Master of Arts in Community Development Policy and Practice
Application Checklist

All application materials for the Master of Arts in Community Development Policy and Practice program must be submitted online through the University of New Hampshire (UNH) Graduate School website. Application materials, as well as more specific details regarding the application process, are available at the UNH Graduate School website.

☐ Submit your Online Application: See the UNH Graduate School Application Instructions web page for detailed instructions on applying to the Master of Arts in Community Development Policy and Practice program.

Note: 1) There is a $65 application fee that can be paid online after completing your application. You may also send a Check or Money Order to: The UNH Graduate School, Thompson Hall - 105 Main Street, Durham, NH 03824.
2) Applications must be completed online.

☐ Student ID: Once you submit your application, you will receive your UNH Student ID, a nine-digit number beginning with the number ‘9’. Write your student ID in the space below and keep it handy as you will need it to request letters of recommendation, submit your supporting documents, and to activate your MyUNH/Blackboard account (where you can check the status of your application).

Student ID: ______________________

Note: Include your Full Name & UNH Student ID on all submitted documents.

☐ Activate your “MyUNH/Blackboard” Account: This will allow you to Check your Application Status, Update your Contact Information, Register for Courses, Pay Bills, and Check Grades; Access Blackboard (for coursework and assignments); and access your UNH email account.

Once you have submitted your application and received your UNH Student ID (a nine-digit number beginning with the number ‘9’ – see “Student ID” above), you can now activate your MyUNH/Blackboard account. Go to MyUNH/Blackboard New Users, enter your Student ID (above) and your birth date. You will then be provided with your MyUNH/Blackboard ID (MyUNH IT ID “username”) and can reset your password. Write your MyUNH/Blackboard ID (MyUNH IT ID “username”) and your Password in the space below and keep them handy as you will need these to log into your MyUNH/Blackboard account:

MyUNH/Blackboard ID (MyUNH IT ID “username”): ___________ Password: ______________

☐ Letters of recommendation: Three (3) letters of reference are required. These should include academic and professional references. References from family or friends are not accepted. Use the form available from the UNH Graduate School.

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Note: The UNH Graduate School will send regular reminders to your references if they have not submitted their letter of recommendation, so do not submit multiple requests for the same reference.
☐ **Resume**: All applicants to the Master of Arts in Community Development Policy and Practice program must submit a current resume to grad.docs@unh.edu. Please submit it at the same time as all the other supporting materials and be sure to include your Full Name & your UNH Student ID.

☐ **Personal statement**: This should be a clear, concise statement of your relevant past experiences, including academics, research, and/or work experience. The statement should also include an expression of interests and an explanation of your goals in pursuing a master's degree. This is submitted electronically as part of the application process.

☐ **Undergraduate degree**: Applicants must have an undergraduate degree (BA, BS, or equivalent) from an accredited university.

☐ **Transcripts**: Have one official transcript sent directly to our UNH Graduate School office from the Registrar's Office of each college/university you attended for at least two semesters. International transcripts must be translated into English. You may send transcripts yourself as long as they remain sealed in the original university envelope to: The UNH Graduate School, Thompson Hall – 105 Main Street, Durham, NH 03824.

Note: Opened envelopes or unofficial copies will not be accepted.

☐ **Test scores**: TOEFL scores are required if English is not your first language. If you have taken the GRE exam, you may submit those scores if you choose.

☐ **Application fee**: There is a $65 application fee which can be paid online after completing your application. You may also send a Check or Money Order to: The UNH Graduate School, Thompson Hall - 105 Main Street, Durham, NH 03824.

☐ **Residency Form (For New Hampshire Residents Only)**: Residents of New Hampshire receive a discount on tuition at the University of New Hampshire. To be eligible for this discount, students must complete the Statement of Residence form, have it notarized, and mail it to the UNH Graduate School: University of New Hampshire, The Graduate School, Thompson Hall, Room 109, 105 Main Street, Durham, NH 03824-3547.

☐ **International Applicants**: International applicants to the Master of Arts in Community Development Policy and Practice program are not required to file a pre-application. However, after acceptance of admission into the program, the new international student will receive an email from the Office of International Students and Scholars office. This email will ask them to complete a form online and upload necessary documents like a passport, proof of financial support and other pertinent information. Students will also be required to purchase Travel Health Insurance if medical coverage for travel within the United States is not provided by your organization (must include: medical evacuation and repatriation). For information on additional international student requirements and documents that may be needed, please consult the UNH International Students website.

Directions for checking your Application Status:

- Log in to the MyUNH Website using your MyUNH/Blackboard ID (MyUNH IT ID “username”) and Password, recorded on the first page of this Application Checklist.

- Select the “Webcat/Services” tab and, in the “UNH - Access Webcat” box, click the “continue” button.

- Select the “Admissions” link from the list, and then select the application you want to view under the “Processed Applications” header.

- It may take up to one to two business days before you will be able to view your application online. If you are unable to see your application after that time, please contact the UNH Graduate Office (603-862-3000).

- In addition, all applications are verified internally and this process can take up to two to five days. Until your application is verified, you will have an admit type of “Unprocessed Web Applicant.” This status type will be removed once our office has completed the verification of your application.