# 6 GRADUATE ADMISSIONS PROCESSING

# 6.1 DIRECTORY

# **Mailing Addresses**

Office of Graduate Admissions Texas A&M University P.O. Box 40001 College Station, TX 77842-4001

# **Physical Address for Express Mail**

Office of Admissions – Texas A&M University General Services Complex 750 Agronomy Road, Suite 1601 0200 TAMU College Station, TX 77843-0200

# **Physical Location**

The General Services Complex is on the corner of Agronomy Rd and F & B, just down from the Physical Plant.

# **General Phone**

(979) 845-1060 (Aggie One Stop)

Graduate program staff are strongly encouraged to contact their Admissions liaison for more efficient assistance.

# **General Website**

URL: http://admissions.tamu.edu

# 6.2 ITEMS REQUIRED BY ADMISSIONS OFFICE

Application form – Centralized Application Services:

Texas A&M University GraduateCAS (UniCAS)	NursingCAS
EngineeringCAS	TMDSAS
BusinessCAS	AMCAS
SOPHAS/SOPHAS Express	LSAC
HAMPCAS	LLM CAS
PharmCAS	

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Applicants may apply to one program per college per entry term.

Application fee – Academic programs: \$90 for international students and \$65 for U.S. citizens, permanent residents and applicants who qualify for Texas residency under Senate Bill 1528 *plus* applicable CAS processing fees. Application fees for professional programs vary.

Official transcripts – from every senior level college/university attended (not required from community colleges unless requested by the specific program). Transcripts issued in a language other than English must be accompanied by an official English translation. Academic credentials from China must be verified by the Center for Student Services and Development (CSSD).

Official test scores – GRE, GMAT, TOEFL, IELTS must be reported directly to TAMU by the testing agency.

TAMU's ETS code for GRE is 6003 for the TAMU GradCAS and 4119 for EngineeringCAS.

TAMU's ETS code for TOEFL is 6003 for the TAMU GradCAS, B887 for EngineeringCAS and B888 for BusinessCAS.

IELTS scores must be sent to "Texas A&M University (College Station and Galveston)."

# 6.2.1 Applicants Who Are Citizens of the Following Countries Do Not Need to Submit Proof of English Proficiency:

American Samoa	Cayman Islands	Jamaica
Anguilla	Dominica	Liberia
Antigua and Barbuda	Federated States of Micronesia	New Zealand
Australia	Gambia	Nigeria
Bahamas	Ghana	Saint Kitts and Nevis
Barbados	Gibraltar	Saint Lucia
Belize	Grenada	Trinidad/Tobago
British Virgin Islands	Guyana	Turks and Caicos Islands
Canada (except Quebec)	Ireland	United Kingdom

# **6.1** GRADUATE CONFIRMATION PROCESS

Graduate applicants to academic programs (excluding Law, Nursing, and Public Health) must accept an offer of admission in Howdy to enable registration. Admission decisions provided in WebAdMIT will display in the Manage Applications channel on the Applicant tab in Howdy. Admitted applicants must accept an offer of admission to receive a letter of admission and populate a SGASTDN record for registration. Offers of admission that are not accepted by the start of the admission term will be cancelled. Professional program applicants do not need to accept an offer through the Office of Admissions.

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College/Dept	Analyst Contact	Secondary Contact	Tertiary Contact
Perf, Viz, & Fine Arts Engineering AERO ECEN CHEN ISEN CSCE MEEN CVEN MSEN	Alice Brown mary-a-brown@tamu.edu 458-5136	Linda Klimple <u>lindaklimple@tamu.edu</u> 458-5160	Crystal Little <u>crystal-little@tamu.edu</u> 458-5128
Architecture	Linda Klimple <u>lindaklimple@tamu.edu</u> 458-5160	Alice Brown <u>mary-a-brown@tamu.edu</u> 458-5136	Crystal Little <u>crystal-little@tamu.edu</u> 458-5128
Agriculture Arts & Science Engineering BAEN BMEN ETID MTDE NUEN	Jennifer Cox <u>jennifercox@tamu.edu</u> 458-5137	Crystal Little <u>crystal-little@tamu.edu</u> 458-5128	Howard Nelson <u>Howard.h.nelson@tamu.edu</u> 458-5125
Bush School GV Assist	Verna Davis <u>Davi 1@tamu.edu</u> 458-5122	Gwen Phillips gphillips@tamu.edu 458-5132	Crystal Little <u>crystal-little@tamu.edu</u> 458-5128
Vet Med Education TAMU Health	Gwen Phillips gphillips@tamu.edu 458-5132	Verna Davis <u>Davj</u> <u>1@tamu.edu</u> 458-5122	Crystal Little <u>crystal-little@tamu.edu</u> 458-5128
Qatar SSP Business GV, DVM, Law	Crystal Little <u>crystal-little@tamu.edu</u> 458-5128	Howard Nelson <u>Howard.h.nelson@tamu.e</u> <u>du</u> 458-5125	Catherine Roueche-Herdman catherinerh@tamu.edu 458-5124

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# 6.2 EVALUATION AND ADMISSION TOOLS

#### 6.2.1 WebAdMIT

WebAdMIT is the application review portal provided within the respective CAS and includes functions such as customizable review assignments, scoring models, and email templates. Admission decisions are provided in WebAdMIT and downloaded to Compass by EAS. WebAdMIT is integrated with the Texas A&M's Central Authentication Service, and users may access production (current) WebAdMIT via the Employee tab in Howdy using their NetID. Access to prelaunch WebAdMIT requires a separate log in and password. Email your Graduate Admissions Liaison to gain access to WebAdMIT.

Current WebAdMIT: <a href="https://current.webadmit.org">https://current.webadmit.org</a>
Prelaunch WebAdMIT: <a href="https://prelaunch.webadmit.org">https://prelaunch.webadmit.org</a>

Admissions hosts a monthly meeting for CAS Department Admins on the first Thursday of the month. Minutes from prior meetings and recordings of previous WebAdMIT trainings can be found in the TAMU Google Shared Drive. Email your Graduate Admissions Liaison for Google drive access.

#### 6.2.2 Graduate Tracking Report and Decision Codes

The Graduate Tracking Report is a useful tool for your admission process. This report will provide a comprehensive list by program of all applicants who have received an admission decision within WebAdMIT. Please refer to these decision codes to learn which applicants have accepted the offer of admission:

- RF = applicant has not accepted the offer OR Admissions has not yet processed the acceptance (CONF)
- AF = offer has been accepted and applicant is admitted
- CF = offer/admission is cancelled
- DG = applicant was denied admission
- SD = applicant should contact the Office of Admissions to resolve an issue preventing admission

An updated report is available in both PDF and CSV format every day through Compass Reports on the Employee Tab of the Howdy Portal. This report will display the admission decision, test scores, and international and/or sponsored status. Please contact your liaison in the Admissions Office if you have any questions about this report or do not see it in Compass Reports.

# 6.2.3 TAMUDocs (http://tamudocs.tamu.edu)

TAMUDocs is the admission document database. Application documents (excluding letters of recommendation) for admitted students will be imported to TAMUDocs from WebAdMIT.

To request access to TAMUDocs, send an email to <u>tamudocs-admissions@tamu.edu</u> with the following information:

- Last Name:
- First Name:
- College:

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- Department(s):
- Title:
- Email address:
- Phone number:
- NetID:
- UIN:

# 6.2.4 Uploaded Transcripts

Graduate applicants may upload transcripts in the CAS they are utilizing for admission, or via the Applicant Information System (AIS) after an admission decision has been provided. **Admitted applicants must submit official transcripts to replace uploaded transcripts prior to initial registration.** 

# 6.2.5 Applicant Information System (AIS)

The Applicant Information System (<a href="https://applicant.tamu.edu">https://applicant.tamu.edu</a>) is the primary method of communication between the Office of Admissions and applicants. After an admission decision has been provided within WebAdMIT, EAS will load the application data to Compass. This is when the UIN is assigned, and the applicant record populates in AIS after an overnight data feed. Early the next morning, AIS generates the Application Acknowledgment letter with UIN and instructions on creating a NetID to access Howdy and view the admission decisions. AIS will send the App Ack letter (by email) every three days for two weeks if the applicant does not log in to AIS. After two weeks, emails will cease and a paper version is mailed.

# 6.3 SPECIAL CIRCUMSTANCES

# 6.3.1 TAMU Undergraduates Admitted to Graduate and Professional School

TAMU undergraduates who have been admitted to graduate study will be dropped from their graduate courses the week prior to the start of the term of admission if they have not graduated with their undergraduate degree.

#### 6.3.2 Admission without Final Transcript or Diploma

Applicants admitted with a final transcript or diploma (degree statement) pending will be required to submit the missing credential during their first semester of enrollment. Failure to submit the required credential to the Admissions Office during the first semester of enrollment will result in a registration hold for subsequent semesters. However, registration holds for initial registration will not be removed until official transcripts (not uploaded) are provided to the Admissions Office. These do not need to be final transcripts but should replace the uploaded transcripts used to review for admission.

### 6.3.3 Readmission to Graduate and Professional School

(Students who have previously enrolled in graduate and professional studies at Texas A&M University)

Returning graduate students (G6, G7, G8) who have attended Texas A&M University within the past 12 months will not have to apply for readmission.

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Applications from returning graduate students (G6, G7, G8) who have not attended Texas A&M University for a period of one year or more will be sent to the department for approval before the students are readmitted.

#### 6.3.4 Admission Deferrals

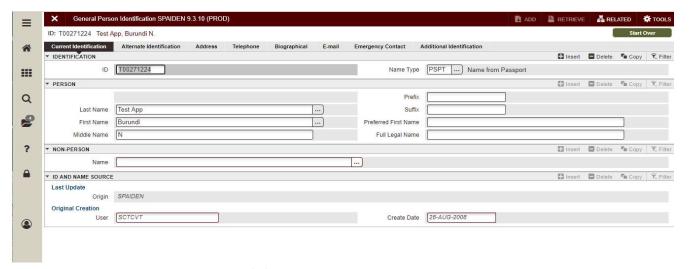
The process to defer admission from one term to another is labor-intensive. In addition to building a completely new application on SAAADMS and adjusting the checklist, the Admissions Office must also make corrections to SGASTDN and/or SZAREGS and SZASSTD. The Admissions Office asks that you please confirm the appropriate deferral term before requesting a change of term through the Admissions Office. <u>Deferral requests must be made before the beginning of the term of original application.</u>

#### 6.4 Graduate Admissions Compass Forms Guide

This guide will provide basic information about the admission-related forms and offer some hints and tips about navigating in Compass.

#### 6.4.1 SPAIDEN- General Person Identification

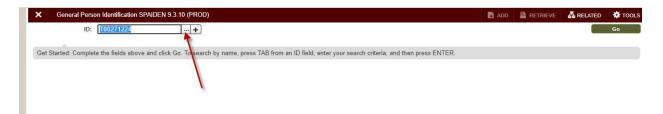
- Contains Compass ID, Alternate Identification, Address, Telephone, Biographical, Email, Emergency Contact.
- Alternate ID Tab includes the CAS ID as last name so that it is a searchable field.
- SP denotes the permanent address. SM denotes local/current mailing address.
- Several email address types may be present. The Texas A&M University email address will be marked as priority.



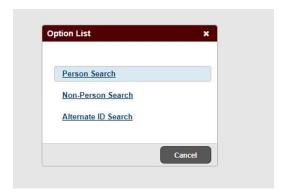
### 6.4.2 SOAIDEN - Name search form

Click the three dots between the ID and the + on SPAIDEN:

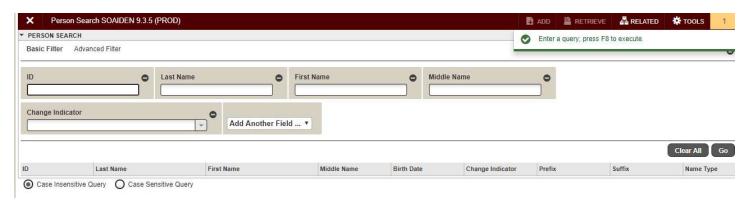
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This opens a dialog box. Click Person Search.



# This opens SOAIDEN:



Enter the applicant's last name and first name. Hit F8 to execute the search. You may also search by CAS ID (followed by %) in the Last Name field. *Example:* 123456789% for the Last Name, then search.

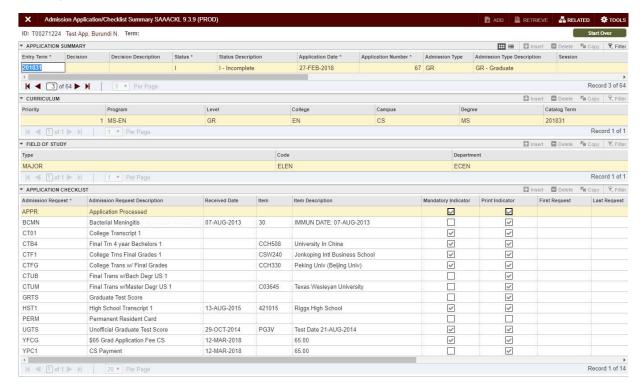
# 6.4.3 SAASUMI – Admissions Application Summary

- Shows summary of all applications, application number, Admission Type, Student Type, Residence Type, Status, Status Date, Decision, Decision Date, Curricula.
- Leave elements in Key block to view all applications submitted in Summary block.
- Enter term and/or Program code to filter to only see apps of a particular type.
- Information in Curricula Summary and Field of Study is related to the application highlighted in the Summary block.

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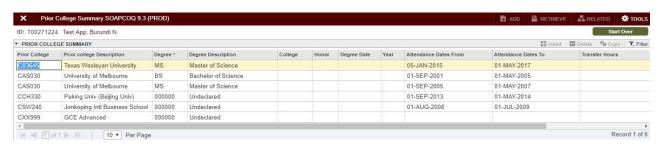
### 6.4.4 SAAACKL - Admission Application/Checklist Summary

- Items marked as Mandatory are required for completion prior to a decision.
- Other items may be required later, sometimes requiring a hold to be placed on the applicant.
- Use of term in Key block will filter to only show applications for that term. Leave blank to view all terms.
- Use scroll bar in Application Summary block to select a specific term. Information in the checklist will reflect requirements for the selected term.



# 6.4.5 SOAPCOQ- Prior College and Degree

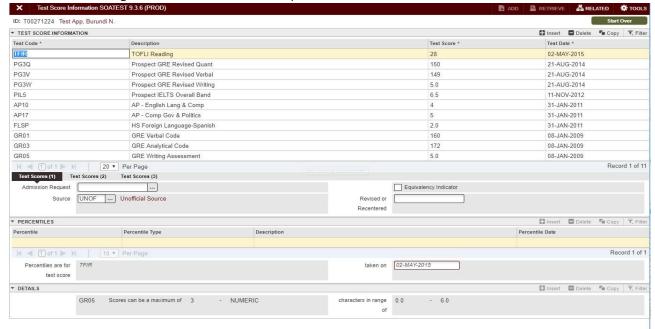
- Prior college, Transcript Received Date, Degree, Attendance Dates, Prior College Address.
- Degree date is entered when proof of award of degree is received.



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#### 6.4.6 SOATEST- Test Score Information

- Test Code, Test Score, Test Date, Admissions Request, and Source.
- Test Codes that begin with a "P" are student-reported and not official.



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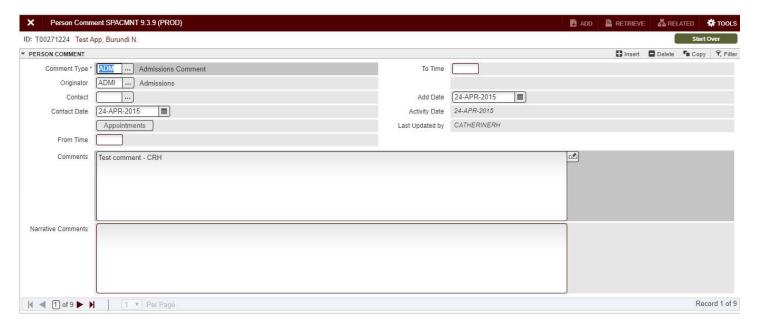
### 6.4.7 SOAHOLD/WOAHOLD- Hold Information

 Staff who place holds will need access defined by Hold Type and Originator code. Contact your Compass PAA for access.



#### 6.4.8 SPACMNT- Person Comment

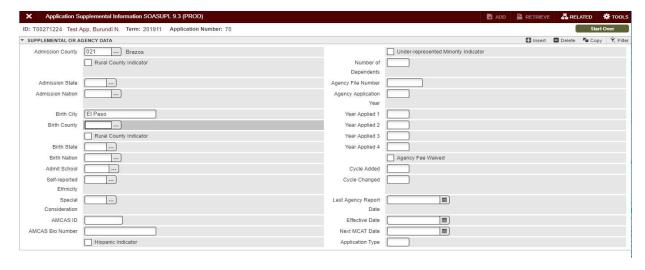
Comments related to student.



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# 6.4.9 SOASUPL- Application Supplemental Information

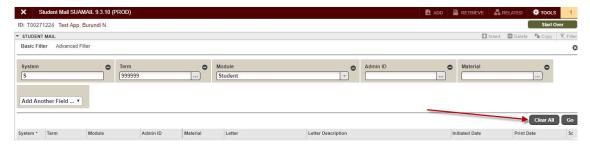
- Information used for Texas Higher Education Coordinating Board reports.
- User defined flags and fields.

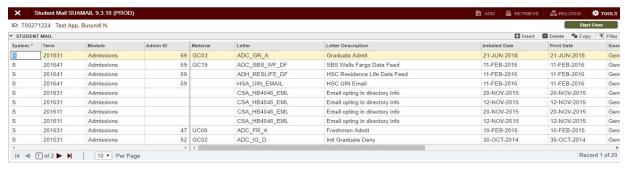


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# 6.4.10 SUAMAIL- Student Mail

- Where Admissions letters are tracked.
- Click "Clear All" to remove the search filters.
- Use the F8 key to query the form for any entries.

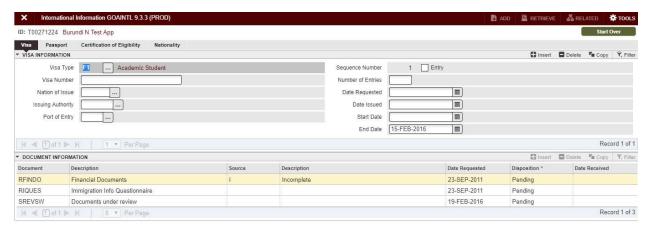


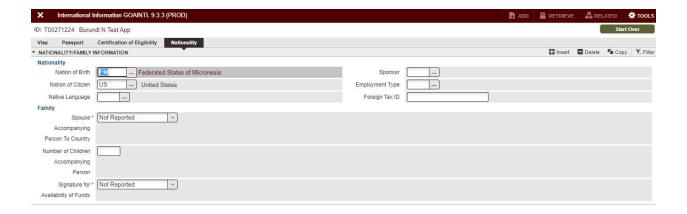


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# 6.4.11 GOAINTL- International Information

- Visa Information-Admissions will enter Permanent Resident (PR-Visa Type) info.
- Document Information.
- Passport Information.
- · Certificate of Eligibility.
- Nationality-Admissions will enter nation of birth, nation of citizenship.





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