

Application Guide

Every applicant must initiate the application by going to the Office of Admissions website (<http://admissions.uno.edu>). Paper applications are not available.

- Select the link on the left for “**Admissions Applications**”.
- After reviewing the instructions, select the link for “**All Applicants – Click Here**”.
- Before you begin the application you should have access to the names and dates of previous institutions you have attended, emergency contact information, addresses and dates of current and previous residence

The screenshot shows the University of New Orleans Office of Admissions website. The page title is "Office of Admissions" and the URL is "http://admissions.uno.edu/app.cfm". The page features a navigation menu on the left with "Admissions Applications" highlighted by a red arrow. The main content area is titled "Application for Admission" and contains instructions for applying, including a note for Apple/Mac users. A red arrow points to the link "All Applicants - Click Here - to Apply for Admissions". On the right, there is a "Contact Admissions" sidebar with options like "Chat Live", "Offline now", and "Send an Email".

A dialog box will open prompting you to log in. If you have never applied before you will need to create a Username and Password. The system requires that you use a non-UNO email address to register. If you have applied before you will be prompted for your Username and Password.

Once you log in, the first screen will ask for your **Personal Information**:

If you need help with this page or are unclear about what to choose click the help button.

Applicant Name

Prefix	*First	Middle	*Last	Suffix
Mr	test		test	

Former/Other Name

Prefix	First	Middle	Last	Suffix

Contact Information

*Primary Phone	5042807017	Alternate Phone	
*Email Address	iaryal1@uno.edu	*Confirm Email	

Primary Address

*Address Line 1	2000 LAKESHORE DR
Address Line 2	
Address Line 3	
Address Line 4	
*City	NEW ORLEANS
State	Louisiana
Postal	701223520
Country	United States

Mailing Address Check if same as Primary

Address Line 1	2000 LAKESHORE DR
Address Line 2	
Address Line 3	
Address Line 4	
City	NEW ORLEANS
State	Louisiana
Postal	701223520
Country	United States

Personal Information

Social Security Number		Gender	Unknown
*Birthdate	01/19/2008	Birth City	test
Birth State	Louisiana	Birth Country	United States
Citizenship	United States	Citizenship Status	Native
Ethnicity	Not Specified	Visa Type	Not Specified
		Religious Preference	Not Specified

Save and Continue

* Required Field

Once you have completed the fields, select **Save and Continue**.

The next screen will ask for your **Contact Information**.

Online Application
Parental/Legal Guardian and Emergency Contact Information

Please enter your parent/legal guardian and emergency contact information.

If you need help with this page or are unclear about what to choose click the help button.

Father - Check if same for Emergency Mother - Check if same for Emergency

Father Information:
Prefix: [Dropdown]
First Name: test
Middle Name: [Text]
Last Name: test
Suffix: [Dropdown]
Address Line 1: [Text]
Address Line 2: [Text]
Address Line 3: [Text]
City: [Text]
State: Not Specified [Dropdown]
Postal: [Text]
Country: United States [Dropdown]
Phone: [Text]
Email Address: [Text]

Mother Information:
Prefix: [Dropdown]
First Name: [Text]
Middle Name: [Text]
Last Name: [Text]
Suffix: [Dropdown]
Address Line 1: [Text]
Address Line 2: [Text]
Address Line 3: [Text]
City: [Text]
State: Not Specified [Dropdown]
Postal: [Text]
Country: United States [Dropdown]
Phone: [Text]
Email Address: [Text]

Emergency Contact:
*First Name: test *Last Name: test
*Primary Phone: 5042807017 Alternative Phone: [Text]
*Address Line 1: 2000 LAKESHOTE DR
Address Line 2: [Text]
Address Line 3: [Text]
*City: NEW ORLEANS State: Louisiana [Dropdown] *Postal: 7014800
Country: United States [Dropdown]

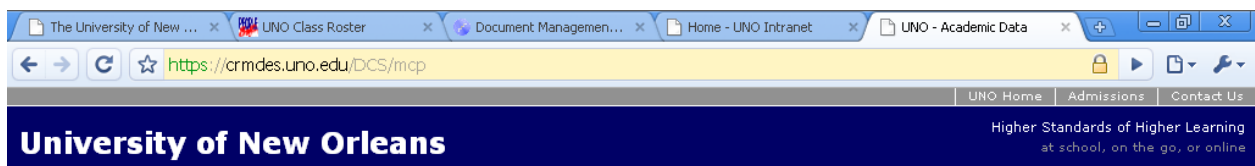
Save and Continue

* Required Field

Once you have completed the fields, select **Save and Continue**.

Please **pay close attention** when completing the next screen **Admission Term and Program**

- **Are you seeking a degree at UNO?** If you are planning to enter a program that awards a Master’s or Doctoral degree you must select **Yes**. Students seeking Teacher Certification, Professional Development, or pre-CPA should select **No**.
- **Academic Career** – Career means either undergraduate or graduate. If you plan to enroll in any graduate-level courses you must select **Graduate**.
- **Academic Term** – This is the semester that you wish to begin enrollment. You should select the earliest possible semester that you wish to enroll.
- **Application Type** – All graduate students must select **New – New Graduate Student** even if you have been enrolled as a graduate student at UNO previously.
- **Program** – This refers to the level (Doctoral or Master’s) and College of the degree program in which you would like to enroll. A list of the programs offered by College is provided at the end of this guide.
- **Plan** – This refers to the degree program in which you would like to enroll. *Students seeking admission to either the Creative Writing or Creative Writing – Low Residency MFA programs should select **Film, Theatre, and Communication Arts – MFA**.*
- **Sub-plan** – This refers to the concentration area for the program. For some programs, there is **no sub-plan** but for others the sub-plan must be selected to ensure that your application will be routed correctly. *Students seeking admission to either the Creative Writing or Creative Writing – Low Residency MFA programs should select Creative Writing or Creative Writing – Low Residency as the **sub-plan**.*



Online Application
Admission Term and Program

Please specify the term and program you are applying to.

If you need help with this page or are unclear about what to choose click the help button.

Degree and Career
*Are you seeking a degree at UNO? Yes No *Academic Career < Select Career >

Application Term and Type
*Academic Term < Select a Semester > *Application Type NEW - New Graduate Student

Programs
Please select a value for each of the following Program, Plan and Sub-Plan.

*Program < Select a Program >
*Plan < Select a Plan >
*Sub-Plan < Select a Sub-Plan >

Referral Code
If you have a referral code, please enter the five digit code below.
Referral Code < >

Save and Continue



Once you have completed the fields, select **Save and Continue**.

The next screen requests your **Educational Background**.

You must list every institution that you have attended, even if it was just for one semester. You will also be required to submit official transcripts from each of these institutions to the Office of Admissions. You must look up the School ID for each institution. If you cannot find the exact institution, please select **Yes** at the bottom of the page.

The screenshot shows a web browser window with the URL <https://crmdes.uno.edu/DCS/mcp>. The page is titled "School Search Tool" and contains three sections for "Post Secondary School 1", "Post Secondary School 2", and "Post Secondary School 3". Each section includes a "School ID" field, "From Date" and "To Date" date pickers, and a "Degrees Received" table with three rows for Degree 1, 2, and 3, each with a "Date Received" field. A "Save and Continue" button is at the bottom, along with a note: "If your College was not found or you have more Colleges to enter, Select Yes and then click Save and Continue". Radio buttons for "Yes" and "No" are present, with "No" selected. A "* Required Field" note is at the bottom left.

Once you have completed the fields, select **Save and Continue**.

The answers you provide in the next screen will be used to determine your **Louisiana Residency** status. You will have an opportunity to review the LSU System Residency Regulations.

NOTE: Failure to answer these questions accurately will result in a non-resident fee classification and you will be charged OUT OF STATE tuition!

If you need help with this page or are unclear about what to choose click the help button.

Louisiana Resident
***Do you consider yourself a Louisiana Resident** based on the Residency Regulations of the Louisiana State University System? Yes No [Click here to review the Residency Regulations](#)

Are you a member or dependent of a member of U.S. Armed Forces stationed in Louisiana on Active Duty? Yes No [If Yes, click here for additional forms](#)

Parent/Legal Guardian Information
Do your parents/legal guardian reside in Louisiana? Yes No

If you answered Yes to the question above, please indicate dates **From Date** [] **To Date** []

Residency Information Details

1. When did you move to your present address?	From Date []	To Date 05/29/2009
	Address []	
	City []	State Not Specified
2. When did you move to your prior address?	From Date []	To Date []
	Address []	
	City []	State Not Specified
3. When did you move to your prior address?	From Date []	To Date []
	Address []	
	City []	State Not Specified

Save and Continue

* Required Field

Once you have completed the fields, select **Save and Continue**.

The next screen requests answers to **Miscellaneous** questions.

The screenshot shows a web browser window with the URL <https://crmdes.uno.edu/DCS/mcp>. The page header for the University of New Orleans is visible, along with navigation links for Home, Admissions, and Contact Us. The main content area is titled "Online Application for Admissions" and "Applicant Miscellaneous Information". It includes a help button and a section of questions required by University Policy and State Regulations. The questions and their current selections are as follows:

Question	Yes	No
*Are you presently charged by indictment or information with a crime (felony) which might be punishable by imprisonment in a penitentiary or have you even been convicted or plead guilty to such a crime?	<input type="radio"/>	<input checked="" type="radio"/>
If yes, have you ever been committed to a correctional or training institution?	<input type="radio"/>	<input checked="" type="radio"/>
*Have you ever been suspended or dismissed in you last enrollment in a college or university for scholastic or disciplinary reasons?	<input type="radio"/>	<input checked="" type="radio"/>
*Are you currently enrolled in any college or university	<input type="radio"/>	<input checked="" type="radio"/>
Indicate your Housing Interest when attending UNO	Unknown	
Financial Aid Interest	<input type="radio"/>	<input checked="" type="radio"/>
How did you first learn about UNO	Advertisement	
*Do either of your parents have a college degree, bachelor's degree or higher	<input type="radio"/>	<input checked="" type="radio"/>
Are any of your parents LSU system alumni? (See "Help" for more details)	<input type="radio"/>	<input checked="" type="radio"/>
Are you a 1st generation college student? (See "Help" for more details.)	<input type="radio"/>	<input checked="" type="radio"/>

At the bottom of the form is a "Save and Continue" button and a note: "* Required Field". The Windows taskbar at the bottom shows the time as 2:45 PM.

Once you have completed the fields, select **Save and Continue**.

You will now be taken to an **Application Summary**. You should review the information reported in each section of the application to verify that it is correct.

The screenshot shows a web browser window with the URL <https://crmdes.uno.edu/DCS/mcp>. The page header includes the University of New Orleans logo and the tagline "Higher Standards of Higher Learning at school, on the go, or online". The main content area is titled "Online Application for Admissions Applicant Summary" and includes a "Print Application Summary" button. A red warning message states: "Please be sure that all information is correct. Take a moment to review your application. Your acknowledgement of the certification at the bottom of this page is required to process your application. If you need to correct or update any section, click the appropriate edit section link." Below this is the section "Graduate Application for 0950 - 2009 Fall" and "Biographic Information".

Applicant Name			
Primary Name	First test	Middle	Last test
Former/Other Name	First	Middle	Last

Contact Information

Primary Phone 5042807017	Alternate Phone
Email Address laryal1@uno.edu	

Note U.S. only: We attempted to validate the address you provided - Information provided by www.usps.com

Primary Address	Mailing Address
Address Line 1 2000 LAKESHORE DR	Address Line 1 2000 LAKESHORE DR
Address Line 2	Address Line 2
Address Line 3	Address Line 3
Address Line 4	Address Line 4
City NEW ORLEANS	City NEW ORLEANS
State Louisiana	State Louisiana
Postal 701223520	Postal 701223520
County	County
Country United States	Country United States

Personal Information

Social Security Number	Gender Unknown
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If everything is correct you should select "**Certify and Continue**". Please note that by doing so you are **authorizing Louisiana Public Post-Secondary Education to access my academic records & certifying that all information on this application is correct and that false or incomplete information can result in dismissal from the university.**

You will now be prompted to provide payment information. The application fee is **\$50** unless you apply after the priority date for the semester. There is an additional late fee of \$30 for applications submitted after the priority date, so the total cost is **\$80**.

Students who have applied for admission as a graduate student to UNO before and paid the application fee will not have to re-pay the fee. If that is the case, skip the fields for the credit card information and select "Submit Online Application".

Online Application
Online Payment

ATTENTION: (Please read below before submitting)
The regular application fee to The University of New Orleans is \$40. However, if you apply after the application priority dates listed on the [Office of Admission website](#) an additional late fee of \$30 is due with your regular application fee (Total of \$70).
Returning Students who applied with The University of New Orleans before and paid the application fee at that time will not have to pay another application fee if they apply for the same academic career. The Returning Student application fee waiver is subject to verification. If the Office of Admission cannot verify that you already paid an applications fee before you will owe the current application fee.
If you believe that you do not owe an application fee or choose not to pay online by credit card click "Submit Online Application" to skip the payment option.

If you need help with this page or are unclear about what to choose click the help button.

Credit Card Payment Information

Card Type Card Number
Expiration Year

Credit Card Holder Information

First Name
Last Name

Credit Card Billing Address

Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State Not Specified
Postal
Country United States

Please Note:
The payment information provided above will be used to process your application fee payment. We will attempt to charge your credit card after the application is successfully processed on our system and only if we determine that you do owe the application fee.

Submit Online Application

Within 24 hours of submitting the application you should receive an email notification that your application has been received.

Please note that your application will **not** be processed if you owe the fee and have not paid it or if you have not submitted complete and official transcripts to the Office of Admissions (103 Administration Building).

International students must also submit TOEFL and GRE/GMAT scores **before** the application will be processed.

Graduate Degree Programs by College

College of Business Administration

Accounting – M.S.
Accounting – Tax Option – M.S.
Business Administration – M.B.A.
Financial Economics – Ph.D.
Health Care Management – M.S.
Hospitality & Tourism Management – M.S.

College of Education & Human Development

Counselor Education – M.Ed., Ph.D.
Curriculum & Instruction – M.Ed., Ph.D.
Educational Administration – M.Ed., Ph.D.
Educational Leadership – M.Ed.
Special Education – M.Ed.

College of Engineering

Engineering – M.S.
Sub-plans: Civil & Environmental Engineering, Electrical Engineering, Mechanical Engineering, Naval Architecture & Marine Engineering
Engineering and Applied Science – Ph.D.
Sub-plans: Computer Science, Civil & Environmental Engineering, Earth & Environmental Science, Electrical Engineering, Engineering Management, Mathematics, Mechanical Engineering, Naval Architecture & Marine Engineering, Physics
Engineering Management – M.S.
Environmental Engineering – M.S.

College of Liberal Arts

Arts Administration – M.A.
English – M.A.
Film, Theatre and Communication Arts – M.F.A.
Sub-plans: Creative Writing, Creative Writing Low-Residency, Performance & Production
Fine Arts – M.F.A.
Geography – M.A.
History – M.A.
Music – M.M.
Political Science- M.A., Ph.D.
Public Administration – M.P.A.
Romance Languages – M.A.
Sub-plans: French, Spanish
Sociology – M.A.
Urban and Regional Planning – M.U.R.P.
Urban Studies – M.S.

College of Sciences

Applied Biopsychology – Ph.D.

Applied Developmental Psychology – Ph.D.

Applied Physics – M.S.

Biological Sciences – M.S.

Chemistry – M.S., Ph.D.

Computer Science – M.S.

Earth & Environmental Science – M.S.

Mathematics – M.S.

Physics – M.S.