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 are no longer required but may be included as supplementary information (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 focusing on your professional and personal interests (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.
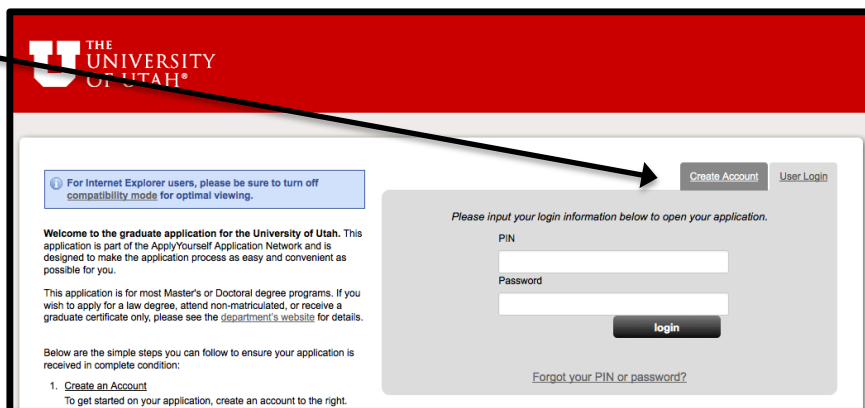- Ensure you are using a supported browser, enable pop up windows, and have Adobe Reader 6.0.

International Students 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."

- 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.

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.

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.

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.

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.

- 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.

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.

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.

Step 11: GRE Scores

- GRE scores are no longer required but may be included as supplementary material.
- Official GRE scores may 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.

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.

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.
- The 2-page Statement of Purpose should describe your professional and personal interests; previous academic and research experience including any honors, prizes, and publications; service or educational work (tutoring, teaching, outreach, etc.); research-interests that may align with faculty members; and other information that you feel would be useful in evaluating your application.   The Department is dedicated to creating a highly inclusive environment. Please describe how you will contribute to this mission as a graduate student.

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."

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.

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.