Step 1: Go to the web page (https://grad.catalyst.uc.edu/apply)

Step 2: Create an application account and then use your account just created to sign in.

Step 3: Click Start New Application.
Step 4: Choose Graduate Programs, click Create Application

Start New Application

Select an application type:
2017-2018

- Graduate Programs
- PharmD

Create Application  Cancel

Step 5: Open Application

Application Details

<table>
<thead>
<tr>
<th>Started</th>
<th>08/28/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
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</tr>
<tr>
<td></td>
<td>2017-2018</td>
</tr>
</tbody>
</table>
|         | - Graduate Programs
|         | - PharmD   |

Open Application  Cancel
Step 6: Choose one of the programs in Department of Geography

**Program Choice**

How would you like to search for your program?
- By College

Select College:
- McMicken College of Arts & Sciences

Select Program:
- Anthropology, Master of Arts
- Asian Studies Certificate, Post-Baccalaureate Certificate
- Biological Sciences, Doctor of Philosophy
- Biological Sciences, Master of Science
- Chemistry, Doctor of Philosophy
- Chemistry, Master of Science
- Classics, Doctor of Philosophy
- Classics, Master of Arts
- Communication, Master of Arts
- Diversity Management, Post-Baccalaureate Certificate
- English & Comparative Literature, Doctor of Philosophy
- English & Comparative Literature, Master of Arts
- Film & Media Studies, Post-Baccalaureate Certificate
- French, Master of Arts
- Geography | Geographic Information Systems, Doctor of Philosophy
- Geography | Geographic Information Systems, Master of Arts
- Geography, Doctor of Philosophy
- Geography, Master of Arts
- Geology, Doctor of Philosophy
Step 7: Basic personal background information

Applicant Information

Name
Prefix: Mr. 
First Name (if no first name, use PNU): Test 
Middle Name: 
Last Name (Family): Shu 
Suffix: 
Preferred First Name: 
Other Last Names Used: 

Addresses
Permanent Address: If you are not a United States citizen or permanent resident, enter your foreign address here.
Street Address: Room 336 Zhuan Building
600 Dongchuan Road
City: Shanghai
Region: Shanghai, China
Postal Code: 200241
Mailing Address: 

Step 8: Applicant detail

Applicant Detail

Are you part of a minority scholars program such as McNair, GEM, or STAR? 
No □

Financial Support

Some graduate programs have graduate assistantships or scholarships available. If the program you are interested has funding available, would you be interested? 
□ Yes
□ No

Veteran Information

Answer the following questions only if one of the following conditions is true:
- you are currently on active duty with a branch of the U.S. Armed Forces
- you are a veteran of a branch of the U.S. Armed Forces
- you are the spouse or legal dependent of either an active duty or veteran of a branch of the U.S. Armed Forces.

Branch of Service: 
Current Armed Service Status: 

Step 9: Video Essay (kind of introducing yourself as well as possible in 60 seconds, see below for more details)

Click Start Test, then get ready to record a video

Firstly, you will test whether your webcam and your microphone are ready, see below.
Click **Start Recording**

We have received your test video submission. Please review it to ensure the audio and video play properly. If you need to re-test, you may start over.

If you are ready to proceed, please review the requirements below, click the acknowledgement, and then click Ready:

- You can play any welcome videos.
- You can hear the audio.
- You can record a test video.
- You can playback your test video, with video and audio captured successfully.

✔ I acknowledge that I have tested this process and am ready to start recording.

**Ready**

Click Ready to finish the test.
After that, you will then get to record your video essay, as below

Click **Ready** to begin the video recording. Then the question pops out. You will have 90 seconds to prepare for the question, then click **Start Recording**

Then try to finish the question in 60 seconds.
If you are not satisfied with the video you recorded, you are able to try again. But you have only **THREE** chances.

After you finish the recording, click continue.
Step 10: Academic History (Tell us about your previous academic experience)

Click **Add Institution**, then fill in your information and upload your PDF transcripts. Then click Save.

**Add institution**

- **Institution**: No 2 HS East China Normal Univ
- **City**: Shanghai
- **Region**: Shanghai, China
- **Dates Attended**: September 2008 to June 2010
- **Level of Study**: Undergraduate
- **Degree**: Baccalaureate
- **Date Conferred or Expected**: June 2010
- **Major**: Geography
- **GPA**: 3.5 on a scale of 4.0 (e.g., 4.0, 4.3, 5.0, 15, 100)

*If your institution is not located in the US and does not use a 4.0 scale, please go to http://www.wes.org/students/gpascalc.asp and convert it.*

**Submit Transcript**

Please upload a scanned copy or digital facsimile of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

**PDF or Scanned Pages**: Choose file - No file chosen

**Save**  **Cancel**
After that, click Continue.

### Academic History

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>No 2 H9 East China Normal Univ</td>
<td>Baccalaureate, 06/2010</td>
<td>06/2005–06/2010</td>
</tr>
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</table>
**Step 11: A&S Program Requirements**

Upload your CV, Statement of Purpose and academic writing samples

**A&S Program Requirements**

We recommend that you provide a standard academic cv. This document should include a summary of your education background, a summary of your employment history, a list of any organizational affiliations you may have, a list of any professional academic presentations or publications you may have, and a summary of any other accomplishments of which you believe we should be aware.

Please upload your statement of purpose. It should detail your reasons for wanting to pursue a Graduate Degree in Geography at the University of Cincinnati.

Please upload a writing sample. Your academic writing sample should be in English. The sample may be a published work or a paper written either as a student or as a practicing professional.

**Step 12: Externally Submitted Documents**

Determine whether you want to use an external system to submit your letters of recommendation

**Externally Submitted Documents**

The program you have selected requires 3 letters of recommendation. Recommenders can include former professors, employers, and other professional individuals pertinent to your field of study. You will enter the contact information for your recommender on the following tab.

Are you using a dossier service such as Interfolio to submit your letters of recommendation?

- Yes
- No

This program requires submission of an official GRE score. GRE scores must be sent by ETS to UC's institution code 1833.

The program to which you are applying may ask you to submit additional materials after reviewing your file. Additional materials that need to be uploaded can be submitted on your Status page after you’ve submitted your application.

**Step 13: Recommendations**

Add your recommenders. You will need at least **THREE** letters of recommendations.
Click Add Recommender, then fill in the information.

### Add Recommender

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
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<td>Relationship</td>
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</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Do you waive your right to view this recommendation? You may wish to discuss this with your recommender before saving your response.

- [ ] I waive my right to access this report.
- [ ] I do not waive my right to access this report.

In place of your signature, please type your full legal name:

[ ]

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

**Send To Recommender**  **Cancel**
Step 14: Test Scores (GRE, IELTS, TOFEL)

You need to arrange the mailing of these test scores to UC at ETS or IELTS official websites.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liu Hongsong</td>
<td>Sent to recommender on August 30</td>
</tr>
</tbody>
</table>

Test Scores

Please refer to the Externally Submitted Documents tab for details about which test scores the program you have selected requires.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.2015</td>
<td>TOEFL Internet-based Test (IBT)</td>
</tr>
<tr>
<td>08.2013</td>
<td>GRE</td>
</tr>
</tbody>
</table>

Continue
Step 15: Application Certification

Application Certification

I certify that the information given in this application is true and correct to the best of my knowledge and that the supplemental information is my own work. I understand that submission of incomplete or inaccurate information, misrepresentation, or plagiarism may be cause for rescinding my admission, financial aid, and/or scholarship offers, or suspension from the university if discovered subsequently. I understand that the application fee is non-refundable.

In place of your signature, please type your full legal name:

[Signature]

Step 16 (Final Step): Review (Review your application)

Review

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application  Save for Later

Click Submit Application if you are sure everything is correct
Contact Dr. Changjoo Kim or Dr. Hongxing Liu if you have any question about the application.

Dr. Changjoo Kim  
Email: changjkm@ucmail.uc.edu  
Phone: 513-556-3424

Dr. Hongxing Liu  
Email: Hongxing.Liu@uc.edu  
Phone: 513-5563451