

# Graduate Admissions

*New Graduate Advisor's Workshop*

*January 9, 2019*

**Catherine Roueche-Herdman**

*Associate Director, Admissions Processing*

# Topics Overview

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- Application process overview (Non-Engineering programs)
  - Applicant Information System (AIS)
  - Graduate Review System (with GPA Request function)
  - DEADLINES - ApplyTexas VS GRS
  - 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 2019-2020 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 to AIS)
  - Email sent again after 6 days (“)
  - Email sent again after 9 days (“)
  - Email AND paper letter sent after 12 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 |            |

[Back to Admin](#)

## My App Is Incomplete

### - Documents Required for ADMIS

| 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)                | ✓        |

Expired Test Score

OK

### - Additional documents required if admitted

| Document  | Complete            |
|---|---------------------|
| GRADUATE TEST SCORE   | ✗ <a href="#">i</a> |
| 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

Received Documents  
Upload Documents  
Uploaded Documents  
Letter of Recommendation  
Fall Engineering

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

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**My App Is Incomplete**

**RECEIVED LETTER OF RECOMMENDATION**



# 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   | <a href="#">Send Reminder</a> |
| 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 | <a href="#">Send Reminder</a> |

[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 |            |

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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)

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)<br>(AGBU/MAB/MAB-AGBU) | Area: MAB                    | GRE: Q: V: W:<br>TOEFL: IELTS:                   | Term:<br>201831  | Forward to Group                      |
| UG: Univ of Oslo                                       | GPR or GPA: 3.87 Rank: /     | <input type="button" value="Request GPA"/>       |                  | <input type="button" value="Submit"/> |
| Email Burundi N Test App                               | Domestic                     | <input type="button" value="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.



# Graduate Review System (GRS)

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Interested in GRS?

Email Crystal Little at [crystal-little@tamu.edu](mailto: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

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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
-



# 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

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- 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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Catherine Roueche-Herdman, Assoc. Director

979-458-5124

[catherinerh@tamu.edu](mailto:catherinerh@tamu.edu)

Howard Nelson, Administrative Coordinator II

[howard.h.nelson@tamu.edu](mailto:howard.h.nelson@tamu.edu)

979-458-5125

Admissions Processing

979-845-1060

[admissions@tamu.edu](mailto:admissions@tamu.edu)

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