

# Master's of Studies in Law Degree Government Contracting and Procurement



## Step by Step Application Instructions

Please read carefully follow instructions on all 11 pages

*Note: We use a rolling enrollment process.  
Only completed applications are reviewed and  
admitted in the order they are received.*

**No GRE, GMAT or LSAT required**  
Only a Bachelor's degree is required

Step 1 - Go to this web link: [go.udayton.edu/govcp](https://go.udayton.edu/govcp)

Step 2 – Scroll down and click any link that says...

**APPLY NOW**

Clicking **APPLY NOW** will send you to this webpage:

[https://udayton.edu/law/academics/government\\_contracting/apply.php](https://udayton.edu/law/academics/government_contracting/apply.php)

Step – 3 Click the graduate application link



Fill Out An Application

Please fill out our **graduate application**. **Note: Government Contracting and Procurement is a law school program and can be found under American and Transnational Law in the application.** As part of the application, you will be asked to upload a personal statement describing your interest in the program and you will have to upload the contact information for two references.

Link

## Step 4 – Select Sign Up Sign Up

## Step 5 – Complete Sign Up (2 min.)

### SIGN UP

First Name

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Last Name

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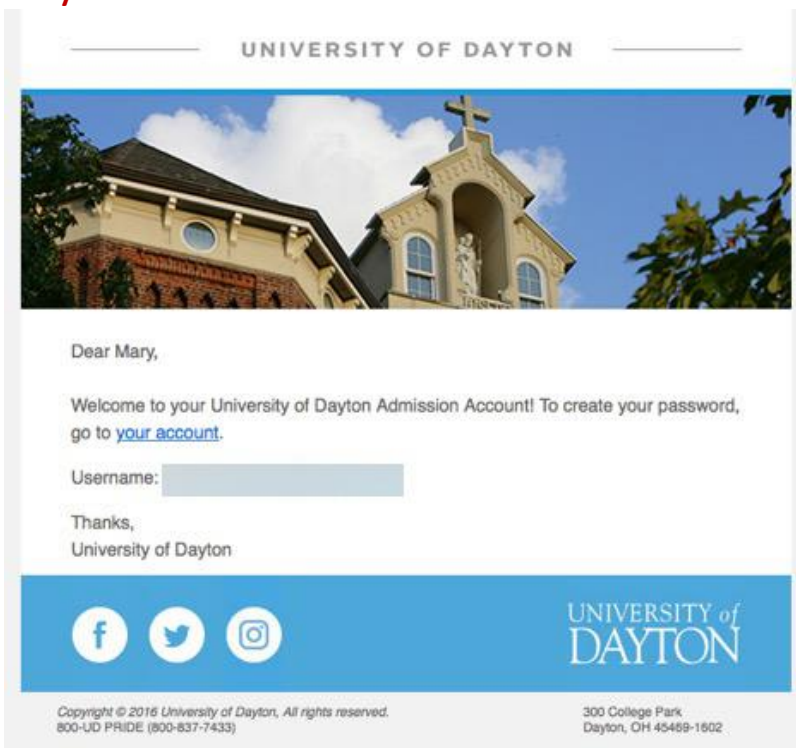
Email Address

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SUBMIT

Enter First Name, Last Name and Email Address and then click Submit

Step 6 – Go to your email account. Open the email titled “University of Dayton Office of Admissions” Click on the link [your account](#) in the email.



## Step 7 - Create a Password, then click change password

CHANGE PASSWORD

New Password

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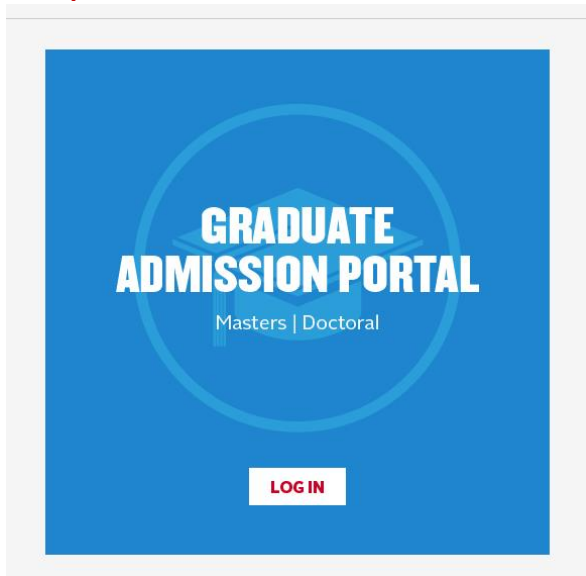
Confirm New Password

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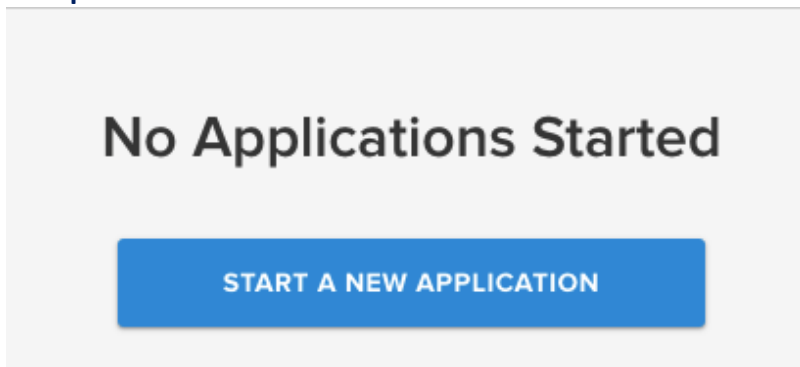
Your password must be at least 8 characters long and have a mix of letters and numbers

**CHANGE PASSWORD**

## Step 8 – Click GRADUATE ADMISSION PORTAL



## Step 9 – Click START A NEW APPLICATION



## Step 10 – Use drop down menu to answer questions, then click START APPLICATION

### NEW APPLICATION

Are you transferring from another graduate institution?

No



Term

Summer 2018



START APPLICATION

## Step 11 – Start Application – Please complete all the required fields Name Information

Prefix

Please select an option



First Name

Please select an option

Middle Name

Last Name

Please select an option

Suffix

Please select an option



Preferred First Name

Former Last Name

CONTINUE

## Demographic Information

### Date of Birth

• **Month**  **Day**  **Year**

This field is required.

### Gender

- Male  
 Female

If you would like the opportunity, we invite you to share more about your gender identity below

Do you consider yourself to be Hispanic/Latino?

- Yes  
 No

Select one or more of the following racial categories to describe yourself

- American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

Religion

None Specified

US Veteran

- Yes  
 No

Please complete the missing fields.

**CONTINUE**

## Citizenship Information

Citizenship Status (Select Non-Resident Alien if you are not a US Citizen or a legal permanent resident of the US)

- Please select an option



Birth Information

- Country



**CONTINUE**

## Address

Permanent Address / Home Country

- Country



Do you have a current mailing address that is different from your permanent address?

- Please select an option



Please complete the missing fields.

**CONTINUE**

## Contact Information

Preferred Phone Type

- Please select an option



Student Email

- pmschlottman@comcast.net

**CONTINUE**

Step 12 - WATCH CAREFULLY – This is where many have difficulty.  
Enter the correct program information like displayed below.  
Don't worry, we can change you to full-time latter if you wish.

Academic Information

Major	● American and Transnational Law	>
Program	● Master in the Study of Law	>
Concentration	● Government Contracts and Procurement	>
Level	● Graduate	>
Degree	● Master in the Study of Law	>
Department	● Law	>
Campus	● Online	>
College	● School of Law	>
Enrollment Status	● Part time	>
I would like to be considered for the following assistantship Please select an option		>

**CONTINUE**

# Step 13 – Complete the rest of the application.

## Admission Requirements

*For the selected major and program above, the following are the admission requirements:*

Admission Requirements for domestic students

- College Transcripts (from all colleges attended)
- 2 References
- Personal Statement

*You will be able to view the status (received or not received) of the admission requirements within one hour after submitting your admission application.*

**CONTINUE**

## College Information

*Please list each college attended whether or not a degree was completed. If multiple degrees were received from the same school, please add the college for each degree pursued.*

- School \_\_\_\_\_
- From Date \_\_\_\_\_
- Month  Day  Year   X
- This field is required.
- Are you Currently Enrolled at this College?  
 Yes  
 No
- Are you eligible to return to this college?  
• Please select an option
- Degree In Progress or Earned  
• Please select an option
- 

Please complete the missing fields.



**CONTINUE**



# Don't worry, disciplinary history only applies to undergrads

## Disciplinary History

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, or been indicted or convicted of a misdemeanor or felony?

- Please select an option  
- Please select an option  

CONTINUE

## Employer Information

If currently employed, name of employer.

CONTINUE

Personal Statement about why you want to be in the program.  
This can be brief.

## Personal Statement

*Please upload a personal statement.*

*Please click on the "cloud" icon to upload a document. **NOTE:** If the "cloud" icon does not display, please click your browser's refresh button to reload the page.*

File Upload (PDF or Microsoft Word Only)

- No file selected 

**This field is required.**

CONTINUE

## Two references please

Reference

*Please upload a document that contains the name and contact information of two references.*

*Please click on the "cloud" icon to upload a document. NOTE: If the "cloud" icon does not display, please click your browser's refresh button to reload the page.*

File Upload (PDF or Microsoft Word Only)

● No file selected



**This field is required.**

**REVIEW APPLICATION**

## Step 14 – Click review application

**REVIEW YOUR APPLICATION**

## Step 15 – Click SUBMIT YOUR APPLICATION

**SUBMIT YOUR  
APPLICATION**

Almost there...

## Step 16 – Don't forget to order your transcripts



### Send Transcripts

Please provide official transcripts (with English translation) from all colleges, universities, law or professional schools attended.

Official transcripts must be sent by the issuing institution directly to the University of Dayton electronically at [gradadmission@udayton.edu](mailto:gradadmission@udayton.edu) or by mail to:

Office of Graduate Admission Processing  
300 College Park  
Dayton, Ohio 45469-1601

## CONGRATULATIONS

Your application should now be complete.

Please allow a few days for e-transcripts to arrive.

Transcripts received by mail can take up to two weeks.

Admissions decisions are usually done in 2 to 5 days after application is completed and transcripts have arrived.

We hope you found these step-by-step application instructions helpful.

Thanks