

## Step-by-step Application Instructions for UNM's Speech and Hearing Sciences Department (M.S. in Speech-Language Pathology)

1. Note: You can send requests to the people who are writing letters of recommendation for you without completing your entire application.
2. Click this link to go to UNM's online application system:  
[https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantLogin.asp?id=unmgrad](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=unmgrad)
3. Select the Create Account tab on the right side of the page 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 blue **Start Application** button. On the next page, you'll see another blue **Start Application** button – click that one too, which will take you to the Personal Information page. Fill out the form as required. Press **SAVE AND CONTINUE** at the bottom of the page.
  - a. 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 AND CONTINUE** at the bottom of the page.
  - b. 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 AND CONTINUE** at the bottom of the page.
5. Next, go to 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 (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 AND CONTINUE** at the bottom of the page.
  - b. Upload transcripts that contain final grades from the most recent fall semester; you must wait until you have your final grades to submit your application.
  - c. You must demonstrate that you have completed a minimum of 12 credit hours in SHS courses (or equivalent). These 12 credits cannot say "in progress" on your transcript.
6. Go to 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 AND CONTINUE** at the bottom of the page.
7. Go to Test Scores. Enter your GRE scores and upload a copy of your GRE score report to the system using the “UPLOAD DOCUMENT” button. Press **SAVE AND CONTINUE** at the bottom of the page.
- a. **YOU MUST UPLOAD A COPY OF YOUR GRE SCORES.** 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 AND CONTINUE** at the bottom of the page.
8. Go to Letter of Intent. Upload your Letter of Intent (required) using the “UPLOAD DOCUMENT” button. Press **SAVE AND CONTINUE** at the bottom of the page.
9. 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 AND CONTINUE** at the bottom of the page.
10. Go to Assistantship Interest if you are interested in departmental financial aid and upload the SHS Financial Aid application documents.
- a. Available at <http://shs.unm.edu/programs/graduate/apply/index.html>
  - b. This is required if you want to be considered for departmental scholarships and assistantships. Press **SAVE AND CONTINUE** at the bottom of the page.
11. Go to Recommendations. Select **RECOMMENDATION PROVIDER LIST**. Enter ALL INFORMATION of the three 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.
- a. 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, Cathy Binger: [cbinger@unm.edu](mailto:cbinger@unm.edu).
12. 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 by the Speech and Hearing Sciences Department. *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
- Program of Interest: selected MS Speech/Language Pathology for Fall (year)
- Test Scores: GRE scores entered + copy of score report uploaded
- Letter of Interest: uploaded
- Assistantship Interest: Uploaded complete SHS application, including statement and directory of extra-curricular experiences
- Recommendations: contact information for **exactly three** letter writers has been correctly entered

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

- a. Step 1: Confirmation – read and agree to the confirmation statement and press **CONTINUE**.
- b. Select your method of payment (check or credit card) and press **CONTINUE**
  - a. If paying by credit card, you'll be taken to the form where you enter payment information
  - b. If paying by check, you'll need to mail your check to the address provided on screen
- c. Final Step: Signature – read the statement and enter your name as your signature
- d. If you did not already, print your payment receipt using the link provided on screen

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 experience difficulty during the application process, you may contact the following resources:

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