



## The Graduate School Admissions Updates 10/06/2017

### ADMISSIONS FAQs:

1. **I cannot find my applicant by searching by his name, how else can I find it?** Try using their e-mail address, or their birthdate. Sometimes, especially with International applicants their names are in different fields. Many times the applicant may have not submitted their application yet, make sure the “BOTH” option is checked off in “Record Options”.

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Display Options	Record Options
Number of Records to Display: <input type="text" value="50"/>	<input type="radio"/> Submitted <input type="radio"/> Not Submitted <input checked="" type="radio"/> Both
Do you want to view the records with details <input type="checkbox"/>	

2. **How do I know if my applicant should have a fee waiver? Who should I tell them to contact to receive it?**  
Please have your applicant check out “Fee Waiver Policy” page, and have them e-mail us at [gradadmissions@uconn.edu](mailto:gradadmissions@uconn.edu) if they do qualify. Applicants should e-mail us BEFORE they submit their applications in order to receive the fee waiver.  
<http://grad.uconn.edu/prospective-students/applying-to-uconn/fee-waiver-policy/>

3. **How can I tell if my applicant’s letters of recommendation have been received?** The box next to the recommender will be grey if the official letter has been received “online”. The box will be white if the official letter has NOT been received “online”. The box will turn black if the official letter has been received “offline”. The box will be half black and half white if the official letter has NOT been received “offline”.  
**Offline recommendations received must be entered by the departments, they are not entered by The Graduate School.**

#### Received “online”:

##### Recommendation

- Ford,David
- Henson,Michael
- Roberts,Lou

[Add New Recommendation](#)

#### NOT received “online”:

##### Recommendations

- Hu,Changqin [re-notify](#)
- Wu ,Chuanbin [re-notify](#)
- Xu,Xinjun [re-notify](#)

[Add New Recommendation](#)

#### Received “offline”:

##### Recommendation

- Ball ,Kelly
- Kaplan,Holly
- Smith,Brian

[Add New Recommendation](#)

[Standardized Test Scores](#)

#### NOT Received “offline”:

##### Recommendation

- Alfano,Michael
- Glenn,Wendy
- Traynor,Ann

[Add New Recommendation](#)

4. **How do I waive letters of recommendation/ have my applicants waive them?** Make sure that the first name for the recommender is filled in as "NOT", and the last name is filled in as "REQUIRED". Have this information entered 3 times for each recommender. The applicants should select "No", when asked if they would like to submit their letter of recommendation online. The system defaults to 3 letters of recommendation. If your department requires something different- please contact Lisa Pane. [Lisa.Pane@uconn.edu](mailto:Lisa.Pane@uconn.edu)

Recommendation  
 required,not  
 required,not  
 required,not  
[Add New Recommendation](#)

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Will this provider be submitting the letter of recommendation online?\*

Yes  
 No

If Yes, you must provide the email address for online providers and please notify the individual that he/she will be receiving an email from the online application system with the necessary access information.

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5. **My department does not require GRE scores- how do I waive them?** Under "Supporting Documents"- Click on "Standardized Test Scores". Select GRE in the top drop down box, then choose "Waived" in the "Status\*" drop down box. Click "Next" in the top right corner and then click "Save" in the upper right corner of the following screen. Do not enter any scores or dates. If your department does not require the GRE, and would like it automatically waived- please contact Lisa Pane. [Lisa.Pane@uconn.edu](mailto:Lisa.Pane@uconn.edu)

Supporting Documents  
[Application Fee](#)  
[Recommendation](#)  
[Standardized Test Scores](#)  
[Add New TestScore](#)  
[Transcripts](#)  
[Other Supporting Documents](#)

Manage Test Scores [next](#) [close window](#)

Test Type\*:  ▼

Status\*:  ▼

Date of Receipt:

Test Month:  ▼

Test Year:

Rank:

[next](#) [close window](#)

Manage Test Scores - GRE [close window](#)

Manage Test Scores - GRE [save](#) [cancel](#)

Verbal:  (130-800)

6. **My applicant's TOEFL scores should be waived, how can I make sure they are waived?** Contact admissions at The Graduate School by e-mailing us at [gradadmissions@uconn.edu](mailto:gradadmissions@uconn.edu). Let us know the applicant's first and last name and AY ID # and the reason for why the scores should be waived.

**Departments should NEVER waive the TOEFL requirement on their own, always contact: [gradadmissions@uconn.edu](mailto:gradadmissions@uconn.edu)**

**THIS DOES NOT APPLY TO THE SCHOOL OF BUSINESS**

**TOEFL Waiver Options:**

<http://grad.uconn.edu/wp-content/uploads/sites/1635/2016/06/Revised-Language-Proficiency-Policy-6-7-16.pdf>

7. **How can I tell if my applicant's transcripts/ diplomas are received?** If the boxes next to the transcripts are white- then no transcripts have been received. If the boxes are half black, half white, we have only received an unofficial copy (their electronic copy they submitted to their application). The boxes will turn black, when we have received their official copies, or their transcripts have been waived. **Once an applicant is admitted they must send in their official transcripts for all course work, including classes they are currently enrolled in. International students are encouraged to submit these official documents at the time that they apply.**

**Unofficial copy received:**

Transcripts

- Boston University
- Hobart/William Smith College
- [Add New Transcript](#)

**Official copy received:**

Transcripts



- University of Connecticut
- [Add New Transcript](#)

8. **Does my applicant need to send transcripts if they haven't received a conferred degree yet?** Yes, we require it for their matriculation; they will need to send another copy of their conferred/ complete transcripts/ diploma once they receive them (including International applicants). If the applicant is waiting for their degree to be conferred, have them send their most up-to-date official transcripts for matriculation purposes. They will be required to bring a final official transcript showing completed courses and/or their completed degree as soon as they are available. While the applicant will be able to register for their first term, a hold will be placed on future registration until these materials are received by The Graduate School.
9. **My International applicant only has original copies of their transcript/ diploma- can they send copies?** No, but they can send their originals with a cover page clearly stating that they would like The Graduate School to make copies of their originals and that they would like them returned. They should also include WHERE to send the originals back. If the student is currently attending another university- they can send in copies of their original transcript and diplomas ATTESTED by their current University in a sealed envelope from the school.

**Cover Page Link:**

<http://grad.uconn.edu/wp-content/uploads/sites/2114/2017/04/International-Transcripts-Cover-Sheet.pdf>

- 10. What happens when applicants do not send their final official transcripts/ diplomas for courses/ degrees they were enrolled in at the time of application?** The applicant will have an enrollment hold placed on their SA account for registration for the following semester; it will not be released until we receive the required official documents. Questions regarding the receipt of final documents should be directed to the Records Department. UConn students are not required to submit official UConn transcripts.
- 11. My International applicant was matriculated- where is their I-20?** Departments and students should expect new I-20/ DS-2019 documents to be ready after the student has been matriculated by The Graduate School, and has successfully completed their I-20/ DS-2019 application with the ISSS Office. The Graduate School will contact your department after the student's matriculation letter and I-20/ DS-2019 are ready. Please make sure to confirm the student's mailing address before sending documents.
- 12. What does "ADMT/GREG" in Hobsons mean?** Your applicant has been reviewed by The Graduate School and admitted; the student has been sent an e-mail notification of their admission and asked to accept or decline the offer of enrollment by logging into their application. **Applicants will not be matriculated until they have accepted the offer in Hobsons, and submitted all required documentation.**

Decision: <a href="#">print</a>	ADMT ▼
Decision Reason:	GREG ▼
Decision Date:	8/12/2014 
Decision Publish Date:	8/12/2014 

- 13. How can I tell if an applicant has accepted enrollment?** The box in the bottom right of the application labeled "Enrollment" will state "Enrollment Accepted" with a date and time stamp. If a student has yet to make a decision, box will say "Add Enrollment Verification Record"

**Student has Accepted Enrollment:**

Enrollment
Enrollment Verification Enrollment Accepted on 12/13/2013 4:12:00 PM

**Student has yet to make a decision on application:**

Enrollment
Add Enrollment Verification Record

- 14. How do I accept or decline enrollment on behalf of an applicant?** Click on “Add Enrollment Verification Record”, once in this panel click “Yes” or “No” - then sign the student’s name and add your initials. Be sure to verify the biographical information. You can also decline the offer on behalf of the applicant, but be sure to put the reason they are not coming. Please make sure to keep documentation of applicant decision in department.

- 15. Why hasn't my applicant been matriculated?** Your applicant is most likely missing materials- check in “GROUPS”- if you see the group labeled-“DEIN missing materials”, this means they will not be matriculated until after we receive the required materials. If current international graduate student, being accepted into another UConn graduate program, student will need to make an apt with their ISSS advisor for approval, prior to being matriculated into new program.

print application    print Recommendation    view comments  
 view history    **view groups**

Groups			close window
Name	Description	Package Name	
<input type="checkbox"/> Complete	Complete	Application for Admission	
<input type="checkbox"/> DEIN missing materials	Accepted admission awaiting materials before can matr	Application for Admission	

add    remove

- 16. What does “DEIN/ GPAS” in Hobsons mean?** This means that all official documents have been received by The Graduate School and that the applicant is ready for matriculation. It can take up to 3 weeks for the applicant to be matriculated in PeopleSoft depending on the time of year. Please note: Always check PeopleSoft for matriculation status, as this is the system of record and Hobsons is NOT.

Decision:	print	DEIN	
Decision Reason:		GPAS	
Decision Date:		9/9/2014	
Decision Publish Date:			
Enrollment Deadline Date:			

17. How do I track what my applicant is missing in their application for matriculation when they are “DEIN missing materials”? Click on “VIEW HISTORY” and then look for the most recent e-mail sent from the Grad School that is titled a missing material, i.e. “Official Transcript” or “Degree/Diploma”. Click on the “>>” and you will be able to see the exact e-mail sent to the applicant, with a date/timestamp.

[print application](#)   
 [print Recommendation](#)   
 [view comments](#)  
[view history](#)   
 [view groups](#)

Action History <span style="float: right;">close window</span>			
Date	By	Action Type	Package Name
9/9/2014 10:23:05 AM	Shirley Fiasconaro	Send Email >>	Application for Admission
Official Transcripts/diploma			
7/1/2014 9:54:15 AM	Joel Salisbury	Send Email >>	Application for Admission
UConn - Orientation Registration is Now Open			
5/1/2014 9:29:16 AM	Lisa Pane	Send Email >>	Application for Admission
Welcome to UConn!			
3/19/2014 10:52:25 AM	Meg Buckley	Send Email >>	Application for Admission
UConn Graduate School - Decision			
3/19/2014 9:39:11 AM	Anne Lanzit	Send Email >>	Application for Admission
UConn Graduate School - Decision			
3/5/2014 8:51:10 AM	Shirley Fiasconaro	Send Email >>	Application for Admission
UConn Grad School - Thank you for your submission			
3/5/2014 6:50:01 AM	System Process	Print Application	Application for Admission
Batch Printed			
3/4/2014 10:03:43 AM	24606	Send Email >>	Application for Admission
Submission Email			