



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 webpage](#) 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 Number:** Once you submit your application, you will receive your UNH Student ID Number, a nine-digit number beginning with the number '9.' Write your Student ID number 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 account (see below).

Student ID: _____

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

- Activate your “myUNH” Account:** This will allow you to check your application status, update your contact information, register for courses, pay bills, check grades, and access myCourses (for coursework and assignments).

Once you have submitted your application and received your UNH Student ID number, you can now activate your MyUNH account. Go to [MyUNH](#), enter your Student ID number (above) and your birth date. You will then be provided with your myUNH IT ID (Username) and can reset your password. Write your myUNH IT ID (Username) in the space below and keep it handy as you will need this (along with your password) to log into your [MyUNH](#) account:

myUNH IT ID (Username): _____

- Letters of recommendation:** Three (3) letters of recommendation are required. These should include academic and professional references. References from family or friends are not accepted. Please use the form available from the [UNH Graduate School](#). If you wish, you can record your reference information below for your records:

Reference	Name	Position	Institution or Business	Email Address
1				
2				
3				

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.

- Resumé:** 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 number.*

- 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 (B.A., B.S., or equivalent) from an accredited university.
- Transcripts:** Have one *official* transcript sent directly to the 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 but they are not required.
- 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, 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](#)

(Note: It may take up to one or 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 at 603.862.3000):

1. Log in to the [MyUNH](#) website using your myUNH IT ID Username and Password.
2. Click on the “WebCat App.”
3. Click on the **Admissions** tab from the top bar.
4. Under the **Processed Applications** section, select the **Admission Term** you chose to start your degree.
5. You will see your **Application Summary** which includes your **Application Status**.

(Note: The Graduate Admissions Office does not use the **Application Preference**, so this will always be “Not Entered.” The **Admission Type** is used to indicate any special admission status that may be assigned to your application; otherwise, it will be blank.)

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.