



The Graduate School Admissions Updates 10/28/2016
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”.

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 review our “Fee Waiver Policy” page, and have them e-mail us at 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. Then make sure that the OFFLINE option is chosen for the recommendations. The system defaults to 3 letters of recommendation. If your department requires something different- please contact Lisa Pane. Lisa.Pane@uconn.edu

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

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

The screenshot shows two parts of a web application. The top part is a 'Supporting Documents' menu with options: Application Fee, Recommendation, Standardized Test Scores, View Summary, GRE, Add New TestScore, Transcripts, and Other Supporting Documents. The bottom part is the 'Manage Test Scores' form. It has a 'next' button in the top right. The form fields are: Test Type* (dropdown menu showing 'GRE'), Status* (dropdown menu showing 'Waived'), Date of Receipt (text input with a calendar icon), Test Month (dropdown menu showing '-- Select --'), Test Year (text input), and Rank (text input). There is another 'next' button at the bottom right of the form.

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. 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

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).
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/1635/2015/02/InternationalTranscriptsCoverSheet.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?** The majority of I-20's and DS-2019 documents (for Fall admits) are produced at the end of the academic school year. Departments and students should expect new I-20/ DS-2019 documents to be ready around May and June depending on the time of the student's admission. Meg Buckley (6-7921) will contact your department after she has processed it.

12. What does “ADMT/GREG” in Hobson’s 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 Hobson’s, and submitted all required documentation.**

Decision: <input type="button" value="print"/>	ADMT ▼
Decision Reason:	GREG ▼
Decision Date:	8/12/2014 <input type="button" value="calendar"/>
Decision Publish Date:	8/12/2014 <input type="button" value="calendar"/>

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.

Enrollment Verification

Biographical Information

Last (family):
 First (given):
 Middle Name:
 Country:
 Address1:
 Address2:
 Address3:
 Address4:
 City:
 U.S. State/Territory:
 My Biographical Information was correct: Yes No

(If no, please change the appropriate answer)

Program Information

Term of accepted enrollment:
 Program of accepted enrollment:
 Peoplesoft ID:

I accept admission to the program and term listed above: Yes No

Accept/Deny

If you are declining, please indicate the reason you are unable to accept admission:
 If you are declining admission due to attending another institution, please specify what other school you will be attending:

Digitally Sign

First Name, Last Name:

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 Hobson's 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: <input type="button" value="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				close window
Date	By	Action Type	Package Name	
9/9/2014 10:23:05 AM	Shirley Fiasconaro	Send Email >>	Application for Admission	
7/1/2014 9:54:15 AM	Joel Salisbury	Send Email >>	Application for Admission	
5/1/2014 9:29:16 AM	Lisa Pane	Send Email >>	Application for Admission	
3/19/2014 10:52:25 AM	Meg Buckley	Send Email >>	Application for Admission	
3/19/2014 9:39:11 AM	Anne Lanzit	Send Email >>	Application for Admission	
3/5/2014 8:51:10 AM	Shirley Fiasconaro	Send Email >>	Application for Admission	
3/5/2014 6:50:01 AM	System Process	Print Application	Application for Admission	
3/4/2014 10:03:43 AM	24606	Send Email >>	Application for Admission	