INTERDISCIPLINARY PH.D. APPLICATION PROCEDURE AND MINIMUM CRITERIA FOR ADMISSION

When preparing an application for admission, applicants must designate which one of the disciplines is to become the applicant’s primary discipline for initial advising, record-keeping and receiving/sending mail in the event that admission is granted. A student’s research advisor must be affiliated with the student’s primary discipline.

All applicants are encouraged to review the requirements for the Primary and Co-discipline(s) by visiting the Interdisciplinary Ph.D. website. It is recommended that applicants talk to the Interdisciplinary Ph.D. Discipline Coordinators in their areas of interest BEFORE applying to the program. Discipline Coordinators offer valuable program, academic and application information.

Please read through all steps below before beginning your application!

To apply to the Interdisciplinary Ph.D. program, visit https://futureroo.umkc.edu/apply/

- Select “Graduate” and “Start New Application”
- There will not yet be an option to choose the Interdisciplinary Ph.D. program.
- Complete the “Personal Info” section and “Continue.”
- Within the “Academic Information” section, you will choose your intended starting semester.
  - Put a check mark as to whether you have previously enrolled as a degree-seeking student at UMKC.
  - For “Degree Program,” select “Interdisciplinary Studies Ph.D.” Two more drop-down menus will appear for you to select your discipline choices.
  - Click “Continue” after selecting your choices.
- Complete the “Academic History.” Your official transcripts will be required for every institution listed here (exception: if you attended UMKC, you do NOT need to order the UMKC transcripts).
- In the “Test Scores” section, each test score entered requires the official scores to be sent to the university.
- Within “Letters of Recommendation,” you have the choice of your recommender uploading or mailing the letter. For an upload, the recommender will receive an email with a link. He/she needs to fill out the online form AND upload the letter.
  - Note that if you already have the letters in hand, you can upload them at the end of this process after submitting the application.
- Complete the “Additional Information” section.
- Complete the “Signature” section with your full name.
- Review your application and “Submit” it.
  - Note: You cannot alter any information in the above steps after you click “Submit” here.
- If you have other documents to submit, please use the next page to upload them under the appropriate categories (examples include a resume, writing sample, cover letter, or recommendation letters you already have).

To check your application status, please visit https://futureroo.umkc.edu/status (https://futureroo.umkc.edu/status/)

Official transcripts should be sent directly to the UMKC Admissions Office. Please check with the Admissions Office (https://www.umkc.edu/admissions/contact-us/) (domestic applicants) or the International Student Affairs Office (http://www.umkc.edu/isao/) (ISAO – international applicants) regarding the receipt of your official transcript(s). Your application cannot be reviewed until official transcripts have been received.

Test scores should be sent directly to UMKC from ETS - Institution code: 6872

Waiver requests for TOEFL/IELTS/GRE: Applicants must talk with the Interdisciplinary Ph.D Discipline Coordinators in their areas of interest BEFORE requesting a waiver for the official test score requirements. After talking with the Coordinators, a waiver request can be submitted in writing through the Application site. Upload your waiver request in a PDF format. Choose “Other” for the document type listed in the drop down menu.

If you have questions regarding the application process, please contact the School of Graduate Studies at 816-235-1301 or umkcsgs@umkc.edu.

Additional Information

1. The deadlines for applications to the Interdisciplinary Ph.D. program vary by discipline. All application materials must be uploaded, and test scores and official transcripts must be received in Admission Offices by the earliest discipline deadline. (For example, if one discipline’s deadline is February 1st and the other March 15th, then application materials must be received by the February 1st deadline.)

2. The timeline for applicants to expect admission decisions varies by discipline. Most admission decisions are made approximately four to six weeks after the latest deadline. For example, if one discipline deadline is February 1st and the other March 15th, an admission decision should be received, approximately, by April 15th to April 30th.

3. Applicants will be notified of admission decisions by email. Newly admitted international applicants will receive necessary admission documentation from the International Student Affairs Office.
Participating disciplines may establish whatever additional criteria or higher standards they consider to be appropriate and such discipline-specific requirements range from specific prerequisite coursework, to successful completion of a qualifying examination, to having the equivalent of a master’s degree in the area, to having higher scores on specific segments of the GRE and are listed in greater detail later in this section.

Students may apply for admission with or without meeting the general criteria of the School of Graduate Studies and the disciplines may be admitted. Meeting these criteria does not automatically make any student eligible for admission. In exceptional circumstances, students who do not meet the general criteria of the School of Graduate Studies and the disciplines may be admitted.
The School of Graduate Studies' minimum requirements for admission to the Interdisciplinary Ph.D. program are determined by the doctoral faculty in the academic units in which the student will be doing work. Admission to the program is subject to availability of adequate faculty and other resources within an applicant's chosen disciplines and the approvals of the Dean of the School of Graduate Studies and the Interdisciplinary Ph.D. Executive Committee.

Application Procedure

The deadlines for applications vary by discipline. Although new students in most disciplines may be accepted in all terms, some disciplines will only consider applications for the fall term.

Applicants are responsible for:

1. Submitting a completed Application for Admission or Readmission to Interdisciplinary Ph.D. Studies form to the UMKC Admissions Office, or in the case of international applicants, to the UMKC International Student Affairs Office (ISAO). All applications must be accompanied by the appropriate non-refundable application fee ($45 for domestic applicants or $75 for international applicants).

2. Uploading the following supplementary materials (shown below) into the online application site:
   - A narrative statement / Statement of intent outlining professional background and educational plans.
   - Three letters of recommendation. (The applicant provides referee contact information in the online application site. The referee receives an email invitation to upload the reference letter into the site.)
   - Any supplemental material requested by the discipline(s). Note that several disciplines require professional writing samples, tentative outlines of plans of study, or other supplemental materials to complete the application packet. Applicants should consult the discipline-specific information to determine whether supplemental materials are required by the disciplines they select.
   - Resume / Vita

3. Having the following supplementary documentation sent to the UMKC Admissions Office or in the case of international applicants, to the UMKC International Student Affairs Office (ISAO):
   - Official test scores (GRE, TOEFL, etc.). The applicant must request the testing agency to send official GRE test scores to the School of Graduate Studies. According to the Educational Testing Service:
     - GRE test scores are part of your reportable history for five years after the testing year in which you tested (July 1 – June 30). As of July 1, 2015, GRE scores earned July 1, 2010, to the present will be available in your reportable GRE score history.
     - Scores from individuals who tested between July 1, 2010 and July 31, 2011, were purged from the GRE database in mid-July 2016.
   - Official transcripts from all colleges attended. All applicants must submit an official transcript from the school where their bachelor's degrees were obtained. This transcript must show all courses, grades and credits attempted or completed at the undergraduate level. Unless the transcript of the degree-granting institution shows the complete record of undergraduate work taken at all other schools, an official transcript from each of the other institutions must be supplied. In addition, applicants must submit an official transcript from each school where other coursework has been taken or degrees have been obtained after the bachelor's degree.
   - Waiver requests for TOEFL/IELTS/GRE: Applicants must talk to the Interdisciplinary Ph.D. Discipline Coordinators in their areas of interest BEFORE requesting a waiver for the official test score requirements. After talking with the Coordinators, a waiver request can be submitted in writing through the online application system as an additional document.

International applicants must submit the following additional forms:

2. Affidavit of Support – if a friend of family member is providing Statement of Finances
3. If transferring from another U.S. institution:
   a. Transfer-In Form
   b. Copy of passport
   c. Copy of visa
   d. Current I-20 or DS-2019
   e. I-94 Form

All credentials submitted in support of the application for admission to the Interdisciplinary Ph.D. program become UMKC property. They will not be returned to the applicants and UMKC cannot copy them for release to a third party.

The deadlines for applications to the Interdisciplinary Ph.D. program vary by discipline. All application materials must be received by the earliest discipline deadline. (For example, if one discipline's deadline is February 1st and the other March 15th, then application materials must be received by the February 1st deadline.) If required test scores, transcripts, recommendation forms or supplementary documentation appropriate to the applicant's discipline selections are missing at the application deadline for the disciplines, the application will not be reviewed by the faculty review groups in the specified disciplines for admission in the term requested.

An applicant can expect the review and recommendation process to take approximately 4 to 6 weeks after the latest discipline deadline. For example, if one discipline deadline is February 1st and the other March 15th, an admission decision should be received, approximately, by March 31st to April
15th. The faculty review groups in some disciplines review all applications as a group, while in other disciplines, applications are reviewed and acted upon on a revolving basis, as received. The review and recommendation process within the disciplines varies in length depending upon the disciplines’ review policies.

For questions about the contents of their admission files, or to determine whether their official transcripts or test scores have been received, applicants may contact the Admissions Office (816) 235-1111 or admit@umkc.edu. International applicants may check on the status of their applications by contacting the ISAO at http://www.umkc.edu/isao/ (816) 235-1113 or isao@umkc.edu. Applicants may also contact the School of Graduate Studies, (816) 235-1301 or umkcsgs@umkc.edu for information on the status of their applications.