

# Guide to Graduate Application

## APPLICANT

Welcome to the UC Riverside Graduate Application System via Slate.

This application is hosted by the Graduate Division and maintained by the Graduate Admissions office. Make sure to review the instructions below to assist you in submitting a complete graduate application for your chosen graduate program to review.

Any questions or issues with your graduate application, please email the Graduate Admissions office at [grdadmis@ucr.edu](mailto:grdadmis@ucr.edu).

## Apply to Graduate Study at UCR

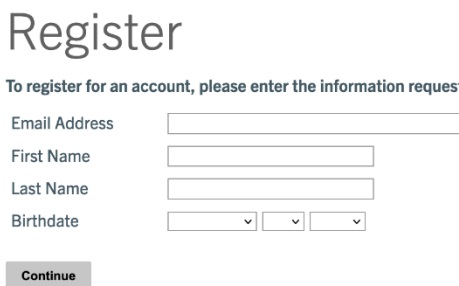
Whether this is your first time, or you have already created an account, visit <https://grad.ucr.edu/apply/> to access UCR's Graduate Application System. You will be presented with two options, as pictured below.

### Returning users:

Select [Log in](#) below to continue an application.  
Log in

### First-time users:

Select [Create an account](#) below to start a new application.  
Create an account

First-Time Users	Returning Users
<ol style="list-style-type: none"><li>1. Select the <i>Create an account</i> link. You will be taken to the Register page where you will need to provide the information below.  <b>Register</b> To register for an account, please enter the information requested below. Email Address <input type="text"/> First Name <input type="text"/> Last Name <input type="text"/> Birthdate <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Continue"/></li><li>2. After selecting the Continue button, you will receive confirmation that a temporary PIN has been sent to your email address. Access your email to copy the temporary PIN. If not in inbox, check your Junk/Spam</li></ol>	<ol style="list-style-type: none"><li>1. Select the <i>Log in</i> link to access saved and submitted applications.</li><li>2. If you started an application after creating your account, go to the Open Application section below to select that application and continue filling it out.</li><li>3. If you did not, select the <i>Start a New Application</i> link when</li></ol>

folder for email from [grdadmis@ucr.edu](mailto:grdadmis@ucr.edu) titled *UCR Grad App Account Created*.

3. On the Login page, enter your Temporary PIN and Birthdate, select the Login button.
4. On the Set Password page, you will create your personal password. Select the *Set Password* button to save your password.

### Set 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 12 characters  
✗ New passwords must match

5. You will be taken to the main menu where it will display any saved or submitted applications. As a first-time user, you should see the view below.

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

[Start New Application](#)

Go to the Start New Application section below to start your graduate application.

you created your account, go to the Start New Application section below to start your graduate application.

## Log Out

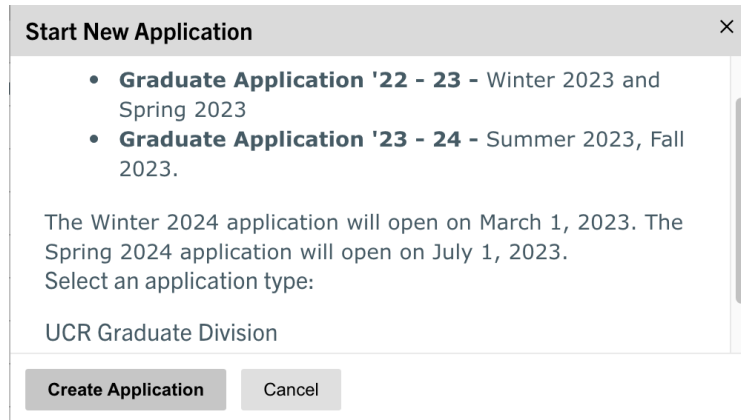
To log out, select the *Logout* link in the top right corner next to your name. You also have an option to log out at the bottom of the page on the Account Tools row.

Natalie Gutierrez [Logout](#)

## Start New Application

Select the *Start New Application* link below the Your Applications table to start your graduate application.

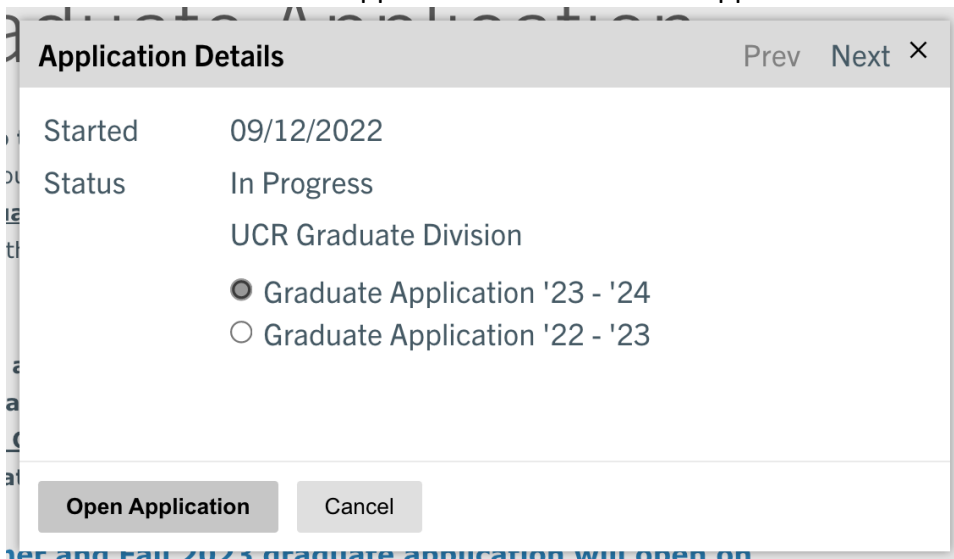
1. A pop-up window will display available application types you may select.
  - a. **IMPORTANT!** If you are applying to **Summer or Fall 2023**, select **Graduate Application '23 - '24**. If you are applying to **Winter or Spring 2023**, select **Graduate Application '22 - '23**. You will need to scroll down to select the correct application type.



2. Select the *Create Application* button to create an application for that application type. Select the *Open Application* button.
3. You will be taken to the Instructions page of the graduate application. Please make sure to review instructions on this page and all other pages carefully.

## Continue Completing Saved Application

- After logging in, select the *In Progress* application you would like to continue completing. On the Application Details pop-up window, select the *Open Application* button. If you have multiple applications and opened the wrong one, select the *Cancel* button. Select the correct application under the Your Applications heading.



- You will be taken to the Instructions Page of the graduate application (see below). To navigate to another application page, select it in the application pages menu located on the left-side of the page. You may also select the *Continue* button located at the bottom of the page to be taken to that next application page. **It is important to follow the application sections from top to bottom.**

- [Home](#)
- [Instructions](#)
- [Personal Information](#)
- [General Information](#)
- [Program Details](#)
- [Program Specific Questions](#)
- [Academic History](#)
- [Testing Requirements](#)
- [Test Scores](#)
- [References](#)
- [Supporting Materials](#)
- [Signature](#)
- [Review](#)

All information added will be saved automatically. Select the *Log Out* link next to your name (top-right corner) to exit this system. To navigate back to the main menu, select the *Home* link.



## Log Out of the UCR Graduate Application System

You have successfully logged out. For security purposes, please also close your browser tab or window. Select [Log In](#) below to access your application

## Graduate Application Sections

Below is a list of application sections the applicant will encounter.

### Home

Takes you back to the application log in overview to see all applications in progress and submitted.

### Instructions

Please read this page carefully as there is useful information about deadlines.

### Personal Information

In this section, you will be providing information about yourself like name, birthdate, native language, contact information, information related to your gender identity and sexual orientation, and citizenship. For domestic applicants, we ask that you volunteer information regarding your race/ethnicity.

## General Information

You will select the term you would like to start graduate study. **The term you choose will only display available graduate programs, degree objectives, and available area of specialization and/or research interest options on the Program Details page.** We also ask for additional information about your California residency status, military service, any current or former affiliation with UCR, your parents' educational background, and if you have participated in any graduate preparation programs.

## Program Details

In this section, you will be providing the graduate program and degree objective you wish to pursue for graduate study at UCR. You will **ONLY** see available programs based on the term selected on the General Information section. We also share important application deadline information and if those deadlines apply to the application only or the application and supporting materials like transcripts, test scores, letters of recommendation, and other supporting documents.

Answering “yes” to the question about previously applying for admission to a graduate program at UCR does not adversely influence the application review process or admission decision for a new application.

## Program Specific Questions

Depending on the program selected, you will be asked to provide information about research, Teaching Assistant and/or work experience; faculty/staff you have contacted or would like to work with; how you heard about the graduate program and names of other schools you have applied for graduate study.

## Academic History

All applicants must list all college or university-level institutions attended since high school. You will be able to enter your educational history and upload a copy of your most recent or final transcript. Please make sure to include proof of any degree awarded and grading scales for each institution, and list the GPA and GPA scale reported by your institution (you do not need to convert or recalculate your GPA). A maximum of 3 files may be attached for each institution added. Once a file is attached and saved, select that institution to *Preview* or *Delete* your file uploaded. Select *Add Another* to upload an additional file.

PDF or Scanned  
Pages (required)

The following files have been uploaded:

- 09/11/2022 - E.Jimenez-UCR-Trx-Unofficial.pdf - 2 page(s) Preview Delete
- 09/11/2022 - E.Jimenez-UCR-Trx-Unofficial.pdf - 2 page(s) Preview Delete
- Add Another

## Testing Requirements

Depending on the program selected and your response to the native language question, you will be provided with information on testing requirements.

## Test Scores

If you are required to provide test scores for admission or to meet the English language proficiency requirement, you will self-report score information. If you plan to take a test in the future, you may enter that future date here.

## Upload Score Report

In this section, you will have access to upload any examinee score reports for required examinations.

## References

We are looking for contact information for individuals who know you well and can address your ability to succeed in a graduate program. **Your recommender must submit the reference letter electronically as instructed in the email they will receive upon entering and saving their contact information in this section.** The applicant no longer needs to wait to submit and pay their fee for the email to be sent from the system.

## Supporting Materials

This section includes upload links for written statements, CVs, materials required by the program, and test scores.

## Signature

Please make sure that you review the information listed on this page and add your electronic signature by typing your full legal name.

## Review

This section will display any required information that is missing (sections noted in red), or we recommend you add to the application (sections noted in orange). You may select the link on the left to be taken back to that section of the application. Select *Save for Later* to return to the Home page.

## Payment

Click the *Finalize Application and Pay* button to be taken to UC Riverside's vendor (CashNet) to pay the required application fee.

Applicants will NOT be able to go back into the application once the payment button has been selected, even if they do not complete the payment process.

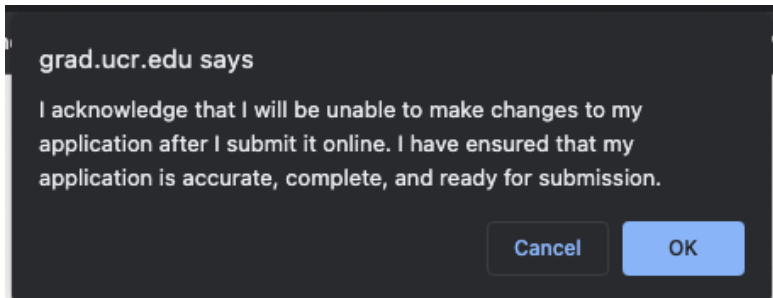
If you are satisfied with your application and are ready to submit it, click *Finalize Application and Pay*.

Finalize Application and Pay

Save for Later

Select the OK button in the box below.

9/21/22



Select the Submit Payment button to visit the vendor site to pay your application fee. If you have qualified for a discount, your application fee due will be the remaining balance of the application fee owed.



**All applicants will receive confirmation that their application was received.**

## Access Submitted Application Status Page

When you log into Slate, you will be taken to the main page displaying your saved and submitted applications. To open a submitted application to check your application status, select that application.

You will be taken to the status page and will have the ability to complete the following tasks starting from the top.

### Select Another Submitted Application

If you need to access another submitted application's status page, there is a drop-down showing those applications available at the top right side of the page.

Gabi GutierrezTEST Logout

F23 ECON PhD ▾

### Payment Due

Payment is required at the time of submission. For some instances, you may be allowed to submit and not pay the required application fee. An application will not be processed until the application fee is fulfilled through payment or waiver.

Click *Submit Payment for {APPLICATION AMOUNT} USD*.

## Payment Due: 155.00 USD

 Awaiting Application Fee - Submit Payment for 155.00 USD

You will be taken to the Submit Payment page. Click *Submit Payment*; a new transact window opens to UC Riverside's vendor (CashNet) to pay the required application fee.

Applicants will NOT be able to go back into the application once the payment button has been selected, even if they do not complete the payment process.

### Verify Address

Select Edit Addresses to make changes or add a new address.

### Upload Materials

To submit documents appearing in the Application Checklist as "Awaiting", please select the document type from the drop-down menu and upload a Word document, PDF, or scanned image file. Once a material is uploaded, you will not have an option to remove it.

### Recent Activities

This section captures payment information or displays a message that payment is due, waived, or refunded.

### Application Checklist

This section displays items that are pending or "Awaiting" (red X); items that are nonmandatory or "Optional" (blank); and/or items successfully uploaded or "Received" (green check mark). Newly uploaded materials will not show Received until the system automatically updates (roughly every 15 minutes).

Your application may not be reviewed by the graduate program until all requested documents are submitted. [Note: For international applicants, Bank Statement and Passport need only be submitted later, if you are admitted and accept our offer of admission.]

### Letters of Recommendation

Select the *recommendations page* text on the below instructions line to be able to edit, exclude or resend a reminder to your recommenders to provide their letter of recommendation to support your application. See below for where to select.

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

Account Tools: [Change Email Address](#) [Change Password](#) [Logout](#)



Once on this page, you will see the recommender's name and status [Ex. Sent (including date notification was sent), Excluded...]. Use the back button on browser to return to the home screen.

### Add Recommender

Select "Add Recommender" to add a person to your recommenders list. All fields (except Prefix and Telephone) are required. Once you click "Send To Recommender" that person will immediately receive an email requesting a letter of recommendation. There is no option to enter and save this information to send the request later.

### Edit Existing Recommender

Allows you to send a reminder or exclude a recommender. There is no option to Edit the recommender's name, contact information, or waive your rights to review the letter. If you need to make changes, you will need to exclude the recommender and add them again. See the Exclude section below and Add Recommender section above on how to complete those steps.

### Send Reminder

Clicking "Send Reminder" will immediately send an email notification reminder to your recommender. We suggest allowing seven (7) days before sending a new reminder. You may send a maximum of five (5) reminders per recommender.

### Exclude

Selecting "Exclude" will exclude that person from your recommenders list. That person will not receive a notification that they have been excluded from your list of recommenders. To reinstate a person you previously excluded, click on their name, status or Edit and then click on "Reinstate." This action will not result in another email being sent to the recommender requesting a letter of recommendation. We recommend sending a reminder email.

Select the *Cancel* button to exit the recommender selected. You will be taken back to your Recommenders overview screen that displays recommender added to this application.

Select the *Continue* button to be taken back to the main status screen.

### Account Tools

At the bottom of your status page, you will have access to the following options.

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**Account Tools:** [Change Email Address](#) [Change Password](#) [Logout](#)

### Change Email Address

To change your email address, enter your new email address. Upon clicking *Request Change*, you will be emailed, to your new address, a confirmation link. The email sent will come from [grdadmis@ucr.edu](mailto:grdadmis@ucr.edu) and the email subject line is *University of California, Riverside Graduate Admissions Change Email*.

Click on that link and log in using your current email address and password to complete the change. The link is only valid for 1 hour.

9/21/22

## Change Password

See below screenshot for recommendations on creating your new password.

### Set Password

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

Current Password	<input type="text"/>	✘ At least one letter
New Password	<input type="text"/>	✘ At least one capital letter
New Password (again)	<input type="text"/>	✘ At least one number
		✘ Be at least 12 characters
		✘ New passwords must match

## Logout

You will be logged out immediately once you click on "Logout."