

# RETURNING UCR GRADUATE STUDENT ONLINE APPLICATION INSTRUCTIONS

Always check with the graduate program first prior to submitting your online application for requirements and your eligibility to the returning UCR Graduate Student option you are interested in. The options available are: Add a Major, Change of Major, and Re-Admission. If you are changing your degree objective only, i.e. PhD in Economics to MA in Economics, do not proceed with this online application. Please use the change of degree objective petition found at [http://graduate.ucr.edu/pub\\_forms.html](http://graduate.ucr.edu/pub_forms.html) and submit to the Graduate Academic Affairs Office in the Graduate Division.

## DEFINITIONS

**Add A Major:** currently enrolled UCR graduate students can request to add another major with the approval of the new program and importantly their current program, (i.e., Computer Science PHD adding a Statistics MS). Please note that course work used to obtain one degree cannot be used towards degree requirements in another degree.

**Change of Major:** currently enrolled UCR graduate students can request to change to another major with approval from the new applied program. Be aware that any financial support that you have received for your current major will not automatically apply to the new major. Please note that course work used to obtain one degree cannot be used towards degree requirements in another degree.

**Re-Admission:** students who were enrolled in a graduate program for one quarter or more and have withdrawn from the program can apply to re-admit back into that same graduate program. Re-admission is not required for students returning from an official leave of absence. If you plan to use filing fee status the same quarter as re-admission to the program, you must complete and submit the filing fee petition found at [http://graduate.ucr.edu/pub\\_forms.html](http://graduate.ucr.edu/pub_forms.html). You will also need to indicate your intent to return on filing fee in your Statement of Purpose.

## APPLICATION INSTRUCTIONS

1. **Visit:** [https://gradsis.ucr.edu/gradsis/GSIS\\_LOGIN.Login\\_student](https://gradsis.ucr.edu/gradsis/GSIS_LOGIN.Login_student) and select **Login for Returning UCR Graduate Student Login** located in the bottom right corner. To log in, you will need your UCR NetID and password. This is the same information you use to log into R'Web (previously GROWL).
  - a. **Forgot Password:** email [grdadmis@ucr.edu](mailto:grdadmis@ucr.edu) and we can reset your password (if needed). Please provide your name, Student ID number, and term and program you are applying for.
2. **Main Menu:** select **Complete a new Re-Admission Application/Add Major/ Change of Major Application** option if you are starting a new application. For those who have already done this, select **Continue Filling Out an Application** to access the application you previously created.
  - a. **Returning Student Options:** you will need to select the option you would like to apply for: Add a Major, Change of Major, Re-Admission. Please select the appropriate option as the application requirements will apply to the choice you select.
  - b. **Copy Application:** if you submitted your initial application for admission through the online application system, you will be given application(s) available to copy.
    - i. **Application(s) exist:** please select the application you accepted admission to and select **Copy this application**. Copying a previous application will feed in data and allow you to update and add additional information for the new application.

1. Select appropriate program, degree, term, and Area of Specialization (if required) you are reapplying for.
2. Select **Copy Application** and confirmation of your previous application being copied and new application number will be provided.
3. Select **Return to Main Menu** and you will be able to access and complete your new application under **Continue Filling Out an Application**.
  - ii. **No application exists:** select **Start an empty application**. You will be taken to the Main Application Menu of the new application to complete it.
3. **Main Application Menu:** All application sections are required and instructions will be based for the option selected (Add/Change/Re-Admission) so make sure to select the correct option. Confirmation of the application chosen will be listed next to your application number. Please follow the instructions listed in each section and pay close attention to what is required for your specific application option. If you have any questions, please follow up with your graduate program.
  - a. **Scholastic Information:** add your UCR graduate program and any other institutions attended since you previously applied to UCR.
    - i. **Transcripts:** for re-admits, if your file is still in Archives, you will only need to submit transcripts for any new institutions attended. We do not need a transcript for your UCR graduate program. Your graduate program can verify if we still have your application. If we or the program don't have official copies of your transcripts, you will need to provide new official copies to the graduate program.
  - b. **Reference Information:** enter the appropriate referee contact information for the option selected. Only one letter is required, but please check with your program as they can request more if needed. Previous submitted letters cannot be used. Your referee will receive an email invitation to upload the letter once your application is submitted.
  - c. **Statement of Purpose:** application instructions for this section will provide the information needed from you. *Re-admits: if you are planning on using filing fee status for the same quarter of re-admission, please specify this information in your statement.*
4. **Submission of Application:** The application fee will be required for Re-Admission and is waived for current students applying for an Add or Change of Major. Once submitted, the application will go to the program for processing. Once the program has decided, the file will be forwarded to Graduate Division for approval. *Applicant's applying for re-admission will need to clear any outstanding holds with Student Business Services prior to being recommended for admission.*

## APPLICATION SUBMISSION DEADLINE AND PROGRAM SUBMISSION DEADLINE

1. **Application Submission Deadline:** deadlines for application submission for each quarter are specified below.

Application Submission Deadline			
Summer Quarter (Re-admission only)	Fall Quarter	Winter Quarter	Spring Quarter
June 1 <sup>st</sup>	September 1 <sup>st</sup>	November 1st	March 1 <sup>st</sup>

2. **Notification of Decision:** Once the program submits the application to Graduate Division with their recommendation, Graduate Division has final approval. If any additional documentation is required, Graduate Academic Affairs will follow-up with the graduate program. You will be notified by email once the decision from Graduate Academic Affairs has been confirmed.
  - a. **International Students:** verification of support may be required depending on the application option selected. Information regarding this will be specified on your offer letter as this will need to be provided to International Students and Scholars to update your existing I-20 form. For re-admission, Graduate Admissions will issue a new I-20 form if required.

Submission of Program Recommendation to Graduate Division Deadline			
Summer Quarter (Re-admission only)	Fall Quarter	Winter Quarter	Spring Quarter
June 8 <sup>th</sup>	September 8 <sup>th</sup>	November 8 <sup>th</sup>	March 8 <sup>th</sup>

3. **Post-Admissions:** If admitted and accepted, a final confirmation letter will be sent verifying the Add/Change/Re-Admission. Your previous student information (Student ID, NetID, password, and email) will remain the same.

## CONTACTS:

Graduate Program: (list of contact information for all UCR graduate programs)

[https://gradsis.ucr.edu/gradsis/GSIS\\_GENERAL.DspGraduateProgramsInfo?sYear=2018](https://gradsis.ucr.edu/gradsis/GSIS_GENERAL.DspGraduateProgramsInfo?sYear=2018)

- *Eligibility for Re-Admission, Add, Change of Major.*
- *Requirements and materials needed to support online application.*
- *Application status.*

Graduate Admissions: 951-827-3313 (option 2), [grdadmis@ucr.edu](mailto:grdadmis@ucr.edu)

- *Question regarding the online application and application system.*
- *Issues with accepting offer.*
- *Issues with student status once accepted.*

Graduate Academic Affairs: (Approvers & Policy Questions)

- Karen Smith – 951-827-3390, [karen.smith@ucr.edu](mailto:karen.smith@ucr.edu)
  - Add a Major
  - Change of Major
- Kara Oswood – 951-827-3387, [kara.oswood@ucr.edu](mailto:kara.oswood@ucr.edu)
  - Re-Admission

International Student and Scholar Office 951-827-4113, [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)

- Questions regarding proof of financial support regarding your existing visa for Add a Major and Change of Majors.
- Graduate Admissions will handle the issuing of an I-20 form for those seeking re-admission.