Applying to Graduate School

Beginning Your Application

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Begin Your Application

After you have created your account, you are ready to begin your application.

**Step 1:** In the drop-down menu, select your *Entry Term* and *Academic Level*.

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**Figure of the Entry Term and Academic Level field with drop-down menu.**

**Figure of an example of the Entry Term and Academic Level field completed.**
Step 2: After entering your information, click Submit.

![Figure of an arrow pointing to the Submit button.](image)

**NOTE:** After you click Submit, a blue loading wheel will appear. Please be patient as your request processes.

After the page is done loading, the *Entry Term* you are applying for will appear at the top of your screen.

![Figure of an example of an application's Entry Term with an arrow pointing towards it.](image)
Personal Information

**Step 1:** Fill in all of your information in the *Personal Information* section.

*Figure of the Personal Information fields to fill out.*
Step 2: Fill in all of your information in the Contact Information section.

Contact Information

Home Phone
Ten digits with no dashes
International Applicants can leave blank

Cell Phone
Ten digits with no dashes
International Applicants can leave blank

Email Address *
This address will be official means of communication until admissions
megodfrey@ualr.edu

Figure of the Contact Information fields to fill out.

Step 3: Fill in all of your information in the Address Information section.

Address Information

Enter your address information
☐ Check if address is outside of U.S. or Canada

Address *
2801 S University Ave

City *
Little Rock

State/Province *
Arkansas

Zip/Postal Code *
72204-1000

Has your permanent address been in Arkansas for the last 6 months? *
Yes

Figure of the Address Information fields to fill out.
NOTE: To successfully complete all of the sections of your application, please fill in all fields that are marked with a red asterisk (*).

Step 4: Click *Save Application* to save your application and return to it at a future date. Click *Save & Continue* to proceed with your application.

![Save Application and Save & Continue buttons](image)

*Figure of the Save Application and Save & Continue buttons at the bottom of the application page.*

Emergency Contact Information

Step 1: Fill in all of your information in the *Emergency Contact Information* section.

![Emergency Contact Information fields](image)

*Figure of the Emergency Contact Information fields.*
Step 2: Click *Save Application* to save your application and return to it at a future date. Click *Save & Continue* to proceed with your application. To return to the previous page of your application, click *Previous Page*.

Biographical Information and Academic Programs

Step 1: Fill in your information in the *Biographical Information and Academic Programs* section.
**Step 2:** Fill in your information accurately in the *Citizenship section*.

**Citizenship**

- **Citizenship Status**: US Citizen
- **Social Security Number**: 123456789

*Figure of the Citizenship information fields.*

**Step 3:** Fill in your information accurately in the *Gender and Ethnicity* section.

**Gender and Ethnicity**

- **Gender**:  
- **Ethnicity**:  

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

*Figure of the Gender and Ethnicity information fields.*
Step 4: Fill in your information accurately in the Veteran Information section.

Veteran Information

Are you a veteran or actively serving as full-time military, national guard or reserve?

☐ Yes ☐ No

Figure of the “No” selected in the Veteran information field.

Veteran Information

Are you a veteran or actively serving as full-time military, national guard or reserve?

☐ Yes ☐ No

Veteran ID / Military ID/ Guard ID

Application Fee Waiver

Upload your proof of service by following the link below to request an application fee waiver - [http://ualr.edu/admissions/vet-app-fee-waiver/](http://ualr.edu/admissions/vet-app-fee-waiver/)

Figure of the “Yes” selected in the Veteran information field.

**NOTE:** If you are a veteran, you will be prompted to supply additional information. After you provide proof of service, you will be eligible to request an application fee waiver.

Click the URL to provide your additional information. Once you click the URL, a second window will open that directs you to the Veteran Residency Form. Follow the instructions, click Submit, and close the window when you are finished.

You can continue working on your application in the original window.
Figure of the Veteran Residency Form to fill out if you are a veteran.
Step 5: Fill in your information accurately in the Academic Plans section.

Academic Plans

Do you plan to earn your graduate degree or certificate at UA Little Rock? *

Choose which best describes you: *

Where will you take classes? *

Choose your student type: *

Choose the program you are applying to for admissions? *

Figure of the fields to fill out in the Academic Plans section.

Step 6: Click Save Application to save your application and return to it at a future date. Click Save & Continue to proceed with your application. To return to the previous page of your application, click Previous Page.

Figure of the Previous Page, Save Application, and Save & Continue buttons at the bottom of the Biographical Information and Academic Programs page of the application.

College Information

Step 1: Fill in your information accurately about the institutions you’ve attended in the College section.
Step 2: Fill in the name and country of the college you’ve attended in the College/University 1 section of the application.
If you need to add more colleges, click Add College/University. A new college section will populate on your application.

**Add College/University**

If you need to delete a college, click Delete College/University under the college or university that you want to remove from your application.

**College/University 1**

**Delete College/University**

Step 3: Click Save Application to save your application and return to it at a future date. Click Save & Continue to proceed with your application. To return to the previous page of your application, click Previous Page.

**Previous Page**  **Save Application**  **Save & Continue**

Figure of the College/University 1 section of the College section of the application.

Figure of the Add College/University feature of the application.

Figure of the Delete College/University feature of the application.

Step 3: Click Save Application to save your application and return to it at a future date. Click Save & Continue to proceed with your application. To return to the previous page of your application, click Previous Page.

Figure of the Previous Page, Save Application, and Save & Continue buttons at the bottom of the College Information page of the application.
Certify and Sign

Step 1: Fill in your information accurately in the **Certify and Sign** section, starting with the **Additional Information** section.

*Figure of the Certify and Sign section of the application.*
Additional Information

Have you been convicted of a felony?

No

Step 2: If you believe you qualify for an application fee waiver, please click on and fill out the Application Fee Waiver Form in this section.

Application Fee Waiver Information

UA Little Rock Graduate School offers some application fee waivers. Please review the requirements here Application Fee Waiver Form

If you feel that you may qualify for a application fee waiver please check prior to submitting your application.

A new window will open in your internet browser that will allow you to fill out the Application Fee Waiver Form. Follow the instructions to complete this form. When you are finished, click Submit, and close the window.

You can continue working on your application in the original window.
# Application Fee Waiver Request Form

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

**UA Little Rock ID number (Not Required):**

**Email:** Please enter the email you will be using on your application for admission.

**The term I am applying for is:**
- [ ] Fall
- [ ] Spring
- [ ] Summer

**Enter the year for the term you just chose:**

**Choose the waiver request reason that best fits your request:**
- [ ] I paid a one time graduate app fee between 03/28/2013 and 03/15/2018
- [ ] I am a McNair Scholar
- [ ] I am a TRIO Scholar
- [ ] I am a Donaghey Scholar
- [ ] I am a L-SAMP Scholar
  - I have been admitted to a Masters program
  - and I am applying to the Graduate Certificate in the same area
  - I have been admitted to a Certificate program and I am applying to the Masters program in the same area
  - I have been admitted to a Masters program
  - and I am applying to the Doctoral program in the same area
  - I have been admitted to a Doctoral program
  - and I am applying to the Masters program in the same area

Please note that to apply for app fee waiver based on Military Residency please go to: [http://ualr.edu/admissions/vet-app-fee-waiver/](http://ualr.edu/admissions/vet-app-fee-waiver/)

I acknowledge that if it is determined that I do not qualify for the app fee waiver that I requested that an app fee hold will be placed on my account until I pay the required $40 application fee.

- [ ] I acknowledge

**Submit**

---

*Figure of the Application Fee Waiver Request Form.*
**Step 3:** Select an answer in the drop-down menu of the *Additional Questions* section.

Additional Questions

How did you hear about our programs?

**Figure of the Additional Questions section.**

**Step 4:** Select answers in the drop-down menus in the *Certification* section. Type in your name in the *Signature* field and select the correct *Signature Date*.

Certification

*Please affirm the following before you submit your application.*

*Do you certify the following?* *

I understand that I must pay the $40 non-refundable application fee before my application will be processed. If I do not attend UA Little Rock for the selected semester, I understand I will be required to submit a new application for a future term. I will notify the Graduate School if I no longer plan to attend UA Little Rock.

Yes

*Do you certify the following?* *

I understand that I must submit all required documents requested by UA Little Rock in order to be considered for admission. Submitted documents are then considered the property of the UA Little Rock Office of Admissions and will not be returned. I give my college(s)/university(ies) permission to each send my official transcripts(s) directly to the University of Arkansas at Little Rock.

Yes

*Do you certify the following?* *

I have completed this application truthfully and accurately and not withheld information. I understand that submitting inaccurate or false information will make me ineligible for admission to UA Little Rock, subject to administrative withdrawal if I’m already attending, and responsible for all tuition and fee charges. If I do not attend UA Little Rock for the semester I am applying for, I understand I will be required to submit a new application if I wish to attend UA Little Rock at a later date.

Yes

Upon submission, you are attesting that the application you have filled out is your own work and the information is factually true. Clicking the submit button below will count as your electronic signature.

**Signature** *

**Signature Date** *

3/15/2021

**Figure of the Certification section.**
Step 5: Click *Save Application* to save your application and return to it at a future date. Click *Preview Before Submission* to review your application. Click *Proceed to Submit Application* to pay for your application to be processed. To return to the previous page of your application, click *Previous Page*.

Application Submission

Once you have reached this page of your application, you will need to have a method of payment ready to pay for the *UA Little Rock Application Fee*.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA Little Rock Application Fee</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Subtotal: $40.00
Discount: $0.00
Total: $40.00

Enter a promo code:  

*Figure of the payment section of the application process.*

If you have a *Promo Code* you can enter it at this time. Click *Apply* after you've entered the code. If the code is active, your payment will be waived.

*Figure of the Promo Code section.*
NOTE: Promo Codes can be found on the Graduate School’s social media accounts, from your department, or by requesting more information about UA Little Rock programs.

If you do not have a Promo Code, click the Make Online Payment button. You will be directed to a checkout page where you will pay for your application to be processed.

![Make Online Payment button](image)

*Figure of the Make Online Payment button.*

To pay your application fee, you may pay via Credit Card or an Electronic Check.

![Payment Method](image)

*Figure of the Payment Method part of the application.*

Next to the Payment Method is an Order Summary that contains your Subtotal and Total.
**ORDER SUMMARY**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Payment)</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Subtotal: $40.00

Total: $40.00

Click *Credit Card* or *Electronic Check* and follow the instructions to supply your payment information.

---

*Figure of the Order Summary part of the application.*
Figure of the Credit Card Payment Method.

Step 1 of 2: PAYMENT METHOD
All fields required unless marked (optional)

- Credit Card
  - Credit Card Number
  - Credit Card Expiration
    - Month
    - Year
  - Security Code

- Cardholder Name

Billing Address

- City
- State / Province
  - Select
- Zip / Postal Code
- Country
  - United States

- Electronic Check

Figure of the Payment Method part of the application.

Step 1 of 2: PAYMENT METHOD
All fields required unless marked (optional)

- Credit Card
- Electronic Check

- Account Holder Name

Account Type

- Checking
- Savings

Where are my account and routing numbers?

- Bank Account Number

Confirm Bank Account Number

Routing Transit Number

PREVIOUS  NEXT
Click the Next button after you have entered your payment information. You will receive confirmation of your payment and that your application will be processed by the UA Little Rock Graduate School.

![Figure of the Next button.](image)

If for any reason you want to cancel your transaction, click the Cancel My Transaction button. Your application fee will not be charged.

![Figure of the Cancel My Transaction button.](image)
Application Submitted

Once you have submitted your application, you will receive an email confirmation.

Figure of an example that an applicant may receive after submitting their application.

Your email will include your UA Little Rock ID number. This number is also referred to as your T Number. You will want to include this number in all future correspondence with the Graduate School.
This email will also include any additional information or documents that might need to be collected.

Figure of an example of items that need to be submitted to the Graduate School before an application can be reviewed.

NOTE: If at any time you have questions, please contact the UA Little Rock Graduate School. Depending on how your name falls in the alphabet will determine which Higher Education Institution Program Coordinator is assigned to assist you.

Troubleshooting Application Errors

If you have saved your application and are returning to it, an alert message will appear. This message will notify you that your application needs attention. You may need to finish supplying information or documents to finalize your application.

⚠️ This application requires your attention for one or more items.

Figure of an alert message.

If you try to submit your application and you haven’t provided all of the required information, an error message will appear. This message will provide you with links to the areas of your application that are missing.
Figure of an example of an error message. Areas of missing information are indicated and links can take an applicant to the pages.