UMSL

University of Missouri - St. Loius

10

MINUTE

GUIDE TO

Applying
to
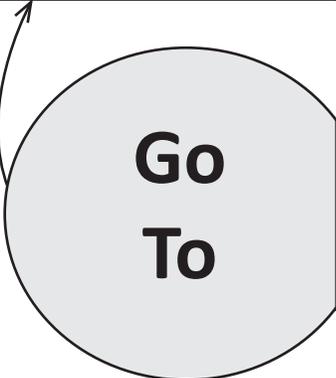# Grad School

http://www.umsl.edu/admissions/applications.html

Go To
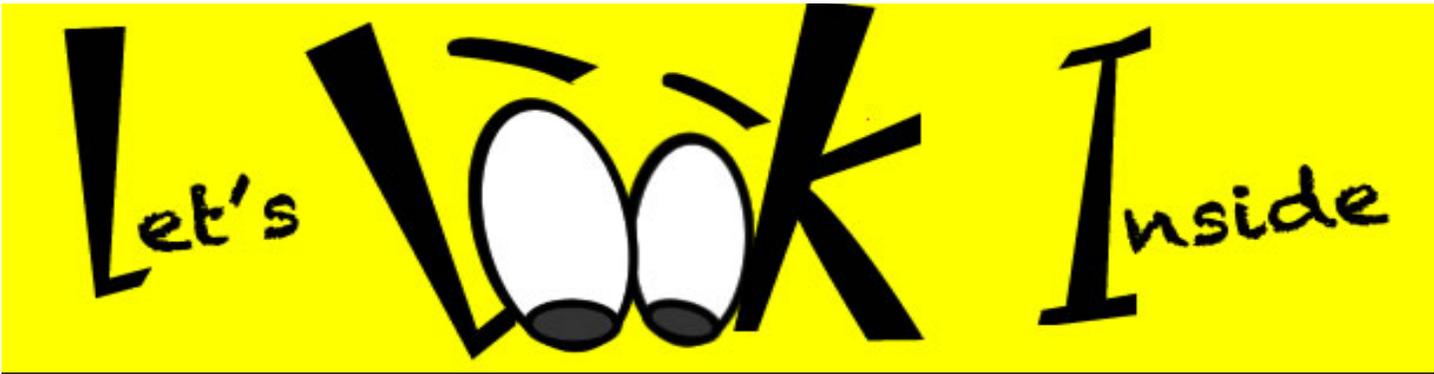
Read First

This handbook is designed to assist new students in successfully completing the UMSL Graduate application. It is important for student to read these instructions before beginning the application, because it has been modified for TFA students.
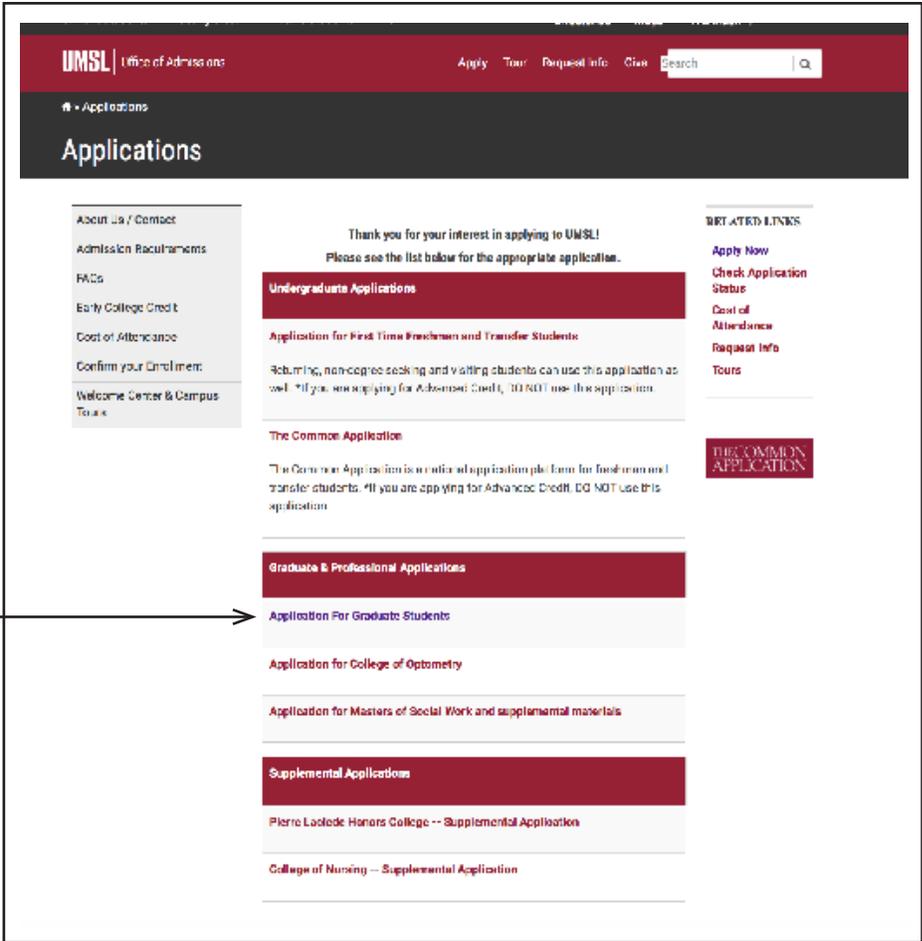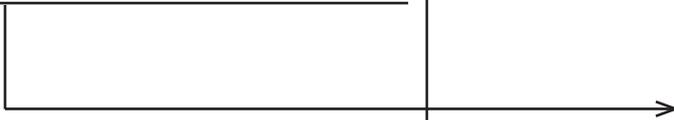
General Instructions

It will take about 10 minutes to complete the application. For the most part the application is intuitive. The application is divided into the below components:

> **Personal Background**
> **Residency**
> **Additional Information**
> **Academic History**
> **Statement of Purpose**
> **Area of Interest**
> **Test Scores**
> **Signature**
> **Review**
> **Submit**

After going to the above URL scroll down the webpage and find the application link.

Click on:
Application For Graduate Students

Apply for Admission

Thank you for your interest in the University of Missouri-St. Louis. We are delighted that you have considered us for your college experience!

If you are new to the application process, please select "**Create an account**" below. If you have previously started the application and are returning to complete the process, please select "**Log In**" below.

Returning users:
Log In to continue an application.

First-time users:
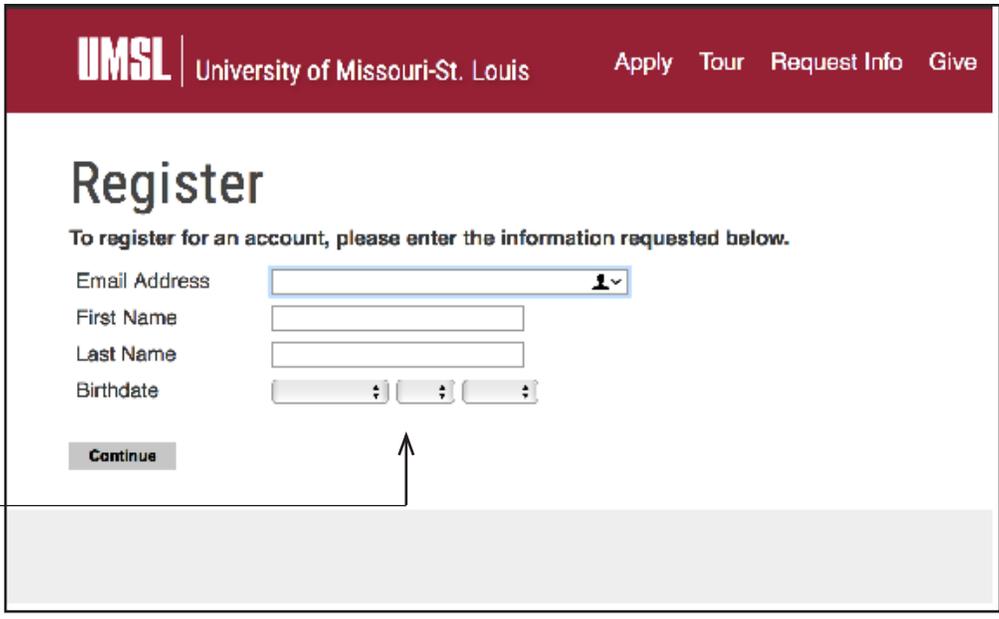Create an account to start a new application.

Students are required to create a new account. Click on **Create an account** Under First-time users.

After clicking on the above link applicants will be asked to provide a name and email address. The purpose of this step is to avoid Internet robots from abusing and spamming the web application website.

Insert the required information in the text boxes.

Then click on **Continue.**

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

University of Missouri-St. Louis Online Registration

🏳 **University of Missouri-St. Louis admissions** (admissions@umsl.edu)

To: you   Details ∨

Thank you for registering online with University of Missouri-St. Louis.
To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

406744287

University of Missouri-St. Louis

Sample temporary PIN

After completing the previous
applicants will receive an email that
contains an activation code. The
email will be sent to the previously
provided address.
Applicants will then click on the
Activate Account link in the email,
and use the PIN also provided in the
same email.

After clicking on *Activate Account*
A Login screen will appear.
Applicants will be required to enter
the temporary PIN. Then click on
Login

Login

A temporary PIN has been sent to your email address. If you do not receive this messa
your junk mail folder.

Email	TedStewart@stewart.com
Account	Stewart, Ted
Temporary PIN	••••••••
Birthdate	February ⇕ 3 ⇕ 1993 ⇕

Login

Sample name
and related
information.

If you're a first-time user, please **create an account**.

Change Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password   ••••••••
New Password
(again)   ••••••••

✔ At least one letter
✔ At least one capital letter
✔ At least one number
✔ Be at least 8 characters
✔ New passwords must match

Set Password

After clicking on *Login* link the
applicant will be required to create
a new password.

Apply for Admission

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

Start New Application

After completing the previous steps to acquire login information applicants will prompted to *Start New Application* (above)*.*

Start New Application

Application Period, 2018-19
   Graduate Application

Create Application   Cancel

Make sure you indicate 2018-19 for the beginning term.

Application Details

Started   04/28/2018
Status   In Progress
          Application Period, 2018-19
          ○ Undergrad Application
          ◉ Graduate Application

Open Application   Cancel

Applicants must indicate *Graduate Application*.
   Note: A master's degree is not required for teacher certification, but the courses that are required for certification are only offered at the graduate level.
      The Missouri Department of Education requires universities to offer alternative certification programs at the graduate level.

The Following Application Pages Not Illustrated

The following application pages are not illustrated, because the information is intuitive.
- Personal background information
     Including: name, address, phone number, and email address
- Citizenship information, and SSN
- Race/Ethnicity
- State residency (Note: TFA students DO NOT pay out-of-state tuition rates.
- Non-citizens are asked to upload a Residency Card.

List all the college(s) and university(s) you have attended.

Important Note: It is suggested that degree, specialist, and certificate seeking applicants upload unofficial copies of all transcripts to move along the process. Your academic program will not be able to review your application until all transcripts have been received. If you are accepted by an academic program, you will then be asked to provide all official transcripts and will be admitted on a provisional basis until they arrive.

Current or former UMSL students will not need to upload or submit official UMSL transcripts. The Graduate Admissions Office will have access to your transcripts but please make sure you indicate that you have attended UMSL on your application.

Lifelong Learner and Non-Degree applicants are not allowed to upload unofficial transcripts. Official transcripts are needed to process your application.

Please send official transcripts with degree posted directly to the Graduate Admissions office. 121 Woods Hall, One University Blvd. St. Louis, MO 63121-4400 or if using an authorized electronic transcript service please send to gradadm@umsl.edu.

International Students please send official transcripts to the International Student and Scholar Services office 261 Millennium Student Center, One University Blvd. St. Louis, MO 63121-4400 or if using an authorized electronic transcript service please send to iss@umsl.edu. You may find out more information regarding this process by clicking on http://www.umsl.edu/~intelstu/prospectivestudents/transcripts.html

Before uploading your transcripts, **Click Here** for uploaded requirements. Screenshots and photos of your transcripts will not be accepted. Make sure you include a transcript key/grading scale for each transcript and do not upload encrypted documents. Please do not upload transcript evaluations completed by third parties (e.g. ECE, WES, etc.). Upload copies of your transcripts only. Please email Graduate Admissions at gradadm@umsl.edu with questions or for assistance.

Institution	Degree	Dates Attended
Add Institution		

Continue

Navigation sidebar: Home, Personal Background, Residency, Additional Information, Academic History, Statement of Purpose, Area Of Interest, Test Scores, Signature, Review

List previously attended universities and colleges.

After the applicant completes the previous pages related to personal information, citizenship, SSN, Race/Ethnicity, and state residency the applicant is asked to provide information about all previously attended colleges/universities.

Note: If the applicant transferred courses from a college and these courses were accepted and indicated on the subsequent university transcripts then it will not be necessary to list that originating college/university.

Add Institution

Institution	University of Missouri - Kansas City
Country	United States
City	Kansas City
State	Missouri
Dates Attended	May 2012 to August 2017
Level of Study	Undergraduate
Degree	No Degree Awarded or Expected
Major	Math
Language	✓ Yes, English is the primary language of instruction at this institution.

Submit Transcript

Please upload a scanned copy or digital facsimile of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages — Choose File — no file selected

Save — Cancel

Example completed Institution page.

Indicate degree

Upload a copy of your transcripts. This is helpful, but not required.

See and read the next page *About Transcripts*

Don't forget to click *Save*

Page 5

Transcripts are a vital component of the UMSL admission process. The University requires all applicants to provide an official copy of their transcripts from all previously attended colleges/universities. **In order to be fully admitted official transcripts must be on file for each student, and from each college/university previously attended.**

What are Official Transcripts?
In order for UMSL to consider a transcript to be official it must meet two criteria:
- The transcript must originate from the institution via US Mail. Not from the student, TFA, or Dr. Stephens.
- The transcript must indicate a degree conferral.

Any transcript that does not meet the two above criteria is considered an *unofficial transcript.*

Provisional Admission
Each university is different, but it is not uncommon for universities to take past August to confer degrees on transcripts.

TFA Applicants
TFA candidates provide copies of their transcripts to Amelia sometimes before May. Typically, these transcripts do not have a degree posted. The university has agreed to allow TFA candidates to be *provisionally* accepted through an unofficial

transcript. Unofficial transcripts can be uploaded during the application process (see page 5). *Provisionally* accepted means students may attend the fall term. In order to continue in the program students must provide official transcripts from each previously attended institutions. In almost every case TFA students are able to provide official transcripts in August.

Provisional Certification
If you are placed in a K-12 school your principal will require you to have a 2-year provisional teaching certificate as soon as possible. In order for a school to receive state aid, and to maintain accreditation all teachers must have a teaching certificate. Therefore, acquiring a provisional certificate is an important procedure that must be completed as soon as practical. One component of the provisional application process involves an official transcript. Official transcripts for the Missouri Department of Education must also meet the same two criteria as previously indicated. Amelia will provide guidance for the provisional application process which includes university approval.

Getting two copies of official transcripts as early as possible are important initial step for all TFA students.

TFA applicants are not required to provide a written *Statement of Purpose* or upload a related file.
TFA applicants must write **TFA** in the above area.

Click

Home
Personal
Background
Residency
Additional
Information
Academic
History
Statement of
Purpose
Area Of
Interest
Test Scores
Signature
Review

Graduate Area Of Interest

Please Note: Academic program application requirements (e.g number of recommendation letters, if resume is required, application deadline, etc.) for degree, specialist, and certificate seeking applicants will populate on the left side navigation column after you select an academic program and click continue.

Click on **Prospective Students** for detailed information regarding degree, specialist, and certificate programs as well as non-degree/lifelong learner status. Make note that some programs require a supplemental application so please read the profiles carefully for special instructions.

Application Information/Area of Interest

If you have previously enrolled in either undergraduate or graduate courses at UMSL, please indicate below.
- Undergraduate
- Graduate

Please answer the following questions.

Are you planning on earning a graduate degree or certificate from UMSL?
- Yes
- No

Are you interested in earning a degree **exclusively** in the evening, online, or on weekends?
Select any applicable format(s).
- Nights/Evenings
- Online
- Weekends
- Blended

Have you ever been suspended, dismissed, expelled or subject to any disciplinary action for any reason (including academic dishonesty) at a college, university or other post-secondary institution?
- Yes
- No

Select your degree, academic program and expected entrance term below.

Semester Of Interest (Please Select One)
[▲▼]

Have you previously applied as a graduate student at UMSL?
- Yes
- No

Continue ← Click

This is a very important part of the application.

Indicate **No.**

Make sure to indicate **Fall 2018.**

The assumption is **No.**

Indicate **Blended** even though the courses are online.

Indicate **Yes** even though you do not wish to pursue a master's degree. There is no obligation.

The screen will indicate your program of study. TFA should only indicate on of the below.

✓
Accounting MAcc
Adult & Higher Education MEd
Biochemistry and Biotechnology MS
Biology MS
Business Administration MBA
Chemistry MS
Communication MA
Computer Science MS
Counseling MED
Creative Writing MFA
Criminology & Criminal Just MA
Economics MA
Educational Administration MED
Educational Psychology MED
Elementary Education MED
English MA
Gerontology MS
History MA
Information Systems-MS
Mathematics MA
Music Education MME
Philosophy MA
Physics MS
Political Science MA
Psychology MA
Public Policy Administrat MPPA
Secondary Education MED
Social Work MSW
Special Education MED

List of all possible UMSL programs.

TFA applicants **must pick one** of the below three programs. Notice the *MED.*

Secondary Education MED

SEC_ED_MED
● General SEC ED MED
  Teacher Certification
  Curriculum and Instruction
● Middle Level
  Reading - Sec Ed
  Teaching English

Secondary is for high school (9 - 12), or middle school (5 - 9) applicants.

Select if high school

Select if middle school

Note: Secondary can be high school or middle school.

Elementary Education MED

ELEM_ED_ME
  Elementary and Special Ed Teacher Certifcation
  Elementary Teacher Certification
  Early Childhood - Elem Ed
  General ELEM ED ME
  Reading - Elem Ed
  Early Chld Tchr Certification

Elementary is for Elementary (1-6), or Early Childhood (B - 3).

Select if Elementary

Select if Early Childhood

Special Education MED
The emphasis is Cross Categorical

Note: It is not uncommon for students to change their application because of a change in their placement. If you do not know your placement use your best judgment. If necessary it will be possible to change your application at a later date.

This section has been Modified for TFA applicants. Disregard and just click on *Continue.*

Type your name and click *Confirm.*

IMPORTANT: Don't forget to submit your application. Click on *Submit Application*.

This section has been Modified for TFA applicants. Disregard uploading a statement of purpose and just click on *Submit Application.*

Application Status for

If you need to contact us regarding your application, provide your name and this reference number:

Please note the application fee is Nonrefundable. If you feel there is a special circumstance that warrants a refund please email Graduate Admissions at gradadm3@umsl.edu.

Please click/tap the submit payment button once, or you may be incorrectly charged more than once.

If you are submitting a second graduate application and have previously paid the graduate application fee you will not be required to pay the fee again.

You may also pay the application fee by credit card over the phone at 314-516-6675 or toll-free at 888-462-8675 or pay by check or money order payable to UMSL and mail to:

University of Missouri-St. Louis

Graduate Admissions Office, 121 Woods Hall

One University Boulevard, St. Louis, MO 63121

Fee waivers are typically only given to students that meet the below criteria:

• McNair Scholar

• Veteran

If do not meet the above requirement and believe that you have a special circumstance that would qualify you for a fee waiver, feel free to send an email to gradadm3@umsl.edu

Payment Due: 50.00 USD

✗ Awaiting   Application Fee - Submit Payment for 50.00 USD

Verify Address

There is a $50.00 application fee. TFA applicants are exempt. Do not provide your credit card number, and do not pay for the application. TFA students will not be billed.

IMPORTANT You have now completed the UMSL application process. The last step is to send an email to Dr. Stephens and let him know that you have completed the process.

This is a vital step because Dr. Stephens must monitor the process, and help resolve any problems of questions. After the application has been submitted the application will be processed within 3-days. Dr. Stephens will contact you after your application is posted on the University application server.

Dr. Stephens contacts: stephenstom@umsl.edu
    or 314-713-6922