

# 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](https://apply.ualr.edu) and sign in. If you do not have an account, Click **Create an Account**” located under **First-time users**,

### University of Arkansas at Little Rock

#### University of Arkansas at Little Rock Application

UA Little Rock has moved to a new application portal. If you have previously applied and not logged in recently, you may need to create an account as a first-time user for this portal. Your login email address is what you listed on your application and is not replaced by your University email address after you are admitted.

#### Returning users:

Use the login option below this box to access your list of started and submitted applications.

[Check the status of your submitted application status.](#)

[Log in](#)

#### First-time users:


Start here if you have never applied to UA Little Rock or your last application was submitted for a term before Summer 2023.

[Create an account](#)



# Step 2

Click "Start a New Application" Select Application Type

Apply Visit Forms AcademicsLogout

### University of Arkansas at Little Rock

Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

University of Arkansas at Little Rock Application  
UA Little Rock has moved to a new application portal. If you have previously applied and not logged in recently, you may need to create an account as a first-time user for this portal. Your login email address is what you listed on your application and is not replaced by your University email address after you are admitted.

Your Applications	Status	Started	Submitted
You have not yet started an application using this account.			

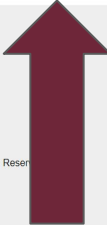
[Start New Application](#)

#### Contact Office of Admissions

**Undergraduate:**  
501-916-3127  
[admissions@ualr.edu](mailto:admissions@ualr.edu)

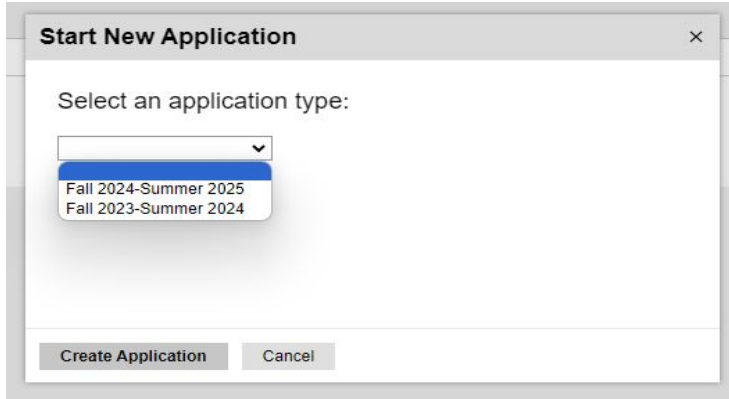
**Graduate:**  
501-916-3206  
[gradschool@ualr.edu](mailto:gradschool@ualr.edu)

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## Step 2b

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



Start New Application

Select an application type:

Fall 2024-Summer 2025  
Fall 2023-Summer 2024

Create Application Cancel

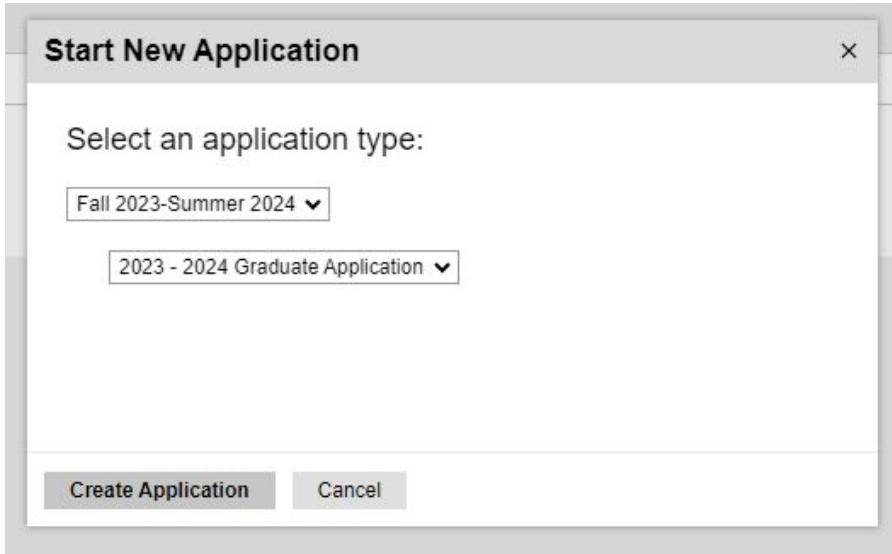
**Select the option that contains the term you are applying for**

- 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



The image shows a dialog box titled "Start New Application" with a close button (X) in the top right corner. The main content area contains the text "Select an application type:" followed by two dropdown menus. The first dropdown menu is set to "Fall 2023-Summer 2024" and the second is set to "2023 - 2024 Graduate Application". At the bottom of the dialog, there are two buttons: "Create Application" and "Cancel".

**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.

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**UA LITTLE ROCK**

### University of Arkansas at Little Rock

#### Graduate Personal Information

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\*Denotes Required Field

**Name**

Prefix

First (Given)\*

Middle

Last (Family)\*

Suffix

Preferred First

Other Last

Names Used

**Email Address**

Email Address\*

Need to change this email address? [Change](#).

**Telephone Numbers**

Daytime

Evening

Mobile\*

**Residency**

Required - Add your current residence.

Address Type	Address Street 1	Address Street 2	Address City	Address Region	Address Postal	Address Country
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# 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)



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### Additional Information

#### Military Service

Have you ever served in the United States military?\*

- Yes  
 No

Military Status

[Veteran ▼]

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 DD214 – member copy 4 showing character of service (Member Copies 2-8)
- Arkansas Driver's License showing veteran status
- Copy of your Service Verification Letter (available online at [www.va.gov/vicords/download-va-letters](http://www.va.gov/vicords/download-va-letters))
- DD215 (with corrected discharge status)
- NGB-22
- DD256/257

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 Residency form](#) and add your proof of military service. You can also email your documentation to [admissions@ualr.edu](mailto: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](#)

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## Academic Programs

### Academic Plans

What is the highest level of degree that you have been awarded?\*

- Graduate Degree Examples: Master of Science (MS), Master of Arts (MA), Master of Social Work (MSW), Doctorate of Philosophy (PhD), Master of Education (MEd), Master of Business Administration (MBA), Graduate Certificate (GC)
- Undergraduate Degree Examples: Bachelor of Science (BS), Bachelor of Arts (BA), Bachelor of Social Work (BSW)

- Graduate Degree  
 Undergraduate Degree

1

Where will you take classes?\*

- Main campus  
 Online campus

2

Choose the program you are applying to for admission.\*

Undeclared Graduate - ND

3

Select a start term.\*

4

## 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.**



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#### Academic History

Select "Add Institution" below to search for the name of the college/university that awarded your degree(s).

Only institutions that you attended and were awarded a degree from are required.

\*Please note that at least one degree must be selected from an institution in order to submit this application.\*

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		
<a href="#">Continue</a>		



#### Add Institution

If you are having difficulty locating your institution, try limiting your search to the name without College or University, i.e. Searching for Little Rock instead of University of Arkansas at Little Rock.

Institution

Country

City

State

Dates Attended  to

Level of Study

[Save](#) [Cancel](#)



## Step 7

### Security Information

- Choose a Security Question and answer
- Answer is **case sensitive**

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### Security Information

#### Security Question

Please choose a security question.\*

Enter an answer to your security question.\*  
(*case sensitive*)

Continue

# 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*

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### 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](tel: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.

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### 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 9

### Signature Page

Your legal name is required for the signature

# Step 10

## Finalize Application and Pay



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### Review

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

Finalize Application and Pay

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**