If your program allows applicants to submit hard-copy application materials and receives them, your program may upload them to Slate so the materials can be included in the application PDF. Once the materials are uploaded to the system, the receipt status will automatically be updated and available on the application status page.

- Uploading Supplemental Application Materials
- Uploading Hard-copy Letters of Recommendation
    - When the recommender is listed in the application
    - When the recommender is not listed in the application
- Uploading a GPA Justification Letter and a Letter of Support (For Graduate Admissions)

Uploading Supplemental Application Materials

The academic program requirements are built into the application and applicants cannot submit their application until after they have fulfilled all the requirements. For example, if your program requires a statement of purpose, a resume, and a writing sample, applicants will need to upload these three materials prior to application submission.

However, if your program has optional items that you recommend, but not require, applicants are not required to upload them prior to application submission. If applicants have submitted without including these optional materials but would like to upload them after submission, they cannot go back to the section and make updates on their own. In this case, applicants may submit the materials to your program directly. If your program would like to upload the materials on their behalf and include them in the application PDF, follow the steps below.

1) Search for and find the applicant in Slate. Go to the **Materials** tab.

2) Click on the **New Material** link.

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

4) Select the appropriate material type.

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5) Click on the **Choose File** button to find the document on your computer and click **Upload**.

Material

Record	2019 Master's Program ▼
Material	App_Statement of Purpose ▼
Memo	
Source	⦿ PDF / Document ○ Scanner
Upload Document	Choose File Sample_Pers_tement.pdf

Click **Choose File** and browse to the folder on your computer that contains your scanned documents and select the file that you wish to upload.

Once the file is selected, click **Upload**.

[Upload] [Close]

6) 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	App_Statement of Purpose ▼
Memo	
Preview	Display

Pages (3) | **Metadata**

Click **Display** to see the uploaded material.

Click **Save.**

[Save] [Delete] [Close]   [Edit]

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

<u>Application Tab</u>

Test, Training

Dashboard	Timeline	**MAST-2018** Awaiting Decision	Profile	Materials

2018 Master's Program

Awaiting Decision
Submitted September 12, 2017
Last updated February 12, 2019

Current Bin: Acad Program/Committee Review   No decision on file.

Academic Program	Academic Medicine- Distance (MS)
Entrance Term	**Fall 2019**
Mizzou ID	**00000000**
Collaborative Program/Sponsor	**N/A**

Application Complete - Ready for Academic Program Review and Decision

Checklist

✔	12/15/2017	Recommendation (Mizzou Tigers, University of Missouri-Columbia)	Received	▾
✖		Recommendation (Truman Tiger, University of Missouri-Columbia)	Awaiting	▾
✖		Transcript (Ewha Womans University)	Awaiting	▾
✔	11/28/2018	Transcript (University of Missouri Columbia)	Received Copy	▾
✔	11/28/2018	Transcript (University of Missouri Columbia (Mizzou))	Received Copy	▾
✖		Transcript (University of Missouri St Louis (UMSL))	Awaiting	▾

Materials

Date ▲	Description	Record	User
02/12/2019	App_Statement of Purpose	This Application	Test 2
11/28/2018	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	Hyosun
11/28/2018	Transcript (Copy) University of Missouri Columbia	Folio	Hyosun
11/28/2018	App_Resume or Curriculum Vita	This Application	Hyosun
11/28/2018	App_Statement of Purpose	This Application	Hyosun
12/15/2017	App_Online Recommendation Mizzou Tigers	This Application	Hyosun
09/21/2017	Test_TOEFL Unofficial Score Report Upload	This Application	

4

Uploading Hard-copy Letters of Recommendation

The recommendation consists of two parts, a **ranking form** and an **uploaded letter of support**. If your program receives hard-copy letters of recommendation and upload them on behalf of the applicant, the ranking form will not be included in the application. Follow the steps below to upload the hard-copy recommendations.

When the recommender is listed in the application

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

2) From the **Record** dropdown box, select the name of the recommender listed under **References**.

3) From the Materials dropdown box, select **App_Online Recommendation**.

4) 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 - Truman Tiger	▼
Material	App_Online Recommendation	▼
Memo		
Source	⦿ PDF / Document ○ Scanner	
Upload Document	Choose File Example_Let...ndation.pdf ←	

Click **Upload.**

Upload   Close

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

Material

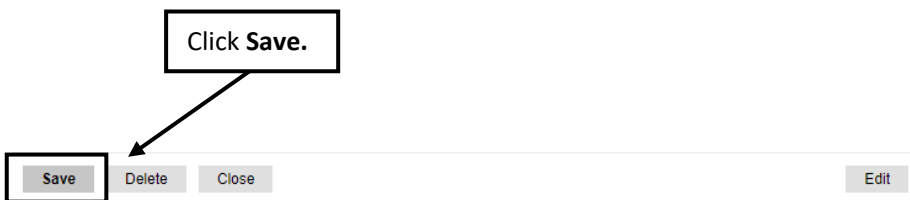| Record	2019 Master's Program - Truman Tiger	▼
Material	App_Online Recommendation	▼
Memo		
Preview	Display	

Pages (1)	Metadata

Click **Display** to see the uploaded material.

Click **Save.**

Save   Delete   Close   Edit

6) The letter of recommendation now appears in the **Materials** section on the **Application tab**. If applicants have submitted their application, they can also keep track of the receipt status by logging into their **application status page**.

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 12, 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 A

> The recommendation receipt status is now updated to **Received**.

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
02/12/2019	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	
12/19/2017	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	

When the recommender is not listed in the application

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

McLeod Test, Hyosun Test

Dashboard	Timeline	MAST-2019 Awaiting Materials	Profile	**Materials**		
Date ▲	Description				Record	User
New Material						
02/08/2019	Transcript (Copy) University o				Folio	Hyosun
02/06/2019	App_Online Recommendation Truman Tiger				MAST-2019	Hyosun
02/06/2019	App_Resume or Curriculum Vita				MAST-2019	
02/06/2019	App_Statement of Purpose				MAST-2019	
12/19/2017	Transcript (Copy) University of Missouri Columbia (Mizzou)				Folio	

Click on the **New Material** link.

2) From the **Record** dropdown box, select the appropriate application round listed under **Applications**, and from the **Material** dropdown box, select **App_Hard-Copy Recommendation.** Make a note of the recommender in the **Memo**, 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	Recommendation from Truman Tiger
Source	○ PDF / Document ○ Scanner
Upload Document	Choose File Example_Let…ndation.pdf

1. Select the application round.

2. Select **App_Hard-Copy Recommendation**.

3. Make a note about the recommender.

4. Click Choose File to find the document on your computer.

5. Click **Upload.**

Upload   Close

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

Material

Record	2019 Master's Program - Truman Tiger
Material	App_Online Recommendation
Memo	
Preview	Display

| Pages (1) | Metadata |

Click **Display** to see the uploaded material.

Click **Save.**

Save   Delete   Close   Edit

4) The letter of recommendation now appears in the **Materials** section on the **Application** tab.

<u>Application Tab</u>

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 12, 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
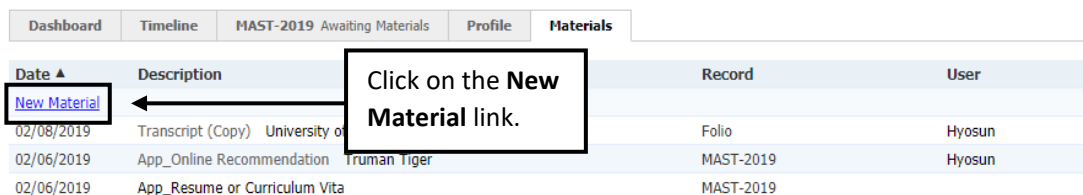
Date ▲	Description	Record	User
02/12/2019	App_Hard-Copy Recommendation Recommendation from Truman Tiger	This Application	Test 2
02/12/2019	App_Online Recommendation Truman Tiger	This Application	Test 2
02/08/2019	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	Hyosun
02/06/2019	App_Online Recommendation Truman Tiger	This Application	Hyosun
02/06/2019	App_Resume or Curriculum Vita	This Application	

Updated on 04/27/2021

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

Once academic programs make decisions, the decisions need to be communicated within Slate and sometimes a GPA justification letter and/or a letter of support (for international only) is 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.
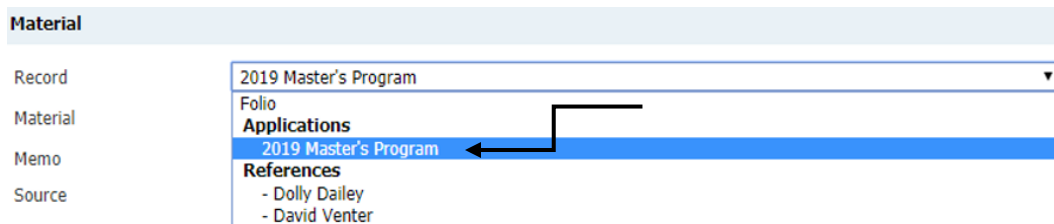
1) Go to the **Materials tab** and click on the **New Material** link.

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

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.**

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, use **Dept_Decision Letter** instead.
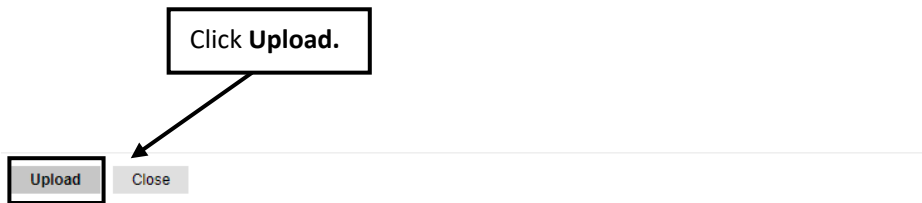
4) Click **Upload**.

Material	
Record	2019 Master's Program ▼
Material	Dept_International Letter of Support (For Grad Admin Review) ▼
Memo	
Source	⦿ PDF / Document ◯ Scanner
Upload Document	Choose File Award Letter.docx

Click **Upload.**

[Upload]   [Close]

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

Click **Display** to see the uploaded material.

Click **Save.**

[Save]   [Delete]   [Close]   [Edit]

Updated on 04/27/2021

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

Application Tab

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