

APPDOCS: Applicant Workflow

(rev. June 2010)

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THE UNIVERSITY OF ALABAMA
GRADUATE SCHOOL

Forms for Applicants

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FORMS FOR GRADUATE APPLICANTS...

IMPORTANT: Before you submit your application materials, please carefully review the **appropriate application instructions and checklist**.

Application Forms

- Graduate Application Form:** Submit your graduate application form (Note: Please do not submit paper-based or PDF application form if you have already submitted your application online).

Online Graduate Application

PDF Versions: Degree Application Form | Non-Degree U.S. Application Form

- Application Fee:** You will have an opportunity to pay your application fee while filling up the online graduate application form, linked above. However, if you intend to mail your application fee to the Graduate School, you must submit the **Payment form** along with the application fee (Note: Application fee is **waived** for expedited applicants and McNair scholars)
- Click the following button to manage supporting application documents** (Letters of Reference, Statement of Purpose, Resume, Professional Statement, Essay Writing and other files as required by your department).

Manage Supporting Documents

Graduate Application: Upload Supporting Documents

(Statement of Purpose, Resume, Professional Statement, Essay Writing and/or other file)

INSTRUCTIONS:

- Use this form to upload your Statement of Purpose and other documents (such as Resume, Essay Writing, Professional Statement, etc.) within the **application deadlines** as required by your intended **graduate department**.
- Statement of Purpose** is a **required** document; it should give a detailed and carefully edited statement indicating your reasons for wishing to undertake graduate study, your reasons for choosing The University of Alabama, and your plans for a professional or academic career. Describe your background and strengths and weaknesses of your preparation for graduate study. If you are presently in a graduate program at The University of Alabama or at another university, explain why you plan to change.
- Applicants for graduate degrees in the **College of Education** should also upload a separate document giving a brief summary of their previous teaching experience including location, level, position, and the issuing state and date of their specific certification.

Biological Sciences, MS (Fall 2010)

Note: Your application has already been decided. No need to upload any files!

Select Files to Upload:

You may upload these types of documents: PDF Adobe Microsoft Word (.doc or .docx) or Plain Text (.txt)

Document Type	Select New File	View	Upload Date
Statement of Purpose:	<input type="text"/> Browse...	View	5/17/2010
Resume:	<input type="text"/> Browse...	View	5/17/2010
Professional Statement:	<input type="text"/> Browse...	View	Upload Files
Essay Writing:	<input type="text"/> Browse...	View	-
Other File:	<input type="text"/> Browse...	View	-

Your comment on uploaded file(s), if any:

By checking this box, I certify that I understand that withholding information requested on this application or giving false information will make me ineligible for admission to the University or subject to dismissal. With this in mind, I certify the statements in the uploaded Statement of Purpose, as well as other uploaded files are correct and complete to the best of my knowledge.

<< MAIN | LOGOUT (without uploading any files) [Upload File\(s\)](#)

Graduate Application: Manage Supporting Documents

(Statement of Purpose, Recommendation Letters and other supporting documents)

INSTRUCTIONS:

- Please follow appropriate **instructions** and **application deadlines** regarding your graduate application.
- Before managing your supporting documents, you should first submit a **graduate application** online. You will receive a **Campus Wide ID (CWD)** number within a day or two. Use this number to login below. If you do not receive your CWD number after two work days of your online application, please **contact us**.
- Please enter the **same graduate program and personal email address** below that you used in your online graduate application.

Enter Login Information:

Intended Graduate Program:

Entry Term: 2010 year: yyyy

Personal Email:

Campus Wide ID: 8-digit CWD number without any dashes | [Remind Me](#)

<< [Back to Application Forms](#) [Login](#)

Graduate Application: Manage Supporting Documents

(Statement of Purpose, Reference Letters and other supporting documents)

NOTE: Your application has been reviewed and decided.

Graduate Application Details:

Application Date: 4/3/2010

Applicant Name: [redacted]

Campus Wide ID (CWD): [redacted]

Home Address: [redacted], USA

Phone: [redacted]

Personal Email: [redacted]

Graduate Program: Biological Sciences, MS

Entry Term: Fall 2010

Classification: Out-Of-State Resident (N)

Application Status: Decision Made (D) on 6/2/2010

Manage Supporting Documents:

Task	Description	Status
Upload Documents	Upload (or view already uploaded) Statement of Purpose, Resume, Professional Statement, Essay Writing and other file.	2 files
Reference Letters	Manage list of your references.	3/3 submitted
Other PDF Forms	Health related forms; financial forms; etc. Click here to go back to application forms page	

Add New Reference

IMPORTANT NOTES:

- At least one letter should be from a professor in your undergraduate major or your proposed field of graduate study.
- Once you have added a new reference, he or she will receive an email about instructions on how to submit an online recommendation letter.
- You should allow adequate time for your reference to submit their letters online. Please note that, recommendation letters received after the **deadline** for the specific entry term may not be considered. By login back into this system, you will be able to see their submission status online.

Biological Sciences, MS (Fall 2010)

Note: Your application has already been decided. No need to add a new reference.

Reference Information:

Name of Reference:

Work Phone:

Official Email:

Re-enter Email Address:

Title/Position:

Department:

Name of Institution:

Address of Institution:

(Street Address or P.O. Box)

(City) (State/Province) (Zip)

U.S.A. (Country)

Institution Website:

Applicant Waiver (Optional)

I (applicant) agree that this recommendation will remain confidential, and I knowingly and freely waive my right to view it.

<< MAIN | LOGOUT [Add This Reference](#)

Note: An email will be sent to the reference about submitting an online recommendation form. You may view the submission status back on the list of referees page.

Graduate Application: Manage Reference Letters

INSTRUCTIONS:

- Please provide **three** recommenders for your graduate application (this is in addition to the names and titles that you have provided earlier in the online graduate application form for informational purposes only; however, it is not necessary that the list be matched here).
- At least one letter should be from a professor in your undergraduate major or your proposed field of graduate study.
- Once you have added a new reference, he or she will automatically receive an email about instructions on how to submit a recommendation letter online. He or she should submit the letter or reference within the **application deadline**.

Biological Sciences, MS (Fall 2010)

Note: Your application has already been decided. No need to add a new reference.

List of References:

Name	Position/Title	Organization	Request Date	Submission Date
[redacted]	[redacted]	Grad School Univ of Ala	5/31/2010	5/31/2010
[redacted]	[redacted]	GS UA	5/17/2010	5/17/2010
[redacted]	[redacted]	GSS UAA	5/17/2010	5/18/2010

<< MAIN | LOGOUT [Add New Reference](#)

