Application Process
Government Contracting and Procurement Law & Program Management Programs

Please follow the steps below to complete your application. Be sure to read each step carefully to ensure proper completion.

STEP 1
Log in to the Admissions Portal

- Log into our Admissions Portal to fill out a Graduate Application.
- If you do not yet have a login, please click "Sign Up" and fill in your name and email address.
- You will receive an email from "University of Dayton Office of Admissions" prompting you to create a login with your email address as the user name.
- Follow the link to create your password in the Portal. This will log you in.

STEP 2
Fill Out Your Graduate Application

- In the Admissions Portal, click "Graduate Admission Portal."
- Click the button to START A NEW APPLICATION.
- Select the drop-downs that pertain to you in the "New Application" section and then click START APPLICATION.
- Complete all required fields in the application. Please pay special notice to the following sections:

    1. **Academic Information:** Please enter the following information exactly as it is below:
        - **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

(Step 2, continued)

2. **Disciplinary History:** This only applies to undergraduates.
3. **Personal Statement:** Your response can be a brief explanation of why you want to be in the program.
4. **References:** Be sure to include two references here.

● Click the REVIEW APPLICATION button when all information has been submitted.
● Finally, click the SUBMIT YOUR APPLICATION button.

STEP 3
Fill Out Your Graduate Application

● 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 your transcripts to arrive. Transcripts sent by mail can take up to two weeks to receive.

Admissions decisions are usually made 2-5 days after your application is completed and transcripts have arrived.

Thank you!