

Graduate Application Procedures

- **1. UC Online Application** – Graduate applicants must apply online through our Web site at grad.uc.edu/admissions. Click on the “Apply to UC” link to begin the application. For most programs, a non-refundable fee of \$65 for domestic and \$70 for international applicants will be collected at the end of the application.
- **2. Unofficial Electronic Transcripts** – The application portal requires applicants to upload their transcripts for every institution attended. Do not send official transcripts unless instructed to do so by your program(s).
- **3. Recommendations** – Three recommendations are required for most graduate programs. When you apply, you will be asked to provide email addresses for your recommenders. Your recommenders will receive an email asking them to submit a letter of recommendation to us electronically. View your application status to see if your recommendations have been submitted.
- **4. Applicant Statement** – This statement should include your objectives and frank observations of your professional and personal strengths and weaknesses, any significant professional experiences or honors, research interests (if applicable), and any other information you think important. This statement is uploaded at the end of the application.
- **5. GRE Requirement** – If you are required to take the GRE General Test, please forward the test results to the Graduate School (school code 1833). For the dual MBA/MA program, you must submit GMAT scores. For specific information regarding test sites and dates, go to ets.org/gre or mba.com. **An acceptance letter and/or scholarship offer will not be sent without a GRE or GMAT score if your program requires this test.**
- **6. International Applicants** – Applicants from non-English speaking countries are required to prove English proficiency. Visit: grad.uc.edu/proficiency for more info.
- **7. Graduate Assistantships** – Check with your program of interest for information on the availability of any graduate assistantships.

Admission Checklist

- Online Application Date Submitted: _____

- Unofficial Electronic Transcript(s) (from each school attended—to be uploaded by the applicant).
School: _____
School: _____
School: _____

- Three Recommendations (submitted electronically)

- Special Requirements—refer to specific program Date Completed: _____

- Applicant Statement Date Completed: _____

- GRE or GMAT (if required) Date Taken: _____

- Graduate Assistantship Application Date Completed: _____
(if applicable – please refer to specific area)

Once you have applied, you can see what documents we have received and check your status by logging in online at:

<http://grad.uc.edu/admissions.html>

(Click on the Check My Status button)