Step-by-step Application Instructions for UNM's Speech and Hearing Sciences Department M.S. in Speech-Language Pathology
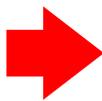
For additional help with this process, please reference the video on our website and check back on our website in the Fall for Admissions Webinar dates

1. Click this link to go to UNM's online application system: https://grad.unm.edu/prospective-students/apply-now.html

2. Select **Apply to UNM**- *International students read special requirements first

3. Use the **Create Account** tab and enter the required information. After selecting a password, you will be emailed a PIN number that you'll use to log into the system. You will use that PIN number as your login every time you access the UNM online application system.


4. Log in to the system. You'll be asked to agree to the Terms of Use and Privacy Policy. Then, click the **Start Application** button. On the next page, you'll see another blue **Start Application** button – along with application instructions- REVIEW ALL INSTRUCTIONS (search for SHS program) and then click **Start Application**

5. The **Personal Information** page will come first. Fill out the form as required. Press **SAVE** at the bottom of the page.
    1. DOMESTIC STUDENTS: Next, go to Additional Information and enter the required information. We encourage students to indicate their ethnic and racial background, especially if they are from an underrepresented group. Press **SAVE** at the bottom of the page.
    2. INTERNATIONAL STUDENTS: Next, go to International Information and enter the required information. We encourage students to indicate their ethnic and racial background, especially if they are from an underrepresented group. You will also need to enter your TOEFL score on this page. Press **SAVE** at the bottom of the page.

6. On left side menu, select **Program of Interest**.
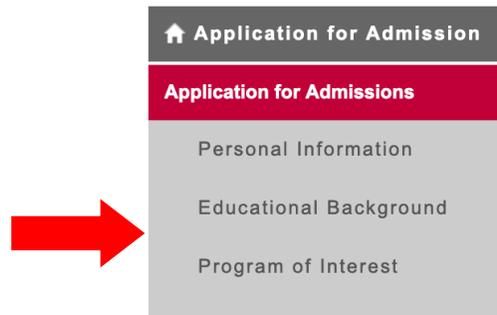
You will make the following selections:

    a. College/School = College of Arts and Sciences
    b. Department = Speech and Hearing Sciences
    c. Program/Major = Speech/Language Pathology
    d. Degree = MS Speech/Language Pathology
    e. Interest = MS-Speech/Language Pathology
    f. Select the entry term (FALL) and year for which you wish to be considered
    g. Select the year (year that you would start the program)
    h. Press **SAVE** the bottom of the page.

7. Once you have entered program of interest, specific requirements for the department will show up and the system will remove elements we don't require. Your menu should look like the one below. **You can complete these in any order** (*For example you will likely fill out recommender information prior to having a final version of your written application that will be submitted under letter of intent, and final transcripts under educational background will be uploaded at the end of the Fall Semester. Just remember to always hit **SAVE** after adding information to a section
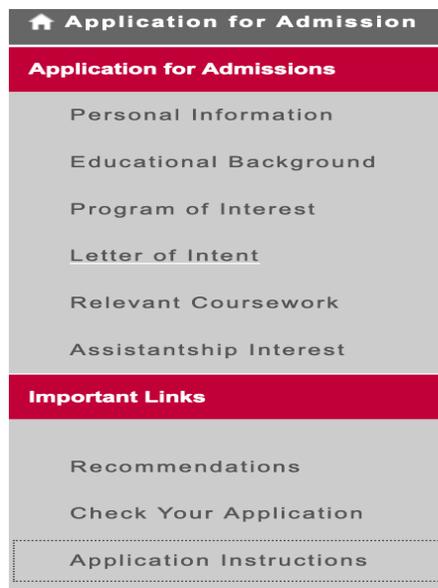
8. For **Educational Background:** Starting with the most recent university you attended, enter all institutions you've attended at the college level and send an OFFICIAL transcript for each one to the Office of Admissions at UNM

(see directions on Educational Background page.) The GPA must be entered in format #.## (e.g., 3.57). If you don't have two digits after the decimal, you will receive an error message.

    a. **YOU MUST UPLOAD COPIES OF ALL TRANSCRIPTS THAT CONTAIN SHS, CSD (OR EQUIVALENT) COURSEWORK** (can be unofficial or official copies). Even though the system says these are optional, they are not. If you fail to do this, your file will not be eligible for admission. Press **SAVE** at the bottom of the page.

    b. **You MUST Upload transcripts that contain FINAL GRADES from the most recent fall semester; you can fill out other parts of application first prior to doing this** just **SAVE** and wait until you have your final grades to upload these and submit your application.

*Note although it is not part of the online application you also need to Mail official transcripts in SEALED envelope to UNM Office of Admissions, PO Box 4895, Albuquerque, NM 87196-4895 OR If your institution allows you to directly send official transcripts electronically, email them to apply@unm.edu.

9. For **Letter of Intent: Do NOT submit a standard letter of intent** —Instead **UPLOAD YOUR** Written Application to the Letter of Intent page using the "UPLOAD DOCUMENT" button. Press **SAVE.**

10. **You may skip the Relevant Coursework page:** Unless you have coursework that is relevant to your admission that may not be obvious to a reviewer (SHS courses taken as Linguistics courses; ex: LING 303 = English Phonetics.) Press **SAVE** at the bottom of the page.

11. For **Assistantship Interest: If you are interested in ANY departmental financial aid, scholarships, or assistantships** you **MUST upload** the SHS Financial Aid application documents available at https://shs.unm.edu/assets/documents/2021-financial-aid-application.pdf. Press **SAVE**

12. For **Recommendations:** First carefully read our Instructions for letters of recommendation. Enter ALL INFORMATION of the two people you have asked to write recommendation letters for you (names, work addresses, work phone numbers, email addresses, title, employer, relationship to you). For the question, "Do you wish to waive your right to examine this letter of recommendation," we advise students to say 'yes,' unless there is a strong rationale to indicate otherwise. The system will email your recommenders a link where they will answer a few questions and upload their letters.
    1. All recommenders must submit their letters using the online system. If there are extreme circumstances when this is not possible (e.g., a recommender is in a location with no internet access), contact the admissions coordinator, Dr. Cindy Gevarter: cgevarter@unm.edu.

<div align="center">When you are ready to submit:</div>

Go to **Check your application** and make sure the system says your application is complete. Before you submit, use this checklist to be sure that you have entered everything required. *Once you submit your application, you cannot make changes!*

☐ Personal Information: all contact information entered correctly
☐ Educational Background: uploaded unofficial transcripts for every SHS course taken (demonstrating completion of at least 12 credits in SHS with a B or better)
    *As noted above you also need to send official transcripts to UNM Office of Admissions
☐ Program of Interest: selected MS Speech/Language Pathology for Fall (year)
☐ Letter of Intent: uploaded Written Application
☐ Assistantship Interest: uploaded complete SHS financial aid application
☐ Recommendations: entered contact information for exactly two letter writers

Once you are sure you've completed all requirements listed above, view your application in PDF form, just to be sure everything looks right.

1. Step 1: Confirmation – read and agree to the confirmation statement and press **CONTINUE**
2. Select your method of payment (check or credit card) , follow instructions, and press **CONTINUE**
3. Final Step: Signature – read the statement and enter your name as your signature
4. If you did not already, print your payment receipt using the link provided

After submitting, you can:

- Access the system to monitor receipt of your recommendation letters
- Send reminders to anyone who has not submitted a letter of recommendation

Everything, including recommendation letters, is due by February 1, so start early and check your application often!

If you have trouble during the application process, you may contact the following resources:

- For technical/system difficulties: use the "Technical Support" link at the bottom of the UNM Graduate and Professional Programs home screen
- Speech and Hearing Sciences: 505-277-4453
- UNM Admissions Office: 505-277-8900 or 1-800-225-5866, ext. 1