

UOnline Application Checklist



This checklist will ensure you have completed all documents necessary to submit your application for one of the University of Miami's online programs. You can create your student profile and begin your application at any time.

You do not need to submit your application all at once and can upload documents at a later time. Once you upload and submit all required documents, contact your enrollment advisor for final confirmation to ensure the file is ready for review.

If you have any questions about your application or the documents required, please contact an enrollment advisor at **800.411.2290 ext. 1** or request information at www.miami.edu/online.

1 Official Transcripts

Please request official transcripts from ALL academic institutions listed on your application. Upload any unofficial transcripts to the online application (Please note: Any transcripts uploaded to the application can be used to determine application status, but are not considered official).

Send official transcripts electronically (preferred) or by regular mail:

Electronically: etranscripts@miami.edu

By mail:

Attn: UOnline Enrollment

PO Box 248272

Coral Gables, FL. 33146 - 2991

2 Test Scores (if applicable)

Test scores must be no more than 5 years old and must be valid at the time of admission. Unofficial test scores may be uploaded to the online application for an admissions decision. Official test scores should be sent to UM using the following school codes:

GRE & TOEFL CODE :

Institution: 5815

Department (All UOnline programs): 4405

College of Arts & Sciences- UOnline Master of Public Administration: 7NV-HM-66

School of Education- UOnline EdD of Applied Learning Sciences: 7NV-HM-66

GRE preferred, but MCAT, LSAT, or GMAT score may be accepted. International students who do not hold an undergraduate and/or graduate degree from the U.S. must also submit their Test of English as a Foreign Language (TOEFL) score.

To schedule the GRE or TOEFL please contact the Educational Testing Service to schedule an appointment by visiting their website at www.gre.org or calling **(800) GRE-CALL**.

3 Resume

Please upload an up-to-date resume that lists your employment history, academic history, publications, military experience, leadership roles, honors/awards, community activities and volunteering efforts.

4 Personal Statement

Please upload a one-page personal statement addressing your interest in the program you have chosen in relation to your professional background and career aspirations.

5 (3) Letters of Recommendation

Recommenders automatically receive an email to fill out your recommendation online, so please remember to contact your recommenders before you enter their information into the application. You can then track the status of each recommendation in the online application. Recommendations must be received by the application deadline to be considered for admissions.

We recommend requesting letters from professional or academic references who are able to provide an accurate assessment of your performance while under their supervision and can speak to why you would be a good fit for the program. Please refrain from using personal contacts.

Once You Complete Your Documents

FAFSA

Students utilizing student loans to pay for their program must complete the FAFSA during the application process. Please make sure to complete the FAFSA that corresponds to the academic year for which you are applying. To start your FAFSA please visit studentaid.gov.

Student Readiness Orientation

Admitted students will need to complete a mandatory online Student Readiness Orientation (SRO) within 4 weeks of accepting their admissions offer in order to be eligible to start class. Please note that students admitted closer to the final admissions deadline will have less than 4 weeks to complete the SRO.