

2019 Application Overview



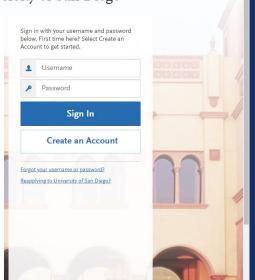


Welcome to University of San Diego

Welcomel

IMPORTANT UPDATE: This application portal is for students seeking admission for the Spring, Summer and Fall 2019 academic terms only. If you are planning to apply to Fall 2018, or currently have an application in progress for Fall 2018, please visit here to apply.

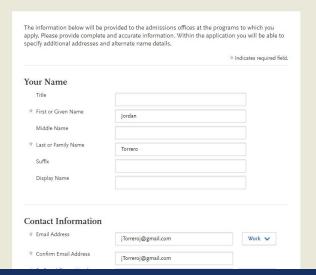
Welcome to the application for graduate and doctoral programs at the University of San Diego! To begin your application, please create an account by selecting a username and password. Creating an account will allow you to work on your application over several sessions. If you already have an application account, please return to the sign in screen and log into your application. When you have completed your application and are ready to submit, you will be required to pay the application fee online via credit card. No application will be processed until the application fee has been paid.



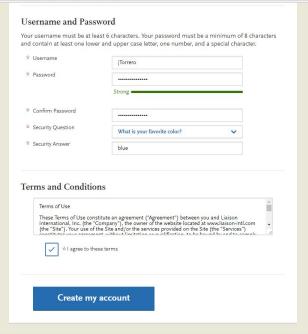
To begin your graduate program application click on "Create an Account" and follow the steps, or sign in with an existing account.



Create an Account



Begin by providing the requested information in all areas marked with a red asterisk (*).



. Continue by creating a username that is 6 or more characters long. You'll then be prompted to create a password with at least 8 characters that contains at least one of each of the following: uppercase and lowercase letter, number, and a special character(#,*, etc.). Finalize your account by reading and accepting the terms and conditions and then select "Create My Account".









Welcome to University of San Diego



Start Your Application!

Once you are logged into the application portal, to begin your graduate application click on "Start Your Application!".









Select the Programs to Which You Want to Apply

To begin your search for a program, please select an option and then click Search

* School

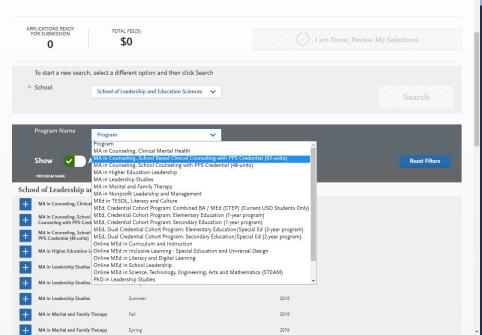
Select..

College of Arts and Sciences
Franciscan School of Theology
Hahn School of Nursing and Health Science
Kroc School of Peace Studies
Professional and Continuing Education
School of Business
School of Eadership and Education Sciences

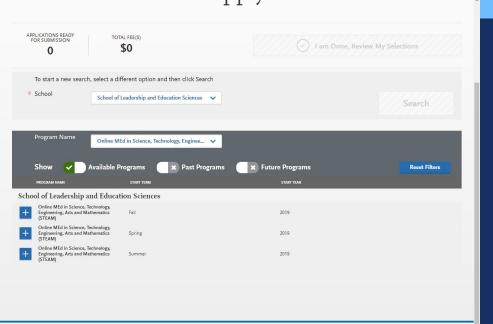
Shiley-Marcos School of Engineering

Select your school of study in the drop down menu.

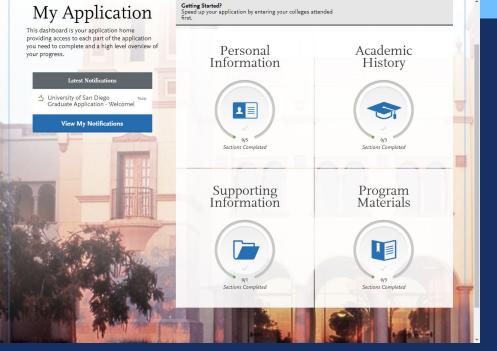
1 TP P 17



Continue by searching for your desired program in the list provided. You can narrow your search with the program name filter bar.



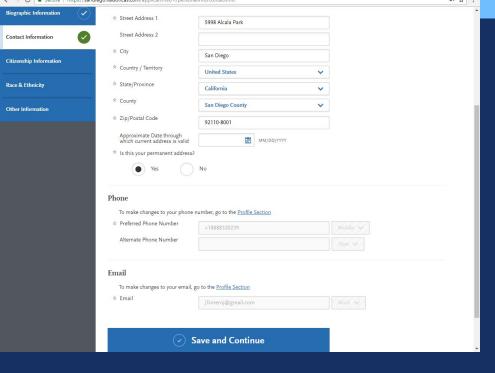
Once you have selected your program, select the term and year you wish to start your degree program.



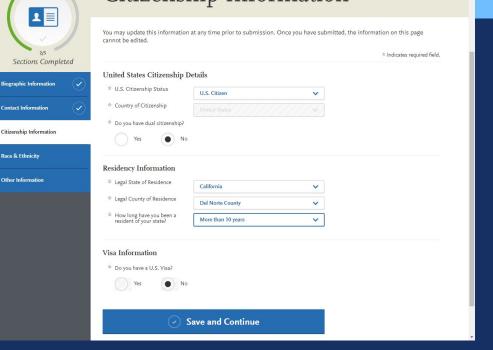
To ensure that your application is ready for submission, be sure to complete each of the four quadrants: "Personal Information", "Academic History", "Supporting Information", and "Program Materials".



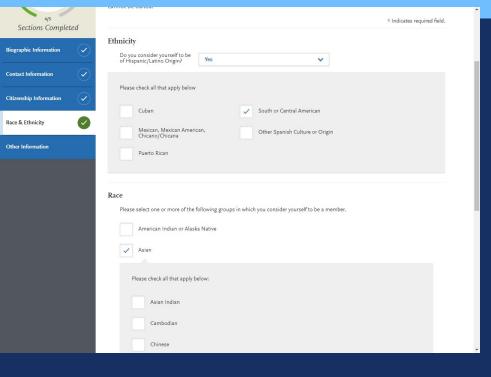
After clicking "Personal Information", complete the "Biographic Information" section of the application by providing the requested information in all of the areas marked with a red asterisk (*). Sections that are not marked with a red asterisk are not required however information provided will be reviewed.



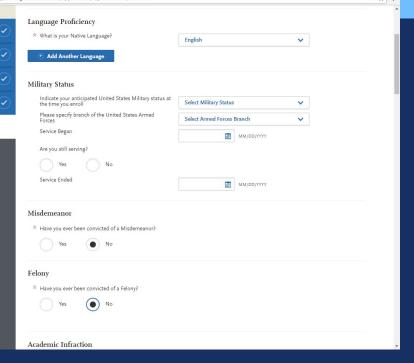
Complete the "Contact Information" section by providing the requested information in all areas marked with a red asterisk (*). Sections that are not marked with a red asterisk are not required however information provided will be reviewed. When entering your current address, phone number, and email address, be sure to enter your most up-to-date information as this will be used as your primary form of contact.



Complete your "Citizenship" Information" section by providing the requested information in all areas marked with a red asterisk (*). Sections that are not marked with a red asterisk are not required however information provided will be reviewed.



Complete your "Race & Ethnicity" section by providing the requested information in all areas marked with a red asterisk (*). Sections that are not marked with a red asterisk are not required however information provided will be reviewed.



Sections Completed

Biographic Information

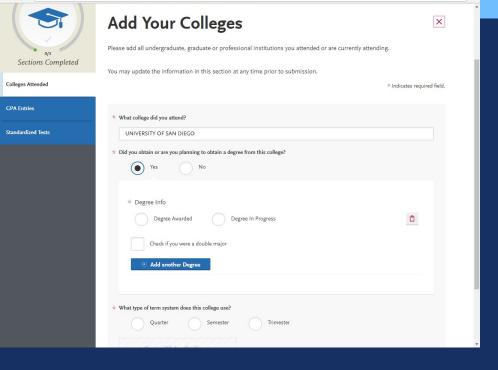
Contact Information

Citizenship Information

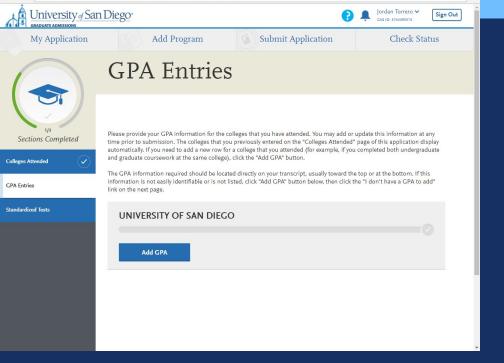
Race & Ethnicity

Other Information

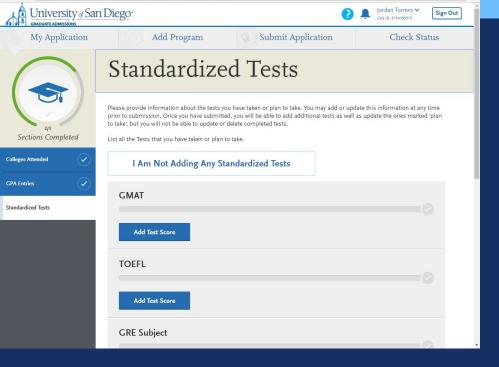
Complete your "Other Information" section by providing the requested information in all areas marked with a red asterisk(*). Sections that are not marked with a red asterisk are not required however information provided will be reviewed (military, legal/academic infractions, SSN, religious preference, etc.).



To complete the "Colleges" Attended" section, locate and add the institutions you have attended via the drop down menu. Provide the requested information in all areas that are marked with a red asterisk (*). Information in the "degree awarded" and "timeframe" section are required. Be sure to add all institutions that your have attended in the past.



To complete your GPA Entries section, provide the level of study, total credits earned, and GPA earned for each school you have attended.

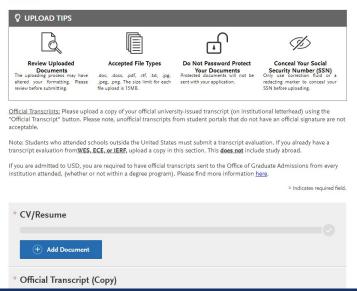


Completing the "Standardized Tests" section is optional. If you have any scores or future tests to report, you can add them in this section. If you list a future test date you may enter the score after your application has been submitted. Test scores that you enter cannot be edited at a later point.

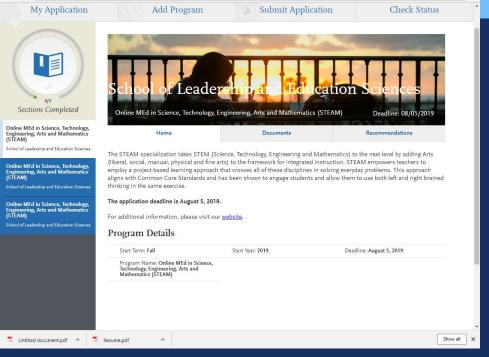


Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.



To complete the "Documents" section be sure to upload documents for each area that is marked with a red asterisk (*). Before uploading anything, review all of your documents and protect any sensitive information they may contain. Be sure files uploaded are accepted file types. Files larger than 15MB in size are not accepted. DO NOT password protect any documents.



To complete the "Program Materials" category, be sure to provided individual information for each of the programs you are applying to.

Online MEd in Science, Technology, Engineering, Arts and Mathematics

Do

Documents 🕜

Recommendations

School of Leadership and Education Sciences

Documents

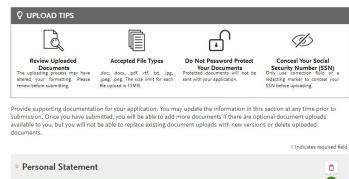
Personal Statement

Address both of the following questions. Each response has a maximum length of \$00 words, for a total maximum length of 1000 words for the Statement of Purpose. When writing your response, please remember that this is an opportunity for you to demonstrate your writing skills and academic readiness.

What are your strengths and challenges as a teacher? How do you want to improve?

PersonalStatement.pdf Uploaded: 06/26/2018

 Why are you interested in this program? Connect your response to the program's goals and your intended specialization.



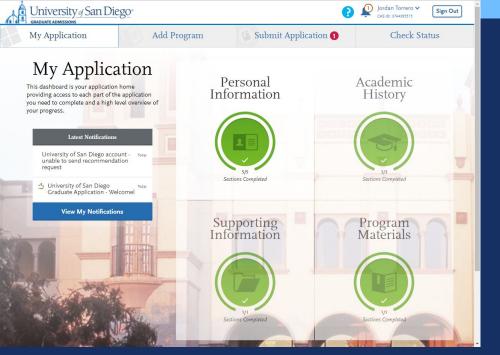
To complete the "Documents" section within the "Program Materials" category, answer the 2 questions provided for your program within separate documents. A maximum of 500 words is allowed for each of the questions. In addition, no more than 1000 words will be accepted for the total word count between the two documents. Be sure to upload your personal statement file in an acceptable file type. File sizes are limited to 15 MB.

To complete the "Recommendations" section, be sure to list your recommenders. Most programs require 2 recommendations, however some only require 1. Be sure to check the exact requirements for your respective program.

When entering your recommenders contract information, ensure that it is their their best way to be reached. As a best practice, you may want to notify your recommender that they will be contacted via sandiegoinfo@liaisoncas.com and that they will be required to create an login account.

The Online MEd programs require two letters of recommendation, Recommendations should address both academic and personal skills, and if possible, teaching abilities. Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally set filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program. * Indicates required field Recommendation 1 Add Recommendation Recommendation 2 Add Recommendation Add additional Recommendation Create Recommendation Request @ 2016 Liaison International. All Rights Reserved USD Graduate Application Checklist Instructions and FAQs Contact Us

Once logged in, they will be asked a series of questions about you and will then be able to upload their letter of recommendation. If you'd like to add a personalized message within your request, you can add something via the "Personal Message/ Notes" section of the recommendation request.



You will know your application is complete once all of your application quadrants contain a green ring around them along with a check mark sign. Once your application is complete your application page should appear like the picture to the right. Before submitting, be sure that all your information is accurate. Congratulations, you are now ready to submit your application!

- Be sure all information is correct and accurate to the best of your ability. After submitting your application, you will no longer be able to edit.
- Accepted file types: .doc, .docx, .pdf, .rtf, .txt, . jpg, .jpeg, .png
- If any error with the applications are encountered, logout and log back into the application