2014 Graduate Admissions Processing Quick Guide

For full instructions on all Admissions policies and procedures, please refer to the **Graduate Program Assistant Admissions Procedures Manual** on GradNET.

Admissions and Outreach Staff Contact Information

Director, Walter Boggan
walter.boggan@graddiv.ucsb.edu, x2322
-Admissions policy and publications
-Fee waiver requests and approvals
-Recommendations for policy changes
-Communication liaison with Graduate Program Assistants (GPAs)
-Web and print materials
-Prospective student outreach and recruitment
-Summer Doctoral Research Institute coordinator
-Graduate Student Resource Center liaison
-Joint Degree Programs

Assistant Director, Haley Orton
haley.orton@graddiv.ucsb.edu, x2278
-Exceptions to admissions policies and exception request procedures
-Application fee payments and Perm number assignments
-International transcripts and credentials training and assistance
-Problems with ETS test score reporting
-Decision processing
-Five-Year combined degree programs
-Education Abroad Program (EAP) inquiries

Admissions and Outreach Coordinator, Roxanna Quach
roxanna.quach@graddiv.ucsb.edu, x2104
-Domestic transcripts and credentials training and assistance
-Updates to applicants' online applications and questions regarding the application process
-Provisional admission status clearance
-Graduate preparatory program
-Outreach events

Pre-application / International Information Requests
- Online pre-application used to pre-screen international applicants with self-reported information
- Available online at www.graddiv.ucsb.edu/preapp
- Pre-app is not required and is used at discretion of the academic department, but must be applied consistently within the department

Evaluating and Responding to Pre-applications
- Check for (1) degree equivalency, (2) GPA, (3) test scores, and (4) financial resources
- If an applicant meets minimum requirements, direct the student to complete E-app
- If requirements are not met, notify the applicant of the department's recommendation not to apply

Application Requirements

- **Application Fee**
  o $80 for domestic applicants, $100 for international applicants
  o Non-Refundable
  o Fee Waiver Request (must include proof of financial need or proof of participation in undergraduate research program)
- **GRE**
  o Valid for 5 years
  o No minimum score
  o Institution code: 4835

- **TOEFL or IELTS (non-native speakers only)**
  o Valid for 2 years
  o Minimum 550 for paper-based test (PBT), 80 for internet-based test (iBT), or IELTS Overall Band score of 7
  o Institution code: 4835 (TOEFL)
  o Applicants who have completed a degree at an English-speaking institution are exempt

- **Supporting Materials**
  o Statement of Purpose, Personal Achievements, Resume
  o Letters of recommendation
  o Transcripts from all post-secondary institutions attended (unofficial)
  o Additional items required by department

Distribution of Application Materials

Application Materials Sent to the Graduate Division
- $80/$100 Check/Money Order Submission form (E-app)
- $80/$100 non-refundable application fee payment
- Official GRE scores (sent electronically from ETS)
- Official TOEFL scores (sent electronically from ETS) or official IELTS scores (mailed or sent electronically from IELTS)
- Official MAT scores (sent by Harcourt Assessment)

Application Materials Uploaded through EApp
- Statement of purpose/Personal Achievements/Resume
- Three letters of recommendation
- Transcripts
- Additional materials (as required by the department)

COMPLETE APPLICATION CHECK LIST
1. Confirm transcript is uploaded and legible
2. Confirm institution accreditation and degree equivalency
3. Confirm cumulative GPA
4. Confirm cumulative GPA is above 3.0 or equivalent
5. Confirm GRE or MAT scores are official
6. Confirm TOEFL or IELTS scores are official (if required)
7. Confirm Statement of Purpose, Statement of Achievements/Contributions, and Resume/CV are uploaded and locked
8. Confirm three letters of recommendation are uploaded

Steps to Process Applicant for Admission, Denial, Incomplete Decision, or Exception Request

1. Identify any exception requests necessary for an applicant
2. Once application is ready for review, move applicant to Review Queue
3. Once a decision has been made, move applicant appropriate queue and ask user with signature authority to approve

Completing a International Transcript Evaluation

1. Confirm whether the applicant is needs TOEFL/IELTS exempt or not. Confirm with Grad Div Admissions staff if unclear.
2. Verify that official TOEFL/IELTS scores have been received. Evaluations should not be completed for applicants with missing scores.
3. Verify university accreditation using International Transcript Evaluation Country Guide. Confirm with Grad Div Admissions staff if unclear.
4. Calculate the GPA using the appropriate international calculator and applicant's uploaded transcript, list GPA and scale in appropriate fields.

Exception Requests

- Exceptions are required for (but not limited to) (1) admits with an undergraduate GPA below 3.0, (2) low TOEFL/IELTS scores, (3) certain GRE/MAT/TOEFL/IELTS exemptions, (4) non-equivalent degrees, (5) degrees from unaccredited institutions, and (6) late applications or admission decisions.
- Late application exceptions will need to be submitted on paper, all others can be submitted through App Review.
- Move the student to exceptions queue, select the appropriate exception and type the justification into the text box.
- Ask user with signature authority to approve the decision.

Final Admission Decisions

Graduate Division Admissions assigns a final admit decision on behalf of the graduate dean. Final admissions decisions and pending requirements will be entered into the Admissions database.

STATUS	DESCRIPTION	COMMENTS
Admit – Provisional	Final/official items required	Student may register but will have a Registration block in 2nd quarter
Incomplete	Application incomplete	Applicant was not reviewed because application was incomplete
Denial	Completed application denied	Please retain applicant information for 2 years.

Applicant Notification

Graduate Division sends official decision notification emails to
- All domestic and international applicants who meet minimum requirements
- All denied and incomplete applicants
- All applicants to 5-year combined degree programs or joint degree programs

Items Departments can provide as admit notification
- Admissions recommendation letter and funding letter (if applicable)

Items available online through the Application Status Page once an applicant has been admitted by Graduate Division
- Admissions offer letter (can be printed from online application for both domestic and international admits)
- Online Statement of Intent to Register (SIR) - must be completed online
- Online Statement of Legal Residence (SLR) https://calresidency.sa.ucsb.edu/slr/login.asp (Can be completed 5-10 business days after SIR is completed)
- Housing information

Online Statement of Intent to Register (SIR) and Registration

Online Statement of Intent to Register (SIR) confirms acceptance or rejection of admission offer
- Must be completed online through the Application Status Page. Notification to the department is not considered an official SIR.
- Must be completed by April 15 for financial support offers.
- GPAs must follow up with any outstanding SIR.
- Deadline to SIR is June 15. Departments must request an exception for applicants who wish to SIR after June 15.

Registration Materials
- In mid-May, an automated email is sent by Office of the Registrar to students who have indicated their intention to enroll on their SIR.
- The email provides students with instructions on how to register online through the Registrar's Web site and a link to the Welcome New Students page (http://www.registrar.ucsb.edu/welcome/welcome-newdirect.htm).

Admissions Timeline

The admissions timeline varies among departments, and applicants are encouraged to contact departments directly for specific deadlines. However, there are general deadlines and processing periods common to most departments and programs. Below is a general timeline for processing based on admission to fall quarter.

SEPTEMBER	Online application opens at https://www.graddiv.ucsb.edu/eapp/
DECEMBER 1- JANUARY 1	Application deadlines for many departments.
LATE JANUARY	Fellowship nominees are finalized by the department.
JANUARY - FEBRUARY	Admission notification begins.
MARCH	Admission processing and notification continues.
APRIL 15	**Student response & SIR deadline for financial support offers.**
MAY 1	Final application deadline for departments. Final deadline for submitting admissions decisions to Graduate Division for departments with a deadline before May 1.
MAY	Office of the Registrar sends an email to all students who have submitted a Statement of Intent to Register (SIR) with instructions for visiting the Welcome New Students page for information about their online registration (including submitting the SLR and obtaining a UCSB Net ID).
JUNE 1	Final deadline for submitting admissions decisions to Graduate Division for those departments with a May 1 deadline.
JUNE 15	Final SIR deadline.