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.

- Ó Applicant 714005721 Dashboard Timeline MAST-2019 Awaiting Submission Profile Materials 2019 Master's Program Overview Financial Aid Awaiting Submission Current Bin: Acad Program/Committee Review No dec Workflows In Progress Last updated February 11, 2019 Queue: Terrence Grus Portfolio Click on the Read Application Academic Program Public Health/Health Promotion and Policy (MPH) Download PDF Materials tab. Entrance Term Fall 2019 Dept Waive Reg (Pre-Submit) Mizzou TD 08888888 Dept Waive Reg (Post-Submit) Grad Prep program N/A Dept GPA and Comments Military Status Dept Decision Form Grad Studies, Immin Docs Application In-Progress - Not Yet Submitted by Applicant Grad Studies Required Docs
- 1) Search for and find the applicant in Slate. Go to the **Materials** tab.

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

slate	<b>II</b> <i></i>	Ш <sub>і</sub>	-	~		9	¢		Search	×
Test (Smith-	lones Click	on the <b>rial</b> linl			Materials				Applicant	714005721
Date A D	escription					Record		User	Materials Portfolio	
11/02/2017 A	pp_Personal Data Shee	t				MAST-2019				
09/27/2016 Ti	ranscript (Copy) Unive	ersity of Missou	ıri St Louis (UM	ISL)		Folio				
06/06/2016 Ti	ranscript (Copy) Unive	ersity of Missou	ıri Columbia (M	lizzou)		Folio		Terrence		

3) 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 Applications
Memo	2019 Master's Program  References
Source	- Dolly Dailey - David Venter

## 4) Select the appropriate material type.

M	ate	eri	al

Record	2019 Master's Program	•
Material		•
Material Memo Source Upload Document	App_Academic Program Application App_Application for Teaching or Research Assistantship App_Essay App_Hard-Copy Recommendation App_Honors and Awards App_Language Exam Waiver Request (TOEFL, IELTS, etc.) App_MoCA/Praxis Exam Certification Score Report App_MPER Scholars Application Statement App_Personal Data Sheet App_Resume or Curriculum Vita App_Statement of Purpose App_Supplemental Material App_Writing Sample Dept_Cover Sheet Dept_Decision Letter	
	Dept_GPA Justification Letter (For OGS Review) Dept_International Letter of Support (For OGS Review) Test_GMAT Unofficial Score Report Upload	
	Test GRE Subject Unofficial Score Report Upload	-

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

Record	2019 Master's Program
Material	App_Statement of Purpose
Memo	
Source	IDF / Document Scanner
Upload Document	Choose File Sample_Pers_tement ndf 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 <b>Upload</b> .
Upload	Se

laterial				
lecord		2019 Master's Progr	am	
1aterial		App_Statement of P	urpose	
1emo				
review		<u>Display</u>		
Pages (3)	Metadata		Click <b>Diaglass</b> to another	]
			Click <b>Display</b> to see the	
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	CI	ck <b>Save.</b>		
	<b>×</b>			

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



#### 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) Fall 2019 Entrance Term 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	Ŧ
×	Recommendation (Truman Tiger, University of Missouri-Columbia)	Awaiting	Ŧ
×	Transcript (Ewha Womans University)	Awaiting	Ŧ
✔ 11/28/2018	Transcript (University of Missouri Columbia)	Received Copy	Ŧ
11/28/2018	Transcript (University of Missouri Columbia (Mizzou))	Received Copy	Ŧ
×	Transcript (University of Missouri St Louis (UMSL))	Awaiting	Ψ

#### 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	

## 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.

McLeod Test, Hyosun Test

Dashboard	Timeline MAST-2019 Aw	aiting Materials Profile Material	s	
Date ▲ New Material	Description	Click on the <b>New</b>	Record	User
02/08/2019	Transcript (Copy) University of	, <b>Material</b> link.	Folio	Hyosun
02/06/2019	App_Online Recommendation	Truman Tiger	MAST-2019	Hyosun
02/06/2019	App_Resume or Curriculum Vit	a	MAST-2019	
02/06/2019	App_Statement of Purpose		MAST-2019	
12/19/2017	Transcript (Copy) University of	of Missouri Columbia (Mizzou)	Folio	

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

Material		
Record	Folio	•
Material	Folio	
Memo	Applications 2019 Master's Program	
	References	
Source	2019 Master's Program - Truman Tiger 2019 Master's Program - Truman Tiger II	
Upload Document	2019 Master's Program - Truman Tiger III Schools	
	University of Missouri Columbia (Mizzou) (Master's degree)	
	Ewha Womans University (Bachelor's degree)	

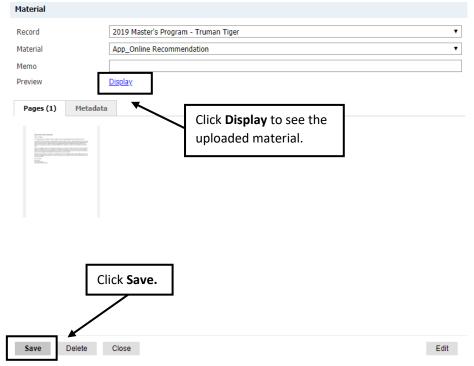
#### 3) From the Materials dropdown box, select **App\_Online Recommendation**.

Material		
Record	2019 Master's Program - Truman Tiger	•
Material		•
Memo	App_Online Recommendation	
Source	Reference	

4) Click on the **Choose File** button to find the document on your computer and once the document is selected, click **Upload**.

2019 Master's Program - Truman Tiger	•
App_Online Recommendation	۲
PDF / Document     Scanner	
Choose File Example_Letndation.pdf	
	App_Online Recommendation  PDF / Document Scanner





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

Dashboard	Timeline	MAST-201	9 Awaiting Materials	Profile	Materials			
019 Master's	s Program			_				
waiting Materials ubmitted Septen ast updated Feb	nber 7, 2018	I	Current B	in: Submitted-	Awaiting Materials	No decision o	on file.	
Entrance To Mizzou ID	erm Fal 14 program N/	ll 2019 101627 A	icine- Distance (M	15)				
\$	Incomplete	- Waiting on	Application Mate	erials from A		mendation itus is now	]	
					updated to	o Received.		
hecklist					updated to	o <b>Received</b> .		
	Recommend	ation (Trumar	n Tiger II, Universit	y of Missouri)	updated to	• Received.	Awaiting	v
			n Tiger II, Universit n Tiger III, Universi		updated to	• Received.	Awaiting Awaiting	۲ ۲
	Recommend	ation (Trumar			updated to	o Received.	-	
× × 06/13/2018	Recommend	lation (Trumar lation (Trumar	n Tiger III, Universi		updated to	○ Received.	Awaiting	v
× × 06/13/2018	Recommend Recommend	dation (Trumar dation (Trumar Report	n Tiger III, Universi		updated to	○ Received.	Awaiting Received	T T
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<ul> <li>06/13/2018</li> <li>06/13/2018</li> <li>12/13/2018</li> </ul>	Recommend Recommend GRE Score F TOEFL Score Transcript (I	lation (Trumar lation (Trumar Report e Report Ewha Womans	n Tiger III, Universi n Tiger, Mizzou)	ty of Missouri)	updated to	Received.	Awaiting Received Awaiting Awaiting	Υ Υ Υ Υ
<ul> <li>06/13/2018</li> <li>06/13/2018</li> <li>12/13/2018</li> <li>02/08/2019</li> </ul>	Recommend Recommend GRE Score F TOEFL Score Transcript (I	lation (Trumar lation (Trumar Report e Report Ewha Womans	n Tiger III, Universi n Tiger, Mizzou) s University)	ty of Missouri)	updated to	• Received.	Awaiting Received Awaiting Awaiting Received	Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ
<ul> <li>06/13/2018</li> <li>06/13/2018</li> <li>12/13/2018</li> <li>02/08/2019</li> <li>1aterials</li> </ul>	Recommend Recommend GRE Score F TOEFL Score Transcript (I	lation (Trumar lation (Trumar Report e Report Ewha Womans University of N	n Tiger III, Universi n Tiger, Mizzou) s University)	ty of Missouri)	updated to	Received.	Awaiting Received Awaiting Awaiting Received	Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ           Υ
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<ul> <li>06/13/2018</li> <li>06/13/2018</li> <li>12/13/2018</li> <li>02/08/2019</li> <li>daterials</li> <li>Date </li> <li>D2/12/2019</li> </ul>	Recommend Recommend GRE Score R TOEFL Score Transcript (I Transcript (I Description App_Online	lation (Trumar lation (Trumar Report e Report Ewha Womans University of M n Recommendat	n Tiger III, Universi n Tiger, Mizzou) s University) fissouri Columbia (f	ty of Missouri) Mizzou))		Record	Awaiting Received Awaiting Awaiting Received	v v v v v v User
<ul> <li>06/13/2018</li> <li>06/13/2018</li> <li>12/13/2018</li> <li>02/08/2019</li> <li>1aterials</li> <li>Date </li> <li>02/12/2019</li> <li>02/12/2019</li> <li>02/08/2019</li> </ul>	Recommend Recommend GRE Score R TOEFL Score Transcript (I Description App_Online Transcript (I	dation (Trumar dation (Trumar Report e Report Ewha Womans University of M Recommendal Copy) Univer	n Tiger III, Universi n Tiger, Mizzou) s University) dissouri Columbia (M tion Truman Tiger	ty of Missouri) Mizzou)) r umbia (Mizzou)		Record This Application	Awaiting Received Awaiting Awaiting Received	v v v v v v User Test 2
× × ✓ 12/13/2018	Recommend Recommend GRE Score R TOEFL Score Transcript (I Description App_Online Transcript (I App_Online	dation (Trumar dation (Trumar Report e Report Ewha Womans University of M Recommendal Copy) Univer	n Tiger III, Universi n Tiger, Mizzou) s University) fissouri Columbia (M tion Truman Tiger rsity of Missouri Col tion Truman Tiger	ty of Missouri) Mizzou)) r umbia (Mizzou)		Record This Application Folio	Awaiting Received Awaiting Awaiting Received	v v v v v v User Test 2 Hyosun

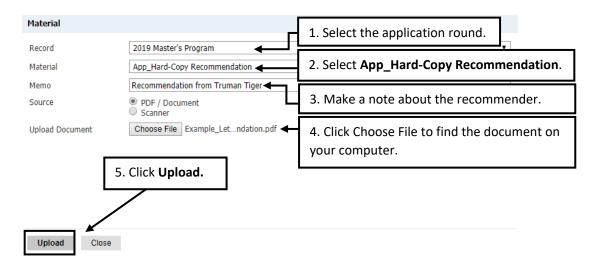
### When the recommender is not listed in the application

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

McLeod Test, Hyosun Test



 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.



Record	2019 Master's Prog	ram - Truman Tiger	
Material	App_Online Recom	nendation	,
4emo Preview	<u>Display</u>		
	1etadata	Click <b>Display</b> to see the uploaded material.	
A antiparticular de la construcción de la construcc	Click Save.		
🖌			Edit

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

## Application Tab

McLeod Test, Hyosun Test

Dashboard	Timeline	MAST-2019 Await	ting Materials	Profile	Materials			
2019 Master's	Program			4				
Awaiting Materials Submitted Septeml .ast updated Febru	ber 7, 2018		Current Bin:	Submitted- i	Awaiting Materi	als	No decision on file.	
Academic Pr Entrance Ter Mizzou ID Grad Prep pr Military Stat	rm Fall 141 rogram N// tus N//	A			-1			
*	Incomplete-	Waiting on Applic	cation Materia	als from Ap	pricant			
Checklist					ipiicant			
•	Recommenda	ation (Truman Tiger	II, University of	f Missouri)	ipiicant		Awaiting	v
Checklist × ×	Recommenda	ation (Truman Tiger ation (Truman Tiger	II, University of III, University of	f Missouri)	piicant		Awaiting	Ŧ
•	Recommenda Recommenda Recommenda	ation (Truman Tiger ation (Truman Tiger ation (Truman Tiger,	II, University of III, University of	f Missouri)	piicant		Awaiting Received	Ψ Ψ
Checklist × ×	Recommenda Recommenda GRE Score R	ation (Truman Tiger ation (Truman Tiger ation (Truman Tiger, eport	II, University of III, University of	f Missouri)	piicant		Awaiting Received Awaiting	τ τ τ
Checklist Checklist O6/13/2018 Checklist	Recommenda Recommenda GRE Score R TOEFL Score	ation (Truman Tiger ation (Truman Tiger ation (Truman Tiger, eport Report	II, University ol III, University o , Mizzou)	f Missouri)	piicant		Awaiting Received Awaiting Awaiting	т т т
<ul> <li>Checklist</li> <li>★</li> <li>★</li> <li>06/13/2018</li> <li>★</li> <li>★</li> <li>★</li> <li>12/13/2018</li> </ul>	Recommenda Recommenda GRE Score R TOEFL Score Transcript (E	ation (Truman Tiger ation (Truman Tiger ation (Truman Tiger, eport	II, University ol III, University o , Mizzou) rsity)	f Missouri) of Missouri)	piicant		Awaiting Received Awaiting	τ τ τ
<ul> <li>Checklist</li> <li>★</li> <li>★</li> <li>06/13/2018</li> <li>★</li> <li>★</li> <li>★</li> <li>12/13/2018</li> </ul>	Recommenda Recommenda GRE Score R TOEFL Score Transcript (E	ation (Truman Tiger ation (Truman Tiger ation (Truman Tiger, eport Report wha Womans Univer	II, University ol III, University o , Mizzou) rsity)	f Missouri) of Missouri)	piicant		Awaiting Received Awaiting Awaiting Received	т т т т

 Date A	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	

# 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.

McLeod Test, Hyosun Test

.. . . .



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 Applications	1
Memo	2019 Master's Program 🖌 🚽	
Hello	References	
Source	- Dolly Dailey	
	- David Venter	

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.

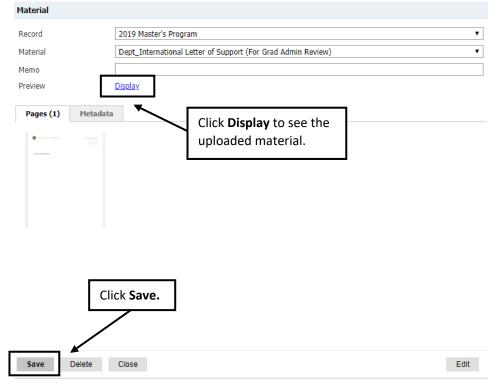
Material		
Record	2019 Master's Program	۲
Material		•
Memo	App_Hard-Copy Recommendation App_Honors and Awards	<b>^</b>
Source	App_Language Exam Waiver Request (TOEFL, IELTS, etc.) App_MoCA/Praxis Exam Certification Score Report	
Upload Document	App_MPER Scholars Application Statement App_Personal Data Sheet	
-,	App_Resume or Curriculum Vita App_Statement of Purpose	
	App_Supplemental Material	
	App_Writing Sample Dept_Cover Sheet	
	Dept_Decision Letter 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, 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	<ul> <li>PDF / Document</li> <li>Scanner</li> </ul>	
Upload Document	Choose File Award Letter.docx	





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

pplication	Tab		
AcLeod Te	st, Hyosun Test		
Dashboard	Timeline MAST-2019 Awaiting Materials Profile Materials		
019 Master's	Program		
waiting Materials ubmitted Septem ast updated Febr	ber 7, 2018	No decision on file.	
Entrance Te Mizzou ID	14101627 rogram N/A		
ŧ	Incomplete- Waiting on Application Materials from Applicant		
hecklist			
×	Recommendation (Truman Tiger II, University of Missouri)	Awaiting	Ψ
×	Recommendation (Truman Tiger III, University of Missouri)	Awaiting	Ψ
06/13/2018	Recommendation (Truman Tiger, Mizzou)	Received	Ŧ
×	GRE Score Report	Awaiting	Ψ
×	TOEFL Score Report	Awaiting	Ψ
12/13/2018	Transcript (Ewha Womans University)	Received	Ŧ
02/08/2019	Transcript (University of Missouri Columbia (Mizzou))	Received Copy	y 🔻
laterials			
Date 🛦	Description	Record	llser
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	
00/06/0010	Ann Chatement of Durance	This Application	

# Please contact the Graduate Admission Office at <u>gradadmin@missouri.edu</u> with questions or for assistance.

This Application

02/06/2019 App\_Statement of Purpose