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

UNIVERSITY of
DAYTON
School of Law

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

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

Step – 3   Click the graduate application link

Link

→ Fill Out An Application

Please fill out our graduate application. **Note: Government Contacting 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.

Step 4 – Select Sign Up 👤 Sign Up

Step 5 – Complete Sign Up (2 min.)

SIGN UP

First Name

Last Name

Email Address

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.

UNIVERSITY OF DAYTON

Dear Mary,

Welcome to your University of Dayton Admission Account! To create your password, go to your account.

Username:

Thanks,
University of Dayton

UNIVERSITY of
DAYTON

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800-UD PRIDE (800-837-7433)

300 College Park
Dayton, OH 45469-1602

Step 7 - Create a Password, then click change password
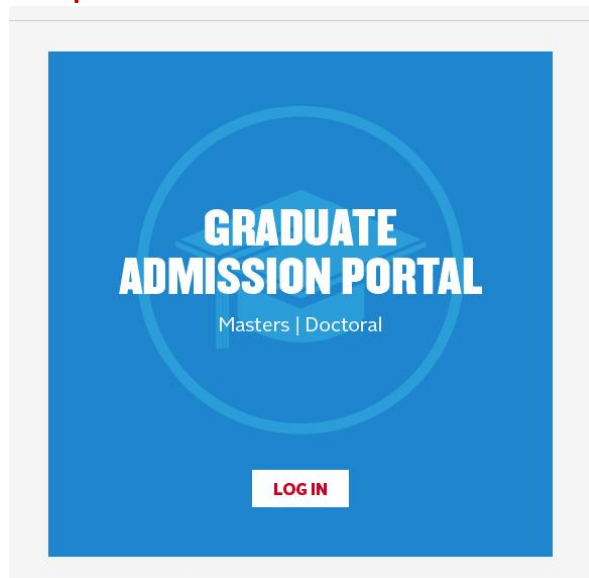
CHANGE PASSWORD

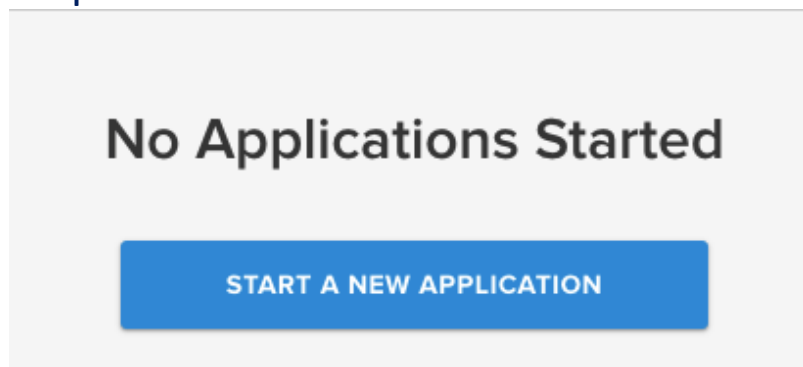New Password

Confirm New Password

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

GRADUATE ADMISSION PORTAL

Masters | Doctoral

LOG IN

Step 9 – Click START A NEW APPLICATION

No Applications Started

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

Select Current Term

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** ⌄ X

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   ∨
_____

⊕ **ADD COLLEGE INFORMATION**

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, that resulted in a disciplinary action?

- Please select an option ⌄

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Please note, you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.

- 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 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