



## SUBMIT UW SYSTEM APP

Begin the SAA application process by submitting a UW System Application (<http://apply.wisconsin.edu>).

- Select the Student Affairs Admin in Higher Ed (master's program, blended, Fall) or Student Affairs Admin in Higher Ed (master's program, online, Summer)
- Include your current address, employer, and parents' address to determine state residency for reporting purposes. All SAA master's students pay the same \$575/cr flat fee, so state residency does not alter tuition charges.
- You do not need to include reference information, or upload any additional materials in this system. If prompted, just state "will upload to Applicant Dashboard."



## RECEIVE INVITE TO WINGS STUDENT CENTER

"WINGS" is our student information system. You will receive an email from UW La Crosse within a few days of submitting your UW System Application, inviting you to login to Wings with your student ID and login information.

- **We do not require you to use Wings during our program application process**, but you can visit Wings to see whether you are missing any transcripts or fees.
- Wings is also where you would eventually enroll in courses, update mailing addresses, pay bills, accept financial aid awards, etc.
- Learn more at <http://www.uwlax.edu/wings>



## RECEIVE INVITE TO APPLICANT DASHBOARD

The Applicant Dashboard is where you will upload your resume, essay, program application, and contact information for references. You should receive another email within a few days of submitting your UW System Application, inviting you to login to your Applicant Dashboard.

- Your **resume** should include past educational, employment, and volunteer experiences.
- Your **essay** should explain an important issue facing students in higher education right now, as well as your interest in our program. See [our site](#) for specific prompts.
- Your **program application** allows you to indicate whether you intend to continue existing employment in the field or pursue part-time assistantships or internships.
- Once you provide **reference** information, your contacts will receive an invitation to upload a reference letter on your behalf.
- See our [website](#) for more information on all of these materials.

If you don't see this invitation within a week of submitting the UW app, check your junk/spam folder. If you still don't see it, contact [gradstudies@uwlax.edu](mailto:gradstudies@uwlax.edu) to request they re-send you the invitation link.

**Transcripts:** You should submit official transcripts from all post-secondary / higher education institutions you enrolled in, including college level courses taken while in high school. You don't have to submit transcripts from UWL, or from any place at which you attempted fewer than 10 undergraduate credits. Study abroad transcripts are not required if a student attended an international university for one or fewer semesters.

We can accept unofficial transcripts as we go through the review process (email to [apply2saa@uwlax.edu](mailto:apply2saa@uwlax.edu)), but any offer of admission would be conditional upon receipt and review of all official transcripts. **Official** transcripts should be sent directly to admissions:

Graduate Admissions Office  
2320 Student Union  
University of Wisconsin-La Crosse  
1725 State Street  
La Crosse, WI 54601  
[admissions@uwlax.edu](mailto:admissions@uwlax.edu)

**Application Fee:** The UW System requires a \$56 application fee. However, our Graduate Studies offers [fee waivers for those who have participated in McNair Scholars](#), and our department offers application grants to those who are currently serving as Americorps Volunteers, or otherwise demonstrate significant financial hardship (as evidenced by FAFSA). Students can make note of their intention to take advantage of these grants on their [program application](#).

**Interviews:** Once the program has your resume, essay, and program application, we can begin the review process, in which current faculty members evaluate your materials and determine whether you will be invited to interview with us – at our Virtual Visit in February or in virtual group interviews. You only need to complete one academic interview to be considered for any of our master's cohorts.

If you are also interested in our assistantships or internships, we will coordinate those interviews for you, too, based on what you share via your [program application](#), and what we later ask you to confirm once all [graduate assistantship / graduate student internship roles](#) are posted. Those interviews typically take place in late February through early March.

After completing any GA/GSI interviews, we ask both students and employers to rank their preferences, and then engage in a matching process that attempts to make placements based on students' and employers' top interests. Offers of admission, which begin in mid-March, will include placement in a particular graduate assistant or graduate student intern role, for not already working in the field.

If you have any questions about the process, please contact us via email at [apply2saa@uwlax.edu](mailto:apply2saa@uwlax.edu).