

*Office of Graduate Studies,
Research and Sponsored Programs
(Revised 05/08/12)*

**UNIVERSITY OF GUAM
ONLINE APPLICATION**

1.) Go to www.uog.edu.

2.) Click on the ‘Students’ tab on the drop down menu at the top.

3.) Click on ‘Online Applications’ and create an account. After creating an account complete the ‘Online Graduate Application’.

4.) Pay application fee using credit or check card

For Students who wish to enroll in Graduate School and achieve Graduate Student Status. Here is your Getting-Started checklist:

- _____ 1. Have a Bachelor’s degree with a GPA of 2.5 or higher. Transcripts must be sent directly to the Office of Graduate Studies. Hand delivered transcripts will be considered unofficial.
- _____ 2. **(A.)** Complete the online application found at the University of Guam website or **(B.)** Fill out an Application Form with the Office of Graduate Studies, Research and Sponsored Programs with payment of the non-refundable application fee.
- _____ 3. Have all colleges or universities you have attended send one (1) official transcript directly to the Office of Graduate Studies, Research and Sponsored Programs.
- _____ 4. Take the Graduate English Proficiency Exam (GEPE), based on essay writing, and, pass GEPE for admissions requirement. Official scores of *550-paper-based, or 213-computer-based, or 79-Internet-based on the TOEFL or 400 on the Verbal Section of the GRE (Graduate Record Exam) general test or a total score of 400 on the GMAT may serve as a substitute.*
- _____ 5. Provide written documentation of a TB test (PPD) taken within the past 6 months (and results of an x-ray if PPD is positive), plus, if born in 1957 or later, evidence of vaccination against mumps, measles, and rubella (MMR).
- _____ 6. Determine residency classification for tuition purposes.

Now, you are admitted as Graduate Student Status. For enrollment in a graduate course, you must meet the appropriate department requirements, including prerequisite courses or consent of instructor. A maximum of twelve (12) graduate credits earned while in a Graduate Student Status prior to admittance into a graduate program, may be applied towards fulfilling the Master’s degree requirements.

Please refer to the Graduate Bulletin section on Graduate Admission Standards.

For students who want to achieve Pre-Candidate Status.

Satisfy everything on the **Graduate Student Status checklist** and each item on the **Pre-candidate checklist** below:

- _____ 1. Prepare and submit a **Letter of Intent** wishing to pursue a specific degree program to the Office of Graduate Studies, Research and Sponsored Programs. Letter of Intent is addressed to the Assistant Vice President and signed by the student.
- _____ 2. Prepare and submit a **Statement of accomplishments, interests, goals and reasons** for wishing to pursue a Master's degree to the Office of Graduate Studies, Research and Sponsored Programs. Statement is addressed to the Assistant Vice President and signed by the student.
- _____ 3. Prepare and submit a **Resume** or **Curriculum Vitae (CV)** to the Office of Graduate Studies, Research and Sponsored Programs.
- _____ 4. Submit **Two (2) Letters of Recommendation** to the Office of Graduate Studies, Research and Sponsored Programs from individuals that are familiar with your academic or professional performance. Recommendation Letters are addressed to the Assistant Vice President.
- _____ 5. Obtain **Form A-99 (Program Contract)**; seek pre-candidate advisement and review with the Program Chair/Coordinator and Graduate Faculty members on how to plan and complete the degree requirements of the program and be accepted as a potential candidate.

For Students who want to achieve Degree-Candidate Status.

Satisfy everything on the **Pre-Candidate checklist**, and each item on the **Degree- Candidate checklist** below:

- _____ 1. Meet ALL admission requirements of the program in which candidacy are sought.
- _____ 2. Submit a fully completed **Form A-99** to the Office of Graduate Studies, Research and Sponsored Programs signed by the Graduate Program Chair, the College Dean and the Assistant Vice President of Graduate Studies, Research and Sponsored Programs approving candidacy to the degree program.

For students who want to complete the Master's degree program, satisfy everything in the **Pre-Candidate and Degree-Candidate Status** and the following items below:

Obtain **Form B (Notice of Completion of Master's Degree)**; Pass the **Final Written and/or Oral Examination** and, **Thesis or Special Project**. Submit **Form B** to the Office of Graduate Studies, Research and Sponsored Programs with the required signatures from the Committee Member(s), Committee Chair, Graduate Program Chair and Assistant Vice President of Graduate Studies, Research and Sponsored Programs recommending and approving completion of your **Master's degree**.

Pay careful attention to the **Academic Calendar** in the Graduate Bulletin so you meet all deadlines for graduation.

Please refer to the Graduate Bulletin section on Graduate Admission Standards and completion of the Master's Degree.