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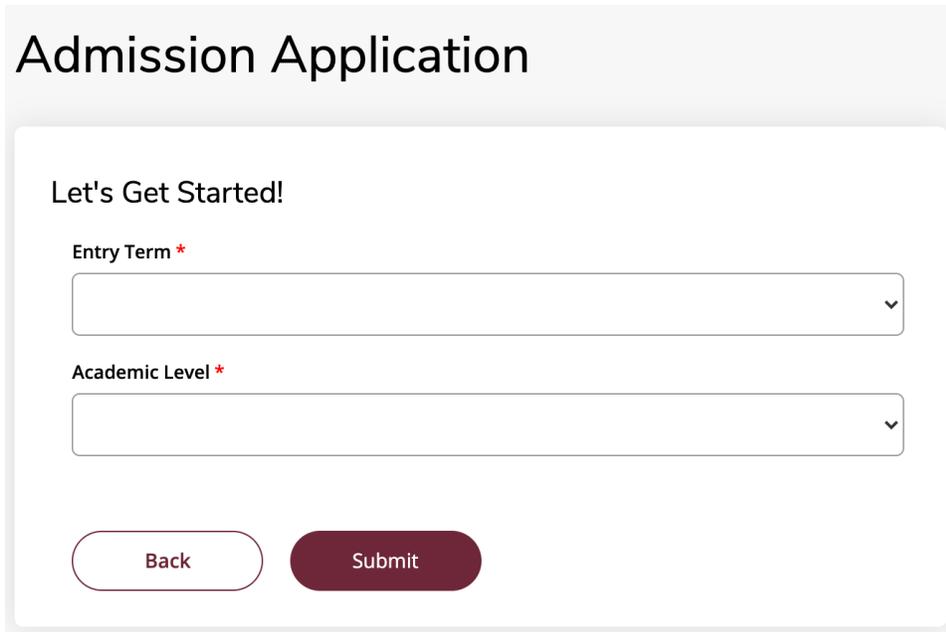
Figure of the Entry Term and Academic Level field with drop-down menu.
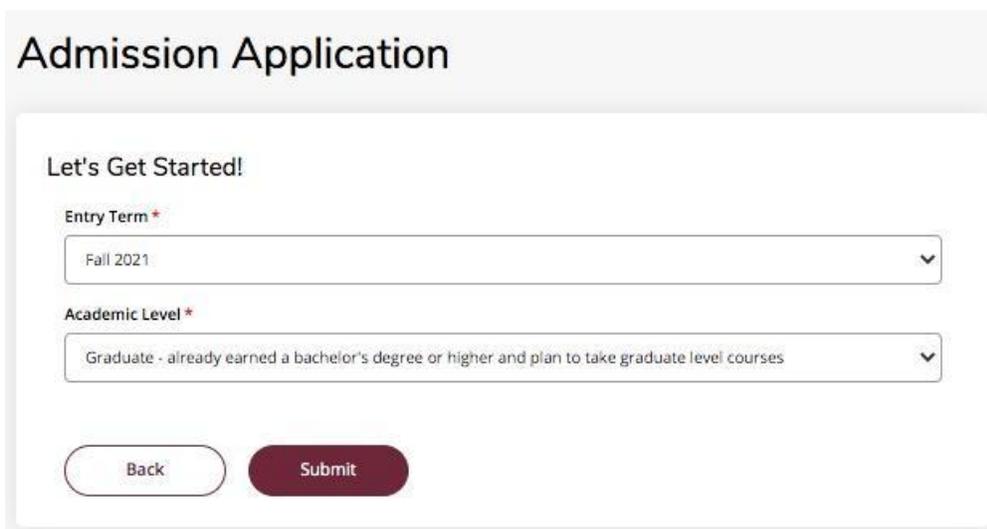
Figure of an example of the Entry Term and Academic Level field completed.

Step 2: After entering your information, click *Submit*.
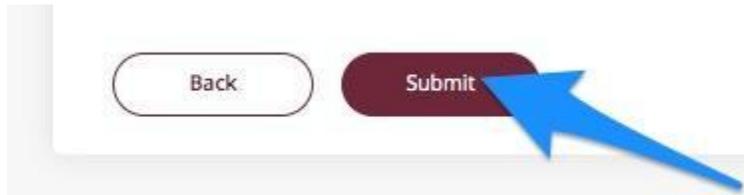
Figure of an arrow pointing to the Submit button.

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.
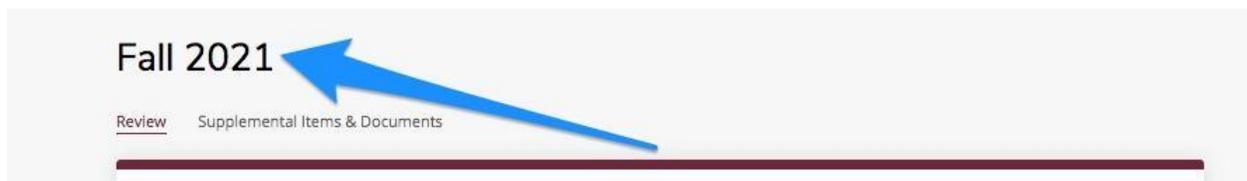
Figure of an example of an application's Entry Term with an arrow pointing towards it.

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

[negodfrey@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 *   Zip/Postal Code *

[Arkansas   ⌄]   [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.

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.

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*.

Figure of the Previous Page, Save Application, Save & Continue buttons at the bottom of the application 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

Nine digits with no dashes

123456789

Figure of the Citizenship information fields.

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

Gender and Ethnicity

This information will be used for statistical and reporting purposes only.

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/

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.

Veteran Residency Form

Veteran Residency Form

Military students (active-duty, guard, reserve, and veterans who were separated under honorable conditions) are eligible a special tuition and fee rate. This means that you will be charged the in-state tuition rate and minimal fees (Technology Fees and Nursing Lab Fee) regardless of where you reside or whether your class is online or face-to-face. This will allow our military students to have as little out-of-pocket expense as possible. Application fees already submitted will not be refunded. To receive this, please submit an electronic copy of your DD214(member copy 4), your current military ID (not VA card), or your military orders assigning you to current duty station along with this form. This is for veterans/military only - not applicable for spouse/dependents.

Name *

First	Middle	Last

Date of Birth *

Email *

Application Term *

Summer 2021 ⌄

Academic Level *

Undergraduate / Post-Baccalaureate ⌄

Dates of Service

Start *

End *

Name served under if different from above:

Name

First	Last

Required proof of Veteran/Military Status

Some appropriate examples include: * orders assigning you to current duty station * copy of DD-214(member copy 4) / Notice of Basic Eligibility * copy of current military ID card (not VA card)

Upload required proof of service in order to request your waiver(jpg, gif, png, pdf, bmp, tiff, jpeg)

[Choose File] No file chosen

UA Little Rock Student ID (for previous students)

[Submit]

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*.

Previous Page   Save Application   Save & Continue

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.

Figure of the College Information section of the application.

Step 2: Fill in the name and country of the college you've attended in the *College/University 1* section of the application.

Figure of the College/University 1 section of the College 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

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

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

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*.

Previous Page   Save Application   Save & Continue

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

Figure of the Certify and Sign section of the application.

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

Additional Information

Have you been convicted of a felony?

No	⌄

Figure of the Additional Information section of the application.

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.

Figure of the Application Fee Waiver Information section of the 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

Name *

[_____] [_____] [_____]
First   Middle   Last

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/

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*.

Figure of the Previous Page, Save Application, Preview Before Submission, and Proceed to Submit Application buttons at the bottom of the Certify & Sign page of the application.

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.*

DESCRIPTION	TOTAL
UA Little Rock Application Fee	$40.00

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

Enter a promo code:

[   ] Apply   Make Online Payment

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.

Enter a promo code:

[   ] Apply

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.

Figure of the Make Online Payment button.

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

Figure of the Payment Method part of the application.

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

Figure of the Order Summary part of the application.

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

Step 1 of 2: PAYMENT METHOD

All fields required unless marked (optional)

◉ Credit Card

Credit Card Number

[•••• •••• •••• ••••]

Credit Card Expiration

[March ▾]   [2021 ▾]

Security Code ❓

[•••]

Cardholder Name

[   ]

Billing Address

[   ]

City

[   ]

State / Province

[Select ▾]

Zip / Postal Code

[   ]

Country

[United States ▾]

◯ Electronic Check

[PREVIOUS]   [NEXT]

Figure of the Credit Card Payment Method.

Step 1 of 2: PAYMENT METHOD

All fields required unless marked (optional)

◯ Credit Card

◉ Electronic Check   Help

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]

Figure of the Payment Method part of the application.

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.

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.

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.


Currently, we need the following items before your application can be reviewed:

- College Transcript: U of Central Arkansas
- Writing Sample
- First Reference Letter
- Resume
- Statement of Purpose

The following item(s) will be needed before you can register for classes:

Please check your *department requirements* for more details about the application requirements above.
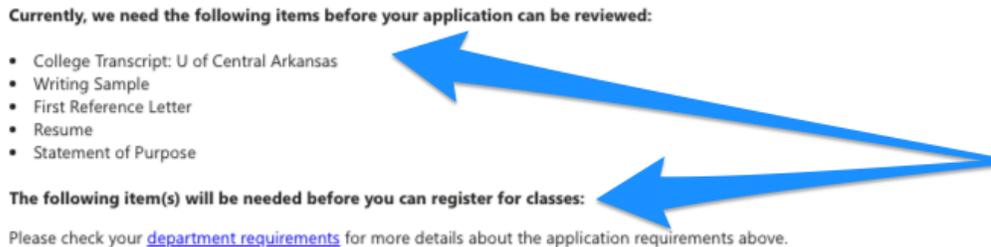
Figure of an example of items that need to be submitted to the Graduate School before an application can be reviewed.

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.
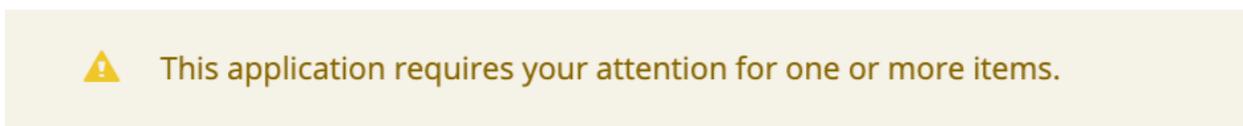
Figure of an alert message.

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.

⊘ The Signature field is required. (Signature)
Please select a school or specify information about an unlisted school. (College)
Please select a school or specify information about an unlisted school. (College)
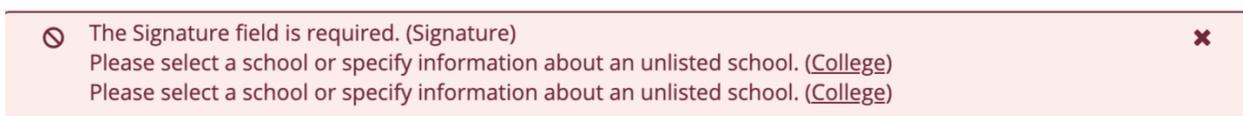
Figure of an example of an error message. Areas of missing information are indicated and links can take an applicant to the pages.