

Uploading Materials to Slate

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.

The screenshot displays the Slate application interface for an applicant. At the top, there is a navigation bar with the 'slate' logo and various icons. Below this, a search bar is visible. The main content area shows the applicant's profile for 'Test' (Applicant ID: 714005721). The 'Materials' tab is highlighted and selected, indicated by a box and an arrow pointing to it with the text 'Click on the Materials tab.' The interface shows the applicant's current status as 'MAST-2019 Awaiting Submission' and 'Application In-Progress - Not Yet Submitted by Applicant'. The 'Materials' section is currently empty, with a message 'No decision on file.' The right sidebar contains an 'Overview' section with links to 'Financial Aid', 'Workflows', 'Portfolio', 'Read Application', 'Download PDF', 'Dept. Waive Req. (Pre-Submit)', 'Dept. Waive Req. (Post-Submit)', 'Dept. GPA and Comments', 'Dept. Decision Form', 'Grad Studies Immig Docs', and 'Grad Studies Required Docs'.

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

slate

Test (Smith-Jones) Applicant 714005721

Dashboard Timeline Materials

Date	Description	Record	User
11/02/2017	App_Personal Data Sheet	MAST-2019	
09/27/2016	Transcript (Copy) University of Missouri St Louis (UMSL)	Folio	
06/06/2016	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	Terrence

[New Material](#)

Materials [Portfolio](#)

- 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

Source: References

- Dolly Dailey
- David Venter

- 4) Select the appropriate material type.

Material

Record: 2019 Master's Program

Material: [List of material types]

Memo:

Source:

Upload Document:

Upload Close

- 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**.

Application Tab

Test, Training

Dashboard	Timeline	MAST-2018 Awaiting Decision	Profile	Materials
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2018 Master's Program

Awaiting Decision

Current Bin: Acad Program/Committee Review

No decision on file.

Submitted September 12, 2017
Last updated February 12, 2019

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	

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 Awaiting Materials	Profile	Materials
Date ▲	Description		Record	User
New Material				
02/08/2019	Transcript (Copy) University of Missouri Columbia (Mizzou)		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 name of the recommender listed under **References**.

Material	
Record	Folio ▼
Material	Folio
Memo	Applications
Source	2019 Master's Program
Upload Document	References
	2019 Master's Program - Truman Tiger
	2019 Master's Program - Truman Tiger II
	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**.

Material

Record: 2019 Master's Program - Truman Tiger

Material: App_Online Recommendation

Memo:

Source: PDF / Document Scanner

Upload Document: Example_Let...ndation.pdf ←



- 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

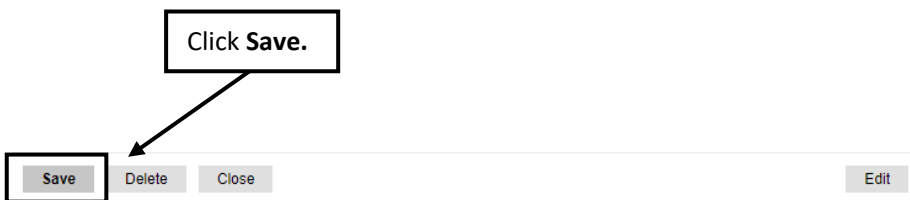
Material: App_Online Recommendation

Memo:

Preview: [Display](#)

Pages (1) Metadata

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



- 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

Date ▲	Description	Record	User
New Material			
02/08/2019	Transcript (Copy) University of	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	

- 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

5. Click **Upload**.

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.

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.

Application Tab

McLeod Test, Hyosun Test

Dashboard	Timeline	MAST-2019 Awaiting Materials	Profile	Materials
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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

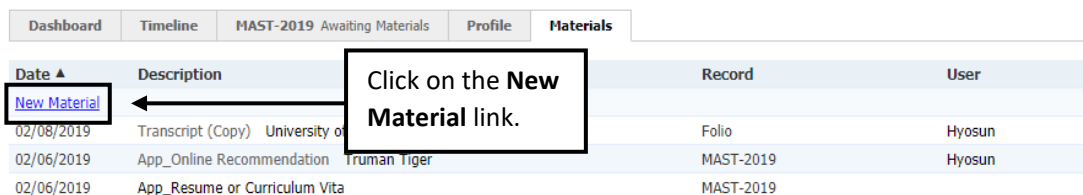
Date ▲	Description	Record	User
02/12/2019	App_Hard-Copy Recommendation Recommendation from Truman Tiger	This Application	Test 2
02/12/2019	App_Online Recommendation Truman Tiger	This Application	Test 2
02/08/2019	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	Hyosun
02/06/2019	App_Online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

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.

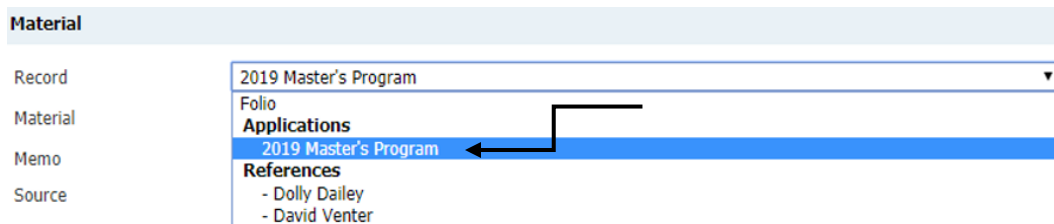
- 1) Go to the **Materials** tab and click on the **New Material** link.

McLeod Test, Hyosun Test



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

- 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

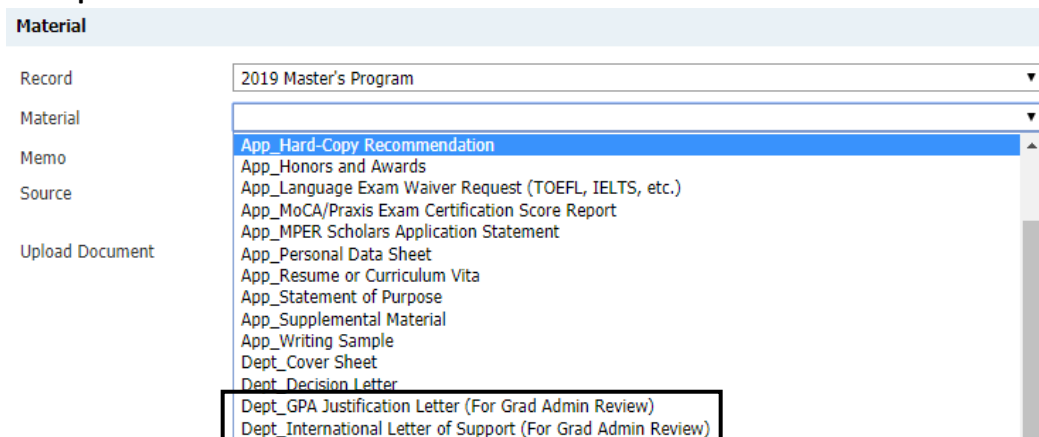
Material: Folio

Memo: Applications

Source: 2019 Master's Program

References: - 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

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, 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

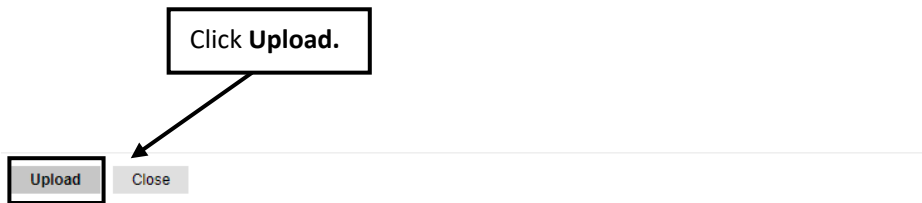
Record: 2019 Master's Program

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

Memo:

Source: 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



5) 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.