How to complete a Graduate School of Education Online Application

1. Open the Graduate application and fill out the required information listed under "Create Account."

UCRIVERSIDE | Graduate Division
OFFICIAL APPLICATION

Welcome to UCR's Graduate Application System (GradSIS). The system will allow you to complete and submit a UCR Graduate Applic your application status, and provide your decision to an admission offer.

Mozilla Firefox and Internet Explorer are the best web browsers to use for our application system. Other browsers like Google Chro been tested to confirm that GradSIS can support them. For more details, visit our Technical Considerations page. If you require assi the GradSIS application system, please select the Technical Problems/Feedback link at the bottom of each page.

Please note that items on this page in *red italics* are required fields.

| **Create Account** | **Log In** | **Forgot Password & Update Email Address** | **Continuing & Returning UCR Grad Students** |

Create your account to get started on your graduate application. You will need to provide an email address that you will have access to throughout the application review process that can last from December - August.

UC Riverside has implemented a new password security requirement on the Graduate Admissions System to enhance system security. All applicant passwords must conform to these requirements:

- Passwords must be between 8-30 characters
- Passwords must contain at least one uppercase letter (A-Z)
- Passwords must contain at least one lowercase letter (a-z)
- Passwords must contain at least one number (0-9)
- Passwords must contain at least and one of the following special characters: !@#$%^&*()_+|~-=`{}[]:";'<>?,./
- Spaces are not allowed

Email Address _____

Password _____

Verify Password _____

The below info will be used if you forget your password.
City of Birth _____

Emails Sent To _____

(Cancel)   (Create Account)

2. First time users should select "Complete a New Application to Graduate Status" to being your graduate application.

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Menu Information

Complete a New Application to Graduate Status

First time users of GradSIS must click here in order to begin filling out a graduate application. Information entered can be saved and filled out later.

Continue Filling Out an Application (0)

Returning users with incomplete applications can resume the application by selecting this option. The number displayed in parentheses representative of the amount of incomplete applications stored under the users account.

View Current Graduate Applications and Check Status (0)

The applicant can monitor the status date as his/her application moves through the three stages of the review process. They can also view an application that the Graduate Division has made a decision on.

View Admissions Decision (0)

Once a decision has been made, clicking on this link will provide the applicant with an option of accepting or declining the admission. If the applicant accepts, an email will be sent to the account specified by the applicant during the application process.

Change Password/Email Address

Account holders can reset their password or email address at anytime by clicking on this link.

Log Out

Click here to log out. Logging out prevents unauthorized access to the applicant's account.

Application Instructions   Frequently Asked Questions   Technical Problems/Feedback

3. Select "Biographical information" and complete the required fields.

4. Once finished entering the information, click the "Continue button at the bottom of the page.

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Main Application Menu   Log Out

Biographical Information

General Information

E-Mail Address   HEATHER.KILLEEN@UCR.EDU

Alternate E-Mail Address   [   ]

First Name   [   ]

Middle Name ⓘ   [   ]

Last Name   [   ]

Name on previous academic records if different
from your UCR application name   [   ]

Date of Birth   [   ] 📅 (MM/DD/YYYY)   Is English your first language?
(Accepting dates from 2005 and lower.)   Yes ○ No ○

Country of Birth   [-   ∨]

City of Birth   [   ]

State of Birth (US)   [- ∨]   Foreign State/Province [   ]

US Social Security ⓘ   [   ]
(do not enter dashes or hyphens)

Do you require any type of visa (F-1, J-1, etc.) in order to attend UCR   [- ∨]

Please indicate your current status in the U.S   [- ∨]

Country of Citizenship   [- ∨]

Current Address

Please provide the specific address where you can be contacted during this application process

5. When returned to the homepage, select the next part of the application labels, "General Information/Degree Program."

6. Within the "General Information/Degree Program" page under the Program options, select "Education".

7. Once you select "Education" a warning box will appear. Exit the message box; the warning is informing you that this program does not include receiving a teacher credential. If you are interested in earning your teaching credential with a Master of Education (M.Ed.) select "Education with a Teaching Emphasis" for the degree program and contact Teacher Education at (951) 827-5225.

8. Complete the remaining information needed for the "General Information/Graduate Program" page and click "Continue" at the bottom.

9. The "General Information/Program" page will refresh so you may select the appropriate degree (MED, MA, PHD), term (ex. Fall 2021), and area of specialization (ex: Higher Education Administration and Policy).

10. Once the section is finished, you will receive a confirmation page. Click "Continue".

Main Application Menu   **Log Out**

Please confirm your General and Graduate Program information

Name:	Killeen, Heather (test)
Email Address:	HEATHER.KILLEEN@UCR.EDU
Alternate Email Address:	
Degree, Term:	PHD, Fall - 2021
Program:	Education
Area of specialization:	Higher Education Administration and Policy
Specific Research Interest:	
Special Program Affiliation:	
Previously Applied to UCR:	

To make corrections, Click Here
To submit the information above, click the "continue" button.
Continue

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11. Once returned to the homepage select "Scholastic Information"

12. Complete all the fields in the "Scholastic Information" section. Be sure to report *all* coursework completed at a university or college (including college credit earned in high school).

Scholastic Information

List all educational institutions attended since high school (secondary school). Do not enter high school information.
Only provide unofficial transcripts and proof of degrees conferred for the review process.
Documents must be uploaded next to the "Document Upload" heading. Only PDF and DOC files are allowed.

- Multiple degrees from the same institution require two separate entries if they have different degree award dates or degree type awarded. Select "Add Another Degree or Institution" to enter new schools or a second major from the same school attended.
- If you have enrolled in a graduate program that did not lead to a degree, do not select "Non-Degree." The degree you entered in your first term 7 should be listed. Leaving the "Date degree conferred or to be conferred" blank will alert us that you did not complete the program.
- "Date Last Attended," should be your anticipated last day of the term you will enroll. If you will be completing your degree in May, but applying in December, enter the last day of your term in May.
- Proof of current grades and degrees awarded, if applicable, will need to be uploaded within the "Document Upload" section. For additional information on transcript requirements and proof of degrees required, if not posted on the transcript, please visit https://graduate.ucr.edu/admission-requirements.
- Not following these instructions can cause delays in processing your application.
- Omitting attendance of institutions or degrees attempted or awarded can lead to the automatic denial of your application.

Upload Instructions

Documents must be uploaded next to the "Document Upload" heading in order to Save and move on to the next section.
If you do not have copies currently, select Main Application Menu to access another section or save and exit the application system.
You can come back and add copies of your unofficial transcripts or proof of degrees prior to submitting.

- Only PDF and DOC file types can be uploaded to the application.
- You will not be able to upload transcripts that are SECURED (no security, restrictions, passwords, or encryption). If you have obtained copies that are SECURED, please save as an UNSECURE PDF or DOC file.
  - If your SECURED document allows you to print the document, follow the below instructions.
    - Mac: when you print, select Print to PDF.
    - PC: if you have Windows 10, you should be able to print and select Print to PDF.
  - SECURED document that do not allow you to print, will need to follow the below instructions.
    - Use your devices screen capturing tool and make sure that you capture all information listed on each page of your transcript or degree certificate awarded (front and back). These documents can be added to compiled in a DOC or PDF file.

Select the location of this institution:	⚪ California ⚪ Other US State ⚪ International
Institution Name:	
What degree has been or will be conferred at this school ⓘ	- ˅
	please specify
Date degree conferred or to be conferred (MM/YYYY)	
Date Entered (MM/YYYY)	
Date Last Attended (MM/YYYY)	
Major course of study at this institution	
Estimated overall GPA at this school	
GPA not on a 4.0 scale ☐	Please specify
Document Upload	Browse... No file selected.

[Add Another Degree or Institution]

13. Confirm all scholastic information is correct and click "Continue".

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Please confirm your Scholastic information:

School Name:	Academy Of Art Coll, CA
Degree will be/conferred:	BA
Date Conferred to be conferred:	10/22/2020
Date Entered:	10/22/2020
Date Last Attended:	10/22/2020
Major:	General education
GPA:	4.00
Document Upload	Fall 2020 Schedule of Classes - 200 level.pdf

To make corrections, Click Here
To submit the information above, click the "continue" button.
Continue

14. For international applicants reporting TOEFL or IELTS scores, navigate to "Test Scores".

15. Report TOEFL or IELTS test scores in designated sections

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Test Scores

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We do not require electronic copies for the review of your application. Upload your examinee or test taker copy under the appropriate test heading.
Test scores cannot be combined or accepted if you do not complete the entire exam in one exam date.
The ETS institutional code for reporting the GRE and TOEFL scores to UC Riverside is 4839.
Test scores submitted electronically by ETS will not load if your personal identification information
on your test registration does not match your biographical information on your application.
Further instructions are provided below for each exam.

Upload Instructions

Documents must be uploaded next to the "Document Upload" heading in order to Save and move on to the next section.
If you do not have copies currently, select Main Application Menu to access another section or save and exit the application system.
You can come back and add copies of your unofficial transcripts or proof of degrees prior to submitting.

- Only PDF and DOC file types can be uploaded to the application.
- You will not be able to upload transcripts that are SECURED (no security, restrictions, passwords, or encryption).
  If you have obtained copies that are SECURED, please save as an UNSECURE PDF or DOC file.
    - If your SECURED document allows you to print the document, follow the below instructions.
        - Mac: when you print, select Print to PDF.
        - PC: if you have Windows 10, you should be able to print and select Print to PDF.
    - SECURED document that do not allow you to print, will need to follow the below instructions.
        - Use your devices screen capturing tool and make sure that you capture all information listed on each page of your transcript or
          degree certificate awarded (front and back). These documents can be added to compiled in a DOC or PDF file.

English Language Requirement - is only for applicants whose first language is not English and do not have a bachelor's degree, or its equivalent,
awarded from a recognized or accredited institution whose language of instruction is not exclusively English.
Additional details are available on the Graduate Admissions website.

Test of English as a Foreign Language (TOEFL) ⓘ

Scores are only valid for two years. For Fall 2021, we will not accept exam dates older than September 2018. We do not
accept MyBest™ scores.

Please specify the type of exam taken	- ∨
Exam Date (MM/YYYY)	
Appointment or Registration Number	
Listening Score	
Writing Score	
Reading Score	
Speaking Score (TOEFL iBT only)	
Total Score	
Essay Score (Computer only)	

16. Return to the main menu and navigate to "Reference Information".

17. Provide contact information for three references. Ideally, these will be academic, but professional are also acceptable.

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Reference Information

Main Application Menu   Log Out

Graduate programs require three (3) letters of recommendation. Submitting more than three letters does not improve your standing as an applicant. At least two of these letters should be requested from professors in your major subject. The most important aspect of letters of recommendation is that they be completed by individuals who are in a position to analyze your academic ability and potential for success in a rigorous graduate program. If you wish to submit a letter from an employer, please contact the graduate program advisor to determine if this will be acceptable. **All letters of recommendation must be in English.** If you have been enrolled in a previous graduate program, it is required that one letter be from your research or program advisor in that graduate program.

If you wish to waive your right to inspect the letters of recommendation, mark the appropriate box below the reference information. Only enrolled UCR students are permitted to inspect letters of recommendation for which they did not waive their right to access. Letters of recommendation cannot be released to the applicant and cannot be forwarded elsewhere.

[Applicants using Interfolio's online portfolio service can have their letters uploaded to our online application using Interfolio's "Web Delivery" Method. To do so, please follow the step-by-step instructions located at: http://product-help.interfolio.com/m/27438/l/266289-confidential-letter-uploads-to-online-application-systems. If you have questions, you may contact this service at help@interfolio.com or call **(877) 77-FOLIO** (877-773-6546) or **(202) 223-3358.**]
Please complete all required information from whom you will be requesting letters of recommendation. As soon as you submit this application, an email will be sent to each individual requesting a letter of recommendation in support of your application.

Your recommender must submit the reference letter electronically as instructed in the email they will receive when you officially submit your application. Paper copies of letters of recommendation letters received in support of your application will not be accepted.

Please enter reference number one

Name	
Title	
Institution	
Country	-
Address	
City	State - Zip/Postal Code
Phone	
E-Mail Address	

☐ I hereby waive my right of access to this recommendation letter.

Please enter reference number two

Name	
Title	
Institution	
Country	-

18. If you have been in contact with a GSOE faculty member, you may optionally fill out the "UCR Faculty Contacts" section. Click "Continue" after the section is complete.

19. Return to the homepage and click "Additional Information".

20. Complete the "Additional Information" page information needed. Once complete, click "Continue".

21. Return to the homepage and click "Statement of Purpose & Personal History Statement". In this section, you will upload a writing sample (all applications) and resume/CV (PhD only).

22. Complete the "Statement of Purpose & Personal History Statement" page by uploading and attaching the proper documents or copy/paste text online. Note: The 3,000-character limit only applies when copying/pasting text into the textbox; there is no character limit on PDF/Word documents.

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Statement of Purpose & Personal History Statement

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Applicant Statement of Purpose: Goals and Qualifications

Your responses to the following specific questions will aid the selection committee in evaluating your preparation and aptitude for graduate study at UCR. ALL applicants are required to submit this form. You may copy and paste text from other sources. Please note that your statement is limited to 3,000 characters (including spaces).

Please state your specific interests with respect to the program to which you are applying. The following information should be included in this statement:
1. Your intended area of specialization, career objectives, and research interests and experience.
2. A brief occupational resume if any significant period has elapsed since you were last enrolled in an academic institution. (This should be submitted in the Additional Info Section at the bottom of this page.)
3. Academic awards, prizes, honors, fellowships or other distinctions you have received.
4. Work experience or activities pertinent to your graduate goals.
5. If pertinent to your proposed field of study, please list your publications and any scholarly or professional organizations in which you hold membership.

If appropriate you may either:
(A) upload the statement of purpose as Word (Word 2000/2003/2007/2010 format) documents or PDFs *(limit of 3,000 characters - including spaces)*
(B) copy and paste the statement of purpose in the box below *(limit of 3,000 characters - including spaces)*

◯ Upload   ◯ Enter Online

Applicant Statement of Personal History

ALL applicants are required to submit this form. Please note that your statement is limited to 3,000 characters (including spaces). YOU MAY NOT USE YOUR PERSONAL RESUME or CURRICULUM VITAE AS A RESPONSE TO THESE QUESTIONS. These may be added under ADDITIONAL INFORMATION below.

Please note that the Personal History Statement should not duplicate the Statement of Purpose.
In an essay, discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic, or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree.

If appropriate you may either:
(A) upload the statement of personal history as Word (Word 2000/2003/2007/2010 format) documents or PDFs *(limit of 3,000 characters - including spaces)*
(B) copy and paste the statement of personal history in the box below *(limit of 3,000 characters - including spaces)*

◯ Upload   ◯ Enter Online

23. At the bottom of the "Statement of Purpose & Personal History Statement" page, there is an "Additional Information" section where you can upload a writing sample (all applicants) and a resume/CV (PhD only). Add one document at a time.

Applicant Statement of Personal History

ALL applicants are required to submit this form. Please note that your statement is limited to 3,000 characters (including spaces). YOU MAY NOT USE YOUR PERSONAL RESUME or CURRICULUM VITAE AS A RESPONSE TO THESE QUESTIONS. These may be added under ADDITIONAL INFORMATION below.

Please note that the Personal History Statement should not duplicate the Statement of Purpose.
In an essay, discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic, or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree.

If appropriate you may either:
(A) upload the statement of personal history as Word (Word 2000/2003/2007/2010 format) documents or PDFs (limit of 3,000 characters - including spaces)
(B) copy and paste the statement of personal history in the box below (limit of 3,000 characters - including spaces)

○ Upload   ○ Enter Online

Additional Information

The program which you are applying to has the following additional application requirements:
Writing Sample - Required for all Ph.D. applicants The writing sample may be a research paper (term paper or empirical research paper) submitted for a previous course, but does not need to be graded. It should not exceed 30 pages. It should not be an abstract or a report, but a research paper. It is preferred that you be the sole author of the paper.

If appropriate you may either:
(1) upload the additional information as Word (Word 2000/2003/2007/2010 format) documents or PDFs,
(2) copy and paste the additional information in the box below, or
(3) mail the additional information to the department, or
(4) e-mail the additional information to the departmental address.

Departmental Address
Graduate Advisor
Department of Education PHD
900 University Avenue, 1207 Sproul Hall
Riverside,CA 92521

E-mail Address
heather.killeen@ucr.edu

○ Upload   ○ Enter Online   ○ Send via Traditional Mail   ○ E-mail Address

[Continue]

Application Instructions   Frequently Asked Questions   Technical Problems/Feedback

24. If applying to the PhD program, complete the "Fellowship Application" and all required fields you feel are applicable. If you do not feel the questions apply to you, leave this section blank.

25. To complete the application, select "Application Fee/Review My Application" to pay the application fee, then "Submit" to finalize the process.