

## **Documents required for Application to the program**

**Please keep in mind** just because your application has been submitted does not mean your application is complete. Make sure you have uploaded all the requested documents to the appropriate upload section on the Document Upload page. **Just Because a W number has been issued** does not mean your application is complete. When you begin your application 2 separate applications are generated. The first is an inquiry and the second is an application to the program. **Make sure you complete the second application** to the program, not the inquiry.

**Please make sure to hit the upload button** once you have chosen a file. If a document has been successfully uploaded, directly below that you will see: attachment name, created date, and a remove button.

**When you enter recommender contact information** on the Recommendations page, the system generates an automatic request to your recommender. Once they submit their recommendation, you will receive a confirmation email that it is submitted. All 3 recommendations must be submitted for your application to be complete.

Please email Bonnie Swope at [Bswope1@uwyo.edu](mailto:Bswope1@uwyo.edu) she can help you with uploading documents, changing the term on your application and what documents still need uploaded in your application.

### **Documents required for Application to the program:**

1. Upload unofficial copies of your transcripts (even transcripts from institutions you have transferred from).
  - Unofficial transcripts and test scores that are uploaded will only be used for the review of your application by the graduate department
2. Three letters of recommendation. In the application portal a request will be sent to your recommenders once you have entered their email address.
  - **Once a recommender has submitted their recommendation**, you will not be able to remove them from your application.
  - **To resend the recommendation request email or send to a different email address:** Delete the recommender and then add them again. Update the email address if necessary
  - **To remove a recommender:** Delete the recommender. Please note that doing this will not recall the initial recommendation request email. If the recommender attempts to submit a recommendation after you have removed them, they will receive an error. We encourage contacting any recommender you are removing to let them know that their recommendation is no longer needed.
  - **Adding more than 3 Recommenders:** The maximum number of required recommenders for any UW graduate program is 3. We advise not requesting more than 3 recommenders. If you feel that adding an additional recommender is vital to your application, please contact the UW Admissions Office at 307-766-5160 or [admissions@uwyo.edu](mailto:admissions@uwyo.edu).

3. Test Scores (GRE, GMAT, TOEFL) if required by the program.
  - **Please make sure you upload all the required documents for your program.** Please upload any test scores in the Unofficial College Transcripts section.
  - **Please upload waiver information here if you wish to have the GRE waived.** If one of the following applies to you, a waiver of the GRE can be requested. Please provide proof and upload to the GRE section of your application. **The GRE may be waived under the following conditions:**
    - a. The applicant has a minimum 4 years full-time Higher Education Administration experience at the director (of higher) level.
    - Or
    - b. Applicant is the first sole author on a peer-reviewed journal article or is the first or sole author on at least two edited book chapters. No other publications or writing samples will be considered.
4. Current Academic Resume
5. Agree to admission term and submit your application.
6. Please see/click the link below for guidelines for the required documents: <http://www.uwyo.edu/clad/instech/admission-requirements.html>. Then select the degree you are applying to and scroll down to required documents section, then please select (see guidelines).
7. **Faculty will only review applications that are complete.** Please be sure to double check that all documents have been uploaded, once you have finished your application. If you have any questions please feel free to email me anytime at [bkathan@uwyo.edu](mailto:bkathan@uwyo.edu)

**If you are accepted to the program** please send all official transcripts (even transcripts from institutions you have transferred from) and official test scores if applicable to the admissions office. You can have them sent by mail to this address:

University of Wyoming  
Admissions, Dept. 3435  
1000 E. University Ave  
Laramie, WY 82071-2000

If the school uses a third party transcript service the email for admissions is [admissions@uwyo.edu](mailto:admissions@uwyo.edu).