How to Apply as a Non-degree Seeking Graduate Student at UA Little Rock

**Step 1:**

Navigate to the Graduate School Application at [apply.ualr.edu](http://apply.ualr.edu) and sign in. If you do not have an account, Click **Create an Account** located under First-time users,
Step 2

Click “Start a New Application” Select Application Type
Step 2b

Select current school year to start application for Fall-Spring,

Select the option that contains the term you are applying for

- For Spring 2024, select Fall 2023-Summer 2024
- For Spring 2025, select Fall 2024-Summer 2025

If the term you want to start is later than Summer 2025, you will not be able to apply yet.
Step 2c

Select the application type

Click the drop down and select the applicable term that goes with the academic term you are applying for
Step 3:

Choose Personal Information on the left hand side of the screen to begin filling out your application.
Step 4

(Optional): If you are a U.S. Resident, Additional Information will be needed before moving on to Step 6 (military service is required), emergency contact (optional), (criminal background is required)

**University of Arkansas at Little Rock**

**Additional Information**

**Military Service**

Have you ever served in the United States military?*
- Yes
- No

Military Status:
- Veteran
- Active Duty
- Reserve
- National Guard
- Other

Military students (active-duty, guard, reserve, and veterans who were separated under honorable conditions) are eligible to receive additional assistance offered to military students. Spouses and dependents are not considered military students.

Please provide one of the following to show proof of military service:
- Military orders assigning you to current duty station
- Current military ID card (not a VA card)
- An electronic copy of DOD14 – member copy 4 showing character of service
- Arkansas Driver’s License showing veteran status
- Copy of your Service Verification Letter (available online at [www.va.gov/records/download.va-letter](http://www.va.gov/records/download.va-letter))
- DD214 (with corrected discharge status)
- DD215
- DD256
- DD255

If you provide discharge paperwork, the documentation must be a federal government form that includes your full name at time of discharge, SSN/Service Number and a discharge status that is either “honorable” or “general under honorable conditions.”

**Updating Your Status:**

If you did not indicate current active duty or a history of honorable discharge on your admissions application, you can complete the [Military Readiness Form](http://militaryreadinessform) and add your proof of military service. You can also email your documentation to admissions@ualr.edu.

**Emergency Contact**

- **Name:**
  - First & Last only
  - Email Address
  - Phone Number

- **Relationship to you:**
  - Grandparent
  - Legal Guardian
  - Other (not specified)
  - Parent
  - Partner
  - Relative
  - Sibling (Brother/Sister)
  - Spouse

**Criminal Background**

Have you ever been convicted of a felony or are there any felony criminal charges now pending against you?*
- Yes
- No

[Continue]
Step 5
Under the Academic Programs section,
1. Select your highest level of degree
2. Select Main Campus
3. Choose Undeclared Graduate - ND at the end of the dropdown menu.
4. Select your preferred start term

NOTE: Non-Degree seeking is available only under main campus, even if courses are hybrid or offered online.
Step 6

Fill out your academic history

- Click **Add Institution** and fill in information for your bachelor’s degree.
- Click the continue button

*If you have completed degrees at more than one institution, click Add Institution.*
Step 7

Security Information

- Choose a Security Question and answer
- Answer is **case sensitive**
Step 8
Immunization (MMR) Acknowledgement

If you are only taking courses online, you need to submit your MMR if in the event that you will need to come to campus for any reason.

MMR Acknowledgement

The University of Arkansas at Little Rock requires all students born after Jan. 1, 1957, to provide proof of two measles/mumps/rubella vaccines (also called MMRs).

Any of the following documents may be submitted as proof of Immunization:

- an immunization record which is signed by a licensed medical professional and reflects the name of the immunization as well as the day, month, and year it was given
- an original letter from your doctor documenting the immunization as well as the day, month, and year it was given
- an International Student Immunization Form signed by your doctor

Some limited alternatives and exceptions to this requirement are allowed. Visit the [International Student Services Immunization Requirements](#) page for additional information.

You are strongly encouraged to get any needed vaccinations and submit documents proving you are vaccinated before you arrive in the United States.

Please send all documentation of Immunization, immunity, or exemption to the following address:
Office of Graduate School Admissions
University of Arkansas at Little Rock
2801 South University Avenue
Ottenheimer Library 527
Little Rock, AR 72204

If you are unable to be vaccinated or provide proof of vaccination before arriving in the U.S., you can make an appointment to receive your vaccines on campus at the Health Services Office for a fee of $50. Call 501.916.3188 to schedule an appointment.

If the university does not receive your proof of vaccination by the end of your first semester as a student, you will not be allowed to register again until you supply your immunization documents. Being unable to register for classes can endanger your visa status.

Please click the box below to indicate that you understand the immunization requirement and that you agree to provide your documentation no later than the end of your first semester in the United States.

✔️ I understand.
Signature Page

By typing my signature:

- I certify 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.

- I certify 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 Graduate School and will not be returned.

- 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.

Upon confirmation, you are attesting that the application you have filled out is your own work and the information is factually true. Typing your full legal name and clicking the Confirm button below will count as your electronic signature.

Any documents you wish to attach to your application can be uploaded from the application status page that will display after the application fee is processed.

In place of your signature, please type your full legal name:
Step 10
Finalize Application and Pay

University of Arkansas at Little Rock

Review
If you are satisfied with your application and are ready to submit it, click Finalize Application and Pay.

[Button] Finalize Application and Pay  [Button] Save for Later
Non-degree seeking applications can usually be approved in 2-5 business days once you have submitted all required admission materials.

You will then receive an admission decision email from the UA Little Rock Graduate School.

If you have any questions about this process, please contact

**Chloe Moses**

**501-916-6216**

**Graduate Enrollment Management Specialist**