Guide to the UWM Department of Curriculum and Instruction
MASTER’S DEGREE APPLICATION CHECKLIST

Important Information Regarding Deadlines:

Applicants can expect to hear back with the Graduate School’s official admission decision 6-8 weeks after their application is complete. If admitted by the Graduate School, they can also expect to hear back from the department with their advisor assignment shortly thereafter. Applications completed less than 4 weeks before the start of the semester they wish to enroll will be reviewed on a case-by-case basis and may not be processed in time for enrollment for the intended semester. In this case, please contact the Graduate Admissions Support Specialist, Allison Beverly Hochmuth (hochmuth@uwm.edu).

- **Application** Submit online application
  - Complete the application form online. [https://graduateschool-apply.uwm.edu/](https://graduateschool-apply.uwm.edu/)

- **Transcripts**
  - Upload [unofficial](#) into online application and Submit [official](#) transcripts to Graduate School
  - List all institutions attended in the “Academic History” portion of the online application. You must upload a copy of unofficial transcripts from every institution you have attended (including UWM) directly into the online application. Request that the official transcripts from each undergraduate and graduate school attended (except UWM) be sent directly to the Graduate School.

- **Reasons Statement**
  - Submit via online application
  - An essential part of your application, the Reasons Statement is used to determine the appropriateness of your educational and professional goals and serves as an example of your ability to express yourself in writing. In the statement:
    - Explain your reasons for pursuing graduate study.
    - Describe specific interests and your background in the field.
    - List any relevant skills or training you have acquired.
    - List relevant academic awards or honors you have received.

- **Application Fee**
  - Submit to Graduate School via online application
  - Information on the current graduate application processing fee is available on the Graduate School application form.

- **International Applicants**
  - Please check the International Student Admission Page at the [Center for International Education](http://www.uwm.edu/Dept/CIE)

For more information, contact Allison at hochmuth@uwm.edu or (414) 229-4721

Thank you for considering the Department of Curriculum and Instruction at UWM!