

Instructions for Completing the UALR Web Application for Admission

[Admissions Login Page](#)

Click on the Online Application for Admission (located on the Admissions page), which will take you to the **Admissions Login** page.

You are a first time user, so click on **First time user account creation** at the bottom of the page, which will take you to the **Admissions Login - New User** page.

[Admissions Login - New User Page](#)

Create a PIN by entering six numbers in the Create a PIN box, verify (reenter) the PIN, and click Login.

As the instructions on the page indicate, your Login ID will be generated and displayed on the next page. PLEASE WRITE DOWN YOUR GENERATED LOGIN ID AND PIN IF YOU PLAN TO COMPLETE THE APPLICATION LATER. This Login ID and PIN is for completing the UALR web application ONLY and will not be valid for other purposes. For these other purposes, a separate student (or user) ID and PIN will be assigned by UALR when your application is processed.

[Generated ID Page](#)

You should now be on the **Generated ID** page. Follow the instructions and write down your **assigned ID number** and PIN. If you do not complete the application before you leave the application site, you will need this ID number and the PIN that you created to reenter the application site. (If you do leave the application site and return, do not click **First time user account creation**; instead enter the **assigned ID number** in the Login ID box and the PIN you created in the **PIN** box and click **Login**.)

At the bottom of the page, click **Continue**, which will take you to the **Select an Application Type** page.

[Select an Application Type Page](#)

Choose the correct application type in the **Application Type** box. Then, simply click **Continue**, which will take you to the **Apply for Admissions** page.

[Apply for Admissions Page](#)

Choose the term you would like begin taking classes at UALR from the **Admission Term** (drop down) menu.

Enter your first, middle, and last names in the appropriate boxes, capitalizing the first letter in each.

Click **Fill Out Application**, which will take you to the **Application Checklist** page. Do not click on Return to Application Menu (located at the bottom of the page), **unless** you want to logout of the application site.

Application Checklist Page

In order to take classes at UALR, you must complete **all** portions of the UALR online application. You can complete the application by going from section to section (for example from Name to Personal Information to First Address and Phone) by either clicking **Continue** at the bottom of each section, or you can return to this **Application Checklist** page by clicking **Checklist** at the bottom of each section. When a section is

complete, the  will change to a  so you can monitor your progress.

NOTE: TO SELECT A SECTION TO GO TO, YOU MUST CLICK ON THE TEXT

AND NOT THE  OR .

Click on **Name**, which will take you to the **Name** page.

Name Page

The first and last names that you entered earlier should display automatically.

Click **Continue** to go on to the **Personal Information** page (or **Checklist** to go back to the **Checklist** page).

Personal Information Page

Enter all requested information. Although you will be allowed to proceed in the application if you do not enter an email address, we **strongly** recommend that you enter one to ensure that we can contact you later. If you do enter an email address, you **MUST** verify (reenter) it. You will not be permitted to proceed unless you do so.

Click **Continue** to go on to the **First Address and Phone Page** (or **Checklist** to go back to the **Checklist** page).

First Address and Phone Page

Enter all requested information.

Click **Continue** to go on to the **Previous College Page** (or **Checklist** to go back to the **Checklist** page).

[Previous College Page](#)

You will be asked for the name and location of all previous colleges that you have attended. You must enter the **College School Code**, and once that code is entered the name and address of the college will enter automatically.

To get the correct college school code to enter, click on [Lookup College Code](#), which will take you to the **Previous College Lookup Page**. If the college you previously attended is in the U.S. or U.S. territories, select the state or territory in which the college is located from the (drop down) menu.

PLEASE NOTE: If the college you previously attended is outside the U.S. and its territories, click [Return to Previous College page](#), enter 999999 as the college code, and then enter the name of the college in the **College Name** field, and proceed to the **College Attend From Date** field (see below). The Province or Country will NOT be in the [State, Province, or Country](#) menu.

Click [List Cities in Selected State, Province, or Country](#).

Select the city in which your college is located and click [List Previous College in Selected City](#).

Now select the college name and click [Copy Selected Previous College Information to Date Entry Form](#). This will return you to the **Previous College** page, where the college code will now be entered, along with the name and address of the college.

Enter the dates you attended your previous college into the **College Attend From Date** field and the **College Attend To Date** field. There MUST be an entry in each field, including the day. If you not know the exact dates, enter your best estimate.

If you earned a degree at this previous college, select the type of degree from the **College Degree** (drop down) menu.

If you did not earn a degree at this previous college, select “No Degree” from the (drop down) menu. If you leave “NONE” in the box, you will receive an error message when you try to leave the Previous College page that tells you that **You Must Choose College Degree**.

Enter the date your degree was awarded. There MUST be an entry in each field, including the day. If you not know the exact dates, enter your best estimate.

If you have attended only one previous college, click **Continue** to go on to the **Planned Course of Study Page**.

If you have attended more than one previous college, click [Enter or View Another College](#), and repeat the same process for each additional previous college. When you have entered all previous colleges, click [Continue](#).


PLEASE NOTE: ALL previously attended higher education institutions must be entered.

[Planned Course of Study Page](#)

Select the program and degree you will be pursuing at UALR—either Criminal Justice BA or Liberal Arts BA—and click [Continue](#) which will take you back to the [Application Checklist page](#).

[Application Checklist page](#)

You should now be back at the [Application Checklist page](#). If all the sections are now checked as completed, click the [Application is Complete](#) button, which will take you to the

[Signature Page](#). (If all the sections are not  checked as completed, click on the uncompleted ones and provide the information requested, consulting any relevant instructions above. When you have completed all the sections, you will be returned to the [Checklist](#) page. When this happens, click on [Application is Complete](#).)

[Signature Page](#)

At the top of the page, you will see a message informing you that your application will be processed in 1 – 2 business days. A letter will be mailed to you requesting the required admissions credentials.

As a transfer or freshman transfer, you must have **official** copies of transcripts from all previous colleges sent to UALR. And we must receive a copy of your immunization record.

University of Arkansas at Little Rock
Admissions and Financial Aid Office
2801 South University Avenue
Little Rock, AR 72204

As a freshman or freshman transfer, you must have an official copy of your high school transcript or GED sent to UALR. And we must receive a copy of your immunization record.

You will also be asked to print the page, which includes a [Signature Form](#). It is very important that you fill out this form, sign it, and mail it to the address indicated.

University of Arkansas at Little Rock
Records and Registration Office
2801 South University Avenue
Little Rock, AR 72204

PLEASE NOTE: This form is NOT an order form for your transcripts from other colleges to be sent **to UALR**.

It is a form that provides UALR with a sample of your signature. Its purpose is to help us secure your personal information. For example, in the future when you order your UALR transcripts to be sent somewhere else (like to an employer), we will have something to which we can compare the signature on the order form to ensure that the requestor is, in fact, you.

Congratulations! You have now completed your UALR Web Application for Admission. You can now log out of your browser.