

APPLYING TO MESM

This step-by-step guide should help you navigate the GradCAS application portal. We look forward to seeing your application soon!

1. Open [GradCAS](#) and Create an Account. After clicking on the Create an Account link, you will need to provide your name and contact information and create a username and password. Once you have done that you will be able to return to your account at any time to update or submit your application.

GRADCAS™
by LIAISON

endorsed by common app

Welcome to GradCAS

For application to the following terms:
Summer 2020, Fall 2020, Winter 2021 and Spring 2021.

Click [here](#) for COVID-19 updates and FAQs related to your application.

GradCAS, the Centralized Application Service (CAS™) for graduate programs, streamlines the process of researching and applying to multiple programs and scholarships with one set of application materials. Applying through GradCAS will save you time and effort, and it will also provide you with 24/7 access to real-time application status updates.

For information regarding specific programs and scholarships, contact your school of interest.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to GradCAS?](#)

2. Once your account is created, you will have to answer a few additional questions about residency and visas.

NOTE: The link for the GradCAS application portal changes frequently. If you have an older link (which may be the case if we haven't updated this document yet), you will see a box on the left-hand side of the screen that provides a link for the current application portal. Just click on that link and follow the rest of the instructions in this document.

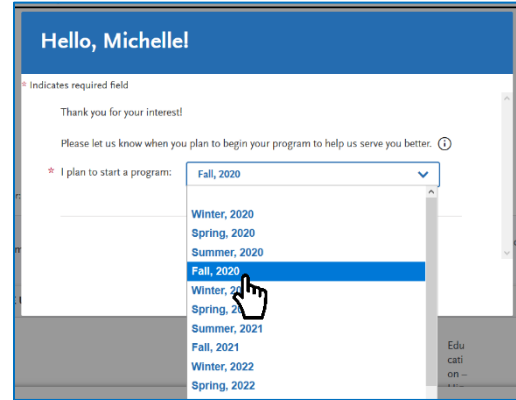
For application to the following terms:
Winter 2020 and Spring 2020

The 2018-2019 GradCAS cycle is now closed.

You may log in to your 2018-2019 GradCAS application in order to add or update information, but you will not be able to delete. You also cannot submit your 2018-2019 GradCAS to any new programs.

The 2019-2020 GradCAS application cycle opened on September 5, 2020. To access this application, visit: <https://gradcas2020.liasoncas.com>

- The first pop-up will ask you to indicate when you plan to start your program. It is ok if you end up changing your mind about this at a later date. Just pick the term you currently expect to matriculate.
- GradCAS processes applications for many different universities, so the first step is to Search for the University of Rhode Island then select Environmental Science and Management – MS by clicking on the + sign to the left of the program name.



Add Program | Selected Programs

University of Rhode Island

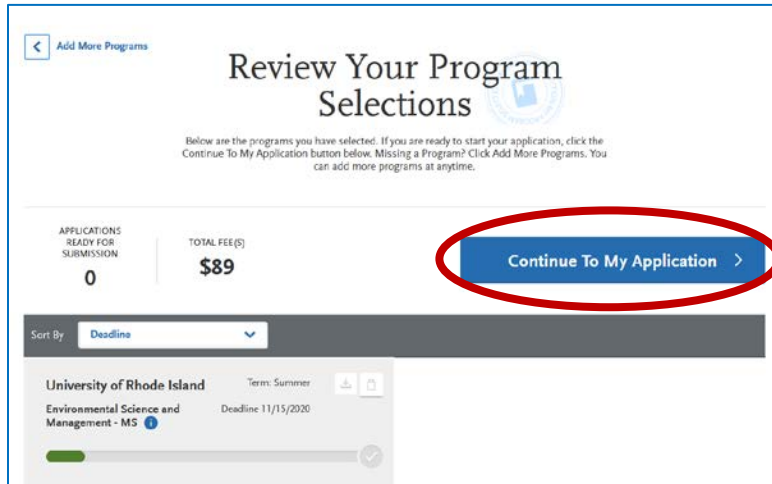
Enter Invitation Code

Showing results for: Available Programs

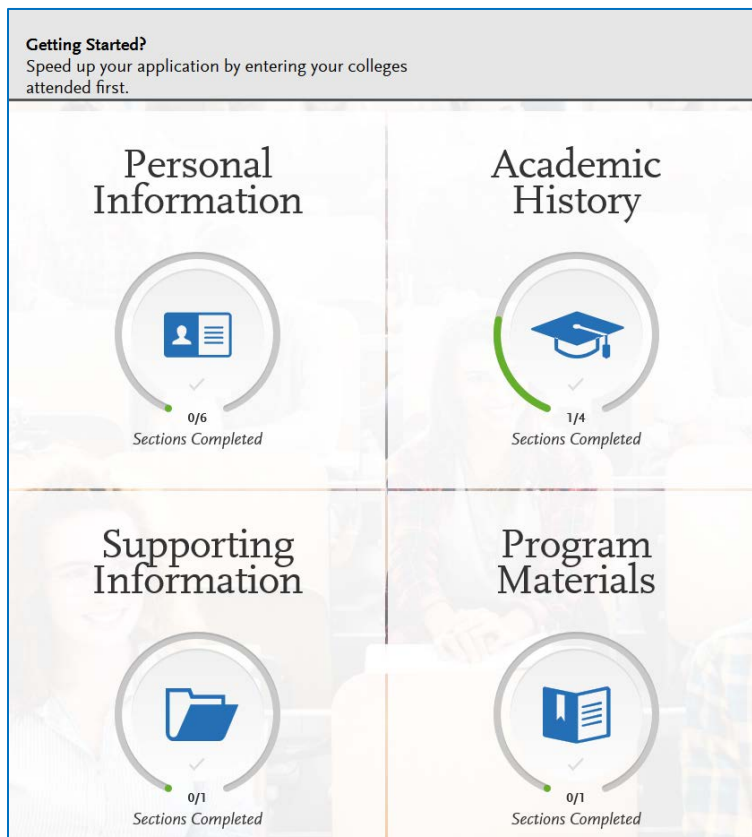
Add	Program Name	Campus	State	Start Term	Delivery	Program Level	Full-Time/Part-Time	Department/Subject	Deadline	Start Year
UNIVERSITY OF RHODE ISLAND										
								rvation		
+	Environmental Science and Management - MS	Kingston	RI	Summer	Onsite	Master's	Flexible	Architecture and Environmental Design	11/15/2020	2020

NOTE: The information in this table is set by GradCAS and does not always align with your MESM application plans. **Do not worry about these discrepancies!** In the example above, the Start Term says Summer even though I just indicated that I plan to start the program in Fall 2020. The application deadline is also inaccurate. July 15 is the Fall application deadline, November 15 is the spring application deadline and April 15 is the summer application deadline for MESM, so the 11/15/2020 date indicated in the table does not match either the Summer Start Term in the table or the Fall 2020 start term I selected earlier. As long as you make sure the information is correct when you get to the MESM-specific part of the application, your application will be processed correctly.

5. After clicking Continue you will be able to review your selections and the associated application fees. As before, ignore the Term and Deadline listed on this page. You will update these to match your preferences as you complete the application. Click Continue To My Application to proceed.



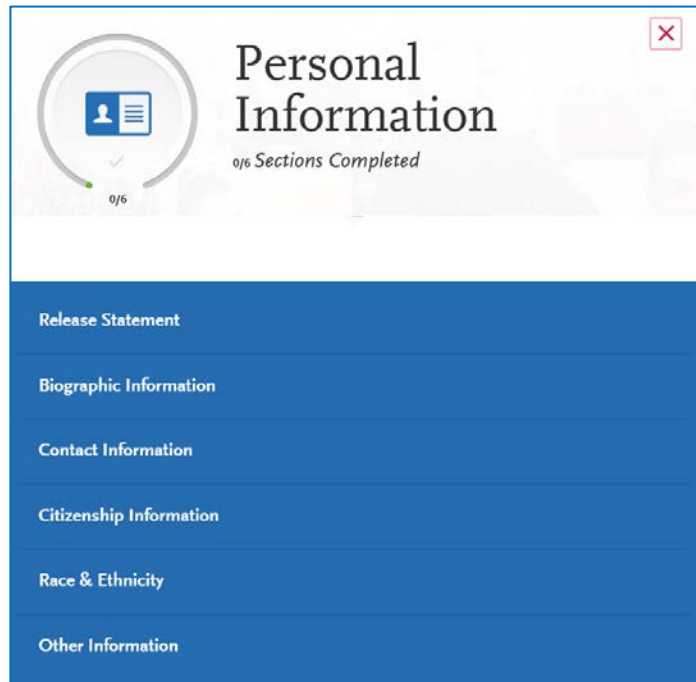
6. You will arrive on the dashboard that is your homepage for the application. From here, you can access each part of the application that you need to complete—Personal Information, Academic History, Supporting Information, and Program Materials. You can also see how much progress you have made toward completing each section of the application.



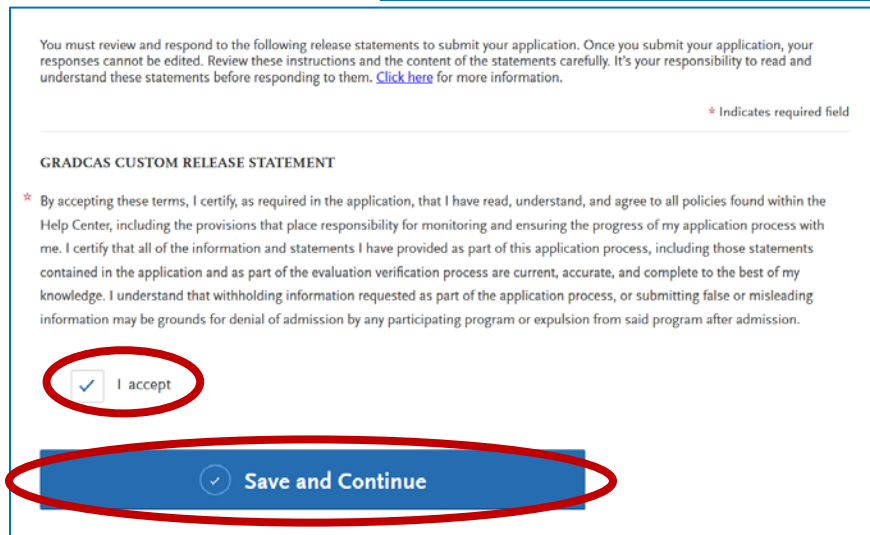
7. At any point you can navigate back to this dashboard by clicking on the My Application tab at the top of the page.



8. After clicking on Personal Information you will need to consent to the Release Statement and provide Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, and other Information.




- a. Release Statement—Read the GradCAS Custom Release Statement. If you agree to those terms, check the I accept box and click Save and Continue.



- b. Biographic Information—Name, gender, birth date and location
c. Contact Information—Current and permanent addresses, phone and email
d. Citizenship Information—Citizenship, residency and visa information
e. Race & Ethnicity—Optional information about
f. Other Information—Language proficiency, social security number, military status, and parents' college experience

9. After clicking on Academic History you will need to provide information about the Colleges you have attended, Standardized Test scores (not required for MESM), Coursework (not required for MESM), and your GPA.
 - a. Colleges Attended—Enter information for every college or university you have previously attended

 **Transcripts Are Required**

You can submit your application before transcripts are received. However, you must submit all required transcript and foreign evaluation types in order to complete your application.

[Why am I being asked for this? ▾](#)

Your programs require specific transcript types from your colleges and universities attended.

Official Transcripts Required for:
University of Rhode Island

NOTE: Once you finish entering information about a previous academic institution, you may see a notification that official transcripts are required for your application. You can disregard this notification. **The MESM program does not require official transcripts as part of the application**, unofficial transcripts are sufficient for your application. However, if accepted, you will need to submit official transcripts before you can matriculate into the program.

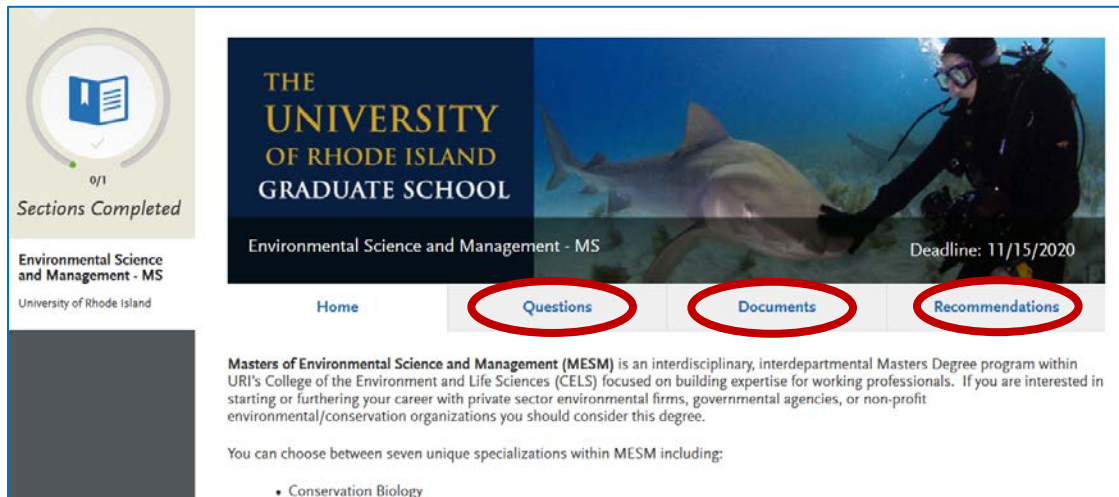
- b. Standardized Tests—You can select I am Not Adding Any Standardized Tests because the GRE is not required for the MESM program.

I Am Not Adding Any Standardized Tests

- c. Coursework Entry—Not required for MESM
 - d. GPA Entry—You need to record your total credit hours and cumulative GPA from each of the colleges and universities you attended previously. Yes, this information is likely available on your transcript, but it is easier to find and read if you enter it here. (Sometimes the text on unofficial or scanned transcripts is difficult to read.)
10. After clicking on Supporting Information you will need to upload a copy of your CV or resume.
 - a. CV/Resume—upload copy as a .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png.
11. After clicking on Program Materials you will need to click on the Environmental Science and Management – MS option to get to MESM specific application questions and supporting material.



12. You will then need to complete each tab—Questions ,Documents and Recommendations—to finish your application.



- Questions—Some of these questions will be repetitive, but you still need to answer them to ensure the University of Rhode Island (and not just GradCAS) gets the most accurate information
- Documents— You already submitted your CV/Resume, but this is where you can submit your personal statement and transcripts. The transcripts you submit can be either official or unofficial. Upload all documents as a .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png.
- Recommendations—Enter contact information for 2-3 people who can provide a letter of recommendation for you. Pro tip—Make sure to ask them to provide a letter of recommendation before entering their contact information!

13. Congratulations! You have successfully navigated the GradCAS application process and can now submit your application to the MESM program!