

Graduate Program Application Instructions

Please reference these instructions as you complete the graduate application process. These instructions will answer many frequently asked questions. NOTE: The department cannot provide technical support for the application process. Please contact Hobson Technical Support using the link given in the application.

Before you begin: You must have an active email account. Add support@hobsons.com to your contact list in your personal email account. NOTE: If this is a reapplication, your previous documents and information are not stored on file and you will need to complete the application in its entirety.

Gather the following materials:

- GRE Scores (Official scores must also be sent to the University of Utah using school code: 4853 department code: 0501).
- Digital copy of your CV/ Resume.
- Digital copy of unofficial transcripts from the Registrar's Office at each institution you have attended.
- Digital copy of your Statement of Purpose (2 page maximum).
- Contact information for three references (must have email addresses).
- Credit Card information to pay application fee. The application fee for domestic students is \$55 USD. The application fee for international students is \$65 USD.
- Ensure you are using a supported browser, enable pop up windows, and have Adobe Reader 6.0. Supported browsers are listed in the "System Requirements" link at the bottom of each application page.

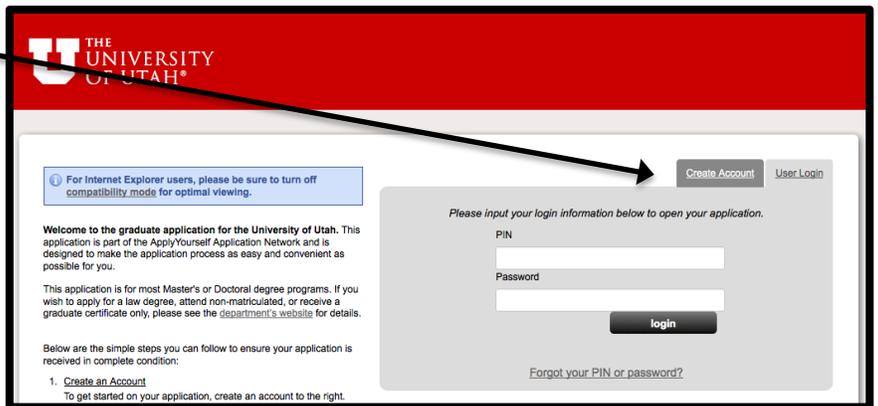
International applicants will also need:

- Proof of financial responsibility for students applying for the I-20 or IAP-66 visas (only needed if applicant is not requesting departmental funding).
- Digital copy of passport with name and picture.
- TOEFL or IELTS scores for international students whose first language is not English (Official scores must also be sent to the University of Utah. Use school code: 4853).
- [Affidavit of Support](#) (only necessary if applicant is NOT requesting departmental funding).

Use the following link to access the application: [University of Utah Graduate Application](#)

Step 1: Create an Account

- Click "Create Account."



The screenshot shows the top of the application website with the University of Utah logo. Below the logo is a blue notification box for Internet Explorer users. The main content area contains a welcome message and a list of steps to follow. The first step is "Create an Account". To the right of the text is a login form with fields for "PIN" and "Password", a "login" button, and a "Forgot your PIN or password?" link. A "Create Account" button is also visible at the top right of the form area. An arrow from the text "Click 'Create Account.'" points to the "Create Account" button.

- Enter information in required fields.

NOTE: The email address you provide in your electronic application will be the primary method of contact for the department. If you must change email address during the application period, you must update your profile in the application and send notification to atmos-office@lists.utah.edu. Directions on how to update your email are listed at the end of this document.

- A confirmation email containing your PIN will be sent to the email address in your profile. You will use your PIN each time you log into the application.

- You must agree to the “Terms of Use” to continue.

Step 2: Begin the Application

Click “Start Application.” This will take you to the “Dashboard.” From here, you can complete your application and submit it.

Dashboard

Click the blue “Start Application” button, which will take you to the “Program Information” page (first page of the application).

- Navigate through the application by using the side navigation bar to click on specific sections.

Step 3: Program Information

- Leave “Campus” as “Salt Lake City Campus.”

- Select your “Intended Graduate Program and Degree” (i.e. Atmospheric Sciences M.S. or Atmospheric Sciences Ph.D.). All applicants should choose Atmospheric Sciences M.S. unless the applicant already has an M.S. degree in Atmospheric Sciences, Meteorology, Mathematics, Engineering, Physics or another physical science.

- Select “No” for “Will you be applying for a joint/dual degree program?”

- Emphasis area drop down menus should be filled out with your preferred research area.

- Select the application term and year. The department only accepts applications for fall semester.

- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

Step 4: Personal Data

- Enter your information in the required fields.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Personal Data' form within the 'Application for Admission' system. The left sidebar contains a navigation menu with 'Personal Data' highlighted. The main content area has a red header with 'Personal Data' and 'Save' and 'Save & Continue' buttons. Below the header, there is a note: 'Questions marked with an (*) asterisk are required and must be answered.' and a FERPA notice: 'Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA)'. The form fields include: 'Applicant Name' (with sub-fields for First/Given *, Middle, and Last/Family/Surname *), 'Preferred First Name', and 'Other Names Used' (with sub-fields for First/Given and Middle).

Step 5: Contact Information

- Enter your information in the required fields.
- NOTE: The email address you provided in your profile must match the email address entered here.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Contact Information' form. The left sidebar has 'Contact Information' highlighted. The main content area has a red header with 'Contact Information' and 'Save' and 'Save & Continue' buttons. Below the header, there is a note: 'Questions marked with an (*) asterisk are required and must be answered.' and a disclaimer: 'Directory information is considered to be public information unless you request that it be kept confidential. Please contact the Registrar's Office for more information.' The form fields include: 'Mailing Address' (with sub-fields for Address (Line 1) *, Address (Line 2), Province/Territory, City, U.S. State (a dropdown menu), and Postal Code (with a pattern hint: ##### or #####-####)).

Step 6: Permanent Address

- Enter your information in the required fields.
- This information will prepopulate if you indicated that your home and permanent addresses are the same.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Permanent Address' form. The left sidebar has 'Permanent Address' highlighted. The main content area has a red header with 'Permanent Address' and 'Save' and 'Save & Continue' buttons. Below the header, there is a note: 'Questions marked with an (*) asterisk are required and must be answered.' and a note: 'If you require a Visa, this MUST be your home country address.' The form fields include: 'Permanent Address' (with sub-fields for Address (Line 1), Address (Line 2), Province/Territory, City, U.S. State (a dropdown menu), and Postal Code (with a pattern hint: ##### or #####-####)). There is also a 'Country' dropdown menu with 'UNITED STATES' selected.

Step 7: Federal and Grant Reporting

- The only question that is required is “What is your first language?” All other answers are voluntary. Enter all information you choose to disclose.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Federal and Grant Reporting' section of the application form. The left sidebar contains a navigation menu with 'Federal and Grant Reporting' highlighted. The main content area has a red header with the title and 'Save' and 'Save & Continue' buttons. Below the header, there are instructions: 'Questions marked with an (*) asterisk are required and must be answered.' The 'Ethnic Origin' section asks the user to choose the best descriptor, with a list of categories including AMERICAN INDIAN OR ALASKA NATIVE, ASIAN, BLACK OR AFRICAN AMERICAN, and NATIVE HAWAIIAN OR PACIFIC ISLANDER. The 'Languages' section asks for the first language, with a dropdown menu and a text input field for other languages.

Step 8: Educational History

- Enter your information in the required fields.
- Self-Reported cumulative GPA is required. If needed, a GPA calculator can be found at <http://advising.utah.edu/scholastic-standards/gpa-calculator.php>. Students must have at least a 3.0 cumulative GPA on a 4.0 scale. The last 60 Credit Hours GPA is not needed.
- Enter institution name by clicking “Look Up.” A pop-up window will open. Try to search using the institution name first. If your institution name is not recognized then search by city. Do not enter all fields at one time to search.
- Enter your cumulative GPA for each institution, not your major GPA.

The screenshot shows the 'Educational History' section of the application form. The left sidebar contains a navigation menu with 'Educational History' highlighted. The main content area has a red header with the title and 'Save' and 'Save & Continue' buttons. Below the header, there are instructions: 'Questions marked with an (*) asterisk are required and must be answered.' The 'Undergraduate Major' section has a text input field. The 'GPA Self Reported' section includes a paragraph explaining the GPA calculation process and a link 'How to Calculate your GPA'. Below this are input fields for 'Cumulative Undergraduate GPA' and 'Last 60 Credit Hours GPA'. The 'Previous UofU experience' section asks if the user has ever attended the University of Utah, with radio buttons for 'Yes' and 'No', and a text input field for dates if 'Yes'.

- **Transcripts:** A copy of your unofficial transcript (or mark sheet for international applicants) from each institution you have attended (including the University of Utah) must be uploaded before submitting your application. These unofficial transcripts must come from your institution’s Registrar’s Office. Do not upload unofficial transcripts, DARS reports, etc. that you can download from your online student records. Official transcripts do NOT need to be sent to the University of Utah at the time of application. If you are admitted to the program, only then should you send official transcripts to the University.
- Click “Upload Document”
- A pop-up window will open.
- Click “Browse...” and choose the file to upload from your computer.
- Click “Upload Document.”
- Repeat as needed.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

Step 9: Residency

- Enter your information in the required fields. If you fail to complete all questions in the residency section of the application, you will automatically be classified as a non-resident for tuition purposes.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Residency' section of the application form. The left sidebar contains a navigation menu with 'Residency' highlighted. The main content area has a red header with 'Residency' and 'Submit Application' buttons. Below the header, there are instructions and a form with the following fields:

- Country of legal residence: * (Dropdown menu with 'UNITED STATES' selected)
- If you selected the United States, please indicate your state of legal residence in the U.S. (Dropdown menu)
- Do you consider yourself a resident of Utah? (Radio buttons for Yes and No)
- Are you currently living in Utah? if yes, please indicate how long. (Dropdown menu with 'Select One' selected)
- Do you have a valid driver's license? (Radio buttons for Yes and No)

International Applicants ONLY:

- Enter your information in the required fields.
- Please be aware that TOEFL or IELTS scores must be less than 2 years old at the time of application. TOEFL or IELTS scores must also be sent to the University of Utah by using school code: 4853
- You have the option to upload the “Proof of Financial Responsibility.” This is NOT required at this time. If the department provides funding, this information will not be required.
- All international applicants must also upload a copy of their passport with their name and picture.
- Please upload an [Affidavit of Support](#) if you are receiving funding from an outside source, such as military or government. If you are requesting funding from the department, the Affidavit of Support will not be needed at this time.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'International' section of the application form. The left sidebar contains a navigation menu with 'International' highlighted. The main content area has a red header with 'International' and 'Submit Application' buttons. Below the header, there are instructions and a form with the following fields:

- Country of Citizenship * (Dropdown menu with 'Select One' selected)
- Country of Birth * (Dropdown menu with 'Select One' selected)
- English Proficiency section with a paragraph of instructions and links for TOEFL and IELTS registration.
- Test Type: (Dropdown menu with 'Select One' selected)
- Self-Reported TOEFL or IELTS: (Form with 'Score' label)
- Test Date: (Form with 'MM/YYYY' label)

If you are an international applicant and you do not see this screen, please refer back to the Personal Data page. Make sure you have selected the correct answer in the Citizenship drop down menu and then click “Save.” The International page should now appear. If it does not please contact technical support by clicking “Technical Support” at the top of the page.

Step 10: Additional Information

- Financial Support: Our department only allows full-time students. Most of our graduate students receive financial support through Research Assistantships. Students are encouraged to apply for financial support if funding is needed.
- If you have already secured funding by an outside source (such as a private or government agency, international military etc.), please indicate that here and explain the funding source.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Additional Information' section of the application form. The left sidebar contains a navigation menu with 'Additional Information' highlighted. The main content area has a red header with 'Additional Information' and 'Save' and 'Save & Continue' buttons. Below the header, there is a note: 'Questions marked with an (*) asterisk are required and must be answered.' The section is titled 'Financial Support' and contains the following questions and options:

- Do you intend to complete your degree as a full-time or part-time student?
 - Full-time student
 - Part-time studentNot all departments allow part-time. Please see department website for details.
- Are you interested in receiving financial support?
 - Yes NoNot all departments offer financial assistance. Please refer to your department's website for details.
- If yes, what type?
 - No Preference
 - Federally Financed Traineeship
 - Graduate Assistantship
 - Research Assistantship
 - Research Fellowship
 - Scholarship
 - Teaching Assistantship
 - Teaching Fellowship
 - Tuition Waiver

Step 11: GRE Scores

- Enter your information in the required fields.
- Please be aware that GRE scores must be less than 5 years old at the time of application. Our department does NOT accept GMAT scores.
- Official GRE scores should be sent to the University of Utah by using school code: 4853 and department code: 0501.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'GRE GMAT Scores' section of the application form. The left sidebar contains a navigation menu with 'GRE GMAT Scores' highlighted. The main content area has a red header with 'GRE GMAT Scores' and 'Save' and 'Save & Continue' buttons. Below the header, there is a note: 'Questions marked with an (*) asterisk are required and must be answered.' The section is titled 'GRE or GMAT' and contains the following information and input fields:

- Each academic department or program defines specific exam requirements. Refer to your department's website for details. All test scores will be verified as part of your Graduate School Application. Please provide self-reported information below.
- GRE Verbal Score: Score [input] % [input] Percentile
- GRE Quantitative Score: Score [input] % [input] Percentile
- GRE Analytical Writing Score: Score [input] % [input] Percentile
- Date GRE test was taken: [input] mm/dd/yyyy
- GRE registration number: [input]
- GMAT Verbal Score: Score [input] % [input] Percentile
- GMAT Quantitative Score: Score [input] % [input] Percentile
- GMAT Analytical Writing Score: Score [input] % [input] Percentile
- GMAT Overall Score: Score [input] % [input] Percentile

Step 12: Curriculum Vitae/ Resume

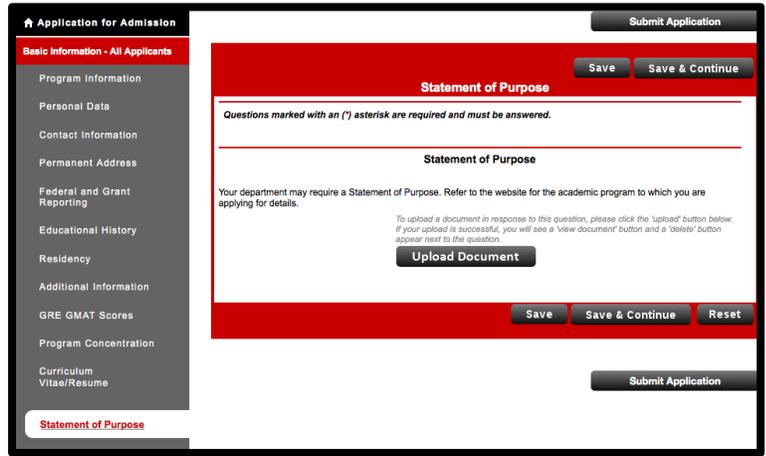
- Click “Upload Document.” A pop-up window will open.
- Click “Browse...” and choose the file on your computer to upload.
- You can move to the next section by clicking “Save and Continue” or by clicking “Save” and using the side navigation bar.

The screenshot shows the 'Curriculum Vitae/Resume' section of the application form. The left sidebar contains a navigation menu with 'Curriculum Vitae/Resume' highlighted. The main content area has a red header with 'Curriculum Vitae/Resume' and 'Save' and 'Save & Continue' buttons. Below the header, there is a note: 'Questions marked with an (*) asterisk are required and must be answered.' The section is titled 'Curriculum Vitae/Resume' and contains the following information and input fields:

- Your department may require a CV/Resume. Refer to the website for the academic program to which you are applying for details.
- To upload a document in response to this question, please click the 'upload' button below. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.
- Upload Document [button]
- Save [button] Save & Continue [button] Reset [button]

Step 13: Statement of Purpose

- Click "Upload Document." A pop-up window will open.
- Click "Browse..." and choose the file on your computer to upload.
- You can move to the next section by clicking "Save and Continue" or by clicking "Save" and using the side navigation bar.

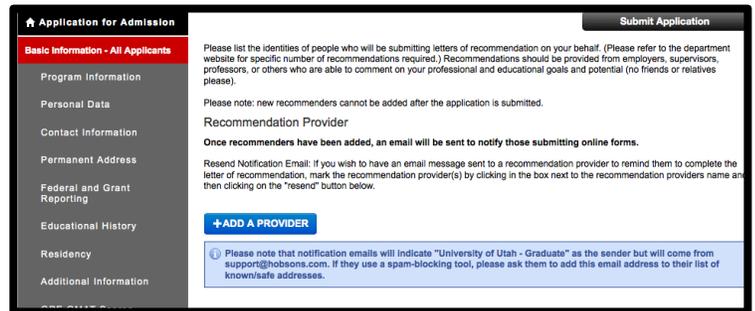
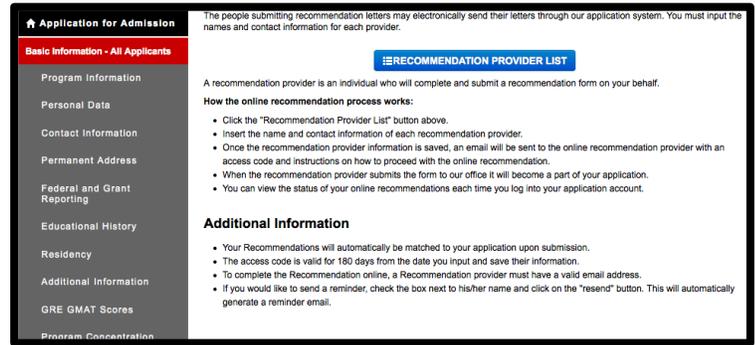


SKIP THE POST SUBMISSION SCREEN

Step 14: Recommendations

- Read ALL instructions, including the section labeled "Additional Information."
- Click "Recommendation Provider List."

- Read ALL instructions.
- Please inform the individuals that are providing a reference that they will be receiving directions via email. They should add support@hobsons.com to their contact list so that the instructions are not sent to their spam folder.
- Add a recommender by clicking "Add A Provider."



- Enter the recommender's contact information in the open fields.
- The department requests that you waive the right to examine letters of recommendation. Please click "Yes" here.
- All letters of recommendation MUST be submitted online for our department. Please click "Yes" here.
- Click "Save" at the bottom of the page.

- This screen will appear confirming that the information was accepted.
- Click on the recommender's name to edit their information.
- Add additional recommenders by following the same steps. Three letters of recommendation are required.
- You do not need to wait for all three recommendations to be submitted before you submit your application. Online recommendations received after submission will automatically be matched to your application. Please remember that it is your responsibility to make sure the required number of recommendations are submitted no later than one week after the application submission deadline.

Step 15: Check Your Application

- Click on “Check Your Application” to ensure all sections of the application are complete. Anything listed on this page is incomplete and must be finished in order for you to be considered for admission.
- Once you are ready to submit your application, click “Application for Admission.”

SECTION NAME	QUESTION NAME
Educational History	Cumulative Undergraduate GPA: *
Educational History	Undergraduate Major: *
Educational History	Have you ever attended the University of Utah? *
Additional Information	Are you a McNair Scholar? *
Additional Information	Are you a participant in the Vietnam Education Foundation? *
Contact Information	Email Address *
Contact Information	Country *
Federal and Grant Reporting	What is your first language? *
Permanent Address	Country
Personal Data	Date of Birth *
Curriculum Vitae/Resume	Please upload a copy of your curriculum vitae-resume.
Personal Data	First/Given *
Personal Data	Last/Family/Surname *
Statement of Purpose	Please upload a copy of your statement of purpose.
Personal Data	Are you a U.S. citizen? *
Residency	Country of legal residence: *
Additional Information	Are you interested in receiving financial support?
Educational History	Please upload a copy of your college transcripts. Uploading pdf documents works best.
Required Number of Recommendation(s) have not been provided	Add Recommendation

Step 16: Submission

- Print your application before submission if you would like to keep a copy. You will not be able to access the application after submission.
- Click “Submit Application.”
- Enter payment information. Applications without payment cannot be considered for admission.
- Note that the application system operates on Eastern Standard Time (EST). If you submit your application close to midnight on the deadline date, your confirmation will show that it was submitted the next day, according to EST. The submission deadline time is at midnight Mountain Standard Time.

Welcome, Jane! Your application is in progress.

Thank you for your interest in the University of Utah.

- This application can be completed online and submitted electronically once you have answered all required questions. You do not have to complete the online application in one sitting – you may access your application and change your answers as many times as you like with your PIN and password from any computer with internet access.
- To navigate through the system, please use the navigational links located on the left of your screen.
- Once you have completed the application forms to your satisfaction, you should submit your application by clicking the “Submit Application” button. This will take you through the steps to electronically submit your application to our office.
- Please note that you can submit your application only once and that once submitted, you will not be able to make changes to your application information using the online application system.

Nondiscrimination: The University of Utah complies with all state and federal nondiscrimination and equal opportunity law. University of Utah admission policies apply to all prospective students without regard to race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression and status as a Protected Veteran. The following University employee has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Manager, Office of Equal Opportunity & Affirmative Action, 201 So. Presidents Circle, Rm 135, Salt Lake City, UT 84112, (801)581-8365(voice/tty), or online at www.oeo.utah.edu.

[Click here to start your application.](#)

Updating Password and/or Email Address:

- Begin at the home screen.
- Click “Profile.”
- A pop-up window will appear. Update information as necessary.
- Click “Update Account” at the bottom of the screen.

Account Profile

* indicates a required question

PIN:

First/Given Name*: Jane
Last or Family Name*: Doe
Email Address*: michelle.brooks@utah.edu

The following two items will be used to validate yourself in case you lose or forget your PIN and/or password.

Birth date*: 1/1/1989 (mm/dd/yyyy)
Zip/Postal Code*: 84112

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 of the following special characters: !@#\$%^&*()_+~=-|[]{}<>?/, Spaces are not allowed.

Password*:
Confirm Password*:

Upon creating your account, your name and email will be available to our institution. Do you want your other contact information (including your phone number, SSN if applicable, and address) to also be viewable by our institution before application submission?

Yes No