

## UAF INTERDISCIPLINARY STUDIES (INDS) PhD PROGRAM CHECKLIST

~~~~~ <b>READ THIS</b> ~~~~~	
1	<p>The first step is to determine which two (or more) departments you will be working with and contact faculty from each to determine their interest and availability to sit on your committee for the estimated duration of your program.</p> <p>Once you have identified at least <b>two (2) PhD-holding faculty members</b> <b><u>FROM TWO DIFFERENT DEPARTMENTS</u></b> who are willing to commit to serve on your committee, you must schedule a meeting between all of you to review your prospectus (PART C), and develop your Graduate Study Plan (PART D). It is recommended that you distribute the appropriate Letter of Endorsement Forms (PART E) to your proposed committee chair and committee member at this meeting.</p>
2	<p style="text-align: center;"><b>Apply for Admission</b></p> <p style="text-align: right;">Complete online form and submit payment through <a href="https://university-alaska.force.com/UAF/Portal_Login">https://university-alaska.force.com/UAF/Portal_Login</a></p>
3	<p style="text-align: center;"><b>Request Letters of Recommendation</b></p> <p style="text-align: right;"><i>[NOTE: The admissions application will ask you to provide the names and email addresses of two (2) references who can attest to your ability to succeed at the doctoral level. These <u>cannot</u> be the same people that will be submitting the Letters of Endorsement noted in steps 1 and 9.]</i></p>
4	<p style="text-align: center;"><b>Submit Official Transcripts</b></p> <p style="text-align: right;">Request that official transcripts from all previous institutions be sent to UAF directly (see footnote for contact information).</p>
5	<p style="text-align: center;">Submit <b>recent GRE Scores</b> (REQUIRED, must be less than 5 years old), and submit <b>TOEFL/IELTS Scores</b> (if applicable)</p> <p style="text-align: right;">Request that official scores be sent to UAF directly (SCHOOL CODE = 4866)</p>
<p><b>UPLOAD ITEMS 6-9 where indicated in the checklist on the homepage of your Admissions Application (<a href="https://university-alaska.force.com/UAF/Portal_Login">https://university-alaska.force.com/UAF/Portal_Login</a>)</b></p>	
6	<p><b>Résumé or Curriculum Vitae</b></p>
7	<p><b><a href="#">Statement of Academic Goals (PART A)</a></b></p> <p>Ensure it adheres to the Guidelines and Submission Instructions in <b>PART A</b></p>
<p><b>NOTE: APPLICANT SUMMARY (PART B) IS NO LONGER REQUIRED!!</b></p>	
8	<p><b><a href="#">Research Prospectus (PART C)</a> and <a href="#">Proposed Graduate Study Plan (PART D)</a></b></p> <p>PARTS B and C require review and discussion with your proposed committee chair and proposed additional member(s).</p>
9	<p><b>Two (2) Letters of Endorsement (PART E)</b>, one from your proposed committee chair and a second one from a committee member (must be from two different departments!)</p> <p>Distribute these to the proposed committee chair and additional member and upload the signed copies to the portal.</p>

Contact Lauren in Admissions at 907-474-6307 if you have questions or need assistance with your application.