Application Process—Applicant Perspective

This is an outline of the online application process from the applicant’s perspective. By becoming familiar with the process from the applicant perspective, it should be easier to troubleshoot issues that your applicants may encounter during the process.

1. Log In Screen

This is the first screen that applicants will see when they begin the application process. Here, applicants can create a new account for a new application, or they can log into their existing application.

The left side outlines basic information regarding the application process, application fees, transcripts, and other supplemental materials.

Here is where students can begin a new application, or continue with a saved application.
2. **Creating an application**

This is what the applicant will see when they click on the **Create Account** button on the previous screen. Here, they will enter basic personal information and information about their program of interest. This is also the point where they will create their username and password for ApplyYourself.

![Create an Application Form](image)

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td><strong>Zip</strong></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
</tr>
<tr>
<td><strong>Verify E-mail</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Program and Entrance Term Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Term of Entrance</strong></td>
</tr>
<tr>
<td><strong>Admission Category</strong></td>
</tr>
<tr>
<td><strong>Program of Interest</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Login Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login</strong></td>
</tr>
<tr>
<td><strong>Password</strong></td>
</tr>
</tbody>
</table>

*Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 special character.*
3. **Applicant Dashboard**

This is the first screen that the students will see after logging into their application. Here, they will be able to view the status of their application—including the receipt status of their transcripts and electronic recommendation letters. The Graduate School does not update the receipt status of hard copies of recommendation letters.
4. **Beginning the Application**

Upon clicking the **Edit Application** button, the applicant will be redirected to this screen. Here, the applicant can begin the application process.

![Application for Admission]

5. **Personal Information**

In the **Personal Information** section, applicants will be able to provide information about themselves: name, address, citizenship information, contact information, etc.

![Applicant can jump to a particular section of the application from here]

![Applicants can start the application from the beginning here]
6. Application Information

Applicants use this portion of the application to indicate their degree category, program of interest, term of entry and attendance status. Applicants can also indicate whether or not they'd like to be considered for an assistantship, and if they are participants in special programs (McNair Scholars, VEF, IIE, etc.) This last portion is particularly important for students who are participants in programs that make them eligible for application fee waivers. If they indicate an applicable program, then they will receive an email with further instructions on receiving that waiver.
7. Educational History

In the Educational History portion of the application, the applicant will be able to list the institutions attended and degrees received.

Applicants can upload their unofficial transcripts here. The file size cannot exceed 2500 KB, and can only be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, or .txt format. Also, students should not upload encrypted files to this location, as it will cause system errors.
8. Test Information

The applicant can use this section to report scores received on various standardized tests. In addition to the self-reported scores, applicants can also upload unofficial copies of their score reports.

Applicants can upload their unofficial score reports here.
9. **Supplemental Information**

Here, the applicant can upload whatever additional supplemental materials necessary for their application, including resumes, statements of purpose, and departmental applications.

10. **Recommendations**

The **Recommendation** link brings applicants to this screen. By clicking the blue “Recommendation Provider List” link, they will be taken to the screen to add recommenders.
Adding a Recommendation Provider

When the applicant goes to add in a recommendation provider, they will be taken to this screen. Here, they will enter in the recommender’s information, including an email address for that recommender. Once the student has completed the form and added the provider, the recommender will receive an email that will guide them through the recommendation process.

Applicants can add up to 5 recommendation providers.

Once the recommender has been added, the applicant should be able to see something like this:

Applicants can see the status here

The applicant can delete the recommender by clicking here

If the recommender does not receive the email, the applicant can resend the notification one time.
11. Submission

When they applicant clicks the **Submit Application** button, they are directed to this screen.

![Application Status: Ready for Submission](image)

Here, they are given one last opportunity to review their application and ensure that they have completed all of the necessary steps.

![I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"](image)

At the bottom of the screen, they will see this message. Once they are confident that their application is complete, the applicant will check the box, then click “Continue” to proceed to the application fee payment screen.
Here, the applicant will select the appropriate fee and payment method. Clicking “Pay and Continue” will take them to the billing information page, where they will enter their card information. From there, the payment will be processed and the application will be submitted. The submission is successfully completed once the applicant sees the words “Submission Complete!”

Please contact Graduate Admissions at gradadmin@missouri.edu with questions or for assistance.