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.”
2. First time users should select “Complete a New Application to Graduate Status” to begin your graduate application.

![UC Riverside Graduate Division](image_url)

**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 is representative of the amount of incomplete applications stored under the user's account.

**View Current Graduate Applications and Check Status (0)**

The applicant can monitor the status of their application as it moves through the three stages of the review process. They can also view the 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 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 any time 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.
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”.
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).
13. Confirm all scholastic information is correct and click “Continue”.

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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<tr>
<th>Test Scores</th>
<th>Log Out</th>
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<tr>
<td>We do not require electronic copies for the review of your application. Upload your examinee or test taker copy under the appropriate test heading. 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.</td>
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<th>Upload Instructions</th>
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<td>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.</td>
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- 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 them as an UNSECURE PDF or DOC file.
- If your SECURED document allows you to print the document, follow the below instructions.
  - Test when you print, select Print to PDF.
  - PCI if you have Windows 10, you should be able to print and select Print to PDF.
  - SECURED document that does not allow you to print, will need to follow the below instructions.
  - Use your device’s 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 completed in a DOC or PDF file. |

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<tr>
<th>Test of English as a Foreign Language (TOEFL)</th>
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<tr>
<td>Scores are only valid for two years. For fall 2021, we will not accept exam dates older than September 2019. We do not accept MyBest™ scores.</td>
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<td>Please specify the type of exam taken</td>
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<td>Appointment or Registration Number</td>
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<td>Listening Score</td>
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<td>Reading Score</td>
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<td>Speaking Score (TOEFL iBT only)</td>
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<td>Total Score</td>
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<td>Essay Score (Computer only)</td>
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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.
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”.

Main Application Menu

Required Application Sections
Please read these instructions before beginning the application.

A check mark will appear next to the sections for which you have already provided the minimum required information.

You may review and revise any section of the application up until the time you choose to submit the application.

Please note the following applicant deadlines for your chosen program:
Fall - 2021
Domestic Deadline: Aug. 01, 2021

Your application ID is 100180522

- Biographical Information
- General Information/Degree Program
- Scholastic Information
- Test Scores
- Reference Information
- UCR Faculty Contacts
- Additional Information
- Statement of Purpose & Personal History Statement

Fellowship Application
Please read these instructions before beginning this section.

- Supplementary Fellowship Information

Payment and Final Submission
Please read these instructions before beginning this section.

- Application Fee
  - Review My Application Before Submission
  - Submit My Application
20. Complete the “Additional Information” page information needed. Once complete, click “Continue”.

![UCRiverside Graduate Division Official Application: Additional Information page](image-url)
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.
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.
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.