal, you will need to complete the new user registration form by clicking on <REGISTER HERE> on the online 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 application has been suspended pending "duplicate resolution". Please allow up to 3 business days for this to be resolved! You will receive two emails. One with your username and the other with your password once your registration has been approved. Please be sure to check your junk/spam folders for these emails if you do not see them in your inbox.

**All prospective graduate students:** Click on <REGISTER HERE> to create your new user registration. After you have successfully filled out your new user registration, you will receive two emails. One with your username and the other with your password notifying you that an account has been created and instructing you to login to the admission application. Please be sure to use this 10 digit username (username sample: SMIT000001) to log into the online graduate application. Check your junk/spam folders for these two emails if you do not see them in your inbox.

**Below is all the information that you should need to fill out your application. To make the process go more efficiently, we recommend that you first:**

- 1) **Review the requirements for your program of interest by visiting this link.**  
<http://www.uccs.edu/graduateschool/graduate-programs.html>
- 2) **Read through this guide, and gather all necessary documents and information before starting your application.**
- 3) **Use Mozilla Firefox or Internet Explorer as your web browser when accessing the online graduate application.**

(when selecting the Admit Term, please note that the Fall term typically starts in August, the Spring term typically starts in January and the Summer term typically starts in June)

*First select a Career, Program, Field of Study, Admit Term, Subplan, and Student Type and then click on Apply for this program*

### **Personal Information**

**Names** – First, Middle, Last. Be sure to include any other name that may appear on your transcripts

**Personal Information** – Date of Birth, Social Security Number (optional), Gender, Ethnicity, Military Status, Service Dates (if applicable)

**Permanent Address** – provide your permanent address

**Mailing Address** – the address where you want regular mail from UCCS to be sent

**Contact Information** – Home Phone, Other Phone and E-Mail

### **Additional Information**

**United States Citizenship Status** – indicate if you are a US Citizen or other option

**Residency** – If you are claiming in-state residency and want to be classified as an in-state resident for tuition purposes, you are required to submit a Tuition Classification Form with your application. Your tuition classification will not be determined until this form is received. You can access and upload the form while completing your application.

**Emergency Contact** – who should UCCS contact on your behalf in case of an emergency

### **Post-Secondary Education**

**Previous Education Data** – if you have previously applied to or been enrolled in a program in the University of Colorado system, your information may show in this section.

**Post Secondary Education Data** – Click on the green <Add> button and choose the options in drop down boxes to add **your post-secondary data**. Please list any college and/or university you have or are attending. Do not list high school information. If this section does not appear on your screen, look that the statement “If all of your education data is shown above, please click here to move on to the next section.” If the checkbox before this statement is checked, click on it to uncheck it and the Post Secondary Education Data section should appear.



**\*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.**

*Please follow the instructions below for the submission of your transcripts:*

**Official** Transcripts must be sent directly from the college or university or be submitted in a sealed envelope: (UCCS reserves the right to determine if a transcript is official or unofficial.)

(1) *Electronic Submission:*

*Transcripts can be submitted electronically if the issuing institution is contracted with a secured server. Electronic transcripts should be sent directly to [gradapp@uccs.edu](mailto:gradapp@uccs.edu).*

(2) *By Mail: Mailed transcripts should be sent to the following address:*

*University of Colorado Colorado Springs*

*Office of Admissions & Records*

*1420 Austin Bluffs Parkway*

*Colorado Springs, CO 80918*

### **Standardized Test Scores**

Refer to your program of interest (<http://www.uccs.edu/graduateschool/graduate-programs.html>) to determine if your program requires a standardized test (GRE, GMAT, etc.) and which test component(s) are evaluated.

The UCCS school code for the GRE is **4874**. UCCS requires official test scores to be submitted by the testing service directly to UCCS.

*If the program you are applying to will consider or offers a waiver of the GRE or other test scores, you will need to contact the department to make this request. Only the program department can authorize a waiver. All international applicants must take the GRE or other required test and submit official scores. Waivers are not authorized for international applicants.*

### **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.

Click on the green <Add> button and choose the options in drop down boxes to add your information.

### **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 required to include the award date\*

Click on the green <Add> button and choose the options in drop down boxes to add your information.



**\*Troubleshooting tip: If you need to enter a future date in these sections, use today's date as the "end" or "to" date.**

### **Background Information**

**Personal 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 required to download the forms, fill them out, and upload them under the Upload Documents section.

**Foreign Languages** – List Foreign Languages and list degree of proficiency. Click on the green <Add> button to add additional languages.

**Supplement Information** – the FERPA question is asking if you waive the right to review your letters of recommendation that are submitted by your recommenders.

**Letters of Recommendation** – In this section you will enter information of the individuals you have chosen to write letters of recommendation for you. You will need their first name, last name, organization, job title and email address. UCCS will send an email requesting a recommendation on your behalf **after your application is submitted**. The email to the recommender will include a link to a questionnaire for the recommender to complete. The recommender will also be able to upload a written letter of recommendation.

The UCCS recommendation system does not have the capability for you to resend a recommendation request or change a recommender. The UCCS staff will need to do this. Please email your request to [gradapp@uccs.edu](mailto:gradapp@uccs.edu). Include your name and program you are applying to and

the name and email address of the recommender you want an additional request sent to. Please ask your recommender to check their junk or spam email folders should they not receive the email. Also, if they do not receive the email at all or experience any other difficulties submitting the recommendation, please have them email a written letter of recommendation to [gradapp@uccs.edu](mailto:gradapp@uccs.edu).

For new or additional recommenders, please have the recommender email a written letter of recommendation to [gradapp@uccs.edu](mailto:gradapp@uccs.edu) and we will add it to your application file.

**\*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 your recommendation letter directly to [gradapp@uccs.edu](mailto:gradapp@uccs.edu). You may also need to ask your recommender to check their junk/spam folders for these emails if they do not see them in their inbox.

### **Upload Documents**

To make this process easier, we advise that you have all your required 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, a resume, a tuition classification form, a scholarly writing sample, or a supplemental application.

All required documents must be chosen before you click on Save or Next. Click on Browse. Select the file from your computer. Follow the same steps for all documents you want to upload. Click on Save. You should receive a message indicating your files have been uploaded.



**Troubleshooting tips: You must upload ALL required documents before clicking on Save or Next 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.**

If you continue to experience difficulties in uploading the documents, please email them to [gradapp@uccs.edu](mailto:gradapp@uccs.edu).

### **Application Fee**

This section will notify you at the top of the screen if you have not entered any required information. You must complete all required information before your application will be submitted. **Select a payment option by clicking on the circle or the name of the payment option** – You will not be allowed to submit your application without choosing a payment option! When paying by credit card or electronic check, you will be routed to the online payment system NELNET. After you complete the payment process, your application will be submitted. After you select to go to the

NELNET payment system and this page goes blank before you can make your payment or before confirmation or your payment is received, you will need to contact the Office of Admissions at 719-255-3383 or email [gradapp@uccs.edu](mailto:gradapp@uccs.edu) for your application to be reactivated.

If you choose the McNair Scholarship Option you will be requested to email or send a hardcopy of your award letter via email to [gradinfo@uccs.edu](mailto:gradinfo@uccs.edu).

### **Submit Application**

Once it is submitted, you cannot make any changes. Once you submit your application you will see a "View Summary" button. If you click this button you will have the option to print/save a PDF version of your application for your records. After you submit your application and you feel you need to amend your application, please contact the Office of Admissions 719-255-3383 or email [gradapp@uccs.edu](mailto:gradapp@uccs.edu).

All documents that are required by the graduate program to fulfill a complete application must be submitted and received by the deadline date if applicable.

Please note there is not an application portal for you to check the status of your application. You can email [gradapp@uccs.edu](mailto:gradapp@uccs.edu) and ask for your application status. As long as your application is incomplete you will receive emails listing the documents that are still needed and you will also receive an email when your application is complete and is forwarded to the department for review.