

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. You may request from atmos-office@lists.utah.edu a code to have the application fee waived.
- Ensure you are using a supported browser, enable pop up windows, and have Adobe Reader 6.0.

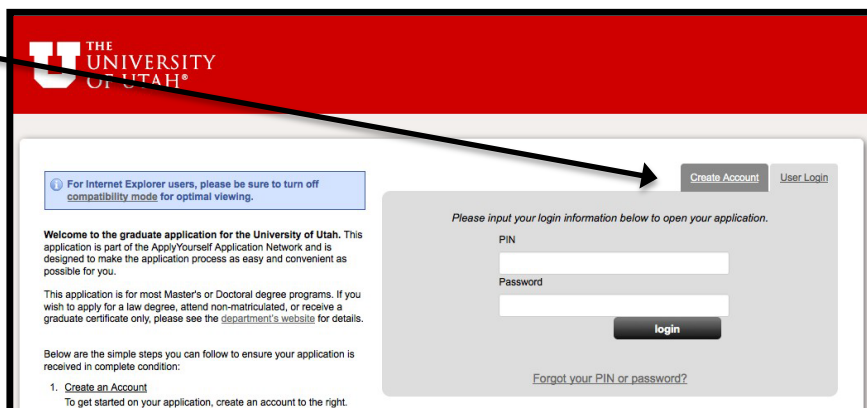
International Students will also need:

- 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."



The screenshot shows the University of Utah Graduate Application website. At the top is the University of Utah logo. Below it, there's a blue banner with a message for Internet Explorer users. The main content area is divided into two columns. The left column contains a welcome message and instructions for new users. The right column contains a login form with fields for PIN and Password, a 'login' button, and a link for 'Forgot your PIN or password?'. Above the login form are buttons for 'Create Account' and 'User Login'. An arrow points from the 'Create Account' button to the 'Step 1: Create an Account' section of the document.

- 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 'Submit Application' buttons. Below the header, there are instructions: 'Questions marked with an (*) asterisk are required and must be answered.' and a note about FERPA. The form fields include 'Applicant Name' (First/Given, Middle, Last/Family/Surname, Preferred First Name) and 'Other Names Used' (First/Given, Middle). There are 'Save' and 'Save & Continue' buttons at the top right.

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 within the 'Application for Admission' system. The left sidebar contains a navigation menu with 'Contact Information' highlighted. The main content area has a red header with 'Contact Information' and 'Submit Application' buttons. Below the header, there are instructions: 'Questions marked with an (*) asterisk are required and must be answered.' and a note about directory information. The form fields include 'Mailing Address' (Address (Line 1), Address (Line 2), Province/Territory, City, U.S. State, Postal Code) and a 'PRINT FORMS' button at the bottom left.

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 within the 'Application for Admission' system. The left sidebar contains a navigation menu with 'Permanent Address' highlighted. The main content area has a red header with 'Permanent Address' and 'Submit Application' buttons. Below the header, there are instructions: 'Questions marked with an (*) asterisk are required and must be answered.' and a note about visa requirements. The form fields include 'Permanent Address' (Address (Line 1), Address (Line 2), Province/Territory, City, U.S. State, Postal Code, Country) and a 'PRINT FORMS' button at the bottom left.

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. On the left is a sidebar with navigation links: 'Application for Admission', 'Basic Information - All Applicants', 'Program Information', 'Personal Data', 'Contact Information', 'Permanent Address', 'Federal and Grant Reporting' (highlighted), 'Educational History', 'Residency', 'Additional Information', 'Post Submission', 'Important Links', 'Recommendations', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. The main content area has a red header with 'Federal and Grant Reporting' and buttons for 'Save' and 'Save & Continue'. Below the header, it says 'Questions marked with an (*) asterisk are required and must be answered.' The first section is 'Ethnic Origin' with the instruction 'Choose the one that best describes you. This section is optional.' It asks 'Do you consider yourself to be Latino or Hispanic?' with 'Yes' and 'No' radio buttons. Below that, it asks 'Please select one or more of the following racial categories to describe yourself.' with a list box containing: 'AMERICAN INDIAN OR ALASKA NATIVE', 'ASIAN', 'BLACK OR AFRICAN AMERICAN', and 'NATIVE HAWAIIAN OR PACIFIC ISLANDER'. A note says 'Hold CTRL to select more than one response.' The next section is 'Languages' with the question 'What is your first language? *' and a 'Select One' dropdown menu. A note below says 'If "Other" language was selected, please specify' with a text input field.

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. The sidebar is identical to the previous screenshot, with 'Educational History' highlighted. The main content area has a red header with 'Educational History' and buttons for 'Save' and 'Save & Continue'. Below the header, it says 'Questions marked with an (*) asterisk are required and must be answered.' The first section is 'Undergraduate Major' with the label 'Undergraduate Major: *' and a text input field. The next section is 'GPA Self Reported' with the instruction 'Your undergraduate GPA will be verified as part of your Graduate School Application. Please provide self-reported information below. The Graduate School requires an undergraduate GPA of 3.00 or higher. If your undergraduate GPA is less than 3.00, we will calculate a GPA on the last 60 semester or 90 quarter hours of your undergraduate course work. Please use the essay areas of this application to provide information regarding a low GPA.' Below this is a link 'How to Calculate your GPA'. There are two input fields: 'Cumulative Undergraduate GPA: *' and 'Last 60 Credit Hours GPA:'. The next section is 'Previous UofU experience' with the question 'Have you ever attended the University of Utah? *' and 'Yes' and 'No' radio buttons. Below that, it says 'If yes, please list your dates of' with two input fields.

- **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 for Admission' form. The left sidebar contains a navigation menu with options: Program Information, Personal Data, Contact Information, Permanent Address, Federal and Grant Reporting, Educational History, Residency (highlighted), Additional Information, Post Submission, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. The main content area is titled 'Residency' and includes a 'Submit Application' button at the top right. Below the title, there are 'Save' and 'Save & Continue' buttons. The text states: 'Questions marked with an (*) asterisk are required and must be answered. The Admissions Office adheres to the state law, Utah Code 53B-8-102, "Definition of resident student" to determine your initial residency classification. IF YOU FAIL TO COMPLETE ALL QUESTIONS IN THE RESIDENCY SECTION ON THIS APPLICATION, YOU WILL BE CLASSIFIED AS A NON-RESIDENT FOR TUITION PURPOSES. For questions regarding residency, please contact our [residency division](#).' The 'Residency for Tuition Purposes' section includes a dropdown for 'Country of legal residence:' with 'UNITED STATES' selected. Below this, it asks 'If you selected the United States, please indicate your state of legal residence in the U.S.' with a dropdown. It also has radio buttons for 'Do you consider yourself a resident of Utah?' (Yes/No) and a dropdown for 'Are you currently living in Utah? if yes, please indicate how long.' (Select One). At the bottom, it asks 'Do you have a valid driver's license?' (Yes/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 for Admission' form. The left sidebar is identical to the previous screenshot, with 'International' highlighted in the navigation menu. The main content area is titled 'International' and includes a 'Submit Application' button at the top right. Below the title, there are 'Save' and 'Save & Continue' buttons. The text states: 'Questions marked with an (*) asterisk are required and must be answered.' The 'Student Citizenship' section includes dropdowns for 'Country of Citizenship *' and 'Country of Birth *', both with 'Select One' selected. The 'English Proficiency' section includes a paragraph: 'A minimum score of 80 iBT (500 pBT) or better on the Test of English as a Foreign Language (TOEFL) or a minimum band score of 6.5 or better on the IELTS test for applicants whose first language is not English (Minimum TOEFL/IELTS requirements subject to change). No application will be considered without these test results. Many graduate departments require an English proficiency score above the minimum requirements. Applicants should check with their major department to determine the requirements. Applicants with an undergraduate or graduate degree from an accredited college or university in the U.S. may not be required to take the TOEFL. TOEFL and IELTS scores must be sent directly from ETS (TOEFL) or the test center where you took the IELTS.' Below this, there are links: 'Register for the TOEFL' and 'Register for the IELTS'. The 'Test Type:' dropdown has 'Select One' selected. The 'Self-Reported TOEFL or IELTS:' section has a 'Score' input field. The 'Test Date:' section has a date input field.

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 buttons for 'Save' and 'Save & Continue'. Below the header, there is a section titled 'Financial Support' with the question 'Do you intend to complete your degree as a full-time or part-time student?' and radio buttons for 'Full-time student' and 'Part-time student'. A note states 'Not all departments allow part-time. Please see department website for details.' Another question asks 'Are you interested in receiving financial support?' with radio buttons for 'Yes' and 'No', followed by a note 'Not all departments offer financial assistance. Please refer to your department's website for details.' A third question asks 'If yes, what type?' with a list of checkboxes: 'No Preference', 'Federally Financed Traineeship', 'Graduate Assistantship', 'Research Assistantship', 'Research Fellowship', 'Scholarship', 'Teaching Assistantship', 'Teaching Fellowship', and 'Tuition Waiver'. At the bottom of the sidebar is a 'PRINT FORMS' button.

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.

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 buttons for 'Save' and 'Save & Continue'. Below the header, there is a section titled 'GRE or GMAT' with the text '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.' There are input fields for 'GRE Verbal Score' and 'GRE Quantitative Score', each with 'Score' and 'Percentile' sub-fields. There is also a 'GRE Analytical Writing Score' field with 'Score' and 'Percentile' sub-fields. A 'Date GRE test was taken' field with a date picker is present. A 'GRE registration number' field is also shown. Below these are similar input fields for 'GMAT Verbal Score', 'GMAT Quantitative Score', 'GMAT Analytical Writing Score', and 'GMAT Overall Score'. At the bottom of the sidebar is a 'PRINT FORMS' button.

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 buttons for 'Save' and 'Save & Continue'. Below the header, there is a section titled 'Curriculum Vitae/Resume' with the text 'Your department may require a CV/Resume. Refer to the website for the academic program to which you are applying for details.' A note states '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.' An 'Upload Document' button is present. At the bottom of the sidebar is a 'PRINT FORMS' button. At the bottom of the main content area are buttons for 'Save', 'Save & Continue', and 'Reset'. A 'Submit Application' button is at the very bottom.

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.”

The screenshot shows the 'Statement of Purpose' section of the application portal. On the left is a sidebar with a navigation menu: 'Application for Admission', 'Basic Information - All Applicants', 'Program Information', 'Personal Data', 'Contact Information', 'Permanent Address', 'Federal and Grant Reporting', 'Educational History', 'Residency', 'Additional Information', 'GRE GMAT Scores', 'Program Concentration', 'Curriculum Vitae/Resume', and 'Statement of Purpose' (highlighted). The main content area has a red header with 'Statement of Purpose' and buttons for 'Save' and 'Save & Continue'. Below the header, it states: 'Questions marked with an (*) asterisk are required and must be answered.' The 'Statement of Purpose' section contains the instruction: 'Your department may require a Statement of Purpose. Refer to the website for the academic program to which you are applying for details.' Below this is a note: '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.' There is an 'Upload Document' button. At the bottom of the main content area are buttons for 'Save', 'Save & Continue', and 'Reset'. A 'Submit Application' button is located at the bottom right of the sidebar.

The screenshot shows the 'Recommendation Provider List' section of the application portal. The sidebar is identical to the previous screenshot, with 'Recommendation Provider List' highlighted in the navigation menu. The main content area has a red header with 'RECOMMENDATION PROVIDER LIST'. Below the header, it states: 'The people submitting recommendation letters may electronically send their letters through our application system. You must input the names and contact information for each provider.' It then says: 'A recommendation provider is an individual who will complete and submit a recommendation form on your behalf.' Below this is a section titled 'How the online recommendation process works:' with three bullet points: 'Click the "Recommendation Provider List" button above.', 'Once the recommendation provider information is saved, an email will be sent to the online recommendation provider with an access code and instructions on how to proceed with the online recommendation.', and 'When the recommendation provider submits the form to our office it will become a part of your application.' Below this is a section titled 'Additional Information' with three bullet points: 'Your Recommendations will automatically be matched to your application upon submission.', 'The access code is valid for 180 days from the date you input and save their information.', and 'To complete the Recommendation online, a Recommendation provider must have a valid email address.' Below this is a section titled 'Resend Notification Email:' with the instruction: 'If you wish to have an email message sent to a recommendation provider to remind them to complete the letter of recommendation, mark the recommendation provider(s) by clicking in the box next to the recommendation providers name and then clicking on the "Resend" button below.' There is a '+ADD A PROVIDER' button. At the bottom of the main content area is a note: 'Please note that notification emails will indicate "University of Utah - Graduate" as the sender but will come from support@hobsons.com. If they use a spam-blocking tool, please ask them to add this email address to their list of known/safe addresses.'

The screenshot shows the 'Add A Provider' section of the application portal. The sidebar is identical to the previous screenshots, with 'Add A Provider' highlighted in the navigation menu. The main content area has a red header with 'ADD A PROVIDER'. Below the header, it states: 'Please list the identities of people who will be submitting letters of recommendation on your behalf. (Please refer to the department website for specific number of recommendations required.) Recommendations should be provided from employers, supervisors, professors, or others who are able to comment on your professional and educational goals and potential (no friends or relatives please).' Below this is a section titled 'Recommendation Provider' with the instruction: 'Please note: new recommenders cannot be added after the application is submitted.' Below this is a section titled 'Once recommenders have been added, an email will be sent to notify those submitting online forms.' Below this is a section titled 'Resend Notification Email:' with the instruction: 'If you wish to have an email message sent to a recommendation provider to remind them to complete the letter of recommendation, mark the recommendation provider(s) by clicking in the box next to the recommendation providers name and then clicking on the "Resend" button below.' There is a '+ADD A PROVIDER' button. At the bottom of the main content area is a note: 'Please note that notification emails will indicate "University of Utah - Graduate" as the sender but will come from support@hobsons.com. If they use a spam-blocking tool, please ask them to add this email address to their list of known/safe addresses.'

- 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.

- 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.”

★ Application for Admission

Basic Information - All Applicants

- Program Information
- Personal Data
- Contact Information
- Permanent Address
- Federal and Grant Reporting
- Educational History
- Residency
- Additional Information
- GRE GMAT Scores
- Program Concentration
- Curriculum Vitae/Resume
- Statement of Purpose
- Post Submission

Important Links

- Recommendations
- Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Application Status: Incomplete

The following required questions have not been completed. Please note that this list refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

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

- 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.

★ Application for Admission

Basic Information - All Applicants

Program Information

Personal Data

Contact Information

Permanent Address

Federal and Grant Reporting

Educational History

Residency

Additional Information

GRE GMAT Scores

Program Concentration

Curriculum Vitae/Resume

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)561-8365(voice/tty), or online at www.oeo.utah.edu.

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

★ START APPLICATION

APPLICATION INSTRUCTIONS

Submit Application

- 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.

1 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

i A confirmation email containing your account information will be automatically sent to the email address provided above.

Update Account