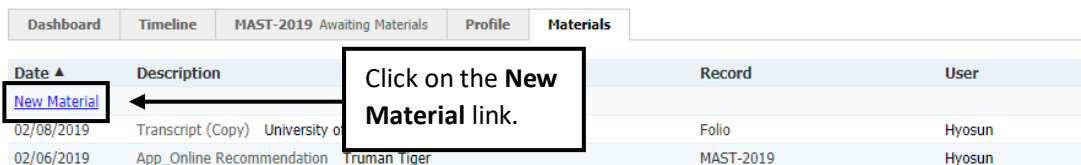


Uploading a GPA Justification Letter and a Letter of Support (For Graduate Admissions)

Once academic programs make decisions, the decisions need to be communicated within Slate and in some cases a GPA justification letter and/or a letter of support (for international only) may be needed for the final review by the Graduate Admissions office. These letters can be sent to gradadmin@missouri.edu, or uploaded to the system. Follow steps below to upload these documents.

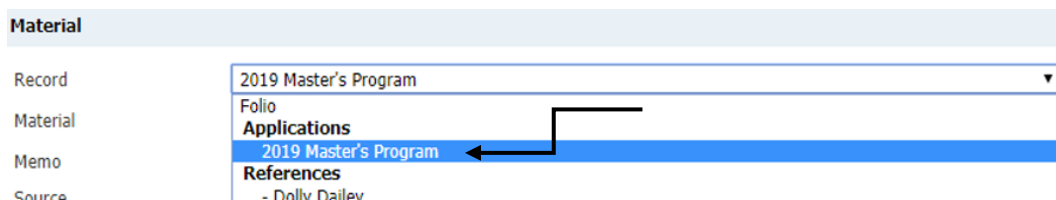
- 1) Go to the **Materials** tab and click on the **New Material** link.

McLeod Test, Hyosun Test



| Date ▲ | Description | Record | User |
|------------|--|-----------|--------|
| 02/08/2019 | Transcript (Copy) University of | Folio | Hyosun |
| 02/06/2019 | App_Online Recommendation Truman Tiger | MAST-2019 | Hyosun |

- 2) **Important!** Select the appropriate application round from the **Record** dropdown box. Make sure the selected round is correct.



Material

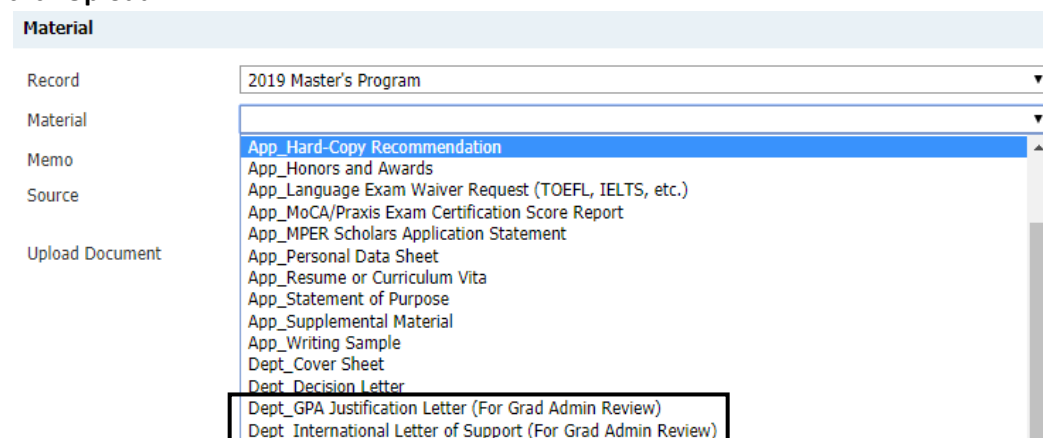
Record: 2019 Master's Program

Material: Folio

Memo: Applications

Source: 2019 Master's Program

- 3) From the **Materials** dropdown box, select **Dept_GPA Justification Letter (For Grad Admin Review)** or **Dept_International Letter of Support (For Grad Admin Review)**. Click on the **Choose File** button to find the document on your computer and once the document is selected, click **Upload**.



Material

Record: 2019 Master's Program

Material: App_Hard-Copy Recommendation

Memo: App_Honors and Awards

Source: App_Language Exam Waiver Request (TOEFL, IELTS, etc.)

Upload Document: App_MoCA/Praxis Exam Certification Score Report

Dept_GPA Justification Letter (For Grad Admin Review)

Dept_International Letter of Support (For Grad Admin Review)

Important! If the department decision letter includes funding for international applicants, save the letters under **Dept_International Letter of Support (For Grad Admin Review)**. However, if you wish to store the department decision letters for domestic applicants and international applicants with no funding, which are not required for Graduate Admissions, use **Dept_Decision Letter** instead.

4) Click **Upload**.

Material

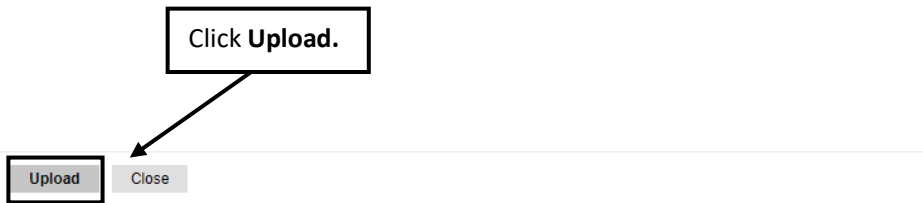
Record: 2019 Master's Program

Material: Dept_International Letter of Support (For Grad Admin Review)

Memo:

Source: PDF / Document Scanner

Upload Document: Award Letter.docx



5) Double-check the uploaded material and make sure settings are all correct. If everything looks good, click **Save**.

Material

Record: 2019 Master's Program

Material: Dept_International Letter of Support (For Grad Admin Review)

Memo:

Preview: [Display](#)

Pages (1) Metadata



6) The material now appears in the **Materials** section on the **Application tab**.

Application Tab


McLeod Test, Hyosun Test

Dashboard | Timeline | **MAST-2019 Awaiting Materials** | Profile | Materials

2019 Master's Program

Awaiting Materials Submitted September 7, 2018 Last updated February 13, 2019 Current Bin: Submitted- Awaiting Materials No decision on file.

Academic Program Academic Medicine- Distance (MS)
Entrance Term Fall 2019
Mizzou ID 14101627
Grad Prep program N/A
Military Status N/A

 Incomplete- Waiting on Application Materials from Applicant

Checklist

| | | | |
|---|--|---------------|---|
| ✘ | Recommendation (Truman Tiger II, University of Missouri) | Awaiting | ▼ |
| ✘ | Recommendation (Truman Tiger III, University of Missouri) | Awaiting | ▼ |
| ✔ | 06/13/2018 Recommendation (Truman Tiger, Mizzou) | Received | ▼ |
| ✘ | GRE Score Report | Awaiting | ▼ |
| ✘ | TOEFL Score Report | Awaiting | ▼ |
| ✔ | 12/13/2018 Transcript (Ewha Womans University) | Received | ▼ |
| ✔ | 02/08/2019 Transcript (University of Missouri Columbia (Mizzou)) | Received Copy | ▼ |

Materials

| Date ▲ | Description | Record | User |
|------------|---|------------------|--------|
| 02/13/2019 | Dept_International Letter of Support (For Grad Admin Review) | This Application | Test 2 |
| 02/12/2019 | App_Hard-Copy Recommendation Recommendation from Truman Tiger | This Application | Test 2 |
| 02/12/2019 | App_Online Recommendation Truman Tiger | This Application | Test 2 |
| 02/08/2019 | Transcript (Copy) University of Missouri Columbia (Mizzou) | Folio | Hyosun |
| 02/06/2019 | App_Online Recommendation Truman Tiger | This Application | Hyosun |
| 02/06/2019 | App_Resume or Curriculum Vita | This Application | |
| 02/06/2019 | App_Statement of Purpose | This Application | |

Please contact the Graduate Admission Office at gradadmin@missouri.edu with questions or for assistance.