

Step 1: Go to the web page (<https://grad.catalyst.uc.edu/apply>)

Step 2: Create an application account and then use your account just created to sign in.

The screenshot shows the top navigation bar with links for UC Home, Visit UC, and Directories. Below this is a header with the University of Cincinnati logo and 'THE GRADUATE SCHOOL' text. A secondary navigation bar contains links for Apply, Future Students, Current Students, Faculty/Staff, Research, About Us, and Give. The main content area is titled 'Application Management' and is divided into two sections: 'Returning users:' with a 'Log in' link, and 'First-time users:' with a 'Create an account' link. A note below the first-time users section states: 'Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.'

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

[Continue](#)

Step 3: Click [Start New Application](#).

Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Step 4: Choose Graduate Programs, click **Create Application**

Start New Application

Select an application type:

2017-2018

Graduate Programs ▼
Graduate Programs
PharmD

Create Application

Cancel

Step 5: Open Application

Application Details

Started	08/28/2016
Status	In Progress
	2017-2018
	<input checked="" type="radio"/> Graduate Programs
	<input type="radio"/> PharmD

Open Application

Cancel

Step 6: Choose one of the programs in Department of Geography

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Program Choice

How would you like to search for your program?

By College ▼

Select College

McMicken College of Arts & Sciences ▼

Select Program

- Anthropology, Master of Arts
- Asian Studies Certificate, Post-Baccalaureate Certificate
- Biological Sciences, Doctor of Philosophy
- Biological Sciences, Master of Science
- Chemistry, Doctor of Philosophy
- Chemistry, Master of Science
- Classics, Doctor of Philosophy
- Classics, Master of Arts
- Communication, Master of Arts
- Diversity Management, Post-Baccalaureate Certificate
- English & Comparative Literature, Doctor of Philosophy
- English & Comparative Literature, Master of Arts
- Film & Media Studies, Post-Baccalaureate Certificate
- French, Master of Arts
- Geography | Geographic Information Systems, Doctor of Philosophy**
- Geography | Geographic Information Systems, Master of Arts
- Geography, Doctor of Philosophy
- Geography, Master of Arts
- Geology, Doctor of Philosophy

Step 7: Basic personal background information

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Applicant Information

Name

Prefix	<input type="text" value="Mr."/>
First Name-If no first name, use FNU	<input type="text" value="Test"/>
Middle	<input type="text"/>
Last (Family)	<input type="text" value="Shu"/>
Suffix	<input type="text"/>
Preferred First	<input type="text"/>
Other Last Names Used	<input type="text"/>

Addresses

Permanent Address-If you are not a United States citizen or permanent resident, enter your foreign address here.

Street Address	<input type="text" value="Room 336 Zihuan Building
500 Dongchuan Road"/>
City	<input type="text" value="Shanghai"/>
Region	<input type="text" value="Shanghai"/> <input type="text" value="China"/>
Postal Code	<input type="text" value="200241"/>

Mailing Address

Step 8: Applicant detail

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Applicant Detail

Are you part of a minority scholars program such as McNair, GEM, or STARS?

Financial Support

Some graduate programs have graduate assistantships or scholarships available. If the program you are interested has funding available, would you be interested?

- Yes
 No

Veteran Information

Answer the following questions only if one of the following conditions are true:

- you are currently on active duty with a branch of the U.S. Armed Forces
- you are a veteran of a branch of the U.S. Armed Forces
- you are the spouse or legal dependent of either an active duty or veteran of a branch of the U.S. Armed Forces.

Branch of Service

Current Armed Service Status

Step 9: Video Essay (kind of introducing yourself as well as possible in 60 seconds, see below for more details)

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Video Essay

This video essay is optional but it is highly recommended that you complete it. You will need a webcam to answer this question. You have 90 seconds to prepare your answer for your up to 1 minute response. You may re-record 2 times.

To record your video, you will need a directly-attached webcam and you will need to use a browser that supports Flash.

Start Test

Continue

Click **Start Test**, then get ready to record a video

Firstly, you will test whether your webcam and your microphone are ready, see below.

Video Essay (TESTING MODE)

Instructions:

- To begin the recording process, click "Ready".
- The question or prompt will then appear, and you will have 10 seconds to prepare a response before recording automatically begins. To begin recording earlier, click the "Start Recording".
- Once recording has begun, you will have 10 seconds before the recording automatically stops. You may choose to stop the recording early (by clicking the "Stop Recording" button), or you may allow it to stop automatically at the end of the allotted time.
- Since this is a test recording, you will have only 10 seconds to prepare and 10 seconds to complete the test recording.
- If you are not ready to begin testing, you can [return to the application](#).



Ready **Settings**

Video Essay (TESTING MODE)

Pretend that we just asked you an existential question.

When you are no longer testing, the real question or prompt will appear here. (You will also have more than 10 seconds to respond.)

For now, you may record whatever you would like as a test response. This recording will not be saved beyond the testing phase and will never be reviewed.



Recording in 2 seconds...

Start Recording

Click **Start Recording**

Video Essay (TESTING MODE)

We have received your test video submission. Please review it to ensure that the audio and video play properly.

If you need to re-test, you may [start over](#).



If you are ready to proceed, please review the requirements below, click the acknowledgement, and then click Ready:

- You can play any welcome videos.
- You can hear the audio.
- You can record a test video.
- You can playback your test video, with video and audio captured successfully.

I acknowledge that I have tested this process and am ready to start recording.

Ready

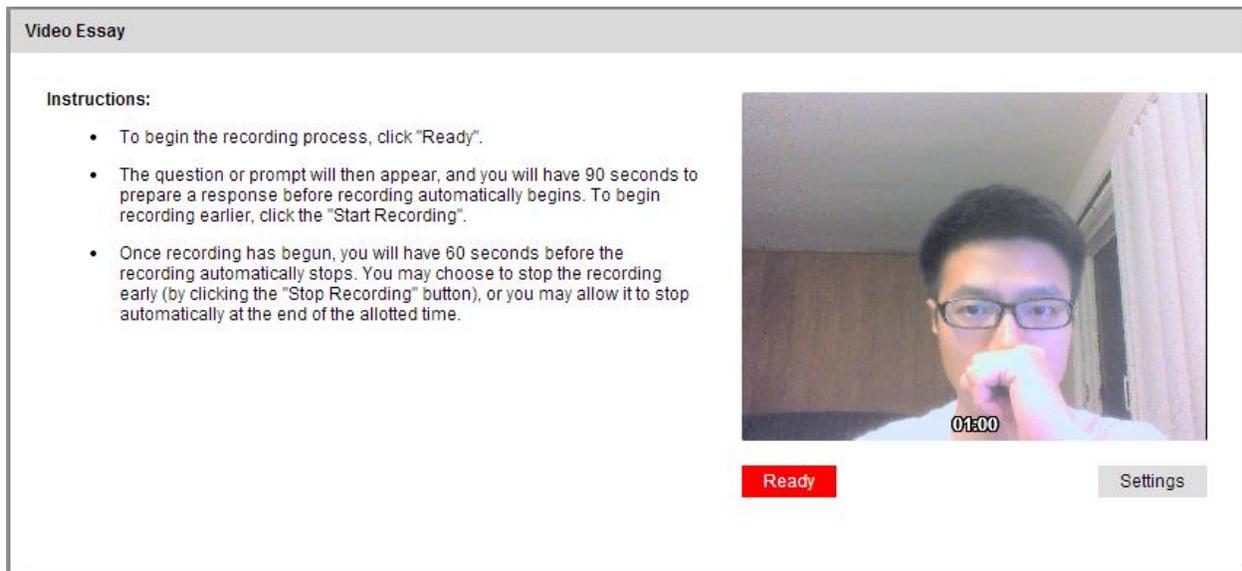
Click Ready to finish the test.

After that, you will then get to record your video essay, as below

Video Essay

Instructions:

- To begin the recording process, click "Ready".
- The question or prompt will then appear, and you will have 90 seconds to prepare a response before recording automatically begins. To begin recording earlier, click the "Start Recording".
- Once recording has begun, you will have 60 seconds before the recording automatically stops. You may choose to stop the recording early (by clicking the "Stop Recording" button), or you may allow it to stop automatically at the end of the allotted time.

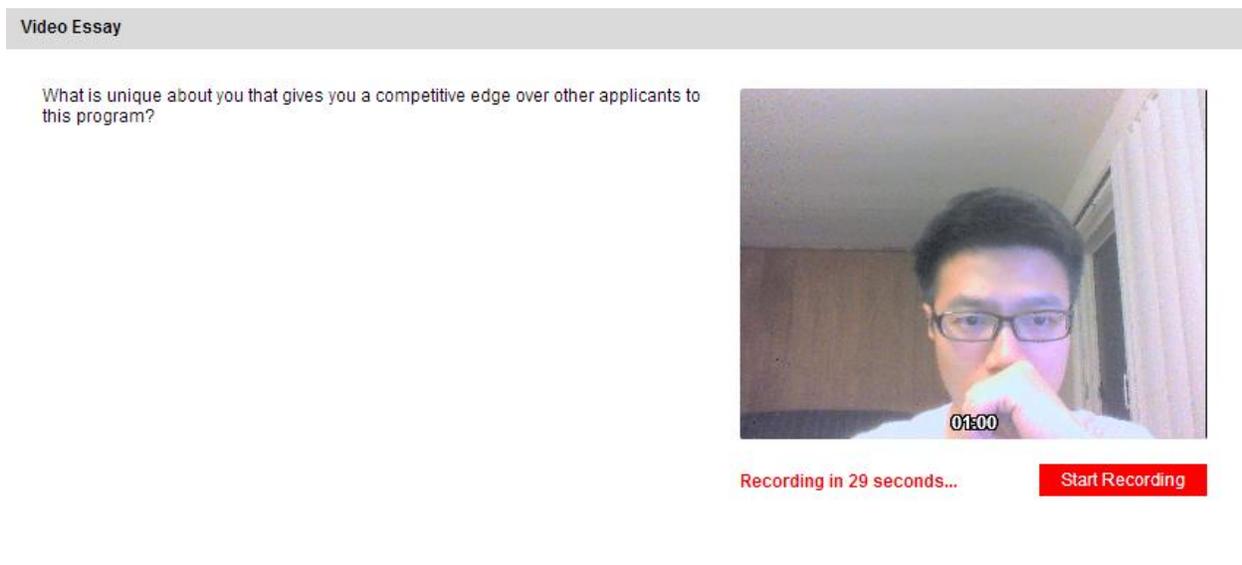


The screenshot shows the 'Video Essay' interface. On the left, there are instructions for recording. On the right, there is a video feed of a man with glasses. Below the video feed, there is a red 'Ready' button and a grey 'Settings' button. A timer '01:00' is visible in the bottom right corner of the video feed.

Click **Ready** to begin the video recording. Then the question pops out. You will have 90 seconds to prepare for the question, then click **Start Recording**

Video Essay

What is unique about you that gives you a competitive edge over other applicants to this program?



The screenshot shows the 'Video Essay' interface with a question: 'What is unique about you that gives you a competitive edge over other applicants to this program?'. On the right, there is a video feed of the same man. Below the video feed, there is a red 'Start Recording' button and a grey button that says 'Recording in 29 seconds...'. A timer '01:00' is visible in the bottom right corner of the video feed.

Then try to finish the question in 60 seconds.

Video Essay

What is unique about you that gives you a competitive edge over other applicants to this program?



REC

00:40

Stop Recording

Recording...

If you are not satisfied with the video you recorded, you are able to try again. But you have only **THREE** chances.

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Video Essay

We have successfully received your video submission.



00:00

00:00

Continue

After you finish the recording, click continue.

Step 10: Academic History (Tell us about your previous academic experience)

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Academic History

Institution	Degree	Dates Attended
Add Institution		

Continue

Click [Add Institution](#), then fill in your information and upload your PDF transcripts. Then click Save

Add Institution

Institution	<input type="text" value="No 2 HS East China Normal Univ"/>
City	<input type="text" value="Shanghai"/>
Region	<input type="text" value="Shanghai"/> <input type="text" value="China"/>
Dates Attended	<input type="text" value="September"/> <input type="text" value="2006"/> to <input type="text" value="June"/> <input type="text" value="2010"/>
Level of Study	<input type="text" value="Undergraduate"/>
Degree	<input type="text" value="Baccalaureate"/>
Date Conferred or Expected	<input type="text" value="June"/> <input type="text" value="2010"/>
Major	<input type="text" value="Geography"/>
GPA	<input type="text" value="3.5"/> on a scale of <input type="text" value="4.0"/> (e.g., 4.0, 4.3, 5.0, 15, 100) <small>If your institution is not located in the US and does not use a 4.0 scale, please go to http://www.wes.org/students/igpascal.asp and convert it.</small>

Submit Transcript

Please upload a scanned copy or digital facsimile of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages No file chosen

After that, click Continue.

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Academic History

Institution	Degree	Dates Attended	
Add Institution			
No 2 HS East China Normal Univ	Baccalaureate, 06/2010	09/2006–06/2010	Edit

Continue

Step 11: A&S Program Requirements

Upload your CV, Statement of Purpose and academic writing samples

Home	<h3>A&S Program Requirements</h3>
Program Choice	We recommend that you provide a standard academic c.v. This document should include a summary of your education background, a summary of your employment history, a list of any organizational affiliations you may have, a list of any professional/academic presentations or publications you may have, and a summary of any other accomplishments of which you believe we should be aware.
Personal Background	<input type="button" value="Choose file"/> No file chosen
Applicant Detail	<input type="button" value="Upload"/>
Video Essay	Please upload your statement of purpose. It should detail your reasons for wanting to pursue a Graduate Degree in Geography at the University of Cincinnati.
Academic History	<input type="button" value="Choose file"/> No file chosen
A&S Program Requirements	<input type="button" value="Upload"/>
Externally Submitted Documents	Please upload a writing sample. Your academic writing sample should be in English. The sample may be a published work or a paper written either as a student or as a practicing professional.
Recommendations	<input type="button" value="Choose file"/> No file chosen
Test Scores	<input type="button" value="Upload"/>
Signature	<input type="button" value="Continue"/>
Review	

Step 12: Externally Submitted Documents

Determine whether you want to use an external system to submit your letters of recommendation

Home	<h3>Externally Submitted Documents</h3>
Program Choice	The program you have selected requires 3 letters of recommendation. Recommenders can include former professors, employers and other professional individuals pertinent to your field of study. You will enter the contact information for your recommender on the following tab.
Personal Background	Are you using a dossier service such as Interfolio to submit your letters of recommendation?
Applicant Detail	<input type="radio"/> Yes
Video Essay	<input checked="" type="radio"/> No
Academic History	This program requires submission of an official GRE score. GRE scores must be sent by ETS to UC's institution code 1833.
A&S Program Requirements	The program to which you are applying may ask you to submit additional materials after reviewing your file. Additional materials that need to be uploaded can be submitted on your Status page after you've submitted your application.
Externally Submitted Documents	<input type="button" value="Continue"/>
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Step 13: Recommendations

Add your recommenders. You will need at least **THREE** letters of recommendations

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Recommendations

Name	Status
Add Recommender	

[Continue](#)

Click [Add Recommender](#), then fill in the information.

Add Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Do you waive your right to view this recommendation? You may wish to discuss this with your recommender before saving your response.

I waive my right to access this report.

I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

[Send To Recommender](#) [Cancel](#)

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Recommendations

Name	Status
Add Recommender	
Liu, Hongxing	Sent to recommender on August 30 Edit

[Continue](#)

Step 14: Test Scores (GRE, IELTS, TOFEL)

You need to arrange the mailing of these test scores to UC at ETS or IELTS official websites.

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Test Scores

Please refer to the Externally Submitted Documents tab for details about which test scores the program you have selected requires.

Date ▲	Type
Add Test	

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Test Scores

Please refer to the Externally Submitted Documents tab for details about which test scores the program you have selected requires.

Date ▲	Type
Add Test	
08.2016	TOEFL Internet-based Test (IBT) Edit
08.2013	GRE Edit

[Continue](#)

Step 15: Application Certification

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Application Certification

I certify that the information given in this application is true and correct to the best of my knowledge and that the supplemental information is my own work. I understand that submission of incomplete or inaccurate information, misrepresentation, or plagiarism may be cause for rescinding my admission, financial aid, and/or scholarship offers, or suspension from the university if discovered subsequently. I understand that the application fee is **non-refundable**.

In place of your signature, please type your full legal name:

Confirm

Step 16 (Final Step): Review (Review your application)

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Review

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

Submit Application

Save for Later

Click **Submit Application** if you are sure everything is correct

Contact Dr. Changjoo Kim or Dr. Hongxing Liu if you have any question about the application.

Dr. Changjoo Kim

Email: changjkm@ucmail.uc.edu

Phone: 513-556-3424

Dr. Hongxing Liu

Email: Hongxing.Liu@uc.edu

Phone: 513-5563451