

Graduate Admissions

*Graduate Advisor's
Workshop*

August 1, 2018

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Topics Overview

- Application process overview
- Applicant Information System (AIS)
- Graduate Review System (with GPA Request function)
- Graduate Tracking Report (Compass Reports)

Process for 2019-2020 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 2018-2019 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.

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	

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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	

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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	

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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)	✓

- 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)	✓

Expired Test Score

OK



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

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My App Is Incomplete

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.



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

ATM | TEXAS A&M UNIVERSITY

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	

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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)

- 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)	✓

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



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 beginning with summer 2019 applications will be provided by request only.



Graduate Review System (GRS)

Interested in GRS?

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



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	★

- Open Report
- Download Latest Report
- View History
- Add/Remove From Favorites



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

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