Online Apply

The online admission application

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The purpose of this manual is to familiarize programs with what Online Apply is and what it looks like to the applicants. The manual also demonstrates what is customizable by program in the online application.
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**What is Online Apply?**

Online Apply is the system applicants use to apply online for admission to the University of Cincinnati. The url is: [https://apply.uc.edu/OnlineApply/Login.iface?applicant=Grad](https://apply.uc.edu/OnlineApply/Login.iface?applicant=Grad). The following pages include pictures of the customizable screens the applicant will see when using Online Apply.

**Concentrations**

If the program has concentrations, they will display. If there are no concentrations, that section will not appear. The program determines what “concentrations” are called (i.e., track, specialization, emphasis, etc).

**Figure 1** - customizable concentrations
Test Scores

The test scores section displays only if the program requires test scores. It includes tests that are required by the program (GMAT, GRE, GRE Subject, and TOEFL for International applicants). The applicant can mark that they have not yet taken the test and still continue with the application. However, since required tests are included in the supplemental information section by the program, the applicant will be reminded three additional times during the submission process that the test is required. (Please see Supplemental Information).

Additional Information

On the additional information page, applicants upload/type in documents that are required for the program specifically. Examples of documents include: writing sample, personal statement, letter of application, form required by the program, etc.
Recommendation Letters
Within 72 hours of the applicant submitting his/her application, the recommender will be contacted by email with a username and password to login to Recommendation Online. The number of recommendation letters required is determined by the program.

Figure 4-customizable number of recommendations

Supplemental Information
The text on the top half of this screen is composed by the program. It needs to instruct the applicant:

- where to send transcripts and any other pertinent information an applicant might need in order to know what is required to complete his/her application
- that the ETS code for University of Cincinnati is 1833

This text will be emailed to the applicant upon submission of the application.

Figure 5- customizable application fee
Application Fee
The application fee page will appear once an applicant has finalized the application. The fee amount will depend on what the program charges. (Most programs use the fee the Graduate School charges, but some charge more.) The fee may be paid by credit card or electronic check.

Figure 6-customizable application fee