

# Graduate Admissions

*Graduate Advisor's  
Workshop*

*August 3, 2016*

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# Topics Overview

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- Application process overview
  - Uploaded transcripts and registration holds
  - Graduate Review System
  - TAMUDocs Refresher
  - Duo Factor Authentication Enrollment Deadline
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# Process for 2017-2018 Application Submission



- ApplyTexas application available at <http://www.applytexas.org>.
  - This is the preferred application since most of the application data will load to Compass electronically. Paper applications may experience a **significant** delay in processing.
- Program application customization:
  - Display custom message up to 250 characters
  - Include “display” and “enforced” deadlines (will default to general university deadlines if not specified)
  - Post custom (dynamic) questions; responses will display at end of application image in TAMUDocs
  - Contact your Admissions Liaison to customize your applications
- Applications submitted by 6 pm are “bundled” and transmitted the next morning. Applications submitted after 6 pm on Friday (and through the weekend) will transmit on Tuesday morning.

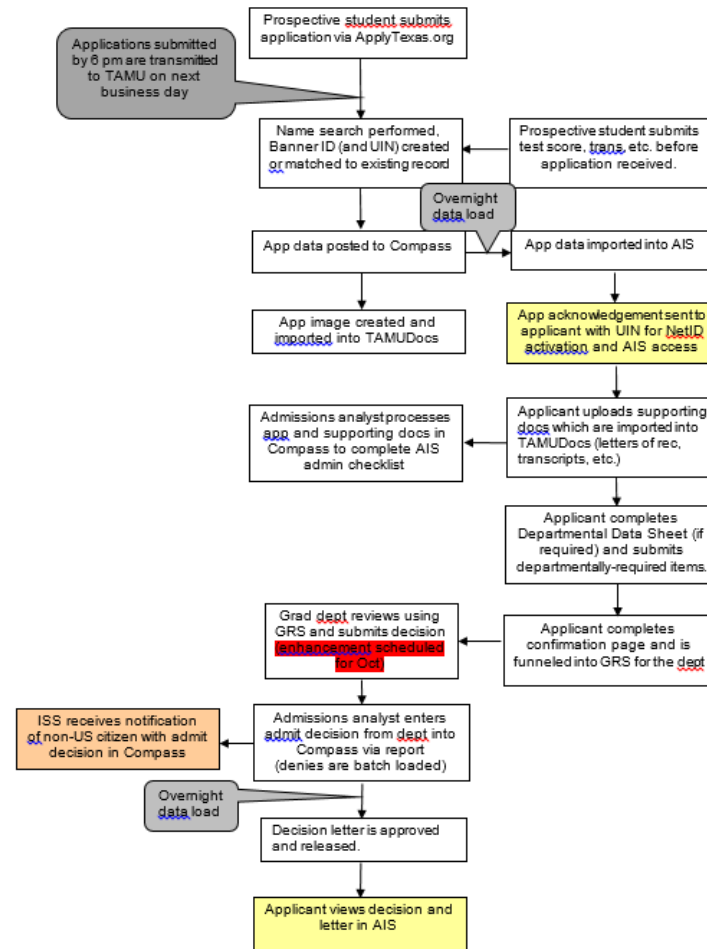
# Process for 2016-2017 Application Acknowledgement



- After application has been received and loaded into Compass, the application acknowledgement letter (with UIN) is sent to the applicant via email the next day.
  - Email sent again after 3 days (if applicant doesn't log in)
  - Email sent again after 7 days (“)
  - Email and paper letter sent after 10 days (“)
- Acknowledgement letter includes applicant's UIN and instructions for accessing the Applicant Information System (AIS) at <http://applicant.tamu.edu>.
- Applicants can access the Electronic Letter of Recommendation (eLOR) system and upload functions in AIS.

# Admission Process

## Graduate Admission Process w/ GRS



# Uploaded transcripts

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- Admissions allowed uploaded transcripts (not unofficial transcripts/advising sheets/grade reports) for admission review; however, the official hard-copy transcripts **MUST** be provided before admitted applicants will be allowed to register for classes. **NO EXCEPTIONS.**
  
- Communicated via:
  - Letter of admission
  - AIS page
  - Email to be sent this week

# Graduate Review System

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- Result of TAMUDocs Task Force
  
- Module within the Applicant Information System (AIS)
  - Provides mechanism to display “Documents Required by Graduate Department” checklist in AIS
  - Includes a “Departmental Data Sheet” to collect applicant data
  - Allows sorting/filtering of applicants based on collected data
  - Creates internal workflow with routing to different review groups
  - Generates PDF of select items in TAMUDocs for easy review
  - Communicates admission decision to Office of Admissions



# Graduate Review System

Admitted graduate applicants: Please be aware you will NOT be allowed to register for courses until all uploaded transcripts have been submitted in hard copy to our office.

## APPLICANT INFORMATION SYSTEM

Application: Fall 2016 - College Station - Int'l Graduate



- My App Status
- My Bio Info
- My Test Scores
- My Documents
- My Communications
- Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
926000779	Anqi Wang	Int'l Graduate	Fall 2016 - College Station	Biomedical Engineering	EN	PHD-EN	T01881116	

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### My App Is Complete

The Office of Admissions has received all items required from you at this time, and we will not have any additional information about the status of your application until your department returns a decision to our office.

Please check with your department of interest to ensure that you have submitted all departmentally-required items necessary for admission consideration.

#### - Documents Required for ADMISSION

Document	Complete
GRADUATE TEST SCORE (VIEW ALL TESTS)	✓
COLLEGE TRANSCRIPT FROM NANJING UNIVERSITY	✓
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✓
\$90 INTL APPLICATION FEE	✓
COLLEGE TRANSCRIPT FROM NANJING UNIVERSITY	✓

#### - Documents Required by Graduate Department





# Graduate Review System

## - Documents Required by Graduate Department

Document	Complete
Letter of Recommendation 1	✓
Resume	✓
College Transcripts	✓
Statement of Purpose	✓
Letter of Recommendation 2	✓
Letter of Recommendation 3	✓
Departmental data sheet	✗
Confirmation Page	✗

## - Additional documents required if admitted

Document	Complete
DIPLOMA-BACHELOR'S DEGREE FROM NANJING UNIVERSITY	✗ <a href="#">i</a>
DIPLOMA-MASTER'S DEGREE FROM NANJING UNIVERSITY	✗
FINAL TRN 4 YEAR BACHELORS FROM NANJING UNIVERSITY	✗
FINAL TRN MASTER'S DEGREE FROM NANJING UNIVERSITY	✗
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✓

Symbol	Description
✗	



# Graduate Review System

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Interested?

Email Jane Pavlicek (PITO) at [janepavlicek@tamu.edu](mailto:janepavlicek@tamu.edu)  
for additional information or a demo.

# TAMUDocs Refresher

- TAMUDocs
  - View application and supporting documents (transcripts, letters of recommendation, statement of purpose)
  - Stamp admission decision via “Workflow” queues (UnDecisoned & UnConfirmed)
  - Application (and other documents) available under “Documents” until student matriculates (theoretically)

# Decision Stamps in TAMUDocs

Decision stamps in TAMUDocs allow you to admit applicants to a SPECIFIC degree level and term.

You must specify the 64 or 96 hour program when admitting a PhD applicant.

Term changes can be made using the “Admit with Changes” stamp.

- GRAD - Admit as Non-Degree -
- GRAD - Admit Conditional -
- GRAD - Admit to 64 hour PhD -
- GRAD - Admit to 96 hour PhD -
- GRAD - Admit to EdD -
- GRAD - Admit to Master -
- GRAD - Admit with term change -
- GRAD - Confirmed by
- GRAD - Deny -
- GRAD - Distance Education
- GRAD - Funded
- GRAD - No Action -

The screenshot shows a TAMUDocs application form for NC 272052030 UNITED STATES. The form includes fields for Country Code, STND (Y/N/I), Emergency Contact (Name: MS GINA BRADY, Phone: 336-029-0465, E-mail: ginabradyl@hotmail.com), Preferred Phone (336-953-2511), E-mail Address, and Military Status. An Annotations section contains a stamp: **Admit with term change change term to: Signature Authority bsaget 06/24/2014**. A Stamp Annotation dialog box is open, showing the content of the stamp: **Admit with term change change term to: FALL 2015 Signature Authority bsaget 06/24/2014**. The dialog box has tabs for Properties, Content, and Appearance, and buttons for OK and Cancel.

## Decision Stamps in TAMUDocs

**NOTE:** There is now an “Approved by” stamp in TAMUDocs, but this is NOT used to confirm decisions. The stamp routing scripts do not recognize this stamp.



Please continue to use the “Confirmed by” stamp to confirm admission decisions.

# Contact Information

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