

Graduate Application Process

Thank you for choosing to apply for graduate admission at the University of North Carolina at Wilmington. Please be sure to read the following instructions carefully to ensure that your application is complete.

- It is important to note that all documents should be mailed to the Graduate School. **DO NOT** mail any documents to the departments.
- It is important to check the **Graduate Program Requirement Chart** for complete information regarding each specific graduate program. The chart includes all graduate programs, terms of entrance, major and degree codes, deadlines, and other application requirements. Some graduate programs may have additional requirements (e.g., a departmental form, a writing sample, or an essay) that you must fulfill for your application to be complete.

Graduate Admissions Requirements

For degree status, you must have the following:

- An earned baccalaureate degree from a regionally accredited institution of higher education
- A strong overall academic record with a "B" average or better in the basic courses prerequisite to the area of proposed graduate study
- A complete application for admission with application fee submitted by the appropriate program deadline.

Graduate Application Requirements

- A completed Application for Admission to Graduate School
- A nonrefundable \$45 application fee (waived for McNair Scholars)
- The Application for North Carolina Residence for Tuition Purposes, if claiming entitlement to North Carolina in-state tuition rates
- ONE official transcript from **each** institution attended
- Three letters of reference
- The official examination scores, i.e., Miller Analogies Test (MAT), Graduate Record Examination (GRE), or Graduate Management Admissions Test (GMAT) reported directly from the testing service, as required by the program
- Any other materials (i.e., statement of interest, essay or writing sample) as specified by the program

This application booklet contains the Application for Admission to Graduate School, the Application for North Carolina Residence for Tuition Purposes, and a Reference Form. The Reference form may be duplicated. **Please mail all correspondence to the Graduate School.**

Application Deadlines

Please refer to the Graduate Program Requirement Chart for application deadlines. If a specific application deadline is not listed for the program on the chart, use the following deadlines:

Term	Domestic Applicants	International Applicants*
Fall	June 1	March 15
Spring	November 1	October 1
Summer I, II	March 1	February 1

**International applicant deadlines are one month prior to domestic deadlines, whether printed above or in the Graduate Program Requirement Chart.*

Academic programs reserve the right to change application deadlines. For the most current information, please contact the Graduate School.

Self-Managed Application Process

The **self-managed** graduate application process requires the applicant to submit a complete set of documents with the application. All application questions should be answered carefully and completely. **Please print or type your answers.** After collecting all supporting documents, the applicant should send the application, official transcripts, and letters of reference (in sealed envelopes) to the Graduate School, UNCW, 601 South College Road, Wilmington, NC 28403-5955.

Transcripts

You must request **one official transcript** from each college and institution attended. Official transcripts must remain in the sealed envelopes with the registrar's signature intact. If you are still in school, the most recent transcript is acceptable; **however, if accepted, a final transcript confirming the degree awarded must be sent to the graduate school prior to being eligible to register for classes.**

Completing the Application

The following helpful hints will assist you in completing your graduate application. We recommend that you make copies of all your application materials for your own records. All application materials become the property of the university and cannot be returned. Please notify the Graduate School if your address changes during the admissions cycle. **Please be sure to sign and date your application materials**

Program Information

Please consult the Graduate Program Chart for the specific information needed to complete this section.

Checking the Status of an Application

Once an application is submitted, admissions status may be checked by calling SEA LINE at 910-962-4246

Admissions Decisions

Upon receipt, the application is processed by the Graduate School. **Only** applications that are complete are forwarded to the Admissions Committee for review. A formal decision letter is sent by the Graduate School.

Standardized Test Data

Please refer to the Graduate Program Chart to determine if a standardized test is required for your program. Have official score reports sent by the Educational Testing Service (ETS) directly to the Graduate School. **The institutional code for UNCW is 5907.** ETS may take six to eight weeks from the date of the test to report official scores to the university. **Test scores more than five years old are not accepted.**

UNCW's Student Development Services

Information and registration bulletins are available on the UNCW campus through the Student Development Services, National Testing Program, Friday Annex or by calling 910-962-7444. You may also obtain information regarding exam registration and information bulletins by contacting the following office(s):

Graduate Record Examination (GRE)

Educational Testing Service
P. O. Box 6000
Princeton, NJ 08451-6000
Registration: (800) 463-2255
Information: (609) 771-7670
Fax: (609) 771-7906
E-mail: gre-ifno@ets.org
Web site: www.gre.org

Graduate Management Admissions Test (GMAT)

Educational Testing Service
P. O. Box 6108
Princeton, NJ 08451-6103
Registration: (800) 462-8669
Information: (609) 771-7330
Fax: (609) 883-4349
E-mail: gmat@ets.org
Web site: www.gmat.org

Miller Analogies Test (MAT)

The Psychological Corporation
19500 Bulverde Road
San Antonio, TX 78259
Web site: www.MillerAnalogies.com
800-872-1726

Letters of Recommendation

Please list the contact information of those persons who will be writing recommendations for you in the space provided. Request recommendations from individuals qualified to write about your potential for success as a graduate student. For MBA applicants, at least one recommendation from a supervisor is required.

Copy the enclosed Reference Report on Applicant form as needed. Be sure to complete the applicant portion of the form before forwarding it to the persons providing your recommendation.

Departmental Forms

Individual departments may have additional requirements (i.e., a writing sample, essay form, statement of interest). Please consult the Graduate Program Chart to find additional program requirements. **An application will not be considered complete if it is missing a departmental requirement.**

Applying for North Carolina In-State Tuition

If you are claiming entitlement to North Carolina in-state tuition rates, you must complete the Application for North Carolina Residency. Please answer all questions. Be sure to sign and date this form and submit it along with your graduate application materials.

Applying for Certificate Programs

Individuals interested in applying for a certificate program alone may use the Application for Admission to Graduate School. Those interested in pursuing a certificate program simultaneously with a degree program should complete an additional application.

Applying as a Non-Degree Applicant

In some cases, students who are not seeking a graduate degree may be permitted to take graduate courses. Such permission to take graduate courses does not constitute admission to a graduate degree program.

To be considered for non degree admission, you must submit an application supported by a transcript of all college work, the \$45 application fee and other documents required by the program at least 30 days prior to the semester in which enrollment is sought.

NOTE: Non-degree status is not available and does not apply to students interested in taking courses in creative writing, English, history, psychology and the MBA and accountancy programs.

Financing your Education

The Financial Aid and Veteran Services Office assists students and their families in securing the most suitable financial aid as the student pursues a degree or certificate at UNCW.

Applying

You must complete a Free Application for Federal Student Aid (FAFSA) each year as soon as possible after January 1. **The University of North Carolina at Wilmington's school code for the FAFSA is 002984.**

Types of assistance are available in the form of scholarships, grants, loans, Federal Work-Study jobs or a combination of these programs. For most graduate students, federal student loans are the primary source of financial assistance. Students are encouraged to apply as soon after January 1 as possible to receive priority consideration for aid.

Eligibility Requirements

To receive federally-funded financial aid, students must be making satisfactory academic progress as determined by the Financial Aid and Veterans Services Office; be a U.S. citizen or eligible noncitizen; and meet other criteria as specified by the U.S. Department of Education.

Hours

The Financial Aid & Veterans Services Office is located in Hinton James Hall and is open weekdays, 8 a.m. to 5 p.m. For more information, call 910-962-3177 or visit the web site at www.uncw.edu/finaid.

Graduate Assistantships

Graduate teaching assistantships are available on a limited basis. Also available on a limited basis are research assistantships through the Center for Marine Science. The admission application process determines the candidates for these awards. To apply for a teaching or a research assistantship, check the appropriate box on the graduate application and contact the academic department directly to determine whether any additional information is required with the application.

General Fellowships and Scholarships

The value of the scholarships will be determined based on annual earnings. All funded scholarships are listed in the Graduate Catalogue or at www.uncw.edu/grad_cat/financial_aid.htm.

Loans and Work Study Programs

Students must complete a Free Application for Federal Student Aid (FAFSA) to initiate the application process and will be automatically considered for all Federal Loan programs and Federal Work-Study.

Graduate Tuition and Fees*

Please refer to the current Graduate Catalogue for the current fee structure for graduate students. Current full-time tuition and fees per semester are:

In-State	\$1,719.00
Out-of-State	\$6,570.00

**Figures are based on fall 2003 tuition and fee rates and The Board of Governors of the University reserves the right to change the charges for tuition and fees and the room and board rate at any time without prior notice.*

For Additional Information

Office of Financial Aid and Veteran Services
UNC Wilmington
601 South College Road
Wilmington, NC 28405-5951
(910) 962-3177
(910) 962-3851 (fax)
finaid@uncw.edu
Veteran Services - veterans@uncw.edu
www.uncw.edu/finaid



Residency Form for Tuition Purposes

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

Complete and return this form only if claiming North Carolina residency for tuition purposes. Information Relating to Claimed North Carolina Residence for Tuition Purposes - North Carolina Law (G.S. 116-143.1) requires that "To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least twelve months immediately prior to his classification as a resident for tuition purposes." Every applicant for admission or readmission to the University of North Carolina at Wilmington who claims to be eligible for the NC tuition rate must supply the information requested on this form. **Answer all questions. Print or type your responses.**

1. **Full Name:** _____ **Social Security Number** _____ - _____ - _____

2. **Have you applied to be classified as a resident for tuition purposes at UNCW during the last 12 months?** Yes No
 If yes, decision reached: Resident Non-Resident Effective Date _____ - _____ - _____

3. **Age** _____ **Date of Birth** ___/___/___ **Place of Birth** _____ **Citizenship** _____

4. **If citizenship other than US, indicate visa status** _____ **Where obtained?** _____

5. **Current Address:** *(Include street address, city, state, zip)* _____
 _____ Since: _____ - _____ - _____

6. **Previous Address:** *(Include street address, city, state, zip)* _____
 _____ From: _____ - _____ - _____ To: _____ - _____ - _____

7. **If you are married:** Spouse's name _____ Date of marriage: _____ - _____ - _____

8. **Father living?** Yes No **His name:** _____

9. **Mother living?** Yes No **Her name:** _____

10. **Have you, your spouse, or either of your parents been in active-duty military service within the past two years?** Yes No

11. **Check each of the following you have ever done outside North Carolina:**
 Attended school Attended post-secondary school Worked Dates: From _____ To _____

12. Permanent Home Address: <i>Include street address, city, state, zip</i>	From (date)	To (date)
Yours: _____		
Spouse: _____		

13. Last Address Outside North Carolina: <i>Include street address, city, state, zip code</i>	From (date)	To (date)
Yours: _____		
Spouse: _____		

14. **Work Information:**

Occupation	Employer and Address	Beginning (date)	Ending (date)
Yours: _____			
Spouse: _____			

If additional information is needed, you will be notified. I hereby acknowledge that completion of item 1 (social security number) is voluntary, is requested by the institution solely for administrative convenience and record-keeping accuracy, and is requested to provide a personal identifier for the internal records of this institution. I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed and I am aware that falsification hereon may result in disciplinary action including denial of admission or dismissal after admission.

Signature of Applicant _____ Date: _____

The University of North Carolina at Wilmington

Graduate School Reference Form

Section I (To be completed by applicant)

The following information must correspond exactly to the information submitted on your application. Indicate your decision regarding a waiver of the right of access to this reference form by giving it to the person who will be submitting the reference. If you waive your right to access of this form, have the recommender place the completed form into a sealed envelope, and sign across the seal.

Name	last _____	first _____	middle _____	maiden _____	Social Security number _____
Desired Degree	_____		Desired Major	_____ (Refer to the Program Sheet)	
Semester and year of entry	Fall _____	Spring _____	Summer I _____	Summer II _____	

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students, however, are entitled to waive their rights of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

- I waive my rights to inspect the contents of this reference. I do not waive my rights to inspect the contents of this reference.

signature _____	date _____	signature _____	date _____
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Section II (To be completed by recommender)

The graduate admission procedure requires the applicant to gather individual letters of recommendation, as well as other documents, and submit a complete set of documents with the application. An advantage of this system is that the student knows the application is complete when submitted. After completing this form, please place it in an envelope addressed to the applicant, seal the envelope, and sign and date it across the seal. Return it to the applicant, who will forward it to the university, unopened, with the application materials. *If you prefer to mail your recommendation directly to the Graduate School, please use the address below and inform the applicant.* We appreciate your cooperation. Please evaluate the above applicant for his/her qualifications for admission to Graduate School by using the information below.

1. How long have you known the applicant? _____
2. In what capacity have you known him/her? As a student As a colleague As a person working under your supervision

Please carefully assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known with similar backgrounds and experience.

	Superior	Good	Average	Below average	Unknown
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for International Applicants and Applicants with International Credentials

International Student Application Deadlines

Application deadlines for international applicants are one month prior to the deadlines printed in the Graduate Program Requirements Chart. If a specific deadline is not listed on the chart, international applicants should use the following deadlines:

Term	Deadline
Fall	March 15
Spring	October 1
Summer I, II	February 1

Applicants Living Abroad

If you live outside the United States, you may give permission to another individual living in the United States to act on your behalf during the admissions process. Submit a letter with your application for graduate admission listing the name, address, and telephone number of your designee. Please sign and date the letter. Without formal written permission, UNC Wilmington may not disclose information regarding your application to another individual.

Special International Applicant Requirements

The University of North Carolina at Wilmington requires all international applicants to provide the following:

- official copies of school transcripts in their original language
- notarized or certified translations of the school transcripts in English (if applicable)
- official scores on the Test of English as a Foreign Language (TOEFL)

Transcripts and Certificates

You must submit official records (transcripts) from each college or university you have attended and certificates of degrees or diplomas you have received. Please list on the application the exact university degree(s) you have received. If detailed transcripts are not available, the certificates must be accompanied by official statements showing the class or quality of degrees and marks received on degree examinations, as well as the maximum number of marks obtainable.

Translation and Evaluation Services

Additional translation and evaluation services are listed on the National Association of Credential Evaluation Services web site at www.naces.org.

World Education Services, Inc.
P. O Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: (800) 937-3895
Fax: (212) 966-6395
E-mail: info@wes.org
Web: www.wes.org

American Association of Collegiate Registrars and Admissions Officers
One Dupont Circle, N.W., Suite 520
Washington, DC 20036-1135
Phone: (202) 296-3359
Fax: (202) 872-8857
E-mail: info@aacrao.org
Web: www.aacrao.org

Test of English as a Foreign Language (TOEFL)

The TOEFL is required for all applicants whose native language is not English. The TOEFL is not required for applicants who have studied and received a degree from a university in the United States, Canada, the United Kingdom, Australia, or New Zealand. A minimum score of 550 on the paper-based test or a 213 on the computer-based test. **UNCW's institutional code is 5907.**

Financial Documents Required

International students requiring a student immigration document from UNCW must complete and return the International Student Form along with original bank statements and sponsorship letters. The student must show that sufficient financial resources are available to cover the cost of study and that adequate funding will be available from dependable sources. Bank statements must be current; documents older than six months are not acceptable.

Issuance of Nonimmigrant Student Visa Documents

Once a student has been approved for admission to UNCW and has submitted acceptable proof of funding, the Office of International Programs will review each case and mail the proper student immigration document directly to the student.

For Additional Information

Office of International Programs
University of North Carolina at Wilmington
601 South College Road
Wilmington, NC 28403-5963

Phone: (910) 962-3865
Fax: (910) 962-4053
E-mail: studyabroad@uncw.edu
Web: www.uncw.edu/intprogs/

The University of North Carolina at Wilmington

International Student Form

Please print your full name **exactly** as it appears on your passport. All questions must be answered. A Form I-20 or IAP-66 (for issuance of a VISA) cannot be issued until this form is completed. Return the completed with your Application for Graduate Admission.

Male
 Female

Applicant's Name _____
Last (family name)
First
Middle

Permanent Address _____

Date of Birth _____ Place of Birth _____
Month/day/year
City
Country

Country of Citizenship _____ Country of Citizenship _____

E-mail address _____ Telephone _____ Fax _____

What tye of Immigration and Naturalizatoin Service (INS) document are you requesting from UNC Wilmington?

I-20 (F-1 status) IAP-66/DS2019 (J-1 status) None. My current visa status is _____

Visa Number _____ Visa Expiration Date _____ Visa Issuing Date _____

Visa Issuing Post _____ *I-94 Number _____

Are you currently in the United States? Yes No

If yes: 1. What is your current immigration status? F-1 J-1 Other: _____

Date of Entry to U.S.: _____ (mm/yyyy)

Port of Entry: _____ Passport Number: _____

Passport Issuing Country: _____ Passport Expiration Date: _____

2. Expiration date of your I-94 card in passport (D/S or date certain): _____

3. What school or university are you currently attending? _____

4. Are you planning to leave the United States before coming to UNC Wilmington? Yes No

5. If yes, when? _____

**Please attach a copy of your current immigration document (Form I-20, DS2019, etc) and I-94 card.*

If your family will accompany you, you must show evidence of additional support per year for your spouse and each child.

- Please complete:** I plan to come alone.
 I plan to bring the following dependents who will enter the United States with me:
 (complete below)
 The following dependents are currently with me in the United states and will remain with me:
 My dependents will enter the United States separately and will need their own I-20 or DS2019:

Name _____ Relationship _____
Last (family name)
First

Date of Birth _____ Country of Citizenship _____
Month/day/year

Country of Birth _____

Country of Legal Permanent Residency _____

Name _____ Relationship _____
Last (family name)
First

Date of Birth _____ Country of Citizenship _____
Month/day/year

Country of Birth _____

Country of Legal Permanent Residency _____

(Please continue on a separate sheet if needed.)

Funding

- You must demonstrate that you have sufficient funds available for your academic and living expenses.
- If your sponsor is outside the United States, you will be responsible for all payments according to scheduled UNC Wilmington payment dates for each semester.

Source of Funding

Please complete the chart below and attached all financial verification documents requested for each funding category that you use. You are required to certify that you will have adequate funding for your own expenses for your first academic year and indicate how you plan to meet your expenses for subsequent years of study if your graduate program requires more than one year to complete.

SOURCE OF FUNDS	YEAR 1 (amount pledged)	YEARS 2-4 (amount pledged)
1. Self-Support	\$	\$
You must enclose an original bank statement or letter, in English, in U.S. dollars, verifying the amount you indicate. We do not accept photocopies or bank statements older than six months.		
2. Parents or Individual Sponsor	\$	\$
Your parents or sponsor must sign the certification portion below and enclose an original bank statement or letter on their bank's stationery to verify their ability to provide you with the indicated funds.		
3. Your Government	\$	\$
Enclose a signed copy of award letter with current date, amount in U.S. dollars, and beginning and ending date of award period.		
4. Other (please specify)	\$	\$
Attach an original award letter or proof of sponsorship with an English translation.		
TOTAL SUPPORT FOR EACH YEAR	\$	\$

APPLICANT: I certify that the information provided here is correct and complete. I will be responsible to adhering to all university tuition, fees, room and board, and health insurance payment schedules.

Signature of applicant

Date

Print name Last (family name)

First

PARENT/SPONSOR: This is to certify that I have read the information provided by the applicant on this form, that it is true and accurate, and that the funds are available and will be provided as stated.

Signature of parent/sponsor

Date

Print name Last (family name)

First

Relationship to applicant

Address

REMINDER: Did you sign this form? Did you complete every section? Did you attach all necessary documents?

Graduate Program Requirement Chart

When completing an application for graduate admission, please refer to this chart for the type of degree awarded, semesters of entry, application deadline dates, test and other requirements. Transfer the exact titles to the application.

Program	Major	Degree	Semesters of entry	Deadlines	Test requirements	Special requirements**
Accountancy	MACG	MSAC	Fall	April 1	GMAT	
Biology	MBIO	MS	Fall Spring	March 15 October 15	GRE Bio Subject Test	Statement of Interest Research Interest
Business Administration	MBA	MBA	Summer I	March 1	GMAT	Employment History Form
Chemistry	MCHM	MS	All semesters	60 days*	GRE	
Curriculum/Instruction Supervision	MCI	MED	All semesters	60 days*	GRE or MAT	
Creative Writing	MCRW	MFA	Fall	February 1		Essay Form Writing Sample
Elementary Education	MEC	MED	All semesters	60 days*	GRE or MAT	
English	MENG	MA	Fall Spring	March 1 November 1	GRE	Essay Form A Writing Sample-10 pages
Environmental Studies	MEVS	MCRT	All semesters	60 days*		Statement of Interest
Geology	MGLY	MS	Fall Spring	February 15 November 1	GRE	Statement of Interest
Gerontology	MGRN	MCRT	All semesters	60 days*		Essay Form
Hispanic Studies	MHSP	MCRT	All semesters	60 days*		Essay Form Tape
History	MHST	MA	Fall Spring	March 1 for aid May 1	GRE	History Questionnaire Research paper
Instructional Technology	MIT	MS	All semesters	60 days*	GRE or MAT	Statement of Personal Goals Letter of App to Dept
Language and literacy education	MLL	MED	All semesters	60 days*	GRE or MAT	
Liberal Studies	MALS	MA	All semesters	60 days*		Essay Form
Marine Biology	MMB	MS	Fall Spring	March 15 October 15	GRE Bio Subject Test	Statement of Interest Research Interest
Marine Science	MMS	MS	All semesters	60 days*	GRE	Statement of Interest
Mathematics	MMAT	MA or MS	Fall Spring	March 15 October 15	GRE	
Middle Grades Education	MMG	MED	All semesters	60 days*	GRE or MAT	
Nursing	MNSG	MSN	Fall	March 1	GRE	Survey Form, Varied Reference Form , Current Resume
Psychology	MPSY	MA	Fall	January 15	GRE	Statement of Interest
Public Administration	MPA	MPA	Fall Spring	March 15 November 15	GRE or GMAT	Statement of Interest
Secondary Education	MSEC	MED	All semesters	60 days*	GRE or MAT	
School Administration	MSA	MSA	Fall	February 15	GRE or MAT	Letter of Application Autobio Statement Interview
Master of Arts in Teaching	MAT	MAT	All semesters	60 days*	GRE or MAT	
Ph.D. in Marine Biology	PMMB	Ph.D.	Fall Spring	March 15 October 15	GRE Bio Subject Test	Reference forms with accompanying letters Current curriculum vitae Detailed summary of MS thesis research Statement of Interest Reprint or copies of publications

** Contact the Graduate School for Special Requirement forms or visit our web site at http://www.uncwil.edu/grad_info/

Campus Resources

Graduate School

www.uncw.edu/grad_info/
910-962-3135
910-962-4117
gradstudies@uncw.edu

Catalog

The Graduate School Catalog is available online at www.uncw.edu/grad_info/. If you wish to have a copy mailed to you, please e-mail gradstudies@uncw.edu and include your name, and address.

Bookstore

A Barnes and Nobles Store
<http://uncw.bkstore.com>
910-962-3188
910-962-4021
910-962-4040 (fax)
bksuncwilmington@bncollege.com

Campus Diversity

www.uncw.edu/diversity/
910-962-3832

Financial Aid and Veteran Services

www.uncw.edu/finaid
910-962-3177
910-962-3851 (fax)
finaid@uncw.edu

Diability Services

www.uncw.edu/stuaff/SDS/disability.html
910-962-3746

Housing and Residence Live

www.uncw.edu/stuaff/housing/
910-962-3241
910-962-7032 (fax)

International Programs

www.uncw.edu/intprogs/uncw_office_of_international_pro.htm
910-862-3685
910-962-4053 (fax)
E-mail: intlprogram@uncw.edu

Registrar's Office

910-962-3125
www.uncwil.edu/reg/
registrar@uncw.edu

Schedule of Classes

www.uncw.edu/scheduleinfo

SEA LINE

910-962-4246

SEAWEB for Students

<https://tswww.mis.uncwil.edu/ahomepg.htm>

Student Accounts

studacts@uncw.edu

Student Health Center

www.uncw.edu/stuaff/SDS/health.html
Phone no.: 910-962-3820

Summer School

summer@uncw.edu

Undergraduate Admissions Office

910-962-3243
admissions@uncw.edu
www.uncw.edu/admissions/

CHECK LIST

To complete the application

- remove all the application forms from this booklet
- carefully complete all sections of the application (refer as needed to the Graduate Program Requirement Chart for deadlines, etc.)
- carefully read and answer all questions, and sign and date the application.

To submit the application

The following documents should be submitted to the Graduate School in the self-addressed envelope. **DO NOT mail directly to the program to which you are applying.**

- the completed application form
- the application fee
- the completed residency form only if you qualify for and are claiming North Carolina residency for tuition purposes
- letter of recommendation (unless recommenders prefer to send them directly to the Graduate School)
- supplemental materials (i.e., writing samples, statement of interests, personal statements, etc.), if required
- official transcripts, **must be in a sealed envelope from the appropriate colleges/institutions, unless sent directly from the colleges/institutions to the Graduate School**
- copies of appropriate test scores

Application Received Notification

Notification that your application was received in the Graduate School will be sent to your e-mail address which you should include on the application.

Application Status

You can check on the status of your application by calling SEA LINE, UNCW's telephonic registration information system at 910-962-4246. Using your student identification number and your personal access code (pac/pin number), you can access SEA LINE. Your student identification number is your social security number and your personal access code is your date of birth in the format of mmddyy.

Additional questions or concerns can be directed to the Graduate School at 910-962-3135.