SLATE

How to Fill Out the Slate Application

Guide to Slate Application

Welcome Slate!

In June 2018, the Graduate School & International Admissions office implemented Slate, a new application system that will help to simplify the application process both for students and staff within the Graduate School and beyond.

Benefits

- Slate only allows applicants to select start terms that correspond with when their program begins. Applicants no longer have to know exactly when their program starts when they apply!
- Slate also only allows students to select a "Double Major" if they apply for certain programs.
- The Slate application doesn't make applicants scroll through portions of the application not relevant to them. For instance, items such as residency questions will only appear if a student selects "Yes" to claiming residency!
- Once the application has been submitted for processing in the Graduate School, processes can be marked as done at any time. For example, processing applications doesn't have to be done before it moves to matching.
- There's much more to Slate than just this, but let's walk through the application as a new applicant sees it!

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Applying to UNC's Graduate School

A new applicant begins their journey at www.unco.edu/apply/. Upon clicking the Bear App 2019 icon, they select whether they are a returning user or a first-time user.

Setting up an Account

After providing an email address, name, and birthdate, applicants receive an email with a temporary PIN. Applicants enter the PIN and birthdate, then click "Login." They'll then be prompted to create/change their password.
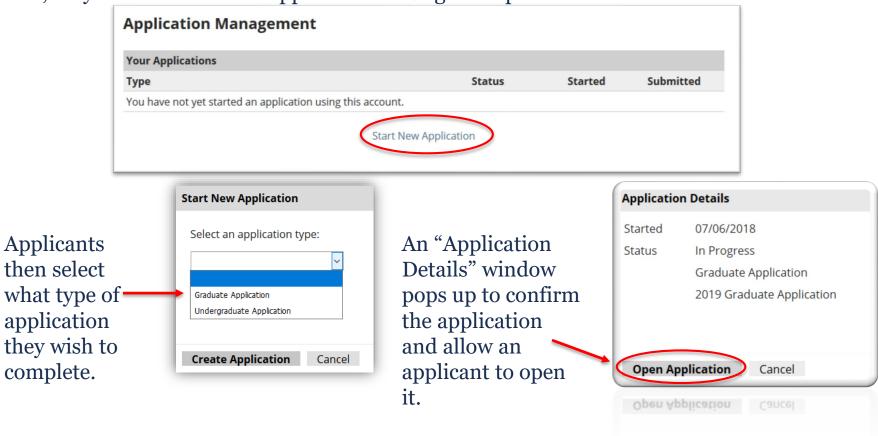

If an applicant forgets their password, they just need to call the Graduate School at 970-351-2831 or email us at grad.school@unco.edu!

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Starting a New Application

Applicants start at the "Application Management" screen when logging into their application. Here, they select "Start New Application" to begin the process.

Application Management

Your Applications

Type	Status	Started	Submitted
You have not yet started an application using this account.			

Start New Application

Applicants then select what type of application they wish to complete.

Start New Application

Select an application type:

Graduate Application
Undergraduate Application

Create Application   Cancel

An "Application Details" window pops up to confirm the application and allow an applicant to open it.

Application Details

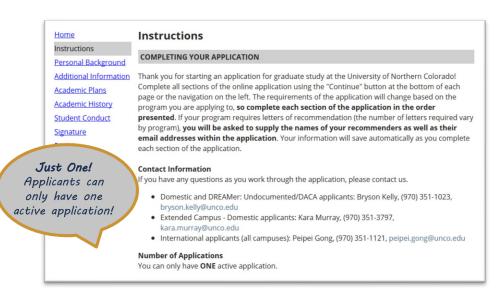|	
Started	07/06/2018
Status	In Progress
	Graduate Application
	2019 Graduate Application

Open Application   Cancel

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Instructions: Please Read!

Once the application is open, applicants see the "Instructions" page. This page is super important! Here, applicants will receive information about:

- requirements for the application
- contact information for enrollment coaches
- submitting application materials
- deadlines
- and the non-refundable application fee!

Please direct students to read this page carefully! A lot of important information is included in the instructions. (A full text of the instructions will be included in a separate PDF.)

Instructions

Home
Instructions
Personal Background
Additional Information
Academic Plans
Academic History
Student Conduct
Signature

COMPLETING YOUR APPLICATION

Thank you for starting an application for graduate study at the University of Northern Colorado! Complete all sections of the online application using the "Continue" button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to, **so complete each section of the application in the order presented**. If your program requires letters of recommendation (the number of letters required vary by program), **you will be asked to supply the names of your recommenders as well as their email addresses within the application**. Your information will save automatically as you complete each section of the application.

Contact Information
If you have any questions as you work through the application, please contact us.

- Domestic and DREAMer: Undocumented/DACA applicants: Bryson Kelly, (970) 351-1023, bryson.kelly@unco.edu
- Extended Campus - Domestic applicants: Kara Murray, (970) 351-3797, kara.murray@unco.edu
- International applicants (all campuses): Peipei Gong, (970) 351-1121, peipei.gong@unco.edu

Number of Applications
You can only have **ONE** active application.

Just One! Applicants can only have one active application!

Applicants must fill the application out in the order it is presented. New information may be requested depending on how they complete a previous part of the application. Skipping around may result in an incomplete or inaccurate application. The "Continue" button at the bottom of each page should be used to navigate the application.

Continue

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Personal Background & Additional Information

Applicants are then asked to provide their personal information, including:
- Name, legal and preferred
- Permanent and mailing address
- Telephone number
- Gender, birthdate, and SSN
- Birth country and citizenship
- Race/Ethnicity
- Emergency contact information

They must also select an option for how they heard about UNC and the program.

Lastly, on the "Additional Information" page is where applicants will enter in an application fee waiver code if applicable. Currently, fee waivers are reserved for McNair/Trio Scholars.

Personal Background

All questions marked with * *must be completed in order to submit your application.*

Name

Legal First (Given) Name*	Marissa
Middle	
Legal Last (Family) Name*	Boston
Suffix	
Preferred First Name (optional)	
Other Last	

Additional Information

se check the ferred name

Emergency Contact

Emergency Contact Relationship*

Emergency Contact First Name*

Emergency Contact Last Name*

Emergency Contact Phone Number*

Delete

Other

How did you first hear about the program?*

Enter your fee waiver code below.
NOTE: The distribution of application fee waivers is not common at the graduate level. Eligibility is currently reserved for McNair/TRIO Scholars.
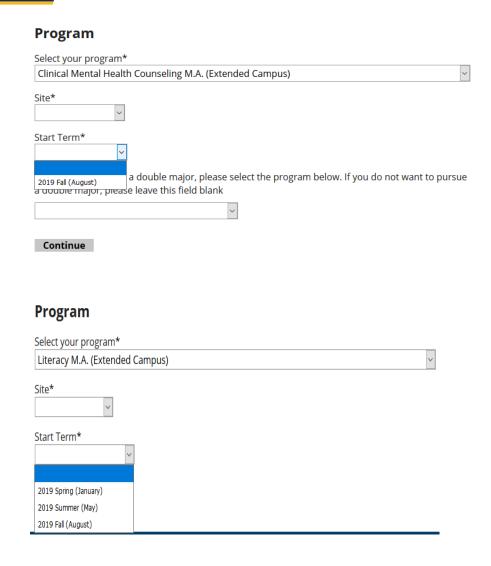
Continue

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Academic Plans

Slate are limited options when applicants are selecting the academic program they are applying to. Applicants will only be able to choose a Start Term for which their program is available.

Applicants will no longer be able to select a double major unless they are applying to:

- Clinical Mental Health M.A.
- Marriage & Family Counseling M.A.
- School Counseling M.A.

If an applicant wants to add a second major after they are admitted, they are more than welcome to! Certificates can also be added to a program after admission.

Program

Select your program*

Clinical Mental Health Counseling M.A. (Extended Campus)

Site*

Start Term*

2019 Fall (August)

a double major, please select the program below. If you do not want to pursue a double major, please leave this field blank

Continue

Program

Select your program*

Literacy M.A. (Extended Campus)

Site*

Start Term*

2019 Spring (January)
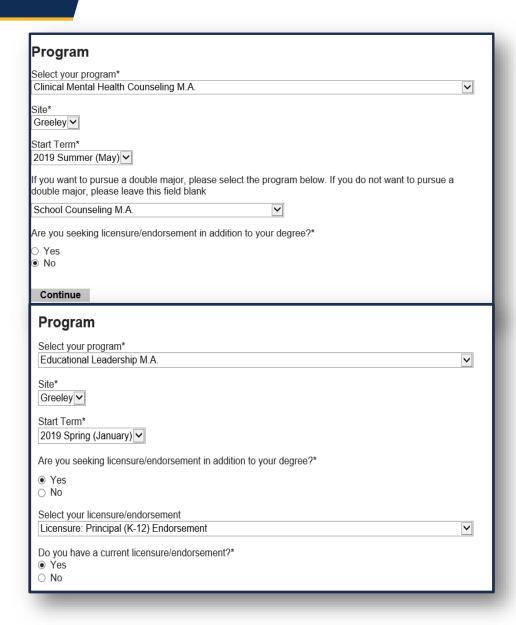2019 Summer (May)
2019 Fall (August)

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Academic Plans cont.

Applicants can also select if they would like to pursue a licensure.

If the applicant selects a program with licensure or indicates that they would like to pursue licensure, they are automatically asked if they have a current license. A copy of any current licenses must be uploaded to their application after completion.

If a program includes licensure, the applicant will not be asked to select licensure in addition to the program.

Program

Select your program*
Clinical Mental Health Counseling M.A.

Site*
Greeley

Start Term*
2019 Summer (May)

If you want to pursue a double major, please select the program below. If you do not want to pursue a double major, please leave this field blank

School Counseling M.A.

Are you seeking licensure/endorsement in addition to your degree?*
○ Yes
● No

Continue

Program

Select your program*
Educational Leadership M.A.

Site*
Greeley

Start Term*
2019 Spring (January)

Are you seeking licensure/endorsement in addition to your degree?*
● Yes
○ No

Select your licensure/endorsement
Licensure: Principal (K-12) Endorsement

Do you have a current licensure/endorsement?*
● Yes
○ No

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Academic History

Applicants are then asked to enter information regarding their academic history.

Anyone applying to the Biomedical Sciences M.B.S., SES: Biomechanics M.S. or Ph.D., or any applicant intending to use Veteran's Education Benefits must list every school attended. Official transcripts must be requested for each institution listed.

All other applicants only need to list institutions where a degree (bachelor's or higher) was earned or is in progress. Official transcripts must be requested for each institution.

Academic History

Please make sure that you **ONLY** list all colleges or universities where you have either **earned, or are in the process of completing**, a bachelor's degree or higher.

Exceptions:

- If you are planning to use Veteran's Education Benefits, you will need to list all colleges or universities **attended**.
- Per program requirements, some programs may require that official transcripts from each college or university **attended** be submitted for admission consideration. Currently, applicants to the following programs must list all colleges or universities attended and provide official transcripts for each:

  - Biomedical Sciences M.B.S.
  - Sport and Exercise Science - Biomechanics Emphasis (M.S. & Ph.D.)

If you received your degree from the University of Northern Colorado (UNC), or are in the process of completing it here, please add it to the list below. You will not have to request transcripts from UNC.

Please list the colleges in order of attendance, starting with the most recent.

Unlisted College? If your college is not listed as an option, please click **Add Institution** and enter in the name of your institution with a **CEEB** of **0000**. You will also need to provide the college's Country, City, State, Dates Attended, and Level of Study.

Institution	Degree	Dates Attended	
Add Institution			
University of Northern Colorado	Master's, 02/2016	02/1996–06/1999	Edit
Univ Colorado Colorado Spgs		03/1980–05/1985	Edit

Continue

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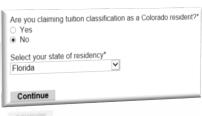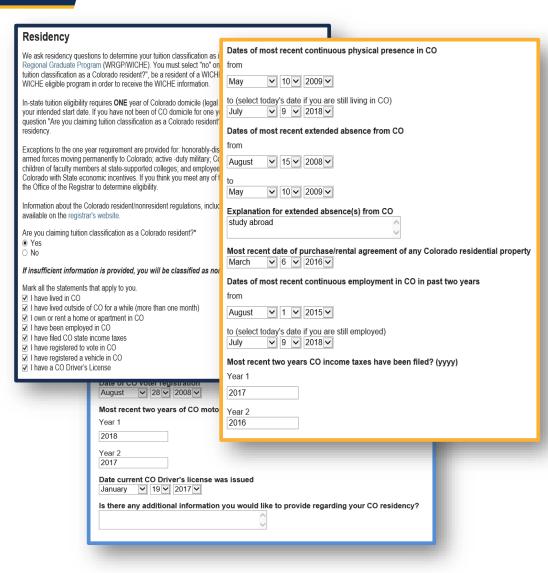
Residency

Applicants who are U.S. Citizens or Permanent Residents will be asked to answer questions about their residency status.

If they indicate that they are a resident of Colorado, they will be required to answer and provide information to show that they have lived in Colorado for at least one (1) full calendar year prior to when they want to begin their program at UNC.

If an applicant is not a resident of Colorado, they are asked to simply select their state of residency.
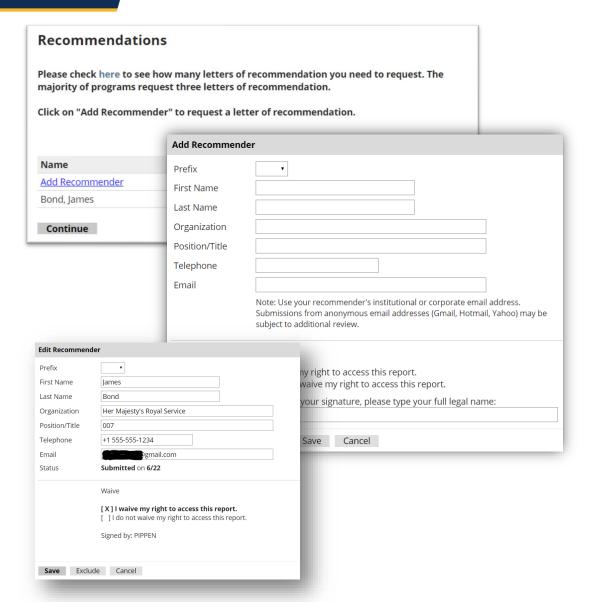
Residency

We ask residency questions to determine your tuition classification as i[...]
Regional Graduate Program (WRGP/WICHE). You must select "no" on[...]
tuition classification as a Colorado resident?", be a resident of a WICH[...]
WICHE eligible program in order to receive the WICHE information.

In-state tuition eligibility requires **ONE** year of Colorado domicile (legal [...]
your intended start date. If you have not been of CO domicile for one y[...]
question "Are you claiming tuition classification as a Colorado resident'[...]
residency.

Exceptions to the one year requirement are provided for: honorably-dis[...]
armed forces moving permanently to Colorado; active -duty military; Co[...]
children of faculty members at state-supported colleges; and employee[...]
Colorado with State economic incentives. If you think you meet any of t[...]
the Office of the Registrar to determine eligibility.

Information about the Colorado resident/nonresident regulations, includ[...]
available on the registrar's website.

Are you claiming tuition classification as a Colorado resident?*
○ Yes
○ No

If insufficient information is provided, you will be classified as no[...]

Mark all the statements that apply to you.
☑ I have lived in CO
☑ I have lived outside of CO for a while (more than one month)
☑ I own or rent a home or apartment in CO
☑ I have been employed in CO
☑ I have filed CO state income taxes
☑ I have registered to vote in CO
☑ I have registered a vehicle in CO
☑ I have a CO Driver's License

Date of CO voter registration
August | 28 | 2008

Most recent two years of CO moto[...]
Year 1
2018
Year 2
2017

Date current CO Driver's license was issued
January | 19 | 2017

Is there any additional information you would like to provide regarding your CO residency?

Dates of most recent continuous physical presence in CO
from
May | 10 | 2009
to (select today's date if you are still living in CO)
July | 9 | 2018

Dates of most recent extended absence from CO
from
August | 15 | 2008
to
May | 10 | 2009

Explanation for extended absence(s) from CO
study abroad

Most recent date of purchase/rental agreement of any Colorado residential property
March | 6 | 2016

Dates of most recent continuous employment in CO in past two years
from
August | 1 | 2015
to (select today's date if you are still employed)
July | 9 | 2018

Most recent two years CO income taxes have been filed? (yyyy)
Year 1
2017
Year 2
2016

Are you claiming tuition classification as a Colorado resident?*
○ Yes
● No

Select your state of residency*
Florida

Continue

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Recommendations

Applicants are then asked to submit recommendation information. They will be asked to provide the name, organization, title, phone number, and email address of individuals who they would like to provide a letter of recommendation letter.

Applicants must select if they would like to waive their rights to access their recommendations or not. Recommender information can also be edited or excluded if an applicant decides to change their recommender.

Recommendations

Please check here to see how many letters of recommendation you need to request. The majority of programs request three letters of recommendation.

Click on "Add Recommender" to request a letter of recommendation.

Name
Add Recommender
Bond, James

Continue

Add Recommender

Prefix	▼
First Name	
Last Name	
Organization	
Position/Title	
Telephone	
Email	

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Edit Recommender

Prefix	▼
First Name	James
Last Name	Bond
Organization	Her Majesty's Royal Service
Position/Title	007
Telephone	+1 555-555-1234
Email	████████@gmail.com
Status	Submitted on 6/22

my right to access this report.
waive my right to access this report.

your signature, please type your full legal name:

Save   Cancel

Waive

[X] I waive my right to access this report.
[ ] I do not waive my right to access this report.

Signed by: PIPPEN

Save   Exclude   Cancel

Student Conduct

Next, applicants are asked to answer two questions regarding crimes and suspension.

If an applicant has been arrested for, charged with, convicted of, or pled guilty/nolo contendere to a criminal charge or if they have previously been suspended from an institution, they must disclose so. They are asked to provide a brief description of the dates and circumstances surrounding the situation.

Answering "yes" to either of these questions does NOT mean an automatic denial to UNC.

Student Conduct

Previous Crime*
Have you ever been arrested for, charged with, convicted of, or entered a plea of guilty or nolo contendere (no contest) to, a criminal charge (excluding traffic offenses not involving death or serious bodily injury) or been adjudicated, or required to register, as a sex offender?

- ⦿ Yes
- ○ No

Criminal Charges Explanation*
Please provide the following information for each arrest, charge, conviction, plea of guilty or nolo contendere, adjudication or registration:

- Date(s) of arrest/conviction/plea/adjudication/registration
- Name of arresting agency and court and case number for each matter
- A detailed description of the circumstances of each matter

Previous Suspension*
Have you ever been suspended, expelled, or dismissed from an institution (high school, college or university) for non-academic reasons?

- ⦿ Yes
- ○ No

Suspension/Expulsion/Dismissal Explanation*
Please provide the following information:

- Date(s) of Suspension/Expulsion/Dismissal
- Name(s) and address(es) of educational institution
- A detailed description of the circumstances of each matter

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Signature Page

One of the final steps an applicant must do is electronically sign their application.

The applicant is given text they must read and affirm that they understand. This text asks the applicant to confirm that the application is complete and true to their best of their knowledge, as well as information regarding background investigations, releasing transcripts to UNC, and contact information for the Graduate School among other things.

The signature consists of the applicant typing in their full legal name.

Please affirm the following before you submit your application.

I hereby swear or affirm that the information contained in this student application is true, correct, and complete to the best of my knowledge, information, and belief. I understand that falsified or omitted information is sufficient cause for delay, rejection or revocation of admission to, loss of academic credit, or dismissal from the University of Northern Colorado. I further understand and agree that the University of Northern Colorado may exercise its right to use the information contained in this application to conduct an investigation of my background as part of the application process. I hereby consent to the release of my education transcript(s) to the University of Northern Colorado.

I understand and agree that if at any time after submitting this application, I am arrested, charged, convicted and/or placed on a deferred prosecution, deferred judgment or diversion program (or similar process or program, however denominated) with respect to any criminal offense or juvenile offense, or are suspended or expelled from any school or educational institution of any type, whether public or private, I am required to disclose any and all such information in writing to the Admissions Coordinator of the Graduate School & International Admissions Office at the University of Northern Colorado. I also understand and agree that such information, or the failure to submit such information, may result in the delay, rejection or revocation of admission to, loss of academic credit, or dismissal from the University of Northern Colorado. Graduate and International applicants with questions may contact the UNC Graduate School & International Admissions Office at 970-351-2831 or at grad.school@unco.edu.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have completed is your own work, that the information contained in your application is true, correct and complete to the best of your knowledge, information and belief, and that you have given permission for the University of Northern Colorado to send you information that may be of interest to you about educational and other student programs at the University. Once you type in your name, this will constitute your electronic signature.
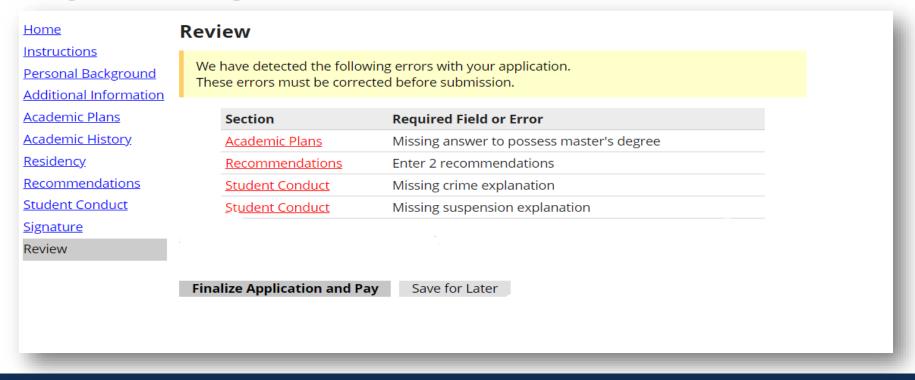
In place of your signature, please type your full legal name:

PIPPEN

Date Signed: June 22, 2018

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Review

Before submitting the application and paying the application fee, a review of the application provided. If the application is missing information, applicants will see a warning, asking them to complete/correct the information listed. The application cannot be submitted until these errors are correct.

The applicant may also see warnings, which are portions of the application that may be incomplete but will not prevent submission.
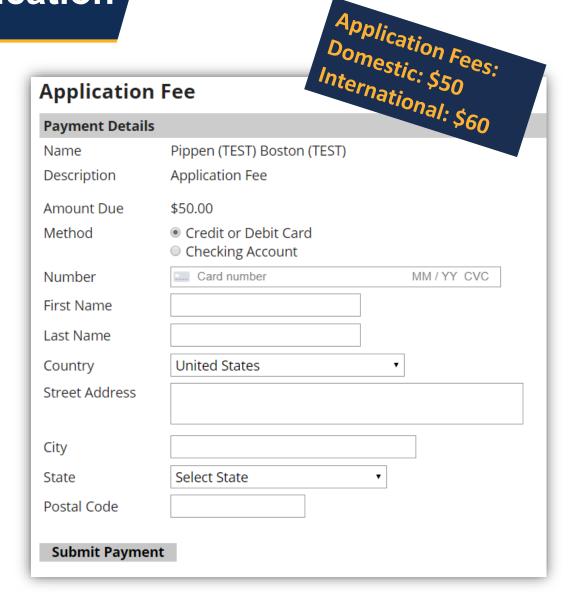
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Application Fee Payment

Once the applicant is ready to submit their application, they'll be taken to the Application Fee page.

Applicants can use a credit/debit card or a personal checking account to pay the application fee.

International applicants may use credit or debit cards that can be used in the U.S. and that handle any currency conversions.

Application Fee

Payment Details

Name	Pippen (TEST) Boston (TEST)
Description	Application Fee
Amount Due	$50.00
Method	● Credit or Debit Card
	○ Checking Account
Number	Card number MM / YY CVC
First Name	
Last Name	
Country	United States
Street Address	
City	
State	Select State
Postal Code	

Submit Payment

And that's it!

Now you're familiar with the application process.

Our goal is to make using Slate as user friendly as possible and always welcome feedback and suggestions.

Thank you!