How to Complete a Graduate School of Education Online Application

1. Open the Graduate Application and fill out the required information (E-mail, Password, and City of Birth) and select “Create Identity.”
2. First time users should select “Complete a New Application to Graduate Status” to begin your graduate application.
3. Select “Biographical Information” and complete the required fields.
4. Once finished entering the information, click the “Continue” button at the bottom of the “Biographical Information” page.
5. When returned to the homepage, select the next part of the application labeled, “General Information/Degree Program.”
6. Within the “General Information/Degree Program” page under the Program options, select the “Education” option.
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) and term (ex. Fall 2018).
10. Once completed, select the correct area of specialization (ex: Applied Behavior Analysis, Higher Education Administration and Policy, or Diversity and Equity, etc.).

11. Once that page is complete, select “Continue.”
12. Once returned to the homepage select “Scholastic Information” section.
13. Complete all fields in the “Scholastic Information” section. Be sure to report all coursework completed after high school.
14. Select the appropriate state for the location of institution and use the pop-up to select an institution.

15. After selecting the appropriate institution, complete the remaining portion of the information needed and click “Continue.”
16. Return to the homepage and select the “Test Scores” page.
17. Continue with the “Test Score” page and complete all information required. TOEFL and IELTS are required for international students that did not complete a bachelor’s degree in the United States or at an institution where English is the primary language of instruction.
18. If applying for a PHD or MA program, you must enter your GRE scores along with the TOEFL and IELTS score (if applicable).
19. When returned to the homepage, select “Reference Information” and provide information for at least three references.

20. Once all three references are filled out, click “Continue” at the bottom of the page.
21. When returned to the homepage, select “UCR Faculty Contacts” if applicable. Once that page is completed, select “Continue.” Note: this section is only for applicants who have contacted GSOE faculty prior to applying.
22. Return to the homepage and click “Additional Information.”
23. Complete the “Additional Information” page information needed. Once completed click “Continue.”
24. Continue to the homepage and click on the “Statement of Purpose & Personal History Statement” page.
25. Complete the “Statement of Purpose & Personal History Statement” page by uploading and attaching the proper documents or copy/paste text online.
26. If applying for the PHD program complete the Fellowship Application and all the required fields.

27. To complete the application, select “Application Fee/Review My Application” to pay the application fee, then “Submit” to finalize the process.