

Application to the Grad School

M.A. in Leadership Studies

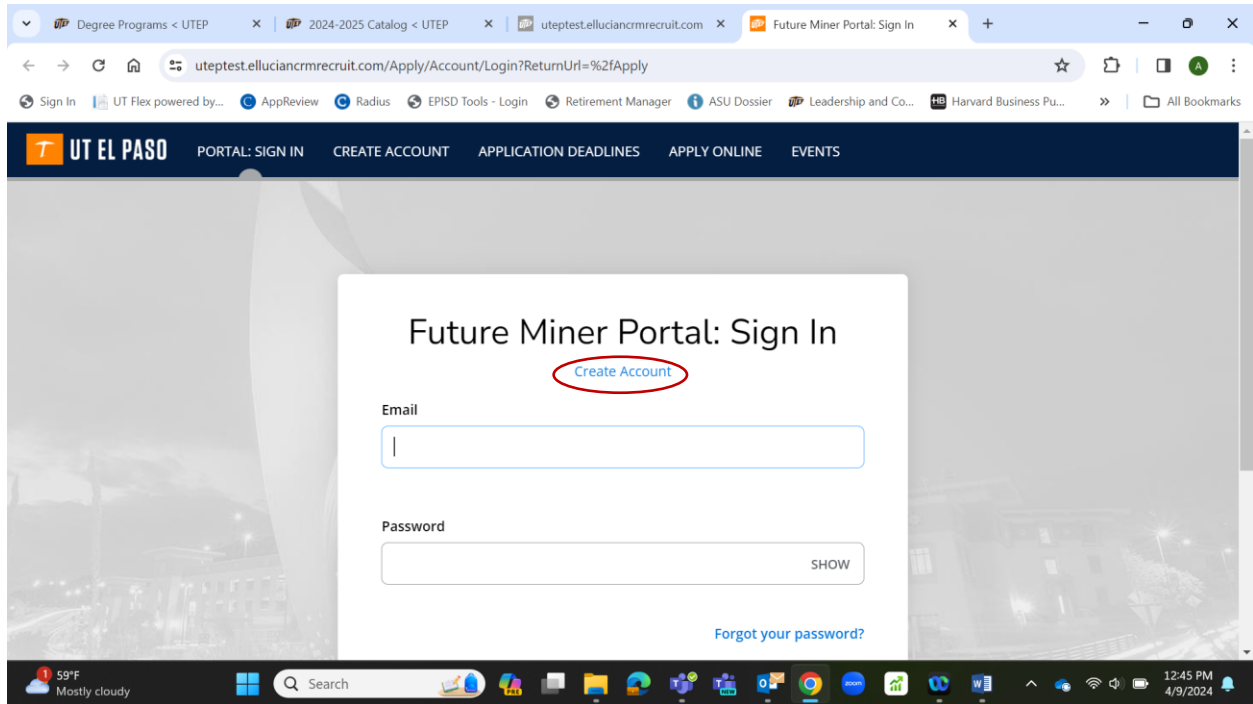
1. Go to the Graduate School page on the UTEP website. <https://www.utep.edu/graduate/>. Click on “Future Students” and select “Apply Now”

The screenshot shows the UTEP Graduate School homepage. The navigation menu includes 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FUNDING', 'PROFESSIONAL DEVELOPMENT', 'FACULTY & POSTDOCS', and 'FORMS'. A dropdown menu is open under 'FUTURE STUDENTS', with 'Apply Now' circled in red. Other options in the dropdown include 'What Can I Do With A Graduate Degree?', 'Grad Applicant Timelines', 'Degrees, Programs & Deadlines', 'International Students', and 'Grad Credit for Undergraduates'. The main banner features the 'UTEP GO Mobile App' with QR codes and a 'Download it Now!' button. A sidebar on the right lists services like 'Events', 'Real-time Bus Tracking', 'Financial Information', and 'Mobile Printing'. A footer navigation bar includes 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FUNDING', 'FACULTY & POSTDOCS', and 'FORMS'. Below the banner, there is a 'Welcome to the Graduate School' section with a 'FUTURE APPLICANT PORTAL (ALL OTHER TERMS)' link and a red warning: 'PLEASE CLICK ON FUTURE APPLICANT PORTAL TO APPLY FOR FALL SEMESTER'.

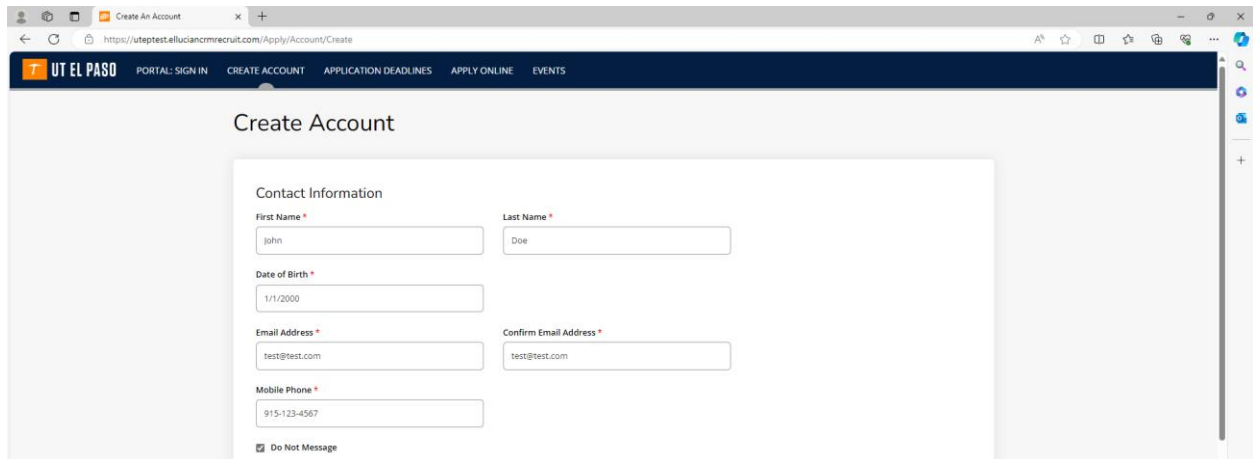
2. Select “All Applicants”

The screenshot shows the 'Applying To The Graduate School' page. The header includes the UTEP logo and navigation menu. The main heading is 'Applying To The Graduate School'. Below the heading, there is a welcome message and instructions: 'Welcome to The University of Texas at El Paso Graduate School admission application. The UTEP Graduate School accepts applications year round. Applicants are encouraged to check their prospective programs for deadline dates and special entry requirements such as GRE, GMAT, TOEFL, PTE or IELTS exams. Please select the appropriate option below:'. There are three main application categories, each with a 'CLICK HERE' button: 'U.S./MEXICAN APPLICANTS (SUMMER AND SPRING MOA ONLY)', 'ALL APPLICANTS (FALL 2024 FORWARD)', and 'INTERNATIONAL APPLICANTS (SUMMER ONLY)'. The 'CLICK HERE' button for 'ALL APPLICANTS' is circled in red. A note for international applicants states: 'TO APPLY FOR ALL OTHER TERMS CLICK ON FUTURE APPLICANT PORTAL ON OUR GRADUATE SCHOOL HOMEPAGE.' The footer shows the current date and time as 3:21 PM on 4/10/2024.

3. Create an account



4. Enter your information to create your account



Create An Account

https://luteptestelluciancmrecruit.com/Apply/Account/Create

Do Not Message

Country *
United States

Address Line 1
1111 Address St.

Address Line 2

City

State/Province ZIP/Postal Code *

Entry Term *
Fall 2024

Academic Level *
Graduate

Academic Program *
Leadership Studies/MA MOA

Account Information

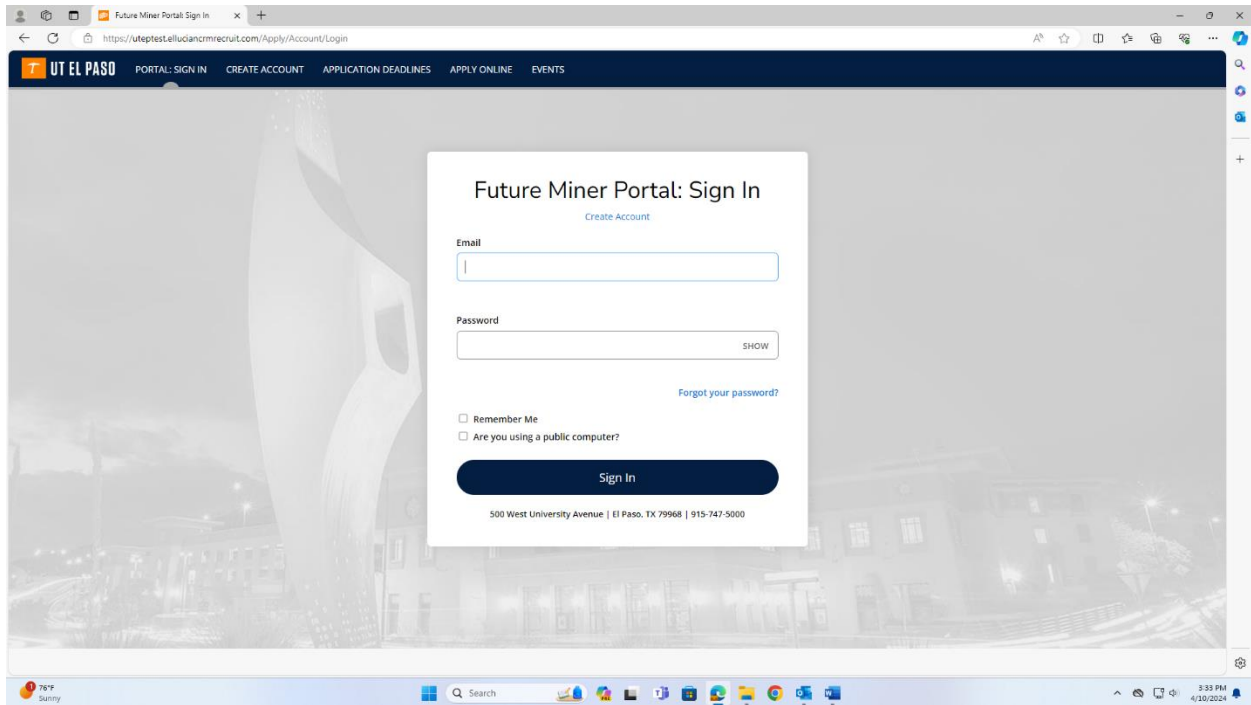
Password * Confirm Password *

Create Account

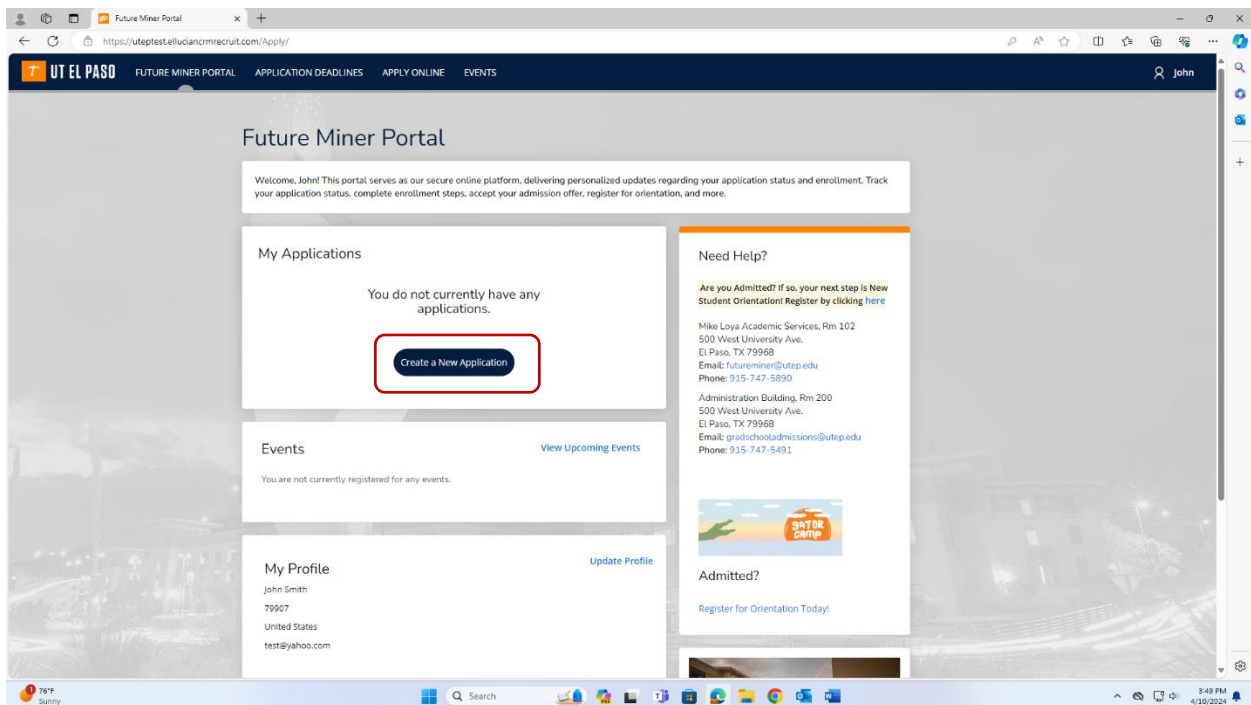
81°F Windy 2:28 PM 4/15/2024

Make sure to select "Leadership Studies/MA MOA" for the master's program for military students

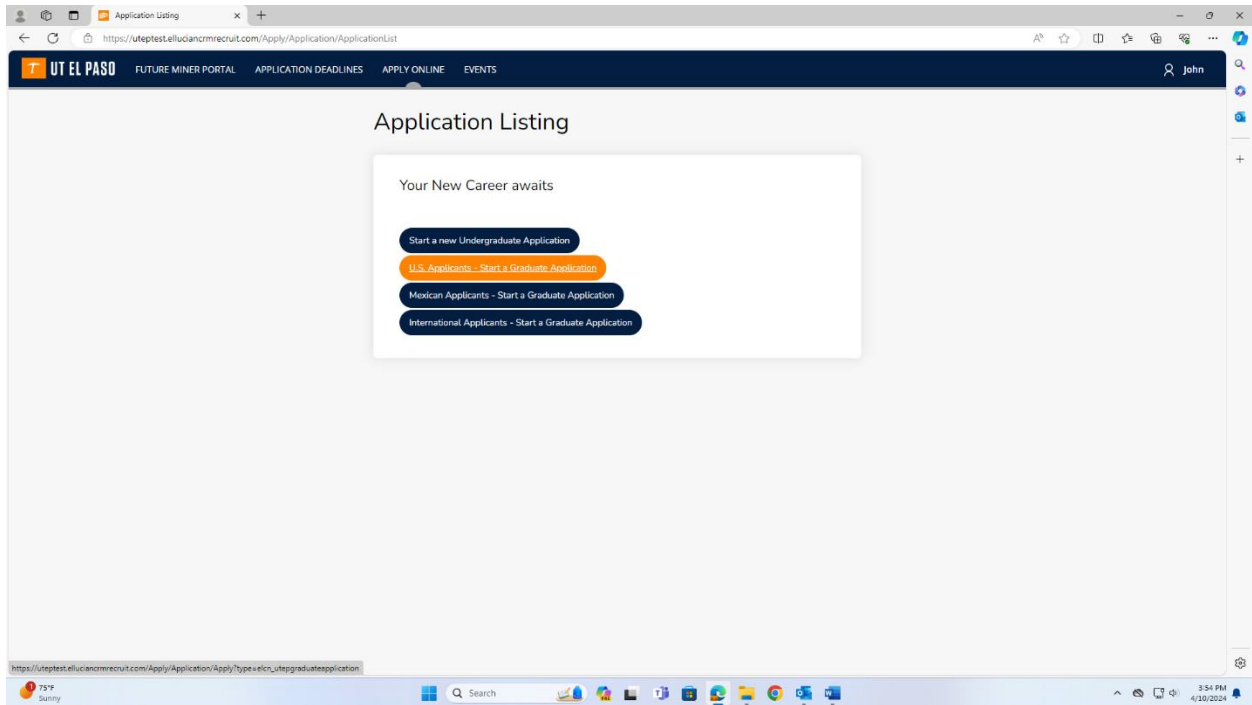
5. Now you can enter your email and password and sign in to the future miner portal



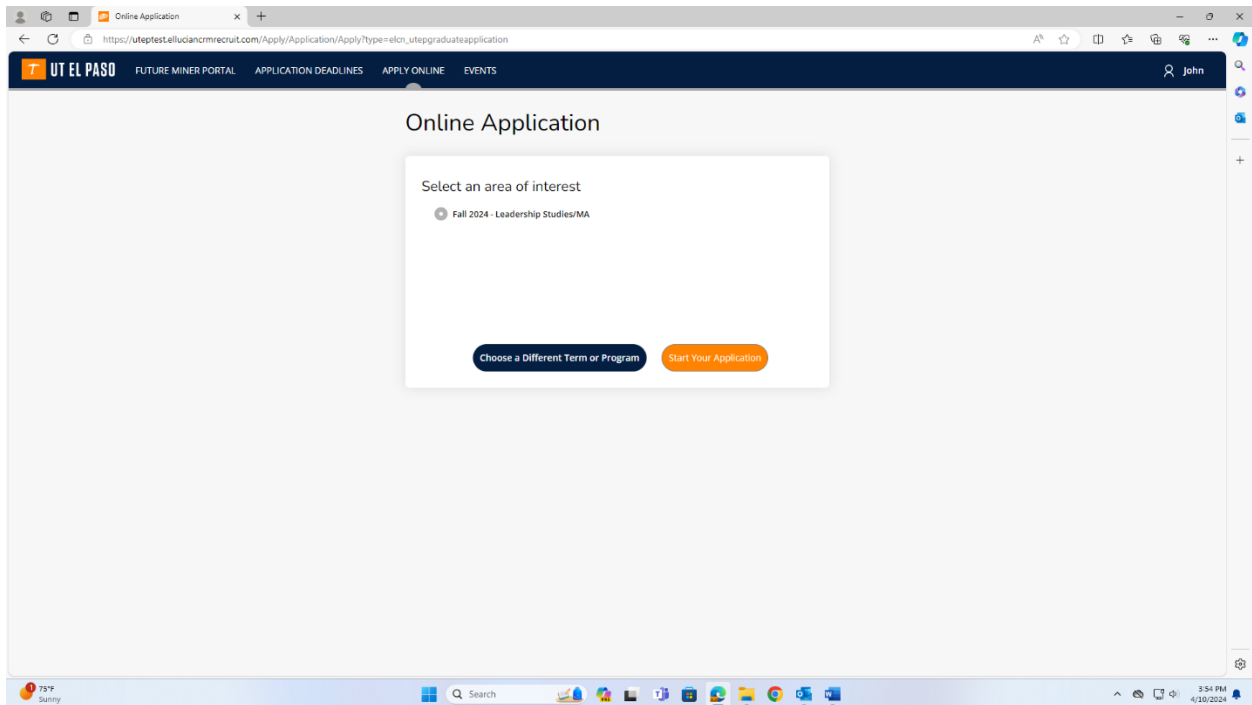
6. Once signed-in, click on "Create a New Application" to begin



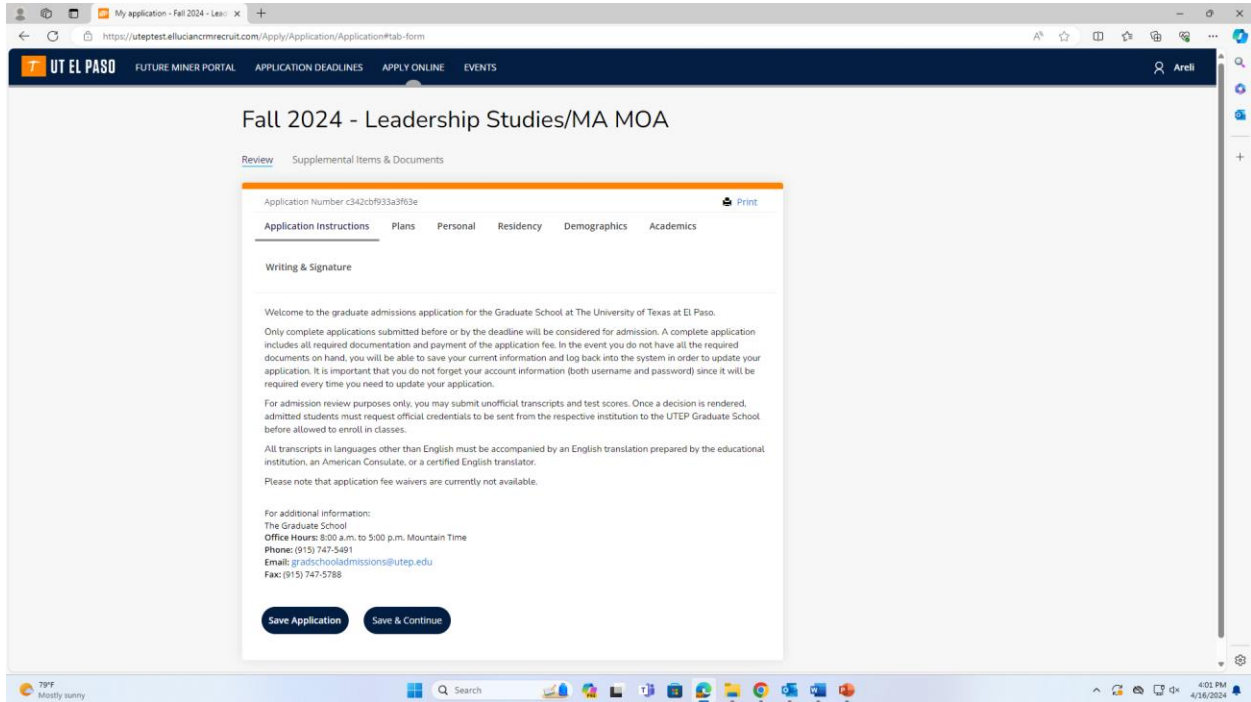
7. Select "U.S. Applicant"



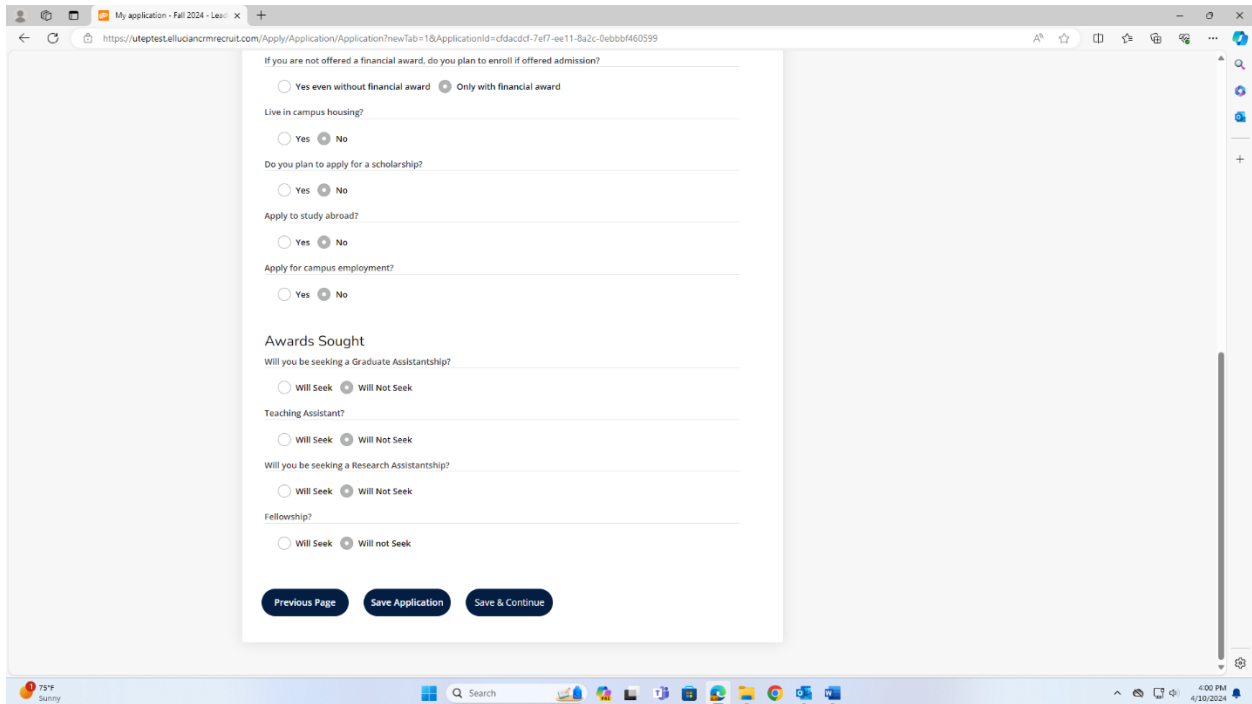
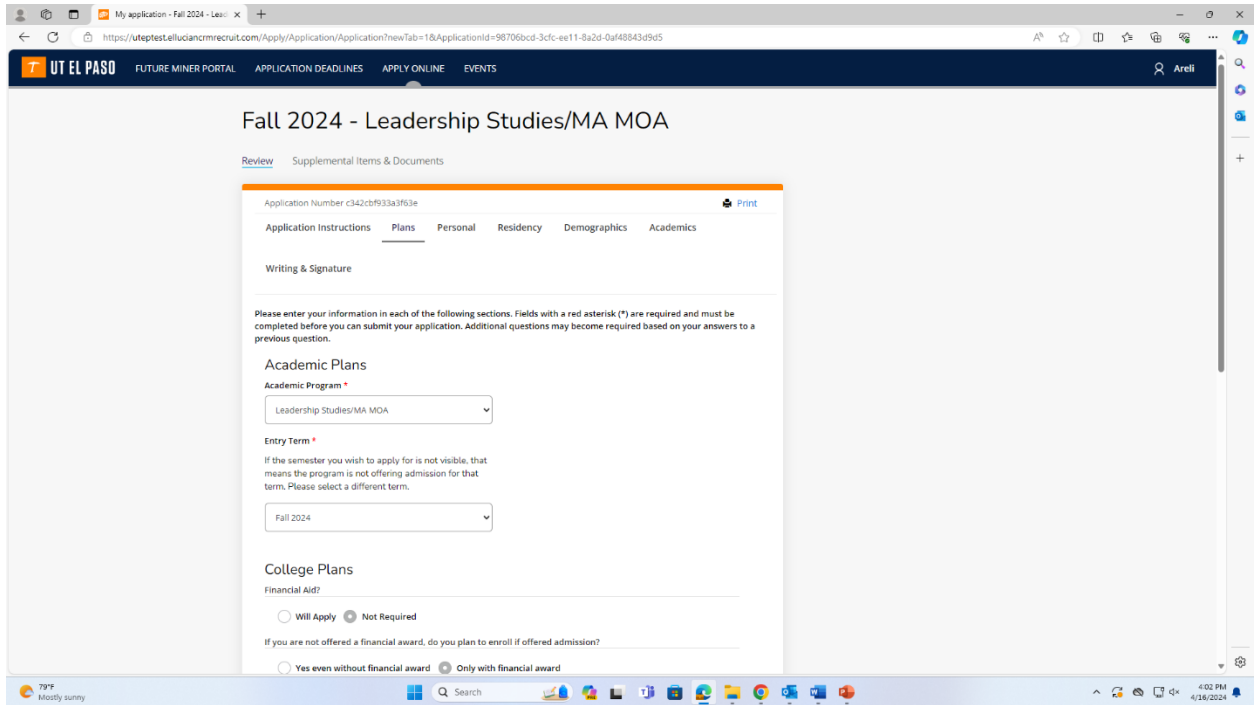
8. Make sure your "area of interest" is selected (Leadership Studies/MA MOA), and click "start your application"



9. 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 previous page, save application, and continue.



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".

My application - Fall 2024 - Lead...
https://utep-test.alluclancommrecruit.com/Apply/Application/Application/newTab=2&ApplicationId=98706bcd-3fc-ee11-8a2d-0af48843d9d5

UT EL PASO FUTURE MINER PORTAL APPLICATION DEADLINES APPLY ONLINE EVENTS Areli

Fall 2024 - Leadership Studies/MA MOA

Review Supplemental Items & Documents

Application Number c342cb933a3f63e [Print](#)

Application Instructions Plans **Personal** Residency Demographics Academics

Writing & Signature

Are you a former UTEP student or applicant?

Yes No

Name

Prefix
Mr.

First Name * john Middle Name

Last Name * Doe Suffix

Birth Date *
(mm/dd/yyyy)
4/1/2000

Of what state are you a permanent resident?

79°F Mostly sunny 4:04 PM 6/16/2024

4/1/2000

Of what state are you a permanent resident?

Additional Information (Optional)

Alternate First Name

Alternate Last Name

Legal Sex

Birth Country

Permanent Address

Applicants with overseas military addresses that contain the APO or FPO designation are asked to submit copies of temporary relocation/reassignment documents to [Graduate School Residence](#).

Country *

United States

United States

Address Line 1 *

1111 Address St.

Address Line 2

City *

El Paso

State/Province *

Texas

Texas County

Texas residents please identify the county in which you reside.

ZIP/Postal Code

Person

Cell Phone *

915-123-4567

Home Phone

Email Address *

paydir@utep.edu

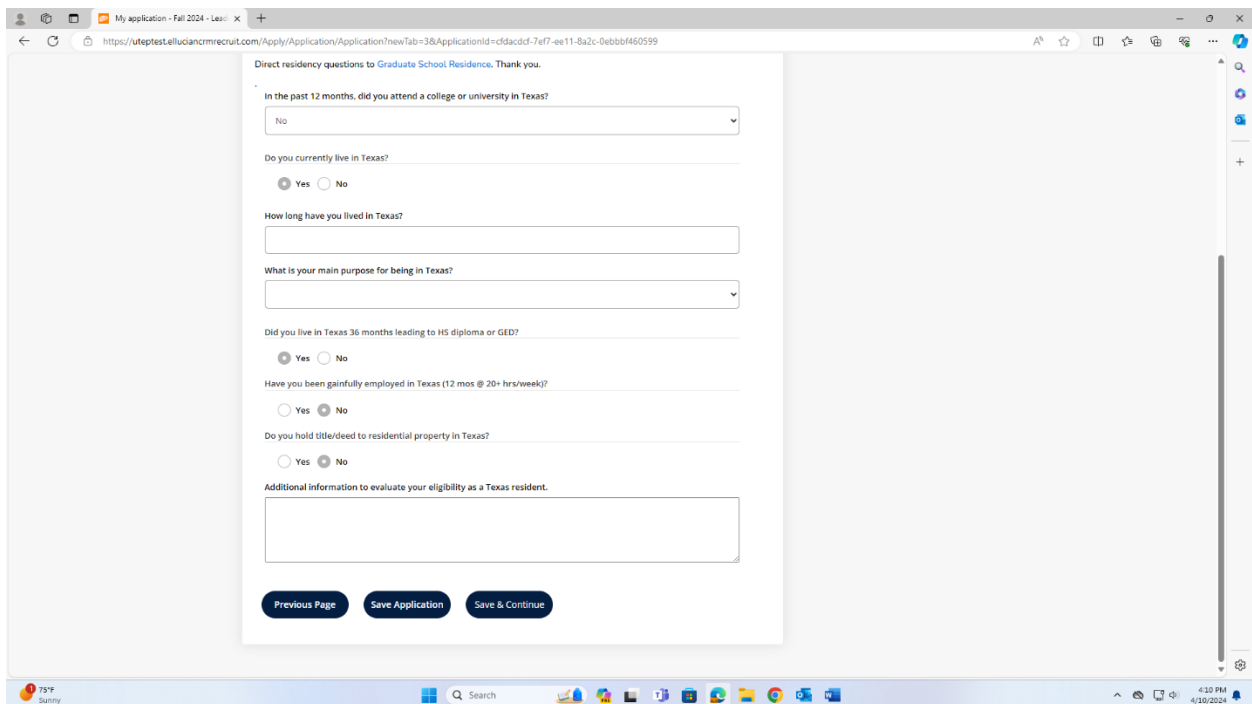
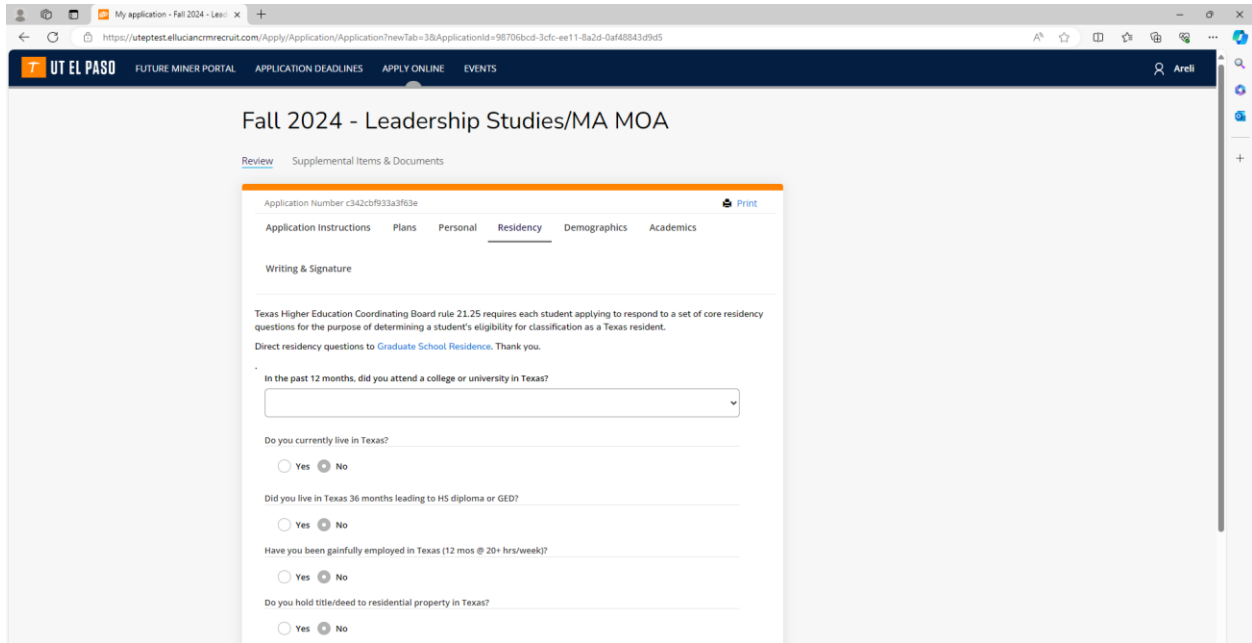
Is your mailing address different than permanent address?

If your current address is different than your permanent address, select Yes and fill out your address; otherwise, skip this section.

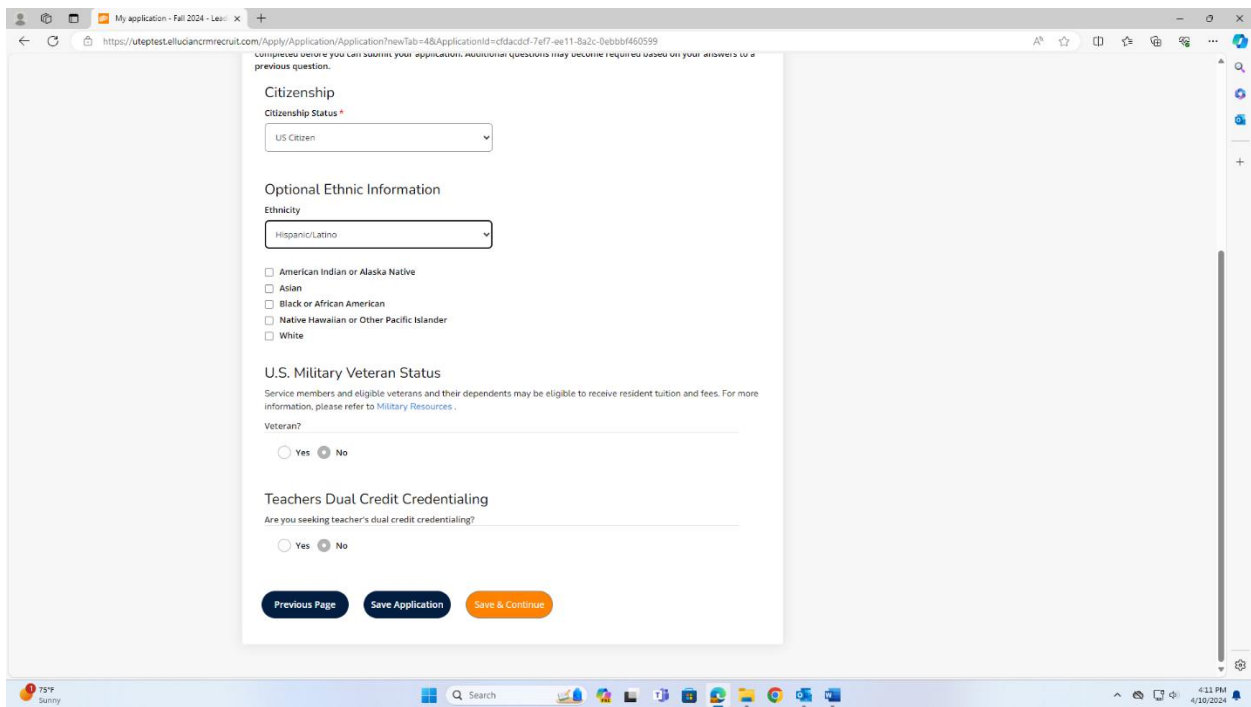
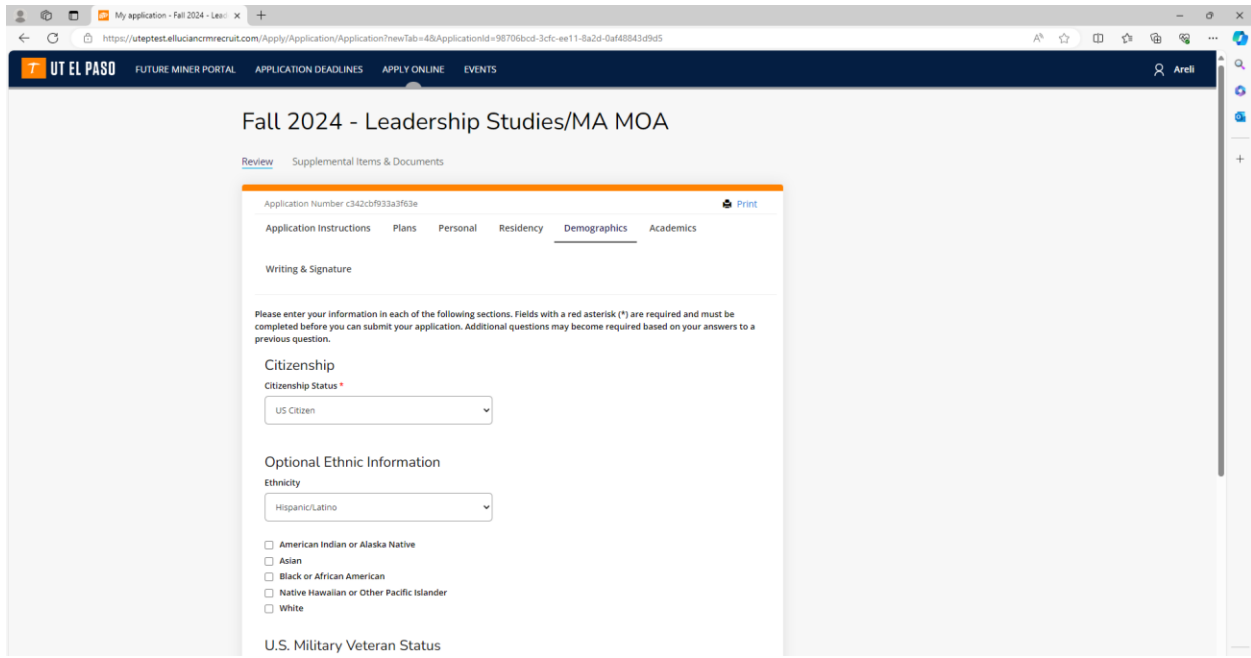
Yes No

Previous Page Save Application Save & Continue

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



13. The next tab is "Demographics". Fill out the information then Save or Save and Continue.



14. The next tab is "Academics". Fill out the information then Save or Save and Continue.

Fall 2024 - Leadership Studies/MA MOA

[Review](#) [Supplemental Items & Documents](#)

Application Number c342cb933a3f63e Print

Application Instructions Plans Personal Residency Demographics **Academics**

Writing & Signature

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.

For admission consideration purposes only, you may submit unofficial transcripts and unofficial test scores. Official electronic documents are required promptly at the time of admission.

All transcripts in languages other than English must be accompanied by an English translation prepared by the educational institution, an American Consulate, or a certified English translator.

Select Add College to list each college/university at which you have taken courses for credit. Please have an official electronic transcript sent from each institution to gradschooladmissions@utep.edu as soon as possible.

College

Attended From Month	Attended From Year
January	2019
Attended To Month	Attended To Year
May	2023
Graduated	Transcript GPA (4.0 Scale)
Yes	3.00
Degree Type	Degree Date
Bachelor's of Science	5/12/2023

Application Instructions Plans Personal Residency Demographics **Academics**

Writing & Signature

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College

Attended From Month	Attended From Year
January	2019
Attended To Month	Attended To Year
May	2023
Graduated	Transcript GPA (4.0 Scale)
Yes	3.00
Degree Type	Degree Date
Bachelor's of Science	5/12/2023

[+ Add College](#)

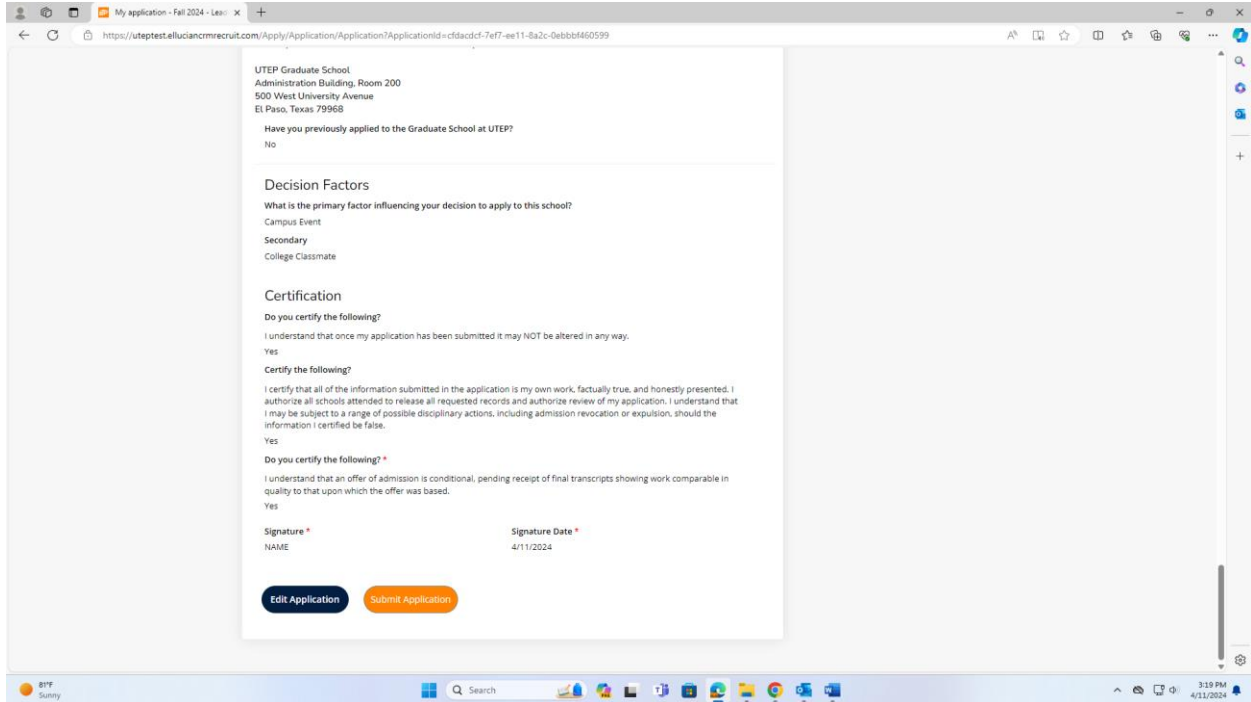
[Previous Page](#) [Save Application](#) [Save & Continue](#)

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.

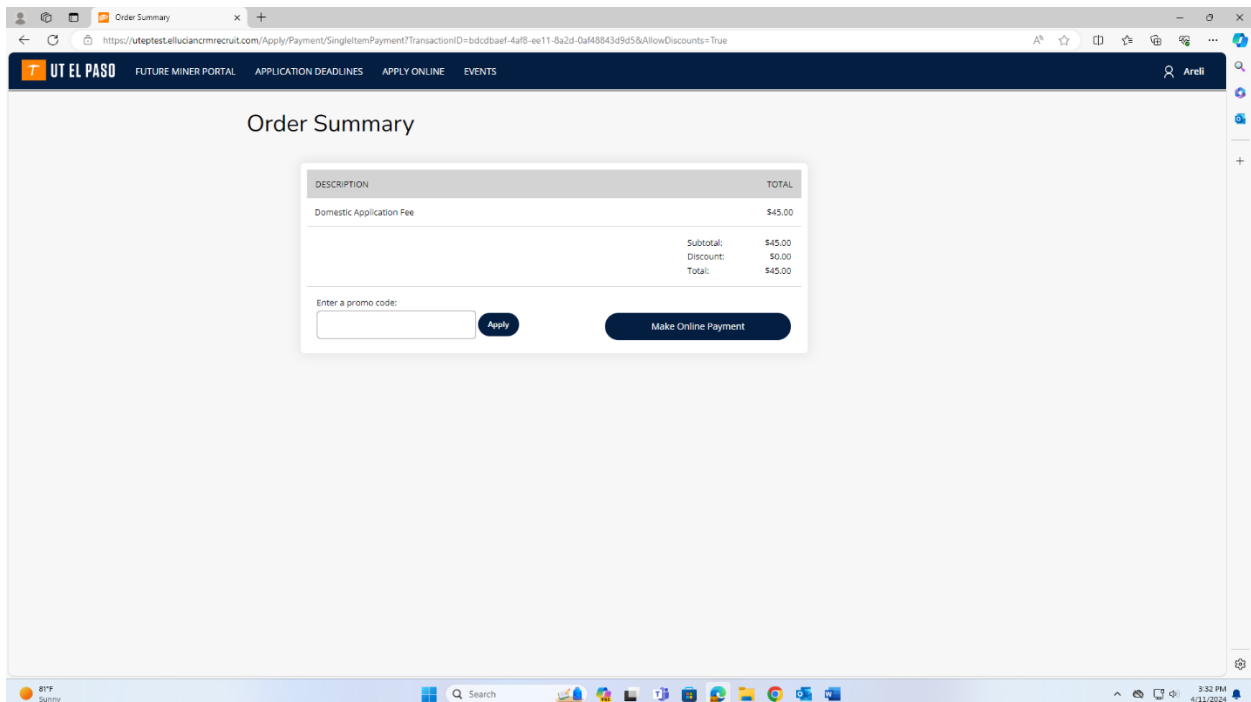
The screenshot shows the 'Writing & Signature' section of the application form. At the top, there is a navigation bar with 'UT EL PASO' and 'APPLICATION DEADLINES'. The main heading is 'Fall 2024 - Leadership Studies/MA MOA'. Below this, there are tabs for 'Application Instructions', 'Plans', 'Personal', 'Residency', 'Demographics', and 'Academics'. The 'Writing & Signature' tab is active. The form contains several paragraphs of text providing instructions and information. At the bottom, there are two radio buttons for 'Have you previously applied to the Graduate School at UTEP?' with 'No' selected. Below that is a 'Decision Factors' section with a dropdown menu for 'What is the primary factor influencing your decision to apply to this school?' and a 'Secondary' dropdown menu.

The screenshot shows the 'Certification' and 'Signature' sections of the application form. The 'Decision Factors' section is partially visible at the top, with 'Campus Event' selected for the primary factor and 'College Classmate' for the secondary factor. The 'Certification' section contains three sets of radio buttons for 'Do you certify the following?' with 'Yes' selected for all three. The first set is for the general certification, the second for the offer of admission, and the third for the conditional offer. At the bottom, there are two input fields for 'Signature *' and 'Signature Date *', with 'NAME' and '4/10/2024' entered respectively. Below these fields are three buttons: 'Previous Page', 'Save Application', and 'Preview Before Submission'.

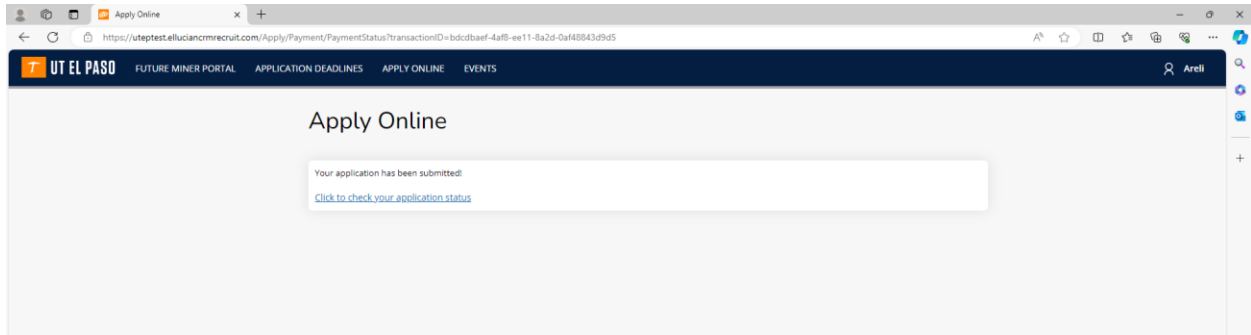
16. You will have the opportunity to check your information and go back and make changes if necessary. After reviewing your information, scroll down and click “Submit Application”.



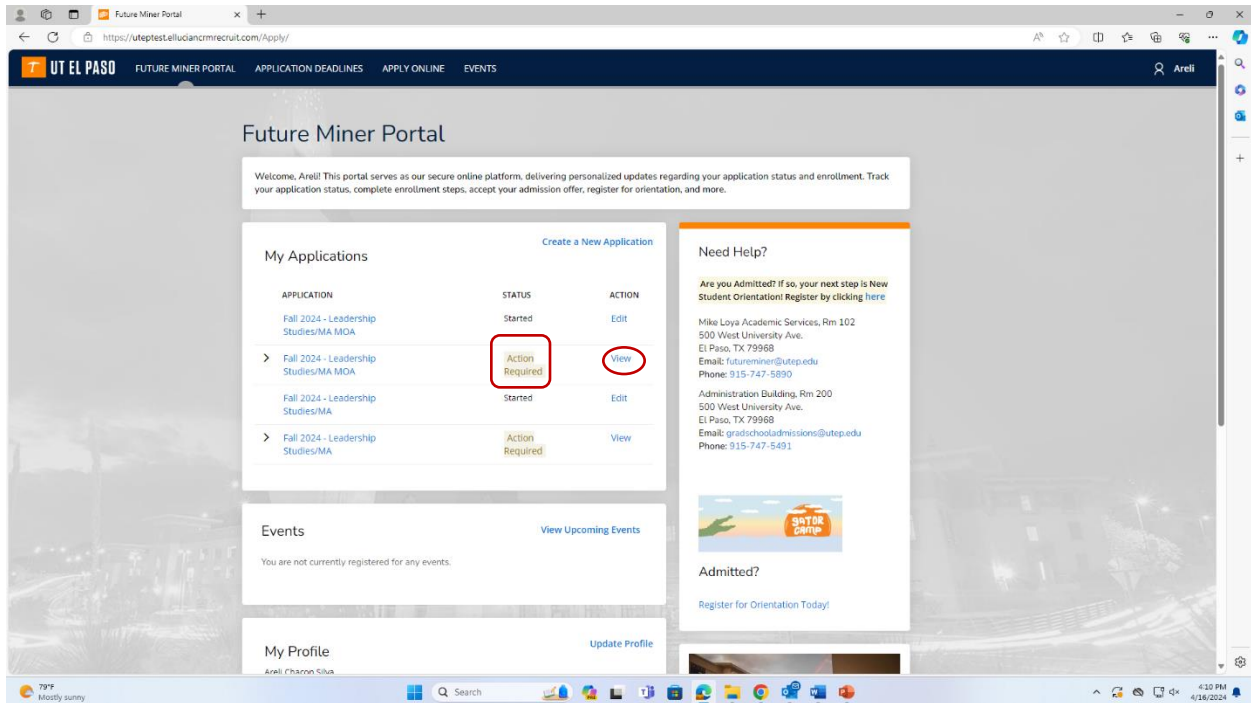
17. You will be taken to the “Order Summary” page, where you will be asked to pay the application fee (\$45.00 Domestic). You can also enter a promo code for a discount if you have one.



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.



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".



20. You will be able to see the “Supplemental Items” required for the M.A. in Leadership Studies. The required admission requirements for the M.A. in Leadership Studies 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 Graduate Certificate, the admission requirements/supplemental items are: **Official Transcripts and Statement of Purpose.**

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This application requires your attention for one or more items.

Fall 2024 - Leadership Studies/MA MOA

Review [Supplemental Items & Documents](#)

ITEM	SUBMISSION STATUS	ACTION
* Recommendation 1 - Upload Please Upload a Professional Recommendation Letter from Professor or Employer.	Not Received	Choose File No file chosen
* Recommendation 2 - Upload Please upload a Professional Recommendation Letter from Professor or Employer.	Not Received	Choose File No file chosen
* Recommendation 3 - Upload Please upload a Professional Recommendation Letter from Professor or Employer.	Not Received	Choose File No file chosen
* Resume/CV	Not Received	Choose File No file chosen
* Statement of Purpose	Not Received	Choose File No file chosen

Recommendation Requests

Note: MAT scores are not required for the MOA program

UT EL PASO FUTURE MINER PORTAL APPLICATION DEADLINES APPLY ONLINE EVENTS Arell

This application requires your attention for one or more items.

Fall 2024 - Leadership Studies/MA MOA

Review [Supplemental Items & Documents](#)

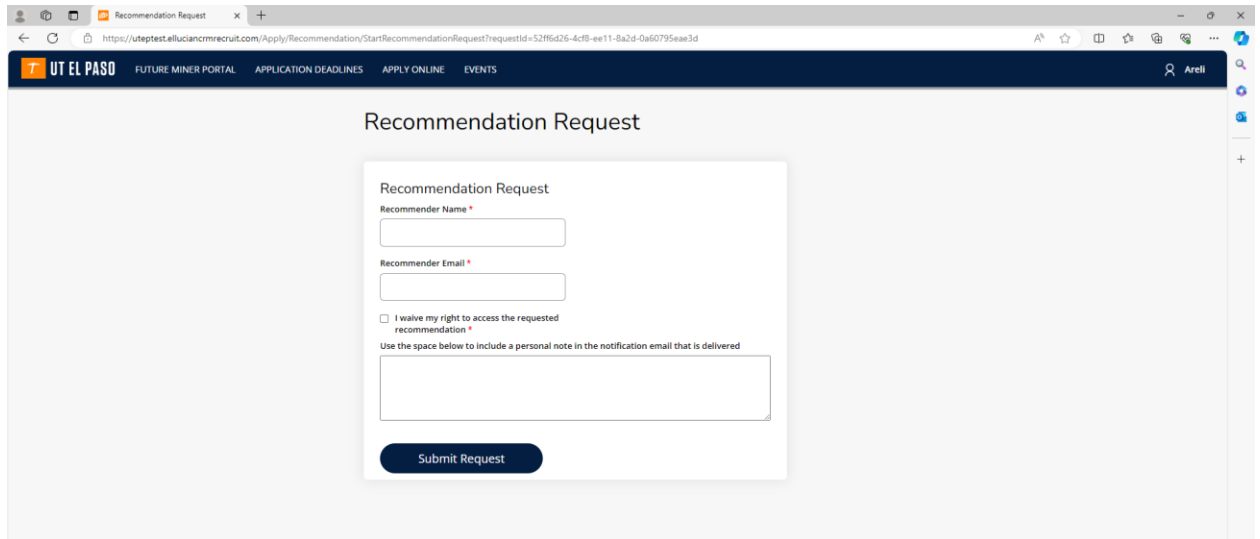
REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Recommendation 2 Professional Recommendation Letter from Professor or Employer.		Not Started		Start
* Recommendation 3 Professional Recommendation Letter from Professor or Employer.		Not Started		Start
* Recommendation 1 Professional Recommendation Letter from Professor or Employer.	Areli Chacon Silva, PhD	Sent	4/15/2024	Cancel

Deferral Request
[Request Deferral](#)
This application currently has no deferral requests

Program Change Requests
[Request Program Change](#)
This application currently has no program change requests

Note: The preferred way to submit letters of recommendation is to send a request to your recommenders and have them send it

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”.



The screenshot shows a web browser window with the URL <https://utepstepelluciancrrmrecruit.com/Apply/Recommendation/StartRecommendationRequest?requestId=52ff6d26-4c8b-ee11-8a2d-0a60795eae3d>. The page header includes the UTEP logo and navigation links: FUTURE MINER PORTAL, APPLICATION DEADLINES, APPLY ONLINE, and EVENTS. The main content area is titled "Recommendation Request" and contains a form with the following fields:

- Recommender Name *
- Recommender Email *
- I waive my right to access the requested recommendation *
- Use the space below to include a personal note in the notification email that is delivered
- Submit Request

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: mlsprogram@utep.edu

jaaguilar20@utep.edu (Program Advisor)

Phone: 915-747-8541

Location: Kelly Hall Room 215