Application to the Grad School

M.A. in Leadership Studies

1. Go to the Graduate School page on the UTEP website. <u>https://www.utep.edu/graduate/</u>. Click on "Future Students" and select "Apply Now"

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2. Select "All Applicants"



3. Create an account

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4. Enter your information to create your account

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5. Now you can enter your email and password and sign in to the future miner portal

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6. Once signed-in, click on "Create a New Application" to begin

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	Create a New Application	ך	Mike Loya Academic Services, Rm 102 500 West University Ave. EL Paso, TX 79968 Email: futureminer@utep.edu Phone: 915-747-5890			
			Administration Building, Rm 200 500 West University Ave. El Paso, TX 79968 Email: gradschooladmissions@utep.edu			
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7. Select "U.S. Applicant"

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8. Make sure your "area of interest" is selected (Leadership Studies/MA MOA), and click "start your application"

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 You will be taken to seven tabs to be completed for your application, beginning with "Application Instructions". Read through the information, then select "Save and Continue" or "Save Application" to save and resume at a later time.



10. Selecting continue will take you to the next tab, "Plans". Read and fill in the information fields. You will have the option to return to prvious page, save application, and continue.

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11. The next tab is "Personal", where you fill in your personal information. Fields marked with an asterisk (*) are required. "Save" or "Save and Continue".

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12. The next tab is "Residency". Fill out the information then Save or Save and Continue.

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	Application Instructions Plans Personal Residency Demographics Academics	
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	Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.	
	Citizenship	
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	Optional Ethnic Information	
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College Attended From Month		Attended From Year		
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15. The last tab is "Writing and Signature". Fill out the information then Save, and then you will have the opportunity to preview your application before submitting. Make sure to read all the information and make sure all your information is correct.

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	to upload any pending documents. After uploading documents, refresh the page to update the status of the application. If notified of admission, you are required to request official transcripts, test scores and other official documentation to be sent	
	directly from the respective institution to Graduate School Admissions before you are allowed to enroll in classes. Official transcripts and test scores can also be mailed directly from the institution to the address below:	
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16. You will have the opportunity to check your information and go back and make changes if necessary. After reviewing your information, scroll down and click "Submit Application".

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17. You will be taken to the "Order Summary" page, where you will be asked to pay the application fee (\$45.00 Domestic). You can also enter a promo code for a discount if you have one.

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18. Once you enter your code and/or make the online payment, your application will have been submitted. Click on the link to check the status of your application.

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19. Clicking the link will take you back to the Future Miner Portal and see the status of your application. You will notice that your application states "Action Required" because you need to upload the "Supplemental Items" to complete the entire application process. Click "view" to go back into the application and review the "Supplemental Items".

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20. You will be able to see the "Supplemental Items" required for the M.A. in Leadership Studies. The required admission requirements for the <u>M.A. in Leadership Studies</u> are: **3 Letters of Recommendation, Resume/CV, Statement of Purpose, MAT Scores, and Official Transcripts**. Official transcripts must be sent directly to UTEP from the last university attended.

*For the <u>Graduate Certificate</u>, the admission requirements/supplemental items are: **Official Transcripts and Statement of Purpose**.

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Click "Start" on each recommendation request. Then submit the name and email of the person you are seeking a letter of recommendation from, check the box, and write an optional message if you like. Click "Submit Request".

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After completing the online application and uploading and receiving all of your supplemental items, your application will be complete.

Please feel free to contact us if you have any questions or concerns!

Email: <u>mlsprogram@utep.edu</u>

jaaguilar20@utep.edu (Program Advisor)

Phone: 915-747-8541

Location: Kelly Hall Room 215