

Graduate Admissions

Graduate Advisor's Workshop

July 18, 2019

Catherine Roueche-Herdman

Senior Associate Director, Admissions Processing

Topics Overview

- Applicant Information System (AIS)
 - Graduate Review System (GRS)
 - DEADLINES - ApplyTexas VS GRS
 - Graduate Tracking Report (Compass Reports)
-

Applicant Information System (AIS)



TEXAS A&M
UNIVERSITY

<https://applicant.tamu.edu>

**APPLICANT
INFORMATION SYSTEM**

ATM | TEXAS A&M
UNIVERSITY

CHECK YOUR STATUS

See exactly where your application is in the process.

LOG IN



The first step is filling out the "ApplyTexas Application for Admission."



After you have applied, you will use your NetID to login for access to many campus resources.



The Applicant Information System (AIS) allows you to see exactly where your application is in the process.



The HOWDY portal is a one-stop site for news, resources, and student information.

Note: Graduate applicants to the Mays College of Business and most HSC programs do not have access to AIS until after admission.



AIS Display Prior to Processing

APPLICANT INFORMATION SYSTEM

Application:
2017 Fall - Non-Degree - ENGY - CS



My App Status

My Bio Info

My Test Scores

My Documents

My Communications

My Appeals

Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Non-Degree	2017 Fall	Energy	EN	CTG-ENGY	T00271224	

[Back to Admin](#)

My App Is In Progress

Your application for admission has been received. The information on this page will update as your application progresses. [Continue to check back](#) for the status of your specific application documents.

Below are some general application requirements.

Application Fee:

Your application fee is: **PAID**

Transcripts:

Upload official college transcripts as required.

Test Scores:

You may view test scores received under the **My Test Scores** tab above.

NOTE: Graduate departments have access to view all items you have submitted in support of your application for admission.

[Cancel / Withdraw Application](#)



AIS Display After Processing

APPLICANT INFORMATION SYSTEM

Application: 2017 Fall - Graduate - AGBU - CS



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

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Graduate	2017 Fall	Agribusiness	AG	MAB-AG	T00271224	

[Back to Admin](#)

My App Is Incomplete

- Documents Required for ADMISSION

Document	Complete
\$50 GRAD APPLICATION FEE	✘
RESIDENCY QUESTIONNAIRE (Details)	✘
UPLOADED COLLEGE TRANSCRIPT FROM PEKING UNIV (BEIJING UNIV)	✔
Unofficial Graduate Test Score	✔
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✔

- Additional documents required if admitted

Document	Complete
GRADUATE TEST SCORE	✘ ⓘ
Permanent Resident Card	✘
COLLEGE TRANS W/ FINAL GRADES FROM PEKING UNIV (BEIJING UNIV)	✘
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✔

Symbol	Description
✘	Document has not been received.
⚠	Document has been received that may satisfy this requirement, but has not yet been processed.
✔	Document is received and complete.



AIS – Status messages

APPLICANT INFORMATION SYSTEM Application: 2017 Fall - Graduate - AGBU - CS

My App Status | My Bio Info | My Test Scores | My Documents | My Communications | My Appeals | Contact Us

UIN	Name	Admission Type	Term	Major	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Graduate	2017 Fall	Agribusiness	AG	MAB-AG	T00271224	

[Back to Admin](#)

My App Is Incomplete

- Documents Required for ADMIS

Document	Status
\$50 GRAD APPLICATION FEE	✗
RESIDENCY QUESTIONNAIRE (Details)	✗
UPLOADED COLLEGE TRANSCRIPT FROM PEKING UNIV (BEIJING UNIV)	✓
Unofficial Graduate Test Score	✓
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✓

Expired Test Score

OK

- Additional documents required if admitted

Document	Complete
GRADUATE TEST SCORE	✗ i
Permanent Resident Card	✗
COLLEGE TRANS W/ FINAL GRADES FROM PEKING UNIV (BEIJING UNIV)	✗
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✓



AIS – Electronic Letters of Rec

Accessed via the My Documents tab:

APPLICANT INFORMATION SYSTEM Application: 2017 Fall - Int'l Graduate - PETE - CS

My App Status My Bio Info My Test Scores **My Documents** My Communications My Appeals Contact Us

UIN	Name	Admission Type	College	Program Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Int'l Graduate	EN	MEN-EN	T00271224	

Received Documents
Upload Documents
Uploaded Documents
Letter of Recommendation
Fall Engineering

Back to Admin


My App Is Incomplete

RECEIVED ADMISSION



AIS – Electronic Letters of Rec

Recommendations submitted via the eLOR system in AIS are imaged and deposited into TAMUDocs within 1 hour of receipt.

 OFFICE OF ADMISSIONS
APPLICANT INFORMATION SYSTEM TEXAS A&M UNIVERSITY July 27, 2017

Letter of Recommendation Request System [Add Recommender](#) | [Hide Instructions](#)

Welcome to the Texas A&M University online Letter of Recommendation (LOR) system. This system will assist you in requesting letters of recommendation to support your application for admission into your chosen graduate program. The format for these recommendations will follow the standard Texas A&M University letter of recommendation form.

You will be able to submit information for up to **10** recommenders; however, we suggest you contact your department of interest for information on how many letters of recommendation are required with your application.

Please be advised that recommendations submitted in this manner will be associated with this application only. If you make any changes to your application for admission (different major, level and/or application term), we suggest that you contact the department of interest to see if they will require new letters of recommendation, or if they will accept letters of recommendation submitted in support of previous applications.

Recommendations sent directly to your department of interest will not display in AIS.

Steps for successfully requesting letters of recommendation:

- 1. Compile a list of recommenders** - individuals who are familiar with your academic achievement and potential. If you have been out of school for a number of years and are unable to contact former professors, you may submit non-academic references (e.g., employers).
- 2. Gather program information and test scores (if available):**
 - a. Information about the degree program you have completed or are currently completing (degree, graduation date, institution, grade point average - GPA)
 - b. The date and scores (if taken) of your Graduate Record Examination (GRE) test.
3. Select the link below titled **"Add Recommender"** for each of your potential recommenders, enter the requested information, and select **Save**.

Note: You may wish to contact your recommenders (via phone, postal mail, etc.) to inform them of the forthcoming Letter of Recommendation Request email. If you wish to provide your recommender with a resume, curriculum vitae, or other supplemental information, you will need to send that information independent of the LOR system.

4. For each Request with a status of "Ready", click on the **"Send First Email"** in the **Next Step** column.

Note: Emails are not automatically submitted when you save your requests.

5. **Manage/monitor your requests** in the section below.

Note: Once a recommender has been added to the recommendation request list, any information associated with the recommendation request cannot be viewed, modified or deleted.

Recommendation Request List

Title	Name	Email	Submitted Date	Status	Status Date	Next Step
Mr.	JORDAN SASS	jsass@tamu.edu	4/19/2017 3:50 PM	Email Sent	4/19/2017 3:50 PM	Send Reminder
Mr.	LANE HUMPHREYS	lanehumphreys91@tamu.edu	1/30/2017 10:20 AM	Received	1/30/2017 10:37 AM	
Dr.	WARREN ZIMMER	wezimmer@medicine.tamhsc.edu	11/28/2016 12:15 PM	Email Sent	11/28/2016 12:15 PM	Send Reminder

[Add Recommender](#)

You can track the status of each recommendation request via the status column in the above list. The detailed status descriptions are listed below:

Graduate Review System (GRS)

- 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
 - Provides mechanism to request a GPA calculation
 - Generates PDF of select items in TAMUDocs for easy review
 - Communicates admission decision to Office of Admissions



Graduate Review System (GRS)

The “GRS checklist” appears just below the “Documents Required for ADMISSION” checklist.

APPLICANT INFORMATION SYSTEM Application: 2018 Fall - Graduate - AGBU - CS

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

UIN	Name	Admission Type	Term	Major	College	Program Code	Location	Decision Code	Banner ID	Comment(s)
618002921	Burundi N Test App	Graduate	2018 Fall	Agribusiness	AG	MAB-AGBU	College Station		T00271224	

[Back to Admin](#)

My App Is Incomplete

- Documents Required for ADMISSION

Document	Complete
GRAD APPLICATION FEE	✘
RESIDENCY QUESTIONNAIRE (Details)	✘
COLLEGE TRNS FINAL GRADES FROM JONKOPING INTL BUSINESS SCHOOL	✘
FINAL TRN 4 YEAR BACHELORS FROM UNIVERSITY IN CHINA	✘
COLLEGE TRANSCRIPT	✘
Unofficial Graduate Test Score	✔
TEST OF ENGLISH PROFICIENCY (VIEW ALL TESTS)	✔
UPLOADED COLLEGE TRANSCRIPT FROM PEKING UNIV (BEIJING UNIV)	✔

- Documents Required by Graduate Department (Incomplete)

Click and submit the – *Departmental data sheet* - **immediately**. Failure to do so may delay review of your application.

Document	Complete
Letter of Recommendation 1	✘



Graduate Review System (GRS)

Submission of the Departmental data sheet creates the applicant's GRS record in the Awaiting Prescreening queue.

Applicants who have not submitted the Departmental data sheet receive a reminder email every Tuesday afternoon (until the GRS deadline has passed).

- Documents Required by Graduate Department (Incomplete)

Click and submit the – *Departmental data sheet* - **immediately**. Failure to do so may delay review of your application.

Document	Complete
Letter of Recommendation 1	✗
Current Resume/CV	✗
College Transcripts	✓
Letter of Recommendation 2	✗
Letter of Recommendation 3	✗
Departmental data sheet	✗
Confirmation page - click after all other items are complete.	✗
Statement Of Purpose	✗

- Additional documents required if admitted

Document	Complete
GRADUATE TEST SCORE	✗
Permanent Resident Card	✗
FINAL TRANS W/BACH DEGR US	✗
BACTERIAL MENINGITIS PROOF OF VACCINATION (Details)	✓



Graduate Review System (GRS)

Test App, Burundi N (618002921) (AGBU/MAB/MAB-AGBU)	Area: MAB	GRE: Q: V: W: TOEFL: IELTS:	Term: 201831	Forward to Group
UG: Univ of Oslo	GPR or GPA: 3.87 Rank: /	Request GPA		Submit
Email Burundi N Test App	Domestic	Update Data Sheet	View Test Scores	
Add Comments	Doc Last Updated: 05/10/2018			

The “Request GPA” button is displayed on the GRS record.

GPA calculations will be provided by request only.

GRS – Dept data sheet & Test Scores



- Ability to configure the test score collection fields by Admission Code *and* Program

APPLICANT INFORMATION SYSTEM School: TAMU-College Station

ATM | TEXAS A&M UNIVERSITY

Applicant Search Request Admin Appeals Admin Reports Configuration Grad Review Undergrad Review Letters

Number of Previous Graduate Institutes

Collect TOEFL Score Enabled Required

Admission Codes Required TOEFL US Graduate Intl. Graduate Non-Degree Seeking
 Intl. Non-Degree Readmit Intl. Readmit

Programs Required TOEFL MS-MARC - Master of Science - Maritime
NDS-ANTH-GR - Non-Degree Seeking - A
PHD-ANTH - Doctor of Philosophy - Anthi

Collect GRE Score Enabled Required

Admission Codes Required GRE US Graduate Intl. Graduate Non-Degree Seeking
 Intl. Non-Degree Readmit Intl. Readmit

Programs Required GRE MS-MARC - Master of Science - Maritime
NDS-ANTH-GR - Non-Degree Seeking - A
PHD-ANTH - Doctor of Philosophy - Anthi

Collect IELTS Score Enabled Required

Admission Codes Required IELTS US Graduate Intl. Graduate Non-Degree Seeking
 Intl. Non-Degree Readmit Intl. Readmit

Programs Required IELTS MS-MARC - Master of Science - Maritime
NDS-ANTH-GR - Non-Degree Seeking - A
PHD-ANTH - Doctor of Philosophy - Anthi

Collect GMAT Score Enabled Required

Planned GRS Enhancements

- Custom questions – provide possible responses and allow single choice response and multiple choice response
 - Addition of a custom message to be displayed above GRS checklist. Message will be configurable by admission code and program.
 - Assign GRS Coordinator access by program. Currently the GRS Coordinator (signature authority) has access to all programs within the department.
 - Add a received date for the Departmental data sheet and Confirmation page.
-

GRS – Custom Questions

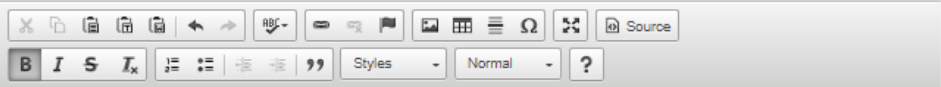
- Formatting available
- Provide list of possible responses (checkboxes, radio button, drop down list, essay)
- Will be able to configure custom questions by Admission Code and Program.

Edit GRS Custom Question

Question Name

Question Type

Question Title



As Sally Struthers once asked, "Do you want to make more money?"

body p strong

Answer Options

Options Splitter (Note: you may use some special character as splitter, e.g. "," "|" ";")

Answer Num Per Line

AdmissionCodes US Graduate Intl. Graduate Non-Degree Seeking Intl. Non-Degree Readmit Intl. Readmit

Programs

Disabled



GRS – Custom Questions

APPLICANT INFORMATION SYSTEM

Application:

2019 Fall - Graduate - MARC - CS



My App Status

My Bio Info

My Test Scores

My Documents

My Communications

My Appeals

Contact Us

Add Graduate University

GRE Exam:

Verbal 144 *

Quantitative 149 *

Writing 4.5 * (Format: x.x)

GRE Test Date 11/16/2018 *

Department Question(s):

As Sally Struthers once asked, "Do you want to make more money?"

- Of course!
- We all do!
- Not really

Update

Responses to custom questions on the GRS Departmental data sheet are viewable in the GRS record and available in the spreadsheet downloaded within GRS queues

GRS – Custom Questions

Export to Spreadsheet

[Redacted] (MARC/MS/MS-MARC) UG: Rappahannock Community College Email: [Redacted] View Additional Responses Add Comments	Area: Nautical Archaeology (Ph.D.) GPR or GPA: Rank: / Domestic Doc Last Updated: 12/03/2018	GRE: Q: 149 V: 144 W: 4.5 TOEFL: IELTS: ADMI calculated UGPA: 3.32 Update Data Sheet	Term: 201931 Choose Action...
Johnson, Samuel Douglas (MARC/MS/MS-MARC) UG: Rappahannock Community College Email: [Redacted] Hide Additional Responses Add Comments	Area: Nautical Archaeology (Ph.D.) GPR or GPA: Rank: / Domestic Doc Last Updated: 12/03/2018	GRE: Q: 149 V: 144 W: 4.5 TOEFL: IELTS: ADMI calculated UGPA: 3.32 Update Data Sheet	Term: 201931 Choose Action...

Export to Spreadsheet

[Redacted] (MARC/MS/MS-MARC) UG: Rappahannock Community College Email: [Redacted] Hide Additional Responses Add Comments	Area: Nautical Archaeology (Ph.D.) GPR or GPA: Rank: / Domestic Doc Last Updated: 12/03/2018	GRE: Q: 149 V: 144 W: 4.5 TOEFL: IELTS: ADMI calculated UGPA: 3.32 Update Data Sheet	Term: 201931 Choose Action...
---	---	---	----------------------------------

Response to Custom Questions

As Sally Struthers once asked, "Do you want to make more money?"

Answer:Of course!



Graduate Review System (GRS)

Interested in GRS?

Email Crystal Little at crystal-little@tamu.edu for a demonstration.



DEADLINES – ApplyTexas VS GRS

Applications (non-Engineering programs) are submitted at ApplyTexas which can accommodate DISPLAY and ENFORCED deadlines. Applications are available at ApplyTexas until midnight on the date of the ENFORCED deadline.

Deadlines and Fees for Graduate Applications

If you wish, you may specify a deadline and/or fee for US and International Graduate applicants for this major which is to be used in place of the deadline or fee specified for the semester and application type as a whole. If you do not specify a major-specific deadline or fee, the semester-specific information will be used instead. Please note that a major-specific deadline must be earlier than the semester-specific deadline for it to have any noticeable effect.

U.S. Graduate

Available Not Available

Fee: « whole numbers, no decimal point

Enforced Deadline: Jan 15 2019

Display Deadline: Dec 15 2018

International Graduate

Available Not Available

Fee: « whole numbers, no decimal point

Enforced Deadline: Jan 15 2019

Display Deadline: Dec 15 2018

DEADLINES – ApplyTexas VS GRS

The GRS deadline has no affect on application submission at ApplyTexas.

The GRS deadline will prevent submission of the Departmental data sheet in AIS.

- Documents Required by Graduate Department (Incomplete)

Click and submit the – *Departmental data sheet* - **immediately**. Failure to do so may delay review of your application.

Document	Complete
Letter of Recommendation 1	✘
Resume	✘
College Transcripts	✘
Letter of Recommendation 2	✘
Letter of Recommendation 3	✘
Departmental data sheet	✘
Confirmation page - click after all other items are complete.	✘
Statement Of Purpose	✘



DEADLINES – ApplyTexas VS GRS

RECOMMENDATION: Consider your ApplyTexas deadline(s) when establishing the GRS deadline.

You should allow approximately 2 weeks after the Enforced deadline at ApplyTexas to allow time for:

- Transmission of applicant data from ApplyTexas
 - Applicant data load into Compass
 - Applicant data load into AIS
 - AIS to issue Application Acknowledgement email with UIN
 - Creation of NetID and AIS access by applicant
 - Submission of Departmental data sheet
-

DEADLINES – ApplyTexas VS GRS

- **Does a GRS Deadline affect ApplyTexas submission?**
NO
 - **Does an ApplyTexas Deadline affect GRS?** NO; however, if your GRS deadline is earlier than your ApplyTexas Enforced deadline, you may have applicants who will not be able to submit the Departmental data sheet
 - **Does a GRS Deadline prevent document upload in AIS?**
NO
 - **Does a GRS Deadline prevent submission of the Departmental data sheet?** YES
-



Graduate Tracking Report

Comprehensive list of all graduate applicants by program.

Reports are generated nightly in PDF and CSV formats for each term.

Compass Reports

Search...
Total Count : 568

Report Name	Report Description	Last Report Date	Most Used
PWS_CS_GR_INTL_ADMIT_ELP_RPT	International Grad Admits ELP Report	July 12, 2018 10:31 PM	★
SAC_CS_APP_ST_SUM_FALL	Applicant Status Summary for Fall	July 12, 2018 10:56 PM	★
SAC_CS_APST_C_NO_DCSN_FALL	Completed Applications with No Decision for Fall	July 12, 2018 10:55 PM	★
SAC_CS_APST_C_NO_DCSN_SPRING	Completed Applications with No Decision for Spring	July 12, 2018 10:30 PM	★
SAC_CS_APST_C_NO_DCSN_SUMMER	Completed Applications with No Decision for Summer	July 12, 2018 10:36 PM	★
SAC_CS_GRAD_TRACK_CSV_FALL	Graduate Tracking Report for Fall	July 12, 2018 10:55 PM	★
SAC_CS_GRAD_TRACK_CSV_SPRING	Graduate Tracking Report for Spring	July 12, 2018 10:30 PM	★
SAC_CS_GRAD_TRACK_CSV_SUMMER	Graduate Tracking Report for Summer	July 12, 2018 10:36 PM	★
SAC_CS_GRAD_TRACK_FALL	Graduate Tracking Report for Fall	July 12, 2018 10:55 PM	★
SAC_CS_GRAD_TRACK_SPRING	Graduate Tracking Report for Spring	July 12, 2018 10:30 PM	★
SAC_CS_GRAD_TRACK_SUMMER	Graduate Tracking Report for Summer	July 12, 2018 10:36 PM	★
SWBAPPD_GRAD	Graduate Admissions Decisions	July 11, 2018 05:25 PM	★
SAC_CS_EMGR_ALL_CSV_FALL	SAC_CS_EMGR_ALL_CSV_FALL	July 10, 2018 08:41 PM	16
SARETMT	Electronic Applicant Verify / Load Process	July 13, 2018 02:59 AM	12
PWS_APPS_NEEDING_UINS	PWS_APPS_NEEDING_UINS	July 13, 2018 03:02 AM	11

Graduate Tracking Report

At certain points during the year, more than one report will generate nightly due to overlapping processing seasons.

Currently EIS is generating fall 2018 AND fall 2019 reports.

To view the report for fall 2018, right click on the report name and then select “View History.”

SAC_CS_GRAD_TRACK_CSV_FALL	Graduate Tracking Report for Fall	July 12, 2018 10:55 PM	★
SAC_CS_GRAD_TRACK_CSV_SPRING	Graduate Tracking Report for Spring	July 12, 2018 10:30 PM	★
SAC_CS_GRAD_TRACK_CSV_SUMMER	Graduate Tracking Report for Summer	July 12, 2018 10:36 PM	★
SAC_CS_GRAD_TRACK_FALL	Graduate Tracking Report for Fall	July 12, 2018 10:55 PM	★
SAC_CS_GRAD_TRACK_SPRING	Graduate Tracking Report for Spring	July 12, 2018 10:30 PM	★
SAC_CS_GRAD_TRACK_SUMMER	Graduate Tracking Report for Summer	July 12, 2018 10:36 PM	★



The screenshot shows a table with six rows of report data. A context menu is overlaid on the third row, with a red arrow pointing to the 'View History' option. The table columns are: Report ID, Report Name, Date/Time, and Status (star icon).



Graduate Tracking Report

Now you can select the report you desire. The “older” report generates first each night:

Report Seq. No.	Report Name	Report Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
575431	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 12, 2018 10:55 PM
575144	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 12, 2018 10:27 PM
573453	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 11, 2018 10:56 PM
573169	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 11, 2018 10:27 PM
571563	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 10, 2018 10:56 PM
571278	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 10, 2018 10:27 PM
569374	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 09, 2018 10:55 PM
569192	SAC_CS_GRAD_TRACK_CSV_FALL: 201831	July 09, 2018 10:27 PM
567142	SAC_CS_GRAD_TRACK_CSV_FALL: 201931	July 08, 2018 10:56 PM
566959	SAC CS GRAD TRACK CSV FALL: 201831	July 08, 2018 10:26 PM

[Close](#)

Reminder

- Applicants who were admitted based on uploaded transcript(s) **MUST** submit the official, hard copy transcript(s) to the Office of Admissions **BEFORE** initial enrollment. Admitted applicants with uploaded transcript(s) **ONLY** have a registration hold until the official transcript(s) have been submitted.
- This does not mean the final transcript must be provided prior to initial enrollment, but *at minimum*, we must receive the official partial transcript(s) to replace the uploaded partial transcript(s).

Contact Information

Catherine Roueche-Herdman, Senior Assoc. Director

979-458-5124

catherinerh@tamu.edu

Howard Nelson, Administrative Coordinator II

howard.h.nelson@tamu.edu

979-458-5125

Admissions Processing

979-845-1060

admissions@tamu.edu
