

INSTRUCTION SHEET FOR COMPLETING THE ADMISSIONS APPLICATION TO THE UNIVERSITY OF KENTUCKY COMMUNICATION SCIENCES & DISORDERS UNDERGRADUATE PROGRAM

GENERAL

The deadline for completion of the application submission process is **February 1st**. (If Feb 1st falls on a weekend, then the following Monday will be the due date)

- The College of Health Sciences CSD Undergraduate Student Application is completed online.
- The application can be accessed by clicking the link on the Admissions page on the CSD Undergraduate Program website: <https://chs.uky.edu/communication-sciences-and-disorders/undergraduate-program/admissions>
 - Organize your materials before starting the application process.
 - Print these instructions and have them by your side while completing the application.
 - **The application MUST be completed all at once. There is no mechanism to save and return later.**
 - It is **STRONGLY** recommended that you complete and save your responses in a Word document, then after you are done wordsmithing and editing, copy and paste the text from Word into the online form.
- The application will require you to input personal information including:
 - Basic contact and demographic information about yourself
 - Academic Information
 - Uploading of Transcripts
 - Professional Experiences (up to 3) and Community Service (up to 3) information
 - Names of three references
 - Essay (300 word maximum) response to a prompt

REFERENCES

Three (3) recommendation letters are required for each applicant and should be requested from people who can attest to your professional performance and provide an estimate of your ability to complete the CSD undergraduate program successfully.

- You will input the name of each letter writer into the online application form under the **References** section.
- All external recommendation letters must be submitted using our online recommendation letter submission portal. You must send the recommendation letter submission portal link (see below) to each individual who will be writing a letter on your behalf. **THIS IS YOUR RESPONSIBILITY TO PERFORM.**
 - **Recommendation letter portal link** – Copy link and send to your refs: <https://tinyurl.com/UKCSDREC>
- Please inform your recommendation writers that their letters **MUST be received no later than 4 pm on February 1st into our online portal**. Letters submitted after this date or in any way other than through our portal, will not be accepted. This means we will not accept letters that are mailed via the postal service or hand delivered.
- It is **STRONGLY** recommended that you follow-up with each letter writer in mid- to late January to ensure they have sent in their recommendation for you by the due date of February 1st. **It is your responsibility to ensure that your recommendation letter writers understand these instructions clearly.**

TRANSCRIPT SUBMISSION

There are two (2) categories of applicants. Please identify **YOUR** category and follow those instructions, **ONLY**. The College of Health Sciences will accept any kind of transcript (official or unofficial) to allow us to begin the evaluation process.

- **UK Enrolled Students:** You will need to provide the College of Health Sciences with transcripts. Unofficial transcripts are acceptable. You may access an unofficial copy of your UK transcript through your **myUK** student records portal. Upload your transcript as a **PDF** file in the online application.
- **All Other Students Enrolled at Other Universities including Community Colleges:** Unofficial transcripts may be used for this online application. Upload your transcript as a **PDF** file in the online application. Please upload transcripts from **ALL** universities you have attended.
 - Please note that **ALL non-UK transfer students will have to supply official transcripts separately to the UK Admissions Office when applying to the university.**

STANDARDIZED TEST SCORES

The Department of Communication Sciences & Disorders will **not** use ACT or SAT scores as part of our admission criteria. If you already have an ACT or SAT score, please feel free to report your score for record-keeping purposes only.

APPLYING TO THE UNIVERSITY OF KENTUCKY - (this **ONLY** applies to **Non-UK Transfer Students**)

The UK Office of Undergraduate Admissions will work with you to gain admission to the University. Any questions regarding your admission to UK must be directed to the **UK Office of Undergraduate Admissions**. On your UK application, be sure to identify your intention to apply to the undergraduate Communication Sciences & Disorders program in the College of Health Sciences. If you are not accepted for this program but you elect to transfer to UK anyway, you must contact the UK Undergraduate Admissions Office and alert them that you will not seek pre-professional status. See the UK Office of Undergraduate Admissions website for further details.

PLEASE NOTE

Application materials are not returned to the applicant. Please make or save a copy of everything for your records.

QUESTIONS

For any questions about the application or submission process, please contact the College of Health Sciences Office of Student Affairs at CHS-Admissions@uky.edu for a quick response and assistance from our advising team.

APPLICATION CHECKLIST for the Undergraduate CSD Major application form

- Use this checklist to ensure that all steps have been completed. Please check-off each item as it is completed.
- Once this checklist is completed, sign and date this page at the bottom.
- Scan and save the checklist as a **PDF** file.
- Upload your completed PDF checklist when prompted in the **Acknowledgment of Application** section of the online form.

UNIVERSITY OF KENTUCKY APPLICATION - (ONLY FOR NON-UK TRANSFER STUDENTS):

Send the following to the University of Kentucky, Office of Undergraduate Admissions.

- ____ University of Kentucky Undergraduate Admissions Application.
- ____ Current Admissions Application Fee (made payable to University of Kentucky) unless you are currently enrolled at a community college.
- ____ Official transcript from each and every college/university you have attended.
- ____ Official transcript from your high school if you are using 2 years of Foreign Language to satisfy your general education requirements.
- ____ SAT or ACT Scores, either original or as indicated on a college or high school transcript (**optional**).

COLLEGE OF HEALTH SCIENCES APPLICATION - (FOR BOTH UK & NON-UK TRANSFER STUDENTS):

Complete the online CSD Undergraduate program application and ensure that all required fields are completed.

- ____ Ensure that ALL parts of the online application form are completed.
- ____ Personal, Contact, Address, and Demographic Information is completed.
- ____ Academic Information (transcripts uploaded, any previous institutions, etc.) are provided.
- ____ Essay (prompt is answered to your satisfaction and proofread carefully) is completed.
- ____ Professional Experiences (up to 3) and Community Service Experiences (up to 3) are given.
- ____ Reference portal link address was accurately copied and sent to each of your reference letter writers.
- ____ Compliance Questions, Acknowledgments, and Signature are answered and provided.
- ____ This completed and signed checklist is converted to a PDF and uploaded into the online application.

Please sign and date this checklist below before converting it to a PDF and uploading.

Applicant's Name – (Printed)

Applicant's Signature

Date