

Graduate Program Assistant Admissions Procedures Manual 2014



UNIVERSITY OF CALIFORNIA
SANTA BARBARA

A Graduate Division Publication

Published Fall 2013

<https://GradNET.ucsb.edu>

August 2013

Dear Graduate Program Assistants,

The first step on the road to a graduate degree is the admissions process. Prospective students frequently approach this task with excitement and some trepidation. In addition, many of our applicants are the first in their families to attend graduate programs and/or face international, linguistic, and cultural divides. It is critical that we provide them with efficient application procedures, complete and accurate information, and a welcoming experience. The GPA is frequently the first contact for applicants, and then is central to communication throughout the admissions process. This work is of paramount importance, as it directly impacts the quality of our graduate students, hence the quality of our departments and of the campus as a whole.

The Graduate Division admissions staff strives to provide resources and comprehensive support that recognizes the variety of issues that can arise. This guide is designed to serve as a resource to you throughout the admissions process. We encourage you to contact our staff with any questions or concerns. Also, please provide us with feedback; we welcome suggestions on how we can streamline our processes in order to simplify work for departments and to make our campus' recruitment efforts maximally successful.

Thank you for your ongoing commitment to our graduate community and your dedication to the campus; it is greatly appreciated.

Best regards,

Carol Genetti

Carol Genetti, Dean
Graduate Division

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I. GRADUATE DIVISION ADMISSIONS

The University of California, Santa Barbara Graduate Division Admissions and Outreach staff is pleased to provide you with this manual, which offers a comprehensive overview of our admissions processes. While we believe that this document is very thorough, you will most likely come across unique admissions situations that will require further advisement from our staff. We welcome your inquiries and are available for training sessions with new Graduate Program Assistants (GPAs) throughout the year. We would like to point out that the division of responsibilities between the Admissions staff is designed to ensure the most efficient use of available resources. Please use the contact sheet below as a guide for routing application materials, forwarding emails and inquiries, and when contacting our office for questions or concerns. We look forward to working with you in the upcoming year.

University of California, Santa Barbara
Graduate Division
3117 Cheadle Hall
Mail Code: 2070
Santa Barbara, CA 93106-2070
T: 805.839.2277
F: 805.829.8259
<http://www.graddiv.ucsb.edu>

ADMISSIONS CONTACTS AND RESPONSIBILITIES

Director of Admissions and Outreach: Walter Boggan x2322 walter.boggan@graddiv.ucsb.edu

- Admissions policy and publications
- Fee waiver requests and approvals
- Recommendations for policy changes
- Communication liaison with Graduate Program Assistants (GPAs)
- Web and print materials
- Prospective student outreach and recruitment
- Summer Doctoral Research Institute coordinator
- Graduate Student Resource Center liaison
- Joint Degree Programs

Assistant Director, Admissions: Haley Orton x2278 haley.orton@graddiv.ucsb.edu

- Exceptions to admissions policies and exception request procedures
- Application fee payments and Perm number assignments
- International transcripts and credentials training and assistance
- Problems with ETS test score reporting
- Decision processing
- Five-Year combined degree programs
- Education Abroad Program (EAP) inquiries

Graduate Admissions Coordinator: Roxanna Quach x2104 roxanna.quach@graddiv.ucsb.edu

- Domestic transcripts and credentials training and assistance
- Updates to applicants' online applications and questions regarding the application process
- Provisional admission status clearance
- Graduate preparatory programs
- Outreach events

II. GRADUATE APPLICATION DEADLINES

An online application must be submitted to the Graduate Division (including fee payment) by the established department deadline and the dates below in order to be processed and released to the academic department.

Consult the department websites for individual department deadlines: <https://www.graddiv.ucsb.edu/programs>

FINAL APPLICATION DEADLINES

Final application deadline for all applicants seeking admission and consideration for centrally administered fellowships:

- Fall Quarter – January 15 (Some departments may have earlier deadlines)

Final Graduate Division application deadlines for applicants seeking admission only
(Individual department deadlines vary):

- Winter Quarter - November 1
- Spring Quarter - February 1
- Fall & Summer Quarters – May 1
- Five-year Programs – June 1

FINAL DECISION DEADLINES

Final deadline for departments with an application deadline *before* May 1st to submit admissions decisions to the Graduate Division without an exception request:

Winter Quarter – December 1
Spring Quarter - March 1
Summer & Fall Quarters - May 1

Final deadline for departments with an application deadline of May 1st to submit admissions decisions to the Graduate Division without an exception request:

Fall Quarter - June 1

Final deadline for five-year programs:

Fall Quarter – June 1

***NOTE:** Once an academic department's application deadline has passed, its admissions decisions should be submitted to the Graduate Division within one month after that deadline.

III. ADMISSIONS PROCESSING TIMELINE

The admissions timeline varies among departments, and applicants are encouraged to contact departments directly for specific deadlines related to the receipt and processing of applications. However, there are general deadlines and processing periods that are common to most graduate departments and programs at UCSB. Listed below is a traditional timeline for general processing based on admission to fall quarter.

Early September	Online application opens at https://www.graddiv.ucsb.edu/eapp
December 1– 20	Application deadlines for the majority of departments
Late January	Recruitment fellowship nominees are finalized by the department
February	Admissions notification begins
March	Admissions processing and notification continues
April 15	Student response & SIR deadline for financial support offers
May 1	Final application deadline for departments Final deadline for submitting admissions decisions to Graduate Division for those departments with a deadline before May 1
June 1	Final deadline for submitting admissions decisions to Graduate Division for those departments with a May 1 deadline
June 15	Final SIR deadline for all offers of admission

NOTE: Applicants are instructed in the online application to allow for internal processing and wait approximately 3-4 days after submission of the SIR before continuing with the Statement of Legal Residence (SLR). The SLR is accessible through the UCSB Registrar's Office Website at: <http://calresidency.sa.ucsb.edu/sir/login.asp>. Please direct any questions or problems regarding the SLR to the Registrar's Residence Deputy at x3033, RegResidency@sa.ucsb.edu.

IV. ONLINE INTERNATIONAL PRE-APPLICATION AND INFORMATION REQUEST

<https://www.graddiv.ucsb.edu/preapp>

The pre-application provides a pre-screening tool that reduces the work involved in processing applications for international applicants who do not meet minimum application requirements. When international applicants request an application, the department should either direct them to the online pre-application (**if required by the department**), or to the Graduate Division online application (**if the pre-application is not required**). Department use of the pre-application is **completely voluntary** and should be used if it helps in department application processing. To change your department's use of the pre-application, please contact the Assistant Director.

The department should evaluate the pre-application based on the following criteria:

- Equivalency of degrees and diplomas
- Accreditation of institution
- Equivalency of 3.0 cumulative GPA
- Satisfactory GRE and TOEFL or IELTS test scores
- Evidence of sufficient financial support for the first year of graduate study

After evaluating the pre-application, please notify applicants of the department's **recommendation** as to whether they should formally apply. Evaluation materials for departments are available on the "Resources – Admissions" section of GradNET. If the recommendation is to apply, they should be directed to the Graduate Division online application. International applicants not meeting minimum admission requirements should be notified of the department's recommendation not to apply.

Please note that the pre-application process only provides a "**recommendation**" to prospective applicants regarding the competitiveness of their full application. International applicants who do not meet minimum requirements can often be spared considerable time and expense via the pre-application process.

V. THE GRADUATE APPLICATION

All applicants must submit an online graduate application available at <https://www.graddiv.ucsb.edu/eapp>. All applications must be completed, submitted, and paid for by the department's application deadline in order to be eligible for consideration. Additionally, all supporting materials should be uploaded and locked by the department's application deadline. For a listing of department deadlines, please visit the Department and Program Index at <http://www.graddiv.ucsb.edu/programs/>.

Submitting and mailing application materials can be a complex process and is often the source of many processing delays. Applicants are instructed to send payments to the Graduate Division and transcripts directly to the academic department. Applicants are responsible for making sure all required materials are received on time. The Graduate Division cannot be held responsible for lost or misrouted documents.

APPLICATION COMPONENTS SENT TO GRADUATE DIVISION

1. Completed and submitted online application
2. \$80 for domestic applicants, \$100 for international applicants, non-refundable application fee (payable by check, money order, or online with a credit card. Some applicants may be eligible to request an application fee waiver)
3. Check/Money Order Submission Form (This is only required if the applicant is paying with a check or money order.)
4. Fee Waiver Request Form with supporting documents (if applicable)
5. Official GRE scores, except for Department of Art (sent electronically via ETS), or MAT scores for Teacher Education Program (TEP) applicants (mailed by Harcourt Assessment Inc.)
6. Official TOEFL scores (sent electronically via ETS), or IELTS scores (sent from International English Language Testing System) (if applicable)
7. Final/Official transcripts from all post-secondary institutions attended. Final/Official degree certificates (for international students).

APPLICATION COMPONENTS SUBMITTED IN THE ONLINE APPLICATION

1. Statement of Purpose, Personal Achievements/Contributions, and Résumé or Curriculum Vitae
2. Three Letters of Recommendation. The preferred method of submission for letters of recommendation is via the online application. If letters are submitted offline, they must be accompanied by completed coversheets. The Department is the office of record for letters of recommendation
3. Supplemental documents as required by the department. This may include departmental information sheets, writing sample(s), unofficial transcripts, or other word/pdf documents
4. Unofficial transcripts from all post-secondary institutions attended

APPLICATION COMPONENTS SENT TO ACADEMIC DEPARTMENT

5. Writing sample(s) or other hard copy supplemental materials (if required by department)*
6. Additional materials (if required by department. Examples include audition tapes or portfolios)

*The department may require that applicants mail hard copies of departmentally required supplemental materials. To maintain consistency across campus, departments may not require applicants to mail in the Statement of Purpose, Personal Achievements/Contributions, or Resume/CV, which are required of all applicants by Graduate Council.

VI. TYPES OF APPLICATIONS

The Graduate Division accepts applications from various constituencies. Familiarity with these categories will assist departments in identifying applications that require special attention.

NEW APPLICATIONS – DOMESTIC APPLICANTS

Applicants applying for graduate study at UCSB for the first time must complete all sections of the online application. The \$80 application fee must be paid and received by the prospective department's application deadline in order to be processed. Fee waivers are available for qualified applicants with financial need or who participated in select pre-graduate preparation research programs. Applicants must submit all required materials to the academic department by the department's application deadline in order to be eligible for admission.

NEW APPLICATIONS - INTERNATIONAL APPLICANTS

The \$100 application fee must be paid and received by the prospective department's application deadline in order to be processed. Before submitting an online application, some departments require applicants to complete and submit a pre-application. The pre-application is used to determine an applicant's eligibility for graduate study in a particular department. Departments should contact applicants directly regarding their pre-application status; please do not reply to Graduate Admissions concerning the eligibility of a pre-application. All other application requirements for international applicants are the same as those for domestic applicants.

NON-DEGREE APPLICATIONS

In exceptional circumstances, applicants who do not wish to pursue a degree may be admitted to graduate status on a non-degree basis. The admission requirements and procedures are the same as those for prospective degree candidates. The applicant must specify the major, and must justify in the Statement of Purpose how the plan of study has a definite scholarly or professional goal. A non-degree applicant is accepted for a maximum of one academic year. Students in non-degree status are not eligible for fellowships, nor are their courses ordinarily accepted for credit toward an advanced degree at UCSB should they later decide to apply for admission into a master's or doctoral program. Current non-degree students wishing to apply for a master's or doctoral program must submit a new graduate application (a petition cannot be used). Education Abroad Program (EAP) students are the most common example of this non-degree status. See Section X: SPECIAL POPULATIONS AND PROCESSING below for more details.

RE-APPLICATIONS

Applicants who applied for graduate study at UCSB in a previous year must submit a new electronic application and fee payment. He/she may contact the department of application to ask if all materials must be re-submitted or not. Departments may determine, on an individual basis, if previously received materials may be used again. All test scores must still be valid by testing administrator standards to be considered official.

DEFERRED APPLICATIONS

Applicants successful in gaining admission to a graduate department or program may not defer their admission to a later quarter without prior approval from the Dean of the Graduate Division via the Exception to Admissions Policy Request Memo. Instead, applicants must follow the re-application process, as outlined in the section regarding "NEW APPLICATIONS" above. Although departments are encouraged to work with applicants in streamlining their re-application process, it should be made clear to applicants that admission is not guaranteed.

SEEKING SECOND MASTER'S OR DOCTORAL DEGREE

Current UCSB graduate students who seek to add a second masters or doctorate must submit a Graduate Student Petition to Graduate Division Academic Services; no application is required. The petition may be obtained from the Graduate Division Web site at <https://www.graddiv.ucsb.edu/pubs>. Please contact Graduate Division Academic Services at x2277, gradacademics@graddiv.ucsb.edu for assistance.

Applicants who have already completed a graduate degree from UCSB and who wish to pursue a second masters or doctorate are considered new applicants. See procedures regarding “NEW APPLICATIONS” above for details.

CHANGING/ADDING/DROPPING A DEGREE OBJECTIVE OR TRANSFERRING TO ANOTHER DEPARTMENT

Current UCSB graduate students who wish to change their degree objective, add or drop a degree objective, or transfer to another department must do so by Graduate Student Petition; no application is required. The petition may be obtained from the Graduate Division Web site at <https://www.graddiv.ucsb.edu/pubs>. Please contact Graduate Division Academic Services x2277, gradacademics@graddiv.ucsb.edu for assistance.

SEEKING REINSTATEMENT

UCSB graduate students who have allowed their registration to lapse must petition for reinstatement to graduate standing. Current students should not submit a new graduate application in order to be reinstated. Please contact Graduate Division Academic Services x2277, gradacademics@graddiv.ucsb.edu for assistance.

VII. MINIMUM REQUIREMENTS FOR ADMISSION

GENERAL REQUIREMENTS

To be considered for admission, the following are required in addition to the online graduate application:

1. Unofficial transcripts reflecting completion of a bachelor's degree or its equivalent from an accredited university prior to the quarter for which admission is sought
2. At least a "B" (3.0; or equivalent) cumulative undergraduate grade point average
3. Official Graduate Record Examination (GRE) scores; exceptions:
 - a. GRE scores are not required for applicants to the Department of Art
 - b. Miller Analogies Test (MAT) scores may substitute for GRE scores for Teacher Education Program applicants
4. Official TOEFL or IELTS scores, if applicable
5. Statement of Purpose, Personal Achievements/Contributions, and Résumé or Curriculum Vitae
6. Three Letters of Recommendation (submitted electronically. If the letters are submitted offline, they must be submitted with coversheets.)
7. Departments may add additional requirements, however, those requirements will not be verified as complete by the Graduate Division

To finalize admission all applicants, before beginning a degree program at UCSB, are required to submit final/official transcripts to the Graduate Division.

Please see Section VIII: APPLICATION REQUIREMENTS AND SUBMISSION PROCEDURES below for more details.

DOMESTIC APPLICANTS

To be admitted to graduate study at UCSB, applicants must have received a bachelor's degree or its equivalent from an accredited university prior to the quarter for which they seek admission, and have at least a B average (minimum cumulative GPA of 3.0) in undergraduate coursework. The undergraduate degree awarded must represent the completion of a program equivalent both in the distribution of academic subject matter and scholastic achievement to that offered at the University of California.

INTERNATIONAL APPLICANTS

To be admitted to graduate study at UCSB, applicants must have a bachelor's degree or its equivalent from an accredited, degree granting university, college or institution, and a B average (minimum cumulative GPA of 3.0 or equivalent) in undergraduate coursework. UCSB makes a determination of equivalency based on years attended, course of study, and breadth of degree requirements. Official transcripts not in English must be accompanied by official translations from a certified translator.

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam is also required for those applicants whose native language is not English. The minimum TOEFL score is 550 for the Paper-Based Test (PBT) and 80 for the Internet-Based Test (iBT). The minimum IELTS score for consideration is an Overall Band Score of 7 or higher.

COMMITMENT TO DIVERSITY

UCSB strives to achieve a graduate student population of men and women that is inclusive of all groups traditionally underrepresented: socioeconomic levels, physical abilities, ages, religions, national origins, and sexual orientations. During the application process, we encourage departments to define excellence broadly and take into consideration:

- Students who have overcome economic or social disadvantage in pursuing their academic objectives
- Those who bring unique perspectives, research topics, or career interests that advance the University's mission as well as excellence and diversity
- Look at indicators beyond the GRE/GPA
- Research or scholarly experience
- Students who will "fit" well with the faculty's research areas

Also, early identification of, and personal communication with, all competitive applicants is essential in attracting them to UCSB. Studies have shown that students who have had personal contact with faculty are much more likely to accept offers of

admission at institutions where the faculty have been active in the recruitment process. Wherever possible, the Graduate Advisor and individual faculty are encouraged to take an active role and contact prospective students.

VIII. APPLICATION REQUIREMENTS AND SUBMISSION PROCEDURES

To be considered for admission to UCSB, applicants must have received a four-year bachelor's degree or its equivalent from an accredited university prior to the quarter for which they seek admission, and have at least a cumulative B average as confirmed by the transcript of the degree-granting institution. Additional considerations apply and vary among departments. Listed below are detailed descriptions of the various components of the application for admission.

APPLICATION FEE

A **non-refundable** application fee of eighty U.S. dollars (\$80) for domestic applicants, and one hundred U.S. dollars (\$100) for international applicants, is required. The application fee can be paid (1) by credit card online (Visa or MasterCard only), or (2) by check or money order; note, the Check/Money Order Submission Form must accompany any payments made by check or money order. Funds must be drawn on a U.S. bank in U.S. funds. Cash is not accepted. An application fee paid to another University of California campus is not valid for an application to UC Santa Barbara.

No application will be processed and released to the academic departments until the application fee has been received. Applicants will be visible in the Submitted Queue once a payment has been processed.

The Graduate Division cannot be responsible for lost or misdirected fee payments. It is highly recommended that applicants secure a receipt of mailing from the post office when mailing an application payment.

FEE WAIVER REQUESTS

Application fee waivers are available for qualified U.S. citizens and permanent residents in financial need or who participated in a pre-graduate preparation research program. Fee waivers are not granted to international applicants, except for applicants applying through the Vietnam Education Foundation (VEF).

To apply for a fee waiver, an applicant must submit the Fee Waiver Request Form <http://www.graddiv.ucsb.edu/pubs/admissions/feewaiver.pdf>, accompanied by proof of financial need or verification of participation in a pre-graduate preparation research program. **A copy of a FAFSA Student Aid Report (SAR) is not acceptable documentation**

Documents accepted for proof of financial need include:

1. A signed letter from a financial officer stating the applicant's Estimated Student or Family Contribution (EFC),
2. An official financial aid award letter for the current academic year, or
3. A copy of income tax returns from the previous year.

Examples of eligible pre-graduate preparation research programs include:

- California Alliance for Minority Participation (CAMP)
- California State University Pre-Doctoral Program
- Internship in Nanosystems Science, Engineering and Technology (INSET)
- Institute for Collaborative Biotechnologies Diversity Program (ICB)
- Mathematics, Engineering, Science Achievement (MESA)
- McNair Scholars Program
- Minority Access to Research Careers (MARC)
- Minority Biomedical Research Support (MBRS)
- NSF Alliances for Graduate Education in the Professoriate (AGEP)
- NSF Louis Stokes Bridges to the Doctorate Program
- NSF UC Diversity Initiative for Graduate Study in the Social Sciences (UC DIGSSS)
- Project 1000
- UC Leadership Excellence through Advanced Degrees (LEADs)
- UCSB Academic Research Consortium (ARC)
- UCSB Graduate Research Internship Program (GRIP)
- Other

Failure to include this information with the request will delay the processing of the application fee waiver and the associated online application. Applicants requesting a fee waiver will be notified via the Application Status Page if approved, and by email if denied. Applicants who are denied their fee waiver request will be notified that their application will not be processed unless the application fee is received in full by the department's application deadline.

Request for fee waivers will not be reviewed unless an online application has been completed and submitted by the applicant. Applicants must submit the Fee Waiver Request Form and required documentation directly to the Graduate Division and not the academic department. If the Department receives a fee waiver request, please forward it to the Graduate Division

immediately. Fee waiver requests are due two weeks prior to the departmental application deadline so that the applicant will have time to mail a check or money order in the event that their fee waiver request is denied.

GRADUATE RECORD EXAM (GRE)

Graduate Record Exam (GRE) scores are required of most applicants submitting a graduate application. Official GRE test scores are valid for five years; ETS uses a July-June “testing year” to determine valid score dates. Scores from test date July 1, 2008 are currently valid. Scores must be submitted directly from Educational Testing Services (ETS) to the Graduate Division. Applicants are only able to enter one set of score information per exam. The online application will attempt to match their score information based on a number of items including name, birth date, test date, reported scores, and reported registration number. **Only the most recent and complete set of test scores will be reviewed for admission—amalgamating multiple score reports from separate test sittings will not be permitted.** When new scores are received the system will automatically match the new scores to the applicant’s application. The applicant does not need to notify any staff in order to make this update.

ETS should be instructed to report scores to UCSB; the institution code is 4835. A department code is not required. If applicants do provide a department code, it should not negatively impact the reporting of their scores as long as they are sent to institution code 4835. Applicants must make arrangements to take the GRE directly with ETS at <http://www.gre.org>.

The Following Exceptions Apply to the GRE Requirement

1. Applicants to the Department of Art Studio are exempt from the GRE requirement.
2. The Teacher Education Program requires either the GRE or the Miller Analogies Test (MAT). Scores may be no more than 5 years old at the time of application. See MAT section below for details.
3. Departments can submit an exception request to the Graduate Dean to waive the GRE requirement for Education Abroad Program (EAP) non-degree applicants.

Matching Scores

All GRE scores are received electronically from ETS and downloaded into the admissions database. In order for GRE scores to be matched to an application, applicants must enter their GRE registration number and test date, which appears on their Report of Scores sent by ETS, in to their electronic application. If applicants submit an application without the registration number and test date, they may log in and add this information at a later date (even after the application has been submitted and paid for). Once matched, scores will be noted as Official in the Test Scores section of the online application for the applicant and on the Data Sheet for the department. Prior to matching, they will be designated as Self-Reported.

Minimum Scores

The Graduate Division does not have a general minimum GRE score. However, individual departments are free to establish minimum GRE test score requirements as appropriate for their selection process. These requirements should be clearly explained in department admissions materials, including the General Catalog and Graduate Division website and department websites, and be consistently applied to all applicants.

GRE General Test Score Scales

Verbal 130-170 in 1-point increments (effective for all tests August 1, 2011 and later. Pre-August 2011 score scale is 200-800 in 10-point increments. See GradNET for [concordance information](#))

Quantitative 130-170 in 1-point increments (effective for all tests August 1, 2011 and later. Pre-August 2011 score scale is 200-800 in 10-point increments. See GradNET for [concordance information](#))

Analytical Writing 0-6 score scale, in half-point increments

Analytical Writing Score Level Descriptions

Although the GRE analytical writing section contains two discrete analytical writing tasks, a single combined score is reported, which is calculated by averaging the scores from each of the two individual essays.

The statements below describe, for each score level, the overall quality of analytical writing demonstrated across both the Issue and the Argument writing tasks. Because the test assesses "analytical writing," critical thinking skills (the ability to reason, assemble evidence to develop a position, and communicate complex ideas) weigh more heavily than the writer's control of fine points of grammar or the mechanics of writing (e.g., spelling).

Score Levels 6 and 5.5 Sustains insightful, in-depth analysis of complex ideas; develops and supports main points with logically compelling reasons and/or highly persuasive examples; is well focused and well organized; skillfully uses sentence variety and precise vocabulary to convey meaning effectively; demonstrates superior facility with sentence structure and language usage but may have minor errors that do not interfere with meaning.

Score Levels 5 and 4.5 Provides generally thoughtful analysis of complex ideas; develops and supports main points with logically sound reasons and/or well-chosen examples; is generally focused and well organized; uses sentence variety and vocabulary to convey meaning clearly; demonstrates good control of sentence structure and language usage but may have minor errors that do not interfere with meaning.

Score Levels 4 and 3.5 Provides competent analysis of complex ideas; develops and supports main points with relevant reasons and/or examples; is adequately organized; conveys meaning with reasonable clarity; demonstrates satisfactory control of sentence structure and language usage but may have some errors that affect clarity.

Score Levels 3 and 2.5 Displays some competence in analytical writing skills, although the writing is flawed in at least one of the following ways: limited analysis or development, weak organization; weak control of sentence structure or language usage, with errors that often result in vagueness or lack of clarity.

Score Levels 2 and 1.5 Displays serious weaknesses in analytical writing. The writing is seriously flawed in at least one of the following ways: serious lack of analysis or development; lack of organization; serious and frequent problems in sentence structure or language usage, with errors that obscure meaning.

Score Levels 1 and .5 Displays fundamental deficiencies in analytical writing. The writing is fundamentally flawed in at least one of the following ways: content that is extremely confusing or mostly irrelevant to the assigned tasks, little or no development; severe and pervasive errors that result in incoherence.

Score Levels 0 The examinee's analytical writing skills cannot be evaluated because the responses do not address any part of the assigned tasks, are merely attempts to copy the assignments, are in a foreign language, or display only indecipherable text.

Score NS The examinee produced no text whatsoever.

For information regarding the August 1, 2011 change to the GRE General test, please see <http://www.ets.org/gre/institutions/about>.

Guidelines to the Use of GRE Scores: <http://www.ets.org/gre/institutions/scores/guidelines>

Score Interpretation Information: <http://www.ets.org/gre/institutions/scores/interpret/>

Verbal Reasoning, Quantitative Reasoning, and Analytical Writing Interpretive Data valid through July 2014: http://www.ets.org/s/gre/pdf/gre_guide_table1b.pdf

Verbal Reasoning and Quantitative Reasoning Concordance Tables valid through July 2014: http://www.ets.org/s/gre/pdf/concordance_information.pdf

GRADUATE RECORD EXAM (GRE) SUBJECT TESTS

Some departments require applicants to take an Advanced Subject Area GRE test. This requirement must be consistently applied to all applicants if written into the department's published admissions requirements. Subject tests are offered in (1) Biochemistry, Cell, and Molecular Biology, (2) Biology, (3) Chemistry, (4) Literature in English, (5) Mathematics, (6) Physics, and (7) Psychology.

ETS should be instructed to report scores to UCSB; the institution code is 4835. A department code is not required. Applicants must make arrangements to take a GRE Subject Test directly with ETS at <http://www.gre.org>.

Please see "GRADUATE RECORD EXAM (GRE)" above for additional information on matching scores and minimum score requirements, which also apply to the GRE Subject Tests.

GRE Subject Test Score Scales

Scores are reported on a 200-990 score range, in 10-point increments, although the score range for any particular Subject Test is usually smaller.

Sub-scores are reported for the (1) Biochemistry, Cell and Molecular Biology, (2) Biology, and (3) Psychology tests on a 20-99 score range, in 1-point increments, although the range for any particular Subject Test sub-score is usually smaller.

MILLER ANALOGIES TEST (MAT)

Applicants who apply to the Teacher Education Program (TEP) may take the Miller Analogies Test (MAT) as an alternate to the Graduate Record Examination (GRE). Graduate Division requires that official MAT score dates be from within five years from the time of application (i.e. from the day the applicant submits the online graduate application). Scores must be mailed directly from Harcourt Assessment Inc. to the Graduate Division. **Only the most recent test score report will be reviewed for admission.**

Matching Scores

All MAT scores are received in paper form from Harcourt Assessment Inc. and manually entered into the admissions database. MAT scores are matched to an application by name, date of birth, and the last four digits of the social security number (SSN). Once matched, scores will appear as official in the Exam Scores section of the online application for the student, and on the Data Sheet for departments.

Minimum Scores

Graduate Division does not impose a minimum score requirement. However, TEP is free to implement a minimum score requirement. These requirements should be clearly explained in department admissions materials, including the General Catalog and department web sites, and be consistently applied to all applicants.

MAT Score Scales

After many years of reporting MAT scores as raw scores and percentile ranks, a re-norming of the test (2003) was followed by the introduction of scaled scores and the establishment of new percentile ranks based on the performance of recent MAT examinees. All personal Score Reports and Official Transcripts sent since October 2004 reflect the revised norms and report examinees' MAT scores as a scaled score, as a percentile rank based on the total current norm group, and as a percentile rank based on the intended major indicated by the examinee. The new scaled scores range from 200 to 600 with a mean of approximately 400.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

Applicants whose native language is not English are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. Applicants who will have earned a degree equivalent to a U.S. undergraduate or graduate degree from an English-speaking country or English-only institution before the start of their first quarter at UCSB are exempt, as evidenced by their previous official coursework transcripts.

TOEFL and IELTS test score dates must be from within two years from the time of application (i.e. from the day the applicant submits the online graduate application). Scores must be submitted directly from ETS or IELTS to the Graduate Division. **Only the most recent and complete set of TOEFL or IELTS test scores will be reviewed for admission—amalgamating multiple score reports from separate test sittings will not be permitted.**

Applicants must make arrangements to take the TOEFL directly with ETS at <http://www.toefl.org>. Scores should be reported to UCSB; the institution code is 4835. A department code is not required, but if one is provided, it will not prevent the Graduate Division from receiving scores as long as they have been routed to institution code 4835.

Applicants choosing to take the IELTS must make arrangements directly with the International English Language Testing System at <http://www.ielts.org>. An institution code is not required to report the score results to UCSB. Applicants are given the option to send scores by mail, on paper or electronically. Applicants who choose to electronically submit their scores *must* contact the Graduate Division directly and provide their name, birth date, and test date. Graduate Division staff will check for scores and match with the online application.

Matching Scores

All TOEFL scores are received electronically from ETS and downloaded into the admissions database. In order for TOEFL scores to be matched to an application, applicants must enter their GRE registration number and test date, which appears on their Report of Scores sent by ETS, in to their electronic application. If applicants submit an application without the registration number and test date, they may log in and add this information at a later date (even after the application has been submitted and paid for). Once matched, scores will be noted as Official in the Test Scores section of the online application for the applicant and on the Data Sheet for the department. Prior to matching, they will be designated as Self-Reported. IELTS score reporting does not require an institution code to report the score results to UCSB. Applicants are given the option to send scores by mail, on paper or electronically. Applicants who choose to electronically submit their scores *must* contact the Graduate Division directly and provide their name, birth date, and test date. Graduate Division staff will check for scores and match with the online application.

Note: UCSB does not admit students conditionally in order to learn English prior to beginning an academic program; an excellent command of written and spoken English is required prior to enrollment.

Exemptions and Exceptions for TOEFL or IELTS

Exemptions from the TOEFL or IELTS requirement will be automatic for those students who have demonstrated English proficiency as outlined below (items 1 - 3 below).

Exceptions to the TOEFL or IELTS requirement (item 4 below) require formal approval from the Graduate Dean. The Department Chair or Graduate Advisor must submit a formal Exception Request Memo when recommending the applicant for admission. This process can be completed in the application review system using the Exceptions queue. The memo should document the justification for waiving the TOEFL or IELTS requirement. Exemptions and exceptions include:

1. Applicant is from a country where the official speaking language is English (See International Transcript Evaluation Country Guide on GradNET for a list of English-speaking countries).
2. Applicant will have earned an undergraduate or graduate degree from a U.S. institution before the start of his or her first quarter at UCSB.
3. Applicant will have earned a degree from an institution where the primary language of instruction is English.
4. Applicant has demonstrated adequate English proficiency via alternate means, which the department believes justifies the exception. Criteria for justification may include direct conversations, high GRE verbal scores, publications in English, time spent in an English-speaking country, etc. (Exception Request Memo required).

NOTE: International transcript evaluations should not be completed for international applicants who have not submitted either official or unofficial TOEFL scores unless they meet the criteria above.

Minimum Scores

The minimum TOEFL score for consideration is 550 when taking the paper-based test (PBT) and 80 when taking the internet-based test (iBT). The minimum IELTS score for consideration is an Overall Band Score of 7. Departments are free to implement a higher minimum score requirement as long as it is consistently applied to all applicants.

TOEFL and IELTS Score Scales

<u>Internet-Based TOEFL</u>	
Listening	0-30
Speaking	0-30
Reading	0-30
Writing	0-30
Maximum	120
UCSB Minimum	80

<u>Paper-Based TOEFL</u>	
Listening	31-68
Structure (Grammar)	31-68
Reading	31-67
Maximum	677
UCSB Minimum	550

<u>IELTS</u>	
Listening	0-9
Reading	0-9
Writing	0-9
Speaking	0-9
Maximum	9
UCSB Minimum	7

Differences between TOEFL and IELTS

Depending on location, the TOEFL exam is available in two formats: Internet-based (iBT) and Paper-based (PBT). The Internet-based test is the first TOEFL exam to test speaking, along with writing, listening, and reading. The speaking section is done through a voice-recorder online. The Paper-based exam tests listening, reading, writing, and structure, which tests how examinees recognize English sentence structure and idiomatic word usage.

IELTS also tests speaking, reading, writing, and listening. However, the speaking portion is conducted through a live interview with a trained and certified English as a Second Language (ESL) specialist. Whereas TOEFL is offered through ETS, IELTS is its own organization and test registration is handled through IELTS directly.

TRANSCRIPTS

Beginning Fall 2013 official transcripts are not required to be submitted during the application period. Unofficial transcripts are required from all post-secondary institutions attended by the applicant. Unofficial transcripts must be uploaded to the online application.

Instructions to applicant:

Upload all pages of your official transcript from this institution (including the grading scale, which may be on the backside of the transcript). The transcript must be an official transcript, produced by the university with all appropriate seals/stamps. Remove your Social Security Number by crossing/blacking out numbers before uploading (if applicable).

International Applicants: Please include your degree certificate within the same file if you have received your degree. Uploaded document must include both the original language transcript and certified English translation. English transcripts are required and must be a complete, exact and literal translation of the original transcripts. English translations must be provided by the school or an official agency.

Final/Official transcripts will be required for all applicants who are admitted and have indicated their intent to enroll at UC Santa Barbara by submitting a Statement of Intent to Register (SIR). Official transcripts must be sent to the UC Santa Barbara Graduate Division by mail directly from the school in the institution's sealed envelope. Final/Official transcripts must be received before the first day of instruction of the quarter to which you are admitted.

UC Santa Barbara reserves the right to require official transcripts at any time during the admissions process, and rescind any offer of admission made if discrepancies between unofficial and official transcript(s) are found.

Tips for uploading unofficial transcripts (presented as a roll over link or new pop-up box)

- Scan a copy of a current transcript
- Ensure that your document is saved as a PDF and that its size does not exceed **10MB**
- Color documents are not necessary
- Ensure that the institution name and all other identifying marks are visible and clearly legible and that your scan can print on letter-size paper - 8 ½ by 11 in (21 ½ by 30 cm)
- Be sure to include a copy of the transcript legend or university key for each institution (usually found on the backside of the official transcript or in the school's general catalog or website)
- Click the "view document" button to verify whether the uploaded document is legible, if it is not legible, try again
- If you need assistance, please note that public libraries, office supply stores (Kinko's, Office Max, Office Depot, Staples, etc.), and other services can create scanned documents for you

Final/Official Transcripts

Final/Official transcripts are required of all admitted applicants who indicate they will enroll at UCSB by submitting a positive Statement of Intent to Register. Applicants will be admitted provisionally pending receipt of all final/official transcripts. Applicants must submit final/official transcripts to the Graduate Division before the first day of instruction of the quarter to which they are admitted.

Transcripts are required from all post-secondary institutions attended by the applicant. The Graduate Division will require transcripts from all institutions where the applicant completed at least one full term of coursework (12+ units). If an applicant participated in a university-sponsored education abroad program (e.g., UC EAP), transcripts are not required from the institution overseas as long as the study-abroad course names, units, and grades are reflected on the home institution's transcripts.

Final/Official transcripts should be sent directly to the Graduate Division. The Graduate Division will upload the official transcript to the applicant's application, which will be stored in accordance with UCSB's educational record policies.

Domestic Transcripts

To be considered official, transcripts must be received directly from the issuing institution. Transcripts are only considered official if they are in a sealed envelope from the institution with the registrar's seal intact. Records submitted for review may not be borrowed, returned to the applicant, or sent elsewhere. Transcripts that arrive unsealed or are photocopies of originals are considered unofficial. If the applicant sought a degree at the institution, transcripts must show degree conferral and date of conferral.

International Transcripts

All international applicants are required to submit official records from each academic institution attended after secondary school. Official records are original documents issued by the institution which bear the registrar's signature and seal of the issuing institution. Certified copies and notarized documents are not acceptable. To be considered official, these documents must be sent directly to the department from the institution or arrive in sealed envelopes with the registrar's seal intact. Records submitted for review may not be borrowed, returned to the applicant, or sent elsewhere.

Nearly all institutions in all countries provide student records to U.S. institutions at the student's request. However, some universities will not send original transcripts, but attested copies, such as those in India. Furthermore, it must be recognized that records requested from some remote areas may be delayed and that a few countries such as Vietnam, North Korea, and Iraq may not respond at all. Exceptions for such situations may be negotiated based on the circumstances of an individual applicant. When such circumstances arise, please contact the Graduate Division Director of Admissions and Outreach.

All official international academic records must be issued in the original language and be accompanied by certified English translations prepared by the issuing institution. If translations are not available from the institution, they may be prepared by government or certified official translators. Specially prepared English versions of transcripts are not acceptable in place of documents issued in the original language. Faculty and staff in UCSB academic departments cannot complete translations for application and admissions purposes.

For translations to be acceptable, they must bear the (1) stamp or seal of the issuing institution or agency and (2) the translator's original signature. Translations must be complete and exact word-for-word translations of the original documents, not interpretations. Grades must not be converted to a U.S. scale but should remain in the institution's grading scale.

Applicants must also submit official evidence of the conferral and date of conferral for all degrees, diplomas or professional titles earned. These certificates should indicate the exact name of the degree, diploma, or title as it is known in the country of origin and not in U.S. terms. Determining a degree's equivalency to a U.S. bachelor's or graduate degree may be difficult if the applicant's degree title is not translated literally.

STATEMENT OF PURPOSE, PERSONAL ACHIEVEMENTS/CONTRIBUTIONS, AND RÉSUMÉ OR CURRICULUM VITAE

The Statement of Purpose, Personal Achievements/Contributions, and Résumé or Curriculum Vitae must be completed by all applicants according to the guidelines at <http://www.graddiv.ucsb.edu/admissions/forms/> and in the online application. All three documents must be uploaded and locked in the online graduate application. Applicants may not combine the Statement of Purpose and Personal Achievements/Contributions. It is necessary for each applicant to provide all three documents as stated in the applications Requirement and Procedure section of the UC Santa Barbara General Catalog at <http://my.sa.ucsb.edu/Catalog/Current/GraduateEducation/ApplicationandAdmission.aspx>. We will no longer process admission decisions for applications that lack one or more documents. The applicant will have to provide any missing document before a final admissions decision will be logged by the Graduate Division.

LETTERS OF RECOMMENDATION

Three Letters of Recommendation are required in support of all applications for admission. Recommenders should use institution or company letterhead, not blank paper, when submitting their recommendations.

The preferred method of submission for letters of recommendation is via the electronic application. In the electronic application Letters of Recommendation Section, the applicant may provide up to four recommenders. The applicant will enter the name, email address, and institutional affiliation of each recommender. The applicant can then indicate if the letter will be submitted by a professional Letter Service (such as Interfolio or a Career Center) or not. If a Letter Service is being

used to provide the letters, the applicant may elect to enter a separate email address so that the Letter Service may upload the letter electronically. This secondary email input is not required if the Letter Service will be sending the letter in the mail. After confirming this information, the applicant is required to submit a waiver of rights of access decision for each recommender. After providing a waiver decision they application system will instantaneously send a request for a letter to the email address provided.

Full Recommender Request:

Dear Recommender,

This message is to notify you that Student X is applying to the graduate program in Geography with the objective(s) of Doctor of Philosophy (PHD) in Geography (GEOG) at the University of California, Santa Barbara and has selected you as her recommender. We would appreciate knowing your personal impressions of this applicant's intellectual ability and aptitude in past and future research. Additionally, please mention any noteworthy professional or academic traits, including the applicant's character, quality of previous work, and promise for productive future scholarship.

Your letter of recommendation will be included in this applicant's file as one of the items evaluated to determine her overall promise for success in our graduate program. Please include your name and title in your letter and submit it on institution letterhead (if possible).

Use the following link to rate the student and upload a Letter of Recommendation. You may either click the link or copy & paste it into your browser's navigation bar. <https://www.graddiv.ucsb.edu/eapp/lor/Recommender.aspx?guid=adac127b-0f0a-4758-b58b-365210454180>

This system only permits PDF or MS Word file formats.

*Student Waiver to access Letter of Recommendation:

On 11/28/2011 Student X did waive her right to view your letter and ratings.

Application Deadline for Geography: Fall Only - December 15, 2012

Thank you for taking the time to write on behalf of this applicant.

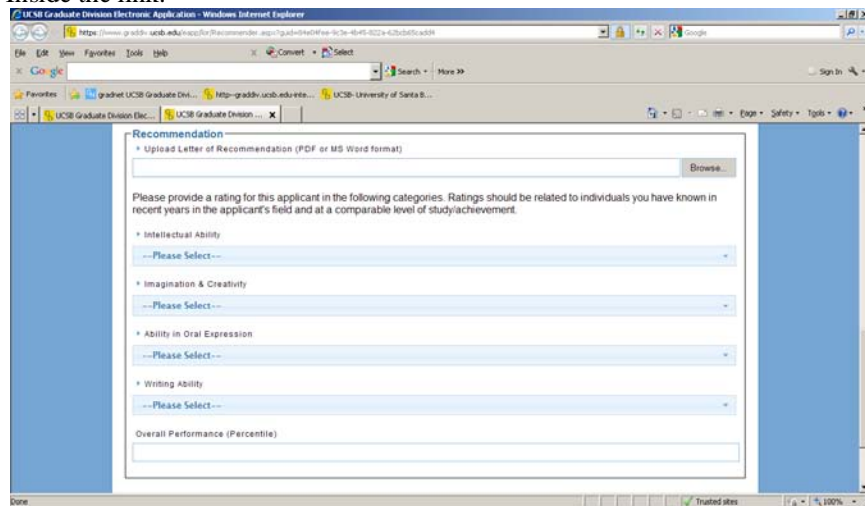
Best regards,

Graduate Admissions Staff

University of California, Santa Barbara

<http://www.graddiv.ucsb.edu/>

Inside the link:



The screenshot shows a web browser window with the URL <https://www.graddiv.ucsb.edu/eapp/lor/Recommender.aspx?guid=adac127b-0f0a-4758-b58b-365210454180>. The page title is "Recommendation". It features a "Browse..." button for uploading a Letter of Recommendation (PDF or MS Word format). Below this, there is a section for providing a rating for the applicant in several categories: Intellectual Ability, Imagination & Creativity, Ability in Oral Expression, and Writing Ability. Each category has a dropdown menu with "--Please Select--". At the bottom, there is a field for "Overall Performance (Percentile)".

Ratings Only request:

Dear Sample Recommender,

This message is to notify you that Justin Mead is applying to the graduate program in Spanish and Portuguese with the objective(s) of Doctor of Philosophy (PHD) in Hispanic Languages and Literatures (HSPLL) at the University of California, Santa Barbara and has selected you as his recommender. Justin has indicated that your letter will be provided to us by a Letter Service. UC Santa Barbara requests that you provide a rating of this applicant to complete your recommendation.

Use the following link to submit your ratings of the student. You may either click the link or copy & paste it into your browser's navigation bar. <https://www.graddiv.ucsb.edu/eapp/lor/Recommender.aspx?guid=98c8a690-7d6e-41fb-a5d3-0c4caea0e281>

Thank you for taking a few moments of your time to rate this applicant.

Best regards,

Graduate Admissions Staff
University of California, Santa Barbara
<http://www.graddiv.ucsb.edu/>

If a recommender forwards the department the original email request they received (above) and the request comes from the email address on record for the recommender, you may upload the letter and rating provided via email. GPAs can use the "Edit" function in the Application Review System to access the exact link provided to the recommender. You may upload scores and letters via this link. Instructions for this process are provided in the Application Processing Procedures portion of this manual, below.

Recommenders who absolutely cannot submit their letters online may choose to submit hard copy letters via mail. If so, a completed Letter of Recommendation Cover sheet must accompany each letter. Coversheets are available at <http://www.graddiv.ucsb.edu/admissions/forms/>. Applicants must enter the recommender into the online application regardless of whether or not the recommender is sending in a hard copy letter. The waiver decision marked on the hard copy letter of recommendation coversheet must exactly match the waiver decision the applicant logs online otherwise the letter will not be considered. GPAs will need the recommender's ratings in order to enter any letter into the online system.

Waiver of Right to Access

Applicants must complete the Waiver of Right to Access for each recommender in their online application. If an applicant waives his or her right to access the recommendation, the applicant may not read the letter at any time. If access is not waived, the letter can be made available to the applicant only if (1) it is requested, (2) the applicant is admitted, and (3) the applicant enrolls as a student.

NOTE: Protection granted to students under the Family Educational Rights and Privacy Act (FERPA) does not extend to applicants. Therefore, departments are not obligated to make available Letters of Recommendation to applicants (1) who were denied, (2) who were admitted but chose not to enroll at UCSB, or (3) whose applications are still under department or Graduate Division review, even if the applicant did not waive his or her right to access the letter.

IX. APPLICATION PROCESSING PROCEDURES AND THE APPLICATION REVIEW SYSTEM

INCOMING MATERIALS FROM APPLICANTS

In an effort to streamline application processing, applicants are instructed to mail certain application items to either the Graduate Division or to their prospective department. Routing these materials is the same for both domestic and international applicants.

Application Materials Submitted in the Online Graduate Application

- Statement of Purpose
- Personal Achievements/Contributions statement
- Resume or Curriculum Vitae (CV)
- Letters of Recommendation (referee information and waivers)
- Unofficial transcripts from all post-secondary institutions
- Application payment, if paying by credit card
- Any supplemental materials marked for online submission by the Department
- Self reported test scores (GRE, MAT, TOEFL, or IELTS)

Application Materials Received by the Graduate Division*

- \$80 or \$100 non-refundable application fee (payable by credit card online or by check/money order)
- Check/Money Order Submission Form
- Fee Waiver Request Form
- Official test scores (GRE, MAT, TOEFL, or IELTS)

***NOTE:** If a department receives any of these items, please forward them to Graduate Division Admissions. Please do not send fee payments to our office via campus mail. If necessary, Graduate Division staff will pick up misdirected payments from academic departments.

Application Materials Received by the Academic Department

All applicants are instructed to send the following items directly to the academic department. If the Graduate Division receives any of these materials, they will be immediately forwarded to the appropriate department. The Graduate Division does not keep a record of what is sent to departments.

- Additional supplemental materials (if required by department)

Miscellaneous Application Materials

The Graduate Division will immediately forward any supporting application materials mistakenly delivered to our office as long as a prospective department can be clearly identified. However, materials often arrive at the Graduate Division that cannot be matched to an application. Transcripts or Letters of Recommendation arriving prior to the receipt of an application cannot be forwarded until matched to an application. Any unmatched materials will be filed in our "Miscellaneous Application Materials" file. Staff will periodically check these files for matching application materials and forward them to the department when possible. Departments are welcome to contact the Graduate Division and inquire if certain materials are on file.

ONLINE APPLICATION REVIEW SYSTEM

<https://www.graddiv.ucsb.edu/appreview/>

Login to the system is based on UCSB NetID and Password.

PERMISSIONS ROLES AND MEANINGS

The Possible Permissions that can be assigned to different users are:

Department Chair- This person is responsible for assigning permissions to all departmental users and is the only person whose login allows them to do so. This ability takes the place of a hard copy permissions form with wet signature being sent to the Graduate Division. This person is also a Full Reviewer and may approve decisions in the decision queues.

Faculty Admissions Chair or Graduate Advisor- This role can be assigned by the Department Chair to the appropriate faculty member(s). Only two faculty per department can occupy this role. Aside from the Graduate Advisor, only the Faculty Admissions Chair (if the department has one) should be assigned this role. People in this role have Full Reviewer privileges and can also approve decisions in the decision queues.

Application Administrator- Graduate Program Assistants and department staff designated by the Chair who will be doing data entry in applications have this role. People in this role have access to the Edit button for applicants and can modify data such as grade point average and transcripts received. They can also upload and delete documents and upload letters of recommendation. This role can also make comments to the applicant and internal comments. This role can only be assigned by the Graduate Division. The Department Chair should email the [Assistant Director of Admissions](#) when a new Graduate Program Assistant is hired, or if another staff member needs to be added to this role.

Queue Manager- Graduate Program Assistants and department staff designated by the Chair are assigned this role. The Queue Manager role allows the user to move applicants from the Submitted Queue into the Review Queue. They also move applicants from the Review Queue into the different decision queues. People with this role will determine if an application is complete and ready to be reviewed by the faculty and will also send the hard copy transcript to Graduate Division when an applicant is moved into the Admit Queue or Exceptional Admit Queue and the action is approved by the Department Chair, Faculty Admissions Chair, or Graduate Advisor. The Department Chair should email the [Assistant Director of Admissions](#) when a new Graduate Program Assistant is hired, or if another staff member needs to be added to this role.

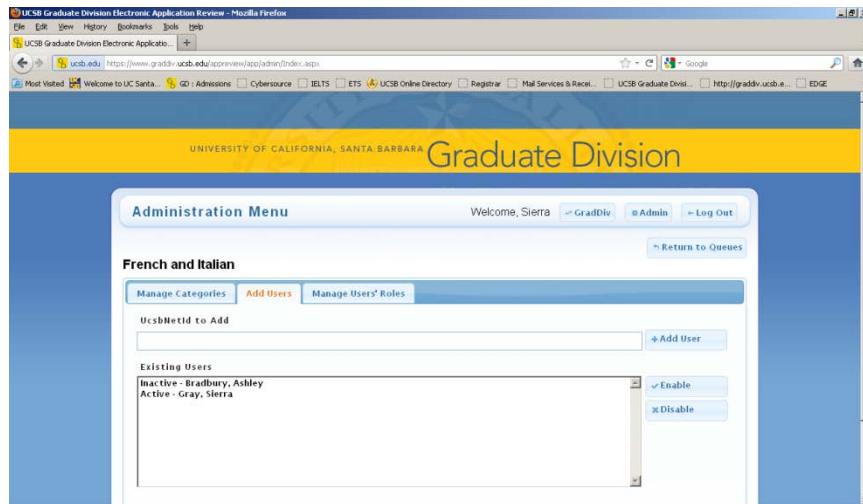
Category Manager- The Department Chair may assign this role to any departmental user (faculty or staff) who needs to create categories and/or put applicants into/remove applicants from categories. Graduate Program Assistants and Staff with Application Administrator/Queue Manager roles are automatically assigned this role.

Full Reviewer- Faculty who need to be able to access applications in all the Queues may be assigned Full Reviewer permissions by the Chair. Departments may wish to consider giving this role to members of the Admissions Committee. Department Chairs, Graduate Advisors and Graduate Admissions Chairs are automatically Full Reviewers. This is a faculty-only role.

Restricted Reviewer- Faculty approved for accessing the review system were automatically assigned the Restricted Reviewer role by the Graduate Division. Restricted Reviewers see only the Review Queue and Processed Apps Queue. The other queues do not appear when they log in. The Graduate Division recommends that faculty be assigned the Restricted Reviewer role unless they explicitly need access to all Queues. The Department Chair may assign this role to faculty members as they deem appropriate. This is a faculty-only role.

ASSIGNING PERMISSIONS

The GPA may add departmental users to the review system in the Admin screen. Enter the UCSB NET ID of the person receiving access and click Add User. They will show up in your Existing Users.



You may make Existing Users Inactive (so they cannot log in) by clicking their entry and then the Disable button. Likewise they can be reinstated, or Enabled by clicking that button.

Once a new user has been added, only the Department Chair or Graduate Division may assign the appropriate permissions to that user. The Department Chair may designate the following Roles in their tab called Manage Users' Roles:

Faculty Admissions Chair or Graduate Advisor

Category Manager

Full Reviewer

Restricted Reviewer

The Graduate Division must assign the following roles:

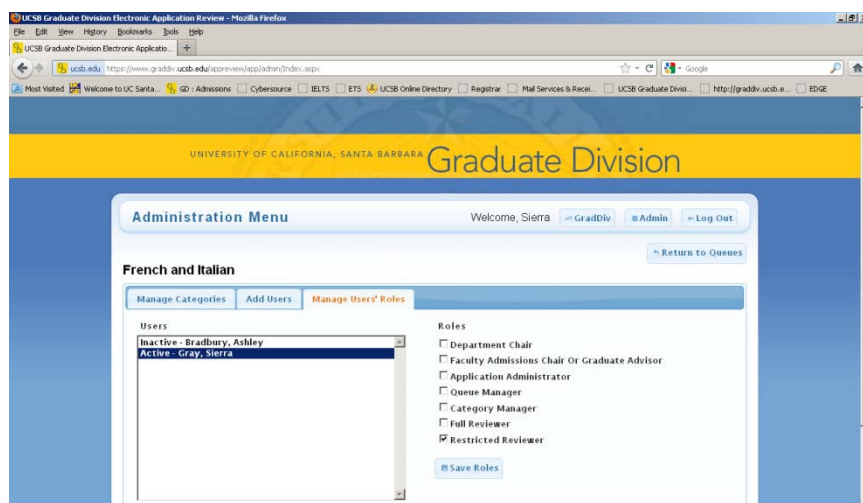
Department Chair

Application Administrator

Queue Manager

If a new GPA is hired, the Department Chair must email the Assistant Director of Admissions to ask that they be added as an Application Administrator/Queue Manager.

To assign a role to a user, the Department Chair clicks on the user and then checks off the Role(s) they should have. To finish, click Save Roles.



When the Department Chair selects a user, they see what roles are currently assigned to them.

MANAGING RESEARCH AND FACULTY INTERESTS

Applicants are asked to provide a list of research interests and faculty they are interested in working with. You should update and edit these lists at the start of each application cycle. Do not edit the list after you have received applications, this will cause errors in the application. Edit the lists by visiting the Administration Menu and clicking on either the “Manage Faculty Interests” tab or the “Manage Research Interests” tab. These lists will always appear in alphabetical order based on the first letter of the entry.

Faculty interests:

The screenshot shows the 'Administration Menu' for 'Anthropology'. The user is logged in as 'Robin'. The 'Manage Faculty Interests' tab is selected. There is a text input field for 'Faculty Name' with an 'Add Faculty' button. Below it is a list of 'Existing Faculty' members: James colon, John Tooby, PhD, Juan-Vicente Palerm, PhD, Katharina Schreiber, PhD, Lynn H. Gamble, PhD, Mary E. Hancock, PhD, Michael A. Jochim, PhD, Michael D. Gurven, PhD, Steven J. C. Gaulin, PhD, and Stuart T. Smith, PhD. There are 'Rename' and 'Delete' buttons for the list. The UCSB logo and copyright information are at the bottom.

Research interests:

The screenshot shows the 'Administration Menu' for 'Anthropology'. The user is logged in as 'Robin'. The 'Manage Research Interests' tab is selected. There is a text input field for 'Research Interest' with an 'Add Interest' button. Below it is a list of 'Existing Research Interests': Archaeology, Biological/Physical Anthropology (IAS), and Sociocultural Anthropology. There are 'Rename' and 'Delete' buttons for the list. At the bottom, there is a checkbox labeled 'Allow 'Other' Entries'.

By selecting “Allow ‘Other’ Entries, “Other” will appear in your list of research interests. When the applicant selects “Other” they will be prompted to write in a research interest.

Departments may use research and faculty interests to filter applicants into specific review lists. To do so select the faculty member or research interest area from the drop-down menu at the top of the screen:

Submitted Queue | Review Queue | Admit Queue | Deny Queue | Incomplete Queue | Exceptions Queue | Processed Apps | Reports

Department: Anthropology | Application Quarter: 2013 - All Quarters | Objective: All

Category: All | Comments: No Filter

Votes: No Filter | Research Interests: All

Faculty Interests: All

Actions: --Select an Action-- | Apply to Selected Applications

The page will automatically refresh to show just the applicants who selected that faculty member or research interest.

CATEGORIES

Departments may use categories to filter applicants into specific review lists. Category Managers may create and modify categories, assign applicants to categories, or remove applicants from categories. To add, delete or edit a category, enter the Admin Screen and use the appropriate buttons. Categories you have made will show up in the list and will be available in your Actions drop down menu in the queues.

Administration Menu | Welcome, Haley | GradDiv | Admin | Log Out

Anthropology | Return to Queues

Manage Categories | Add Users | Manage Users' Roles | Manage Faculty Interests | Manage Research Interests

Category Name: + Add Category

Existing Categories:

- Accepted
- Anthropology
- Aswani
- Gamble
- Gaulin
- Gurven
- Hancock
- IAS
- Jochim
- Palerm

Rename | Delete

In the Queues, Category Managers may assign categories to applicants.

To put someone in a category, select their application. Then in the Actions menu, pick the category you wish to assign

UCSB Graduate Division Electronic Application Review - Mozilla Firefox

Submitted Queue | Review Queue | Admit Queue | Deny Queue | Incomplete Queue | Exceptions Queue | Processed Apps | Reports

Department: French and Italian | Application Quarter: 2012 - Fall | Objective: All

Category: All | Comments: No Filter

Votes: No Filter

Actions:

- Select an Action--
- Select an Action--
- Apply Category: 18th c. literature
- Apply Category: French
- Apply Category: French Poetry
- Apply Category: Italian
- Apply Category: Professor X Review
- More to Queue: Admit

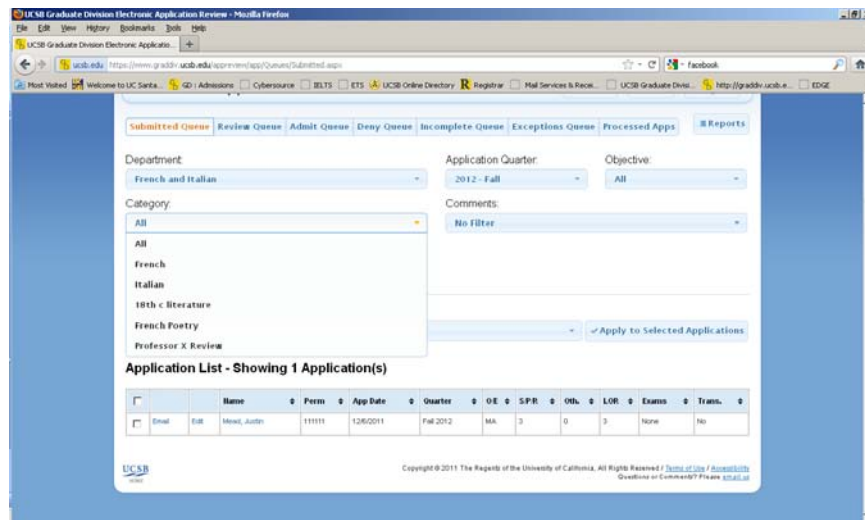
Apply to Selected Applications

LOR	Exams	Trans.
3	None	No

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Click Apply to Selected Actions.

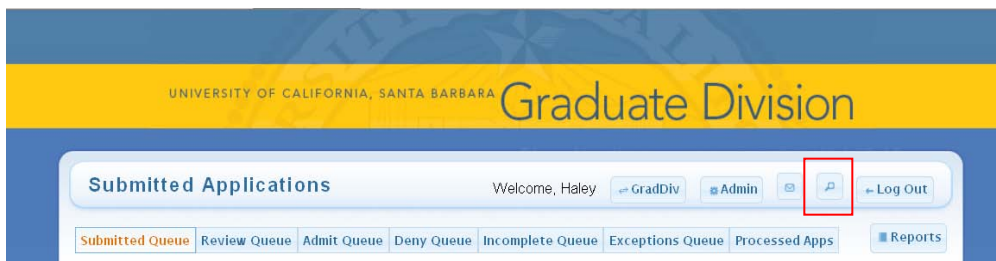
You can then use the Category drop down menu to filter your applicant list by category.



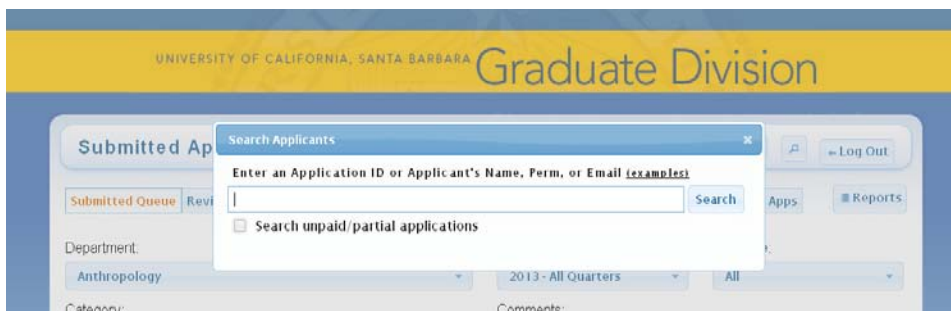
Applicants may be added to multiple categories. To remove someone from a category, use the Remove Category Action.

SEARCHING FOR APPLICANTS

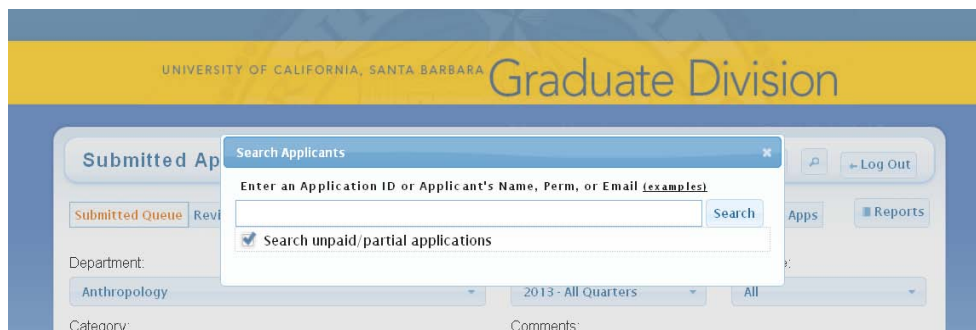
You can search for applicants using the search tool located at the top of the page.



You may search by the applicant's first name, last name, last name [comma] first name, perm number, application number, or email address.



You may also search for unpaid/partial applications, which is helpful if an applicant who hasn't paid yet has questions or needs help uploading a document or transcript. Just click the small box:



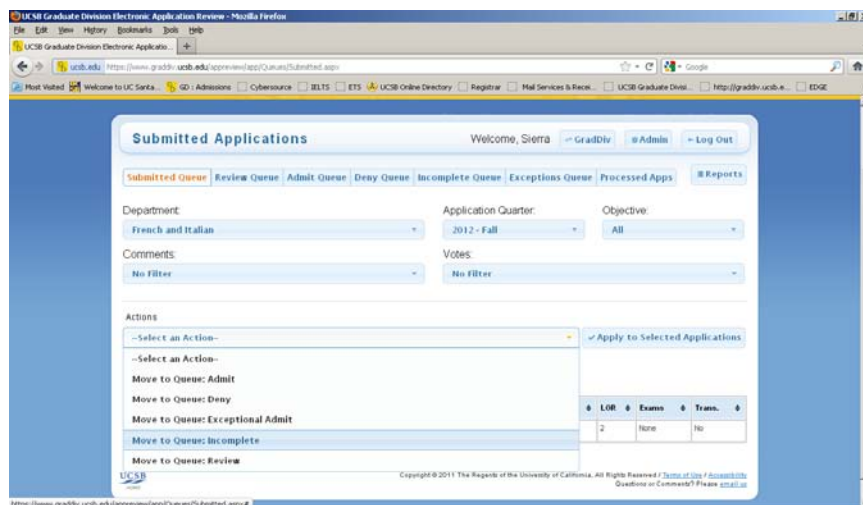
Note: Only Application Administrators have access to unpaid/partial applications. These applications should not be released to other users under any circumstance. It is important to remember that these applicants may never pay or choose to release their application for review.

QUEUES

The Queue system allows departments to manage applications. Queue Managers (GPA's) may move applicants between queues at will. Applicants may be moved back and forth. Their queue location is only cemented once an admissions decision has been processed by the Graduate Division as reflected in the Processed Apps Queue.

MOVING APPLICANTS BETWEEN QUEUES

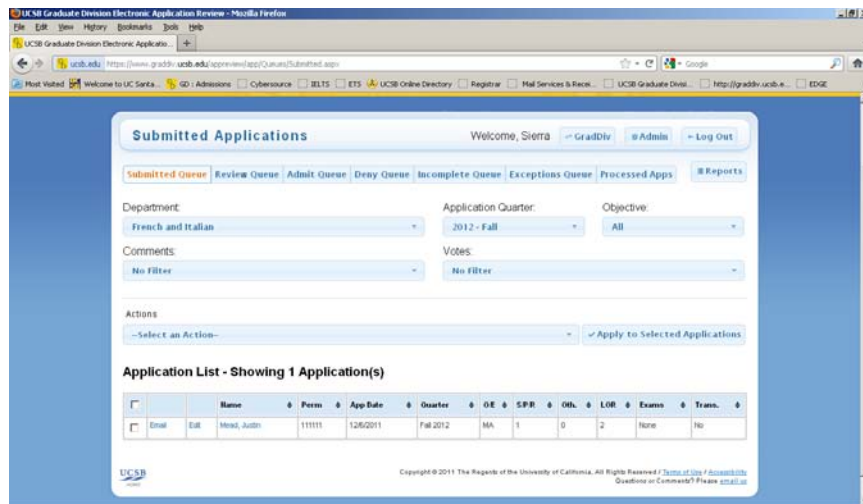
Select the applicant with the check box next to their name, or check the header check box to select all applicants. In the Actions menu select the Proper Move to Queue command.



Click the Apply to Selected Applications button. The person will disappear from the Queue they were in and appear in the new queue that has been designated.

QUEUE TYPES AND DESCRIPTIONS

Submitted Queue- When an applicant submits and pays for their online application, they show up in the Submitted Queue. From this Queue, GPA's can email the applicant, mark materials as received using the Edit button, and view the Application Datasheet by clicking on the applicant's name. The Edit button also shows up in the datasheet. The queue is sortable by any parameter and lists name, perm, applied data, application quarter, objective/emphasis, number of documents locked for Statement/Achievements/Resume, number of Other documents locked, number of letters of recommendation received, and exams received (none if none are official, name of test that is official).



Review Queue- When an application is deemed complete and ready for faculty review by the GPA, they will move the application into the Review Queue. Faculty may log in to review these applications. The queue is sortable by any parameter and lists the following fields

Name

Objective/Emphasis

Applicant-reported residency status (Res=applicant indicated they are a California resident, Non=applicant indicated they are a US citizen or permanent resident, but not a California resident, Int=applicant indicated they are an international student)

Name of the degree-granting undergraduate institution

Grade Point Average (whatever is reported in the “Reported GPA” in Reported Institutions)

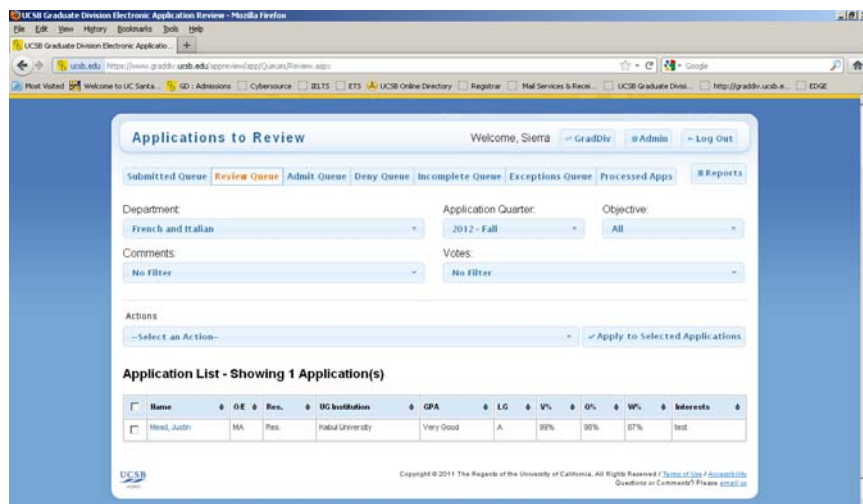
Letter Grade Equivalency (if reported in the Reported Institutions area)

GRE General test Verbal percentile

GRE General Quantitative percentile

GRE General test Writing percentile

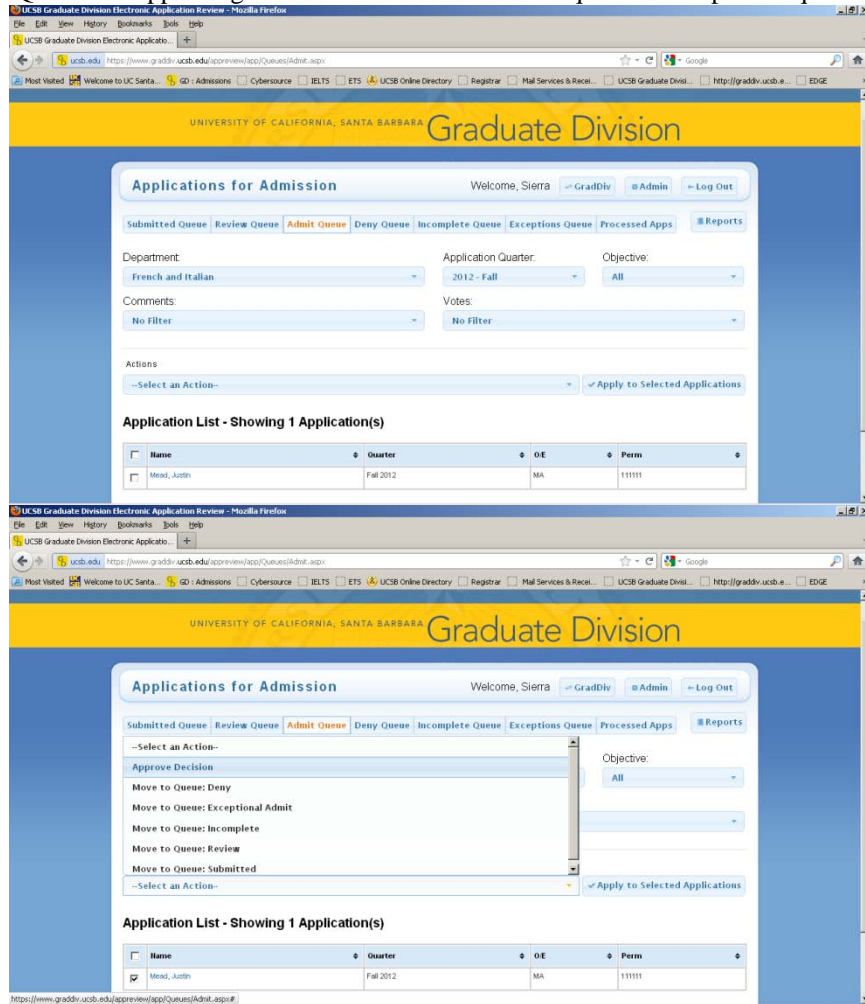
Area(s) of Research Interest as self-reported by the applicant in their online application



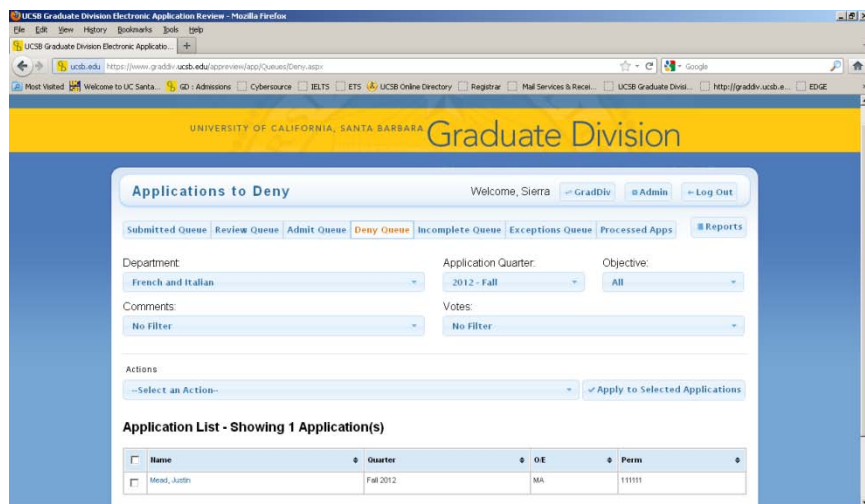
Clicking on the applicant’s name will take the reviewer to the datasheet. From the datasheet they can review all of the applicant-reported information supplied in the online application, view exam scores (Official or Self-Reported will be indicated in the Status column), view documents and letters, and leave internal comments. Faculty Reviewers may “vote” on an admissions decision on this page if they wish. The queue can be filtered by Comments, Votes, or Categories.

Admit Queue- Once it is determined that an applicant should be admitted, the GPA should place that applicant, or set of applicants, into the Admit Queue. One of the users with signature authority (Department Chair, Graduate Advisor, or Graduate Admissions Chair) should then log in to approve the decision. In order to send the decision to the Graduate Division, the signature authority would select the appropriate people, and from the Actions list, select Approve Decision and hit the Apply to Selected Applications button. This will send the admits to the Graduate Division for processing. The Graduate Division will process applicants in the order they are received.

Please note: if an applicant requires a degree objective change you must alert the Graduate Division staff prior to moving the applicant to the Admit Queue and approving the decision. This does not require an exception request.

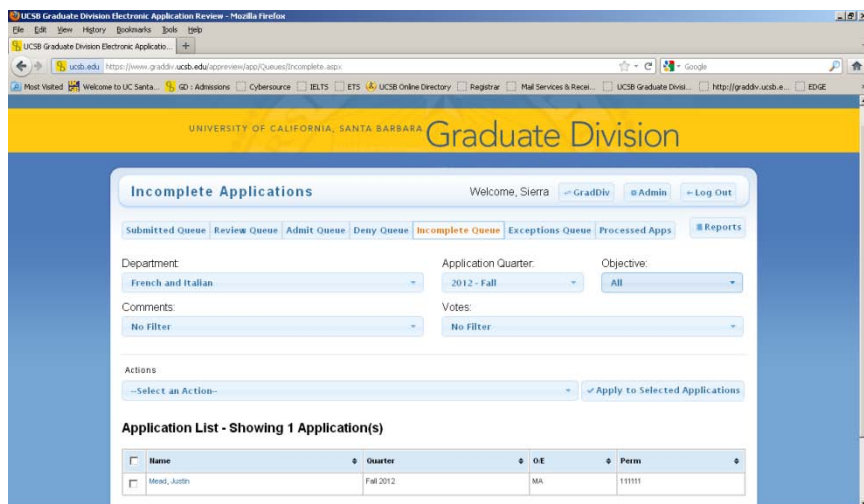


Deny Queue- Once it is determined that an applicant should be denied, the GPA should place that applicant, or set of applicants, into the Deny Queue. One of the users with signature authority (Department Chair, Graduate Advisor, or Graduate Admissions Chair) should then log in to approve the decision. Once the decision is approved, the applicant will immediately be emailed with a notification that there is a decision available and they will log in to their application to see the denial letter.

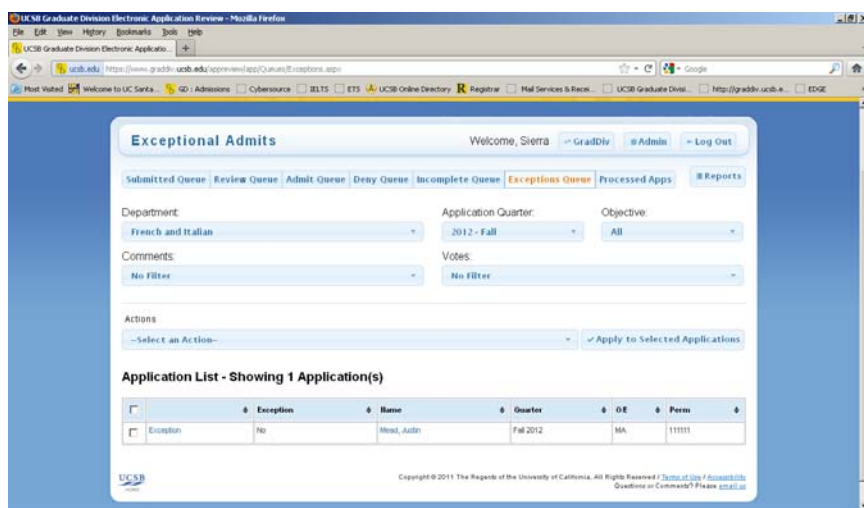


Incomplete Queue- If it is determined that an application cannot be reviewed because it is Incomplete, the GPA should place that applicant, or set of applicants, into the Incomplete Queue. One of the users with signature authority (Department Chair, Graduate Advisor, or Graduate Admissions Chair) should then log in to approve the decision. Once the decision is approved,

the applicant will immediately be emailed with a notification that there is a decision available and they will log in to their application to see the incomplete letter. An “incomplete decision” is intended to be a final decision. Do not move applicants to this queue who you would like to receive further application items from for further review.



Exceptions Queue-If the department would like to admit an applicant who does not meet minimum admissions standards and needs an exception for any reason (low GPA, low TOEFL, late admit, etc.) the GPA should place that applicant, or set of applicants into the Exceptions Queue. The reason(s) for exception(s) should be selected and the justification should be entered into the text box provided. One of the users with signature authority (Department Chair, Graduate Advisor, or Graduate Admissions Chair) should then log in to approve the decision. This will send the applicants to the Graduate Division for evaluation by the Deans. The Department **may not** send an admission letter to the applicant until further notice from the Graduate Division. If the exception is approved, the admit will be processed. If it is denied or additional information is needed, the applicant will be placed back in the Exceptions Queue for further action by the department.



Processed Apps- The Processed Apps Queue reflects all applicants who are in process for an admissions decision or have received a decision (including admits, unconditional admits, denied applications, and incomplete applications). This queue is visible to all users, including Restricted Reviewers. Once a decision has been processed, the data sheet and all documents/information are visible, but not modifiable.

THE EDIT SCREEN: PROCESSING MATERIALS RECEIVED FROM THE APPLICANT, AND LETTERS OF RECOMMENDATION

It's helpful to keep in mind that applicants may modify the following four sections even after submitting and paying for the online application:

- Address
- Letters of Recommendation
- Statements & Supplemental Documents (only unlocked documents)
- Exam Scores

If applicants ask you to change information in these sections, you may instruct them to do so themselves.

GPA's may use the Edit screen to interface with the online application and review system and record information about application materials. In the Submitted Queue the Edit screen can be accessed from the main menu. It can also be accessed from the Datasheet. Only Application Administrators may access the Edit screen

VERIFYING GPA/ACCREDITATION

The Reported Institutions section outlines the educational history of an applicant as self-reported on the online application. Each department should confirm that the institutions and degrees listed are accurate, accredited, and equivalent for graduate study at UCSB. Please contact the Assistant Director of Admissions regarding any questions about GPA calculation and accreditation. The first listed Undergraduate and Graduate institutions are meant to list the schools that granted the applicant his or her degree. Please make sure that the applicant has uploaded transcripts from all institutions listed in this section.

Click on the institution in the applicant's Edit screen to open the record and log information about it.

Progress Saved

Undergraduate Education

List the school awarding your undergraduate degree as Undergraduate Institution 1. List other schools in order of most recent attendance by adding additional Undergraduate Institutions.

Name	Degree	Major	Unofficial	Official		
1: San Diego State University	Bachelor of Arts	Communication	View	View	Edit	Delete
2: Chung-Ang University	No Degree	Cultural Studies	N/A	N/A	Edit	Delete

+ Add Undergraduate Institution

You may use the blue arrows on the left hand side to change the order of listed institutions (institutions where the applicant received a degree should be first).

Click the Edit button to view the institutional information in detail.

CALCULATING AND CONFIRMING THE GPA SCALE AND GPA

The Scale and GPA reported by the applicant are listed.

Edit Institution

School Location: US - California

School Name: San Diego State University

Is the language of instruction at this institution English only? Yes No

Degree Awarded / Expected: Bachelor of Arts

Major: Communication

Date Enrolled (mm/dd/yyyy): 08/29/2005

Date Degree Awarded / Left Institution (mm/dd/yyyy): 12/31/2008

Units / Credits Completed: 146

GPA Scale (More Info): 4.0

Cumulative Grade Point Average (GPA): 3.84

Confirm GPA Accuracy

Accredited University

US Equivalent Letter Grade: A+ A A- B+ B B- C+ C C- D+ D D- F N/A

Department GPA Calculation:

Graduate Program Assistants may change the reported GPA Scale and the Reported GPA. List the GPA that is on the degree-granting institutions transcript. Checking “Confirm GPA Accuracy indicates that the GPA” is “official” according to the department.

For International applicants, you must use the International Transcript Evaluation Country Guide posted on GradNET to verify the accreditation of the institution. Please follow the guidelines below in the section called Calculating International GPA Equivalency. If you have verified that the institution is accredited, check Accredited University. For international applicants, you must also select the US Equivalent Letter Grade listed in the Country Guide. This is **REQUIRED** for international applicants, but optional for domestic applicants.

When you have recorded the necessary information, click Update Institution.

If your department calculates a specific subset of courses for a Department GPA you may enter it into the field marked “Department GPA Calculation.” This section will not be used by the Graduate Division when reviewing students for admission.

CALCULATING INTERNATIONAL GRADE POINT AVERAGE (GPA) EQUIVALENCY

Before an admissions committee can review an international applicant’s file, an international transcript and credential evaluation must be performed in order to determine the equivalency of an applicant’s international education to a domestic education.

International transcript evaluations are performed directly by trained department Graduate Program Assistants. Graduate Program Assistants should not perform international transcript evaluations unless they have participated in an international transcript evaluation training session, which is conducted by Graduate Division Admissions staff, or have had a private training session with Graduate Division Admissions staff. To schedule a training session, please contact the Assistant Director.

To complete an international transcript evaluation:

- Make sure that TOEFL or IELTS scores have been received and that the applicant has met minimum score requirements. Evaluations should not be completed for applicants missing TOEFL or IELTS scores, unless an exemption applies.
- Open or print transcripts, certificates, and diplomas (original language and official English translations). Check the accreditation status of the Institution/Degree program in the International Transcript Evaluation Country Guide, which is available on GradNET under “Resources – Admissions”.
- Calculate the GPA equivalency using all courses represented on the degree granting institution’s transcript. Electronic Grade Point Average Calculators are available on GradNET under “Resources – Admissions” to assist in calculating Indian, Chinese, and other foreign country GPA equivalencies.
- Use the International Transcript Evaluation Country Guide on GradNET under “Resources – Admissions” to find information on the country’s grading scale. Compare calculated GPA to grading scales provided in the Country Guide.
- Once the calculation is complete, make necessary edits to the reported Educational History in the application. Be sure to select the appropriate equivalent letter grade based on the grading scale in the Country Guide.

The screenshot shows a form with the following fields and callout boxes:

- Date Enrolled (mm/dd/yyyy):** 8/13/2001
- Date Degree Awarded / Left Institution (mm/dd/yyyy):** 12/1/2005
- Units / Credits Completed:** 423
- Reported GPA Scale:** 10.0 (Callout: This is the scale used at the university the applicant attended as reported on the transcript.)
- Reported GPA:** 9.35 (Callout: This is the GPA calculated using the grades/score indicated on the transcript. DO NOT convert the GPA to a 4.0 scale!)
- Confirm GPA Accuracy:**
- Accredited University:**
- US Equivalent Letter Grade:** A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, N/A (Callout: Select the appropriate equivalent letter grade based on the Country Guide scale.)
- Department GPA Calculation:** (Callout: Here you may indicate another GPA based on your department’s practices.)

Please note that all information, including Visa type sought, and California residency, are self-reported and subject to verification by campus offices if the applicant is admitted.

CALCULATING DOMESTIC GRADE POINT AVERAGES (GPA)

Cumulative GPA as stated on the degree granting institution’s transcript is the admission standard. If no cumulative GPA is listed on the degree granting institution’s transcript, one must calculate a cumulative GPA including all coursework represented on the degree granting institution’s transcript.

Departments may elect to calculate an upper division GPA for students who do not meet the 3.0/B minimum GPA requirement with the cumulative GPA. Such an applicant would not be eligible for admission automatically. The department may wish to use a good upper division GPA as a justification in the exception request. The department would have to submit an Exception to Admissions Policy Request Memo and place the applicant in the Exceptional Admit Queue.

To calculate an upper division GPA using an undergraduate transcript one would follow these steps:

- In order to determine the semesters or quarters that fall under the junior and senior years, start at the beginning of the transcript and count forward until you reach 60 semester or 90 quarter units. Include any transfer units the applicant may have earned at another school in your count. Grades for all units that fall after the first 60 semester or 90 quarter units on a transcript will be part of your GPA calculation. If you reach 60 or 90 units in the middle of a particular quarter, include the entire quarter in the GPA calculation.
- Be sure to take note of any codes that may follow a grade. These codes will flag repeated courses or courses that should not be used in calculating the GPA.

CALCULATING A CUMULATIVE GPA

- Use all units and grades on the transcript.
- Only include a GPA on the Data Sheet for graduate work if the applicant is in a graduate degree program. Post-baccalaureate, non-degree work should not be included in this area.
- If an applicant submits a transcript from an institution that does not issue grades (e.g., UC Santa Cruz pre-2001), write either “Pass” or “No Pass” into the GPA section of the Data Sheet. In the other areas of the Academic Evaluation section of the Data Sheet, enter in as much education data as possible for review by your admissions committee.

Grading Scales and Unit Conversion

GPA can be computed by dividing the total grade points by the total number of units. Electronic Grade Point Average Calculators are also available on GradNET under “Resources – Admissions” to assist in efficient GPA calculation. $GPA = \text{Total Grade Points} / \text{Total Units}$.

Reference Information:

Unit Conversion Chart		UCSB Grade Point Scale	
Semester	Quarter	Grade	Grade Points per Unit
10	15.0	A+/A	4.0
9	13.5	A-	3.7
8	12.0	B+	3.3
7	10.5	B	3.0
6	9.0	B-	2.7
5	7.5	C+	2.3
4	6.0	C	2.0
3	4.5	C-	1.7
2	3.0	D+	1.3
1	1.5	D	1.0
0.5	0.75	F	0.0

TRANSCRIPTS: UNOFFICIAL AND OFFICIAL

Applicants are required to upload an unofficial transcript to each educational institution they have attended. If they need help uploading you will need to create a new institution for them, enter the required information, and upload the transcript. You may also use the “update transcript” link to upload a new transcript to the application. Press Save Institution after entering the information and uploading the unofficial transcript.

The screenshot shows a web form for adding an undergraduate institution. The form includes the following fields and options:

- Undergraduate Institution:** A section with a "+ Add Undergraduate Institution" button.
- Graduate Education:** A section with a "+ Add Graduate Institution" button.
- Name:** A text input field.
- Date Degree Awarded / Left Institution (mm/dd/yyyy):** A text input field.
- Units / Credits Completed:** A text input field.
- GPA Scale (More Info):** A text input field.
- Cumulative Grade Point Average (GPA):** A text input field.
- Confirm GPA Accuracy:**
- Accredited University:**
- US Equivalent Letter Grade:** A dropdown menu with options: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, N/A.
- Department GPA Calculation:** A text input field.
- Unofficial Transcript (PDF, 10MB max file size):** A file upload area with a "Browse" button.
- Buttons:** "Save Institution" and "Cancel".

Please be sure to redact any Social Security Numbers before updating. Similarly, if you see an applicant has uploaded a transcript with their SSN please ask them to upload a new transcript with a redacted SSN or print the document, redact the SSN, and re-upload the document yourself.

If the applicant is admitted and decides to attend UCSB they will be instructed send their final/official transcript to the Graduate Division. If you receive a final/official transcript you must send it to the Graduate Division for processing. You will be able to view the official transcript as part of the datasheet and within the Edit screen.

MODIFYING SUPPLEMENTAL DOCUMENTS

Deleting a Locked Document

In the Supplemental Documents section, you will see all of the documents currently associated with the application.

The screenshot shows the "Supplemental Documents" section of the application review interface. It displays a table of documents with the following columns: Document Type, Date Received, Uploaded By, Locked, and View Link. Each row also includes a "Delete" button.

Document Type	Date Received	Uploaded By	Locked	View Link
Personal Achievements / Contributions Statement	10/5/2011	Applicant	Yes	View Document
test	10/17/2011	Applicant	No	View Document
Résumé or Curriculum Vitae	10/17/2011	Applicant	No	View Document
Writing Sample	10/18/2011	Academic Department	No	View Document
Test Document	11/21/2011	Applicant	No	View Document
test document	12/13/2011	Applicant	No	View Document
Statement of Purpose	12/13/2011	Applicant	No	View Document

Below the table, there is an "Upload Document" section with a "Browse" button and a "Document Title" field.

If an applicant has “Locked” a document, and you want to allow them to upload a new one, simply use the Delete button to delete the document. They will then be able to upload a new document via their online application.

You can add documents, such as writing samples, that you receive via email or mail to this section using the Upload Document tool. Any documents added to the Supplemental Documents section WILL be visible to the applicant in their online application.

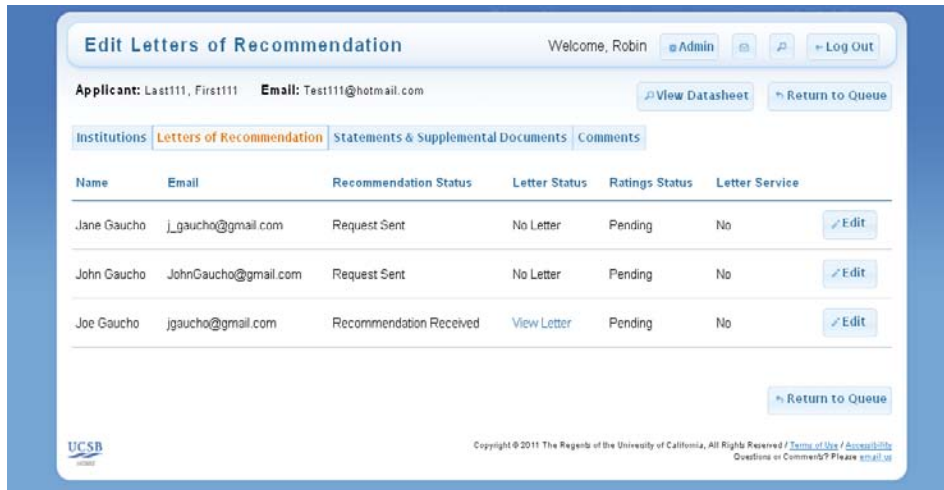
Important: DO NOT add transcripts or letters of recommendation to the Supplemental Documents section. These are confidential documents and cannot be shown to the student in the online application.

Notice regarding Social Security Numbers: If you notice a student has uploaded a supplemental document with their Social Security Number please delete the document and ask the student to redact their Social Security Number and upload the document again.

TROUBLESHOOTING/UPLOADING LETTERS OF RECOMMENDATION

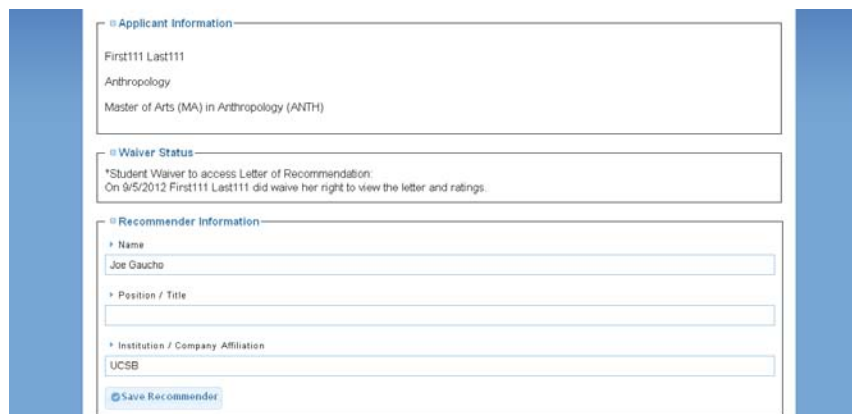
If a recommender has trouble uploading a letter of recommendation, you can help them to complete the process. Complete this process in the applicant’s Edit screen.

Under the Letter Status column, No Letter indicates we haven’t received anything from the recommender yet. If we have received something, you will have the option to View Letter and see what’s on file.



When you receive a letter through email from the professor, verify that the email address they contacted you from matches the email address listed for them. This is our verification that the recommender has been designated by the applicant.

Click the Upload Letter link. You will see a very similar version of what the recommender sees.



The screenshot displays a web application interface for UCSB. It is divided into three main sections:

- Letter Section:** Shows "No Letter" and an "Upload Letter of Recommendation (PDF or MS Word format, 4 MB max file size)" button with a "Browse" link. Below it is a "Save Letter" button.
- Ratings Section:** Contains five dropdown menus for "Intellectual Ability", "Imagination & Creativity", "Ability in Oral Expression", "Writing Ability", and "Overall", each with a "Please Select" option. A "Save Ratings" button is located at the bottom of this section.
- Communication Section:** Features three buttons: "Send Ratings Request", "Resend Full Request", and "Email Recommender".

At the bottom of the page, there are two navigation buttons: "Return to Application Edit" and "Return to Queue". The UCSB logo and copyright information are visible in the footer.

Fill out all of the fields you received from the recommender. If you upload a letter a link will become available for you to view the letter. Please ensure you uploaded the correct document.

You can also send a ratings request email, resend a full request, or email the recommender from this page.

Uploading Letters from a Letter Service

If the applicant indicates in the online application that a Letter Service will be providing the letter on behalf of their recommender, we will still email the recommender to request ratings. The applicant must enter recommenders into the online application regardless of the mode of submission. Recommenders whose letters will come in the mail must be entered into the online application so that you can add the scanned materials to the applicant file.

If a letter is being provided via Letter Service, you will see an Upload Link and a Ratings Link in the Letters of Recommendation Section. You can use these links individually to upload the information if you need to. This would happen if you received a letter in the mail from Interfolio, or a coversheet in the mail from the recommender. The links provided under Upload Link and Ratings link are exactly the same as the ones we provided to the Letter Service and the Recommender. In this case the Upload Link only asks for the letter and the Ratings Link only asks for the ratings:

Upload Link (provided to Letter Service)

The screenshot shows a web browser window displaying the UCSB Graduate Division Electronic Application Letter of Recommendation page. The page header includes the UCSB logo and the text "UNIVERSITY OF CALIFORNIA, SANTA BARBARA Graduate Division". The main content area is titled "Letter of Recommendation" and contains the following instructions:

Instructions

Justin Mead is applying to the University of California, Santa Barbara for admission to graduate study in the French and Italian department with the objective(s) of Master of Arts (MA) in French & Italian (FR) and may be applying for financial assistance. This applicant asks that you provide the letter of recommendation from Sample Recommender to be considered as part of their application materials.

After submitting your recommendation, you will have an opportunity to review the letter you uploaded, before submission is finalized.

Recommendation

Upload Letter of Recommendation (PDF or MS Word format, 4 MB max file size)

[Browse...]

[Submit Recommendation] [Decline to Recommend]

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Ratings Link (provided to recommender)

The screenshot shows a web browser window displaying the UCSB Graduate Division Electronic Application Recommendation Ratings page. The page header includes the UCSB logo and the text "UNIVERSITY OF CALIFORNIA, SANTA BARBARA Graduate Division". The main content area is titled "Recommendation" and contains the following instructions:

Please provide a rating for this applicant in the following categories. Ratings should be related to individuals you have known in recent years in the applicant's field and at a comparable level of study/achievement.

Intellectual Ability
--Please Select--

Imagination & Creativity
--Please Select--

Ability in Oral Expression
--Please Select--

Writing Ability
--Please Select--

[Preview Recommendation] [Decline to Recommend]

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Templates for uploading letters

The below templates may be useful when trying to collect the information you need to assist a recommender with letter upload:

When you have the letter but need the ratings:

Hello RECOMMENDER,

Thank you for taking the time to write for this applicant. Please reply to this message and include your ratings of APPLICANT so I complete the recommendation form on your behalf.

Please provide a rating for this applicant in the following categories:

Intellectual Ability:

Imagination & Creativity:

Ability in Oral Expression:

Writing Ability:

The response choices for these items are:

Upper 1-2%

Upper 10%

Upper 25%

Upper 50%

Lower Half

Inadequate Opportunity to Observe

Decline to State

Thank you.

Best,

When you need letter and ratings:

Hello RECOMMENDER,

Thank you for taking the time to write for this applicant. Please reply to this message and include your letter as an attachment as well as your ratings of APPLICANT. We will be happy to complete the recommendation form on your behalf.

Please provide a rating for this applicant in the following categories:

Intellectual Ability:

Imagination & Creativity:

Ability in Oral Expression:

Writing Ability:

The response choices for these items are:

Upper 1-2%

Upper 10%

Upper 25%

Upper 50%

Lower Half

Inadequate Opportunity to Observe

Decline to State

Thank you.

Best,

ADDING COMMENTS TO THE APPLICANT

The Edit screen allows you to add a comment that the applicant will see in their online application. They will see the name of the person who left the comment and the date the comment was made. You may wish to use this field to instruct applicants to provide materials or lock documents. Comments cannot be deleted. They will appear in a running log. When you save a comment the applicant will receive an email letting them know they have a new comment.

ADDING INTERNAL COMMENTS

The Edit screen also allows you add a comment for internal reviewers. The applicant won't see this comment. You may wish to add major GPA or other information here that you wish to share with the review committee but not with the applicant. Comments are logged in date order and indicate the user name and date logged. All comments will be permanently deleted at the end of each application cycle (beginning of October).

COMPLETE APPLICANT FILES AND FACULTY REVIEW

When you have determined that a file is ready to be reviewed by your admissions committee, move the file from the Submitted Queue into the Review Queue. Once files are in the Review Queue, Restricted Reviewers will be able to see them.

APPLICATION DATASHEET

The Datasheet provides users with a representation of almost all of the data collected from the applicant in their online application. This is the main point of reference for faculty reviewers. They can view all documents, letters, exam scores and information about the applicant on the datasheet. Please note, much of this information is **self-reported**. Information is subject to verification (specifically with regard to California residency, which is determined by the Office of the Registrar's Residence Deputy). If you notice a possible discrepancy in applicant-reported data, email the applicant to ask and if data needs to be changed ask the applicant to contact the Graduate Division directly.

Application Datasheet
Welcome, Sierra > GradDiv > Admin > Log Out

Mead, Justin - 111111

[/ Edit Application](#)
[^ Return to Queue](#)

Collapse/Expand All Sections

Program Data

Objective 1: MA/FR	Areas of Research: Inst
Applied Date: 12/6/2011	Faculty Interests: Professor ABC

Personal & Demographic Data

Name: Mead, Justin	Siblings in College: 0
Email: meadjustin@gmail.com	Father's Highest Degree: No High School
Gender: Male	Mother's Highest Degree: Some College/University
Date of Birth: 7/20/1985	IPEDS Hispanic/Latino: No
Ethnicity: Chicano / Mexican American	IPEDS Racial Categories: African American / Black
Language at Home: Amharic	IPEDS Racial Ethnic Background: Filipino / Filipino American
First Generation College: Yes	IPEDS Ancestry: Central or South American
Siblings: 0	

Citizenship Information

Country of Citizenship: United States	CA High School Attendance: Yes
Country of Legal Residence: United States	CA Resident: Yes
Country of Birth: United States	

Education History

Undergraduate Institution 1	Undergraduate Institution 2
Name: Kabul University	Name: Alabama State University
Location: Afghanistan	Location: US - Alabama
English Only Instruction: No	English Only Instruction: Yes
Date Enrolled: 10/19/2011	Date Enrolled: 10/4/2005
Date Separated: 10/31/2011	Date Separated: 10/1/2008
Degree: Bachelor of Arts	Degree: No Degree
Major: Engineering	Major: Mathematics
GPA: Very Good	GPA: 3.27
Letter Grade: A	GPA Scale: 4.0
GPA Scale: Very Good	GPA Confirmed: No
GPA Confirmed: Yes	Transcript Received: No
Transcript Received: Yes	
Transcript View Document	

Graduate Institution 1

Name: Zhejiang University (formerly Hangzhou University)
Location: China, P.R.
Date Enrolled: 10/9/2009
Date Separated: 10/17/2011
Degree: Master of Arts
Major: Mathematics
GPA: 87.5
GPA Scale: 100
GPA Confirmed: No
Transcript Received: No

Exam Scores

GRE Concordance Tables:

- Verbal Reasoning, Quantitative Reasoning, and Analytical Writing Percentiles
- Verbal Reasoning Scores

Exam Type	Exam Date	Reg. Cand. Number	Status	Scores
GRE	11/1/2011	1234567	Self-Reported	V: 170 / 99% Q: 170 / 98% W: 5 / 87%

Literature Subject Exam	3/1/2011	7894561	Self-Reported	O: 600 / 87%
TOEFL IBT	6/14/2011	000000000001452	Self-Reported	R: 20 L: 20 S: 20 W: 20 T: 80
IELTS	3/8/2011	014785	Self-Reported	L: 5 R: 6.5 W: 7 S: 5.5 O: 6
MAT	11/14/2011	N/A	Self-Reported	Scaled: 470

Documents

Document Type	Date Received	Uploaded By	Locked	View Link
Personal Achievements / Contributions Statement	10/9/2011	Applicant	Yes	View Document
test	10/17/2011	Applicant	No	View Document
Résumé or Curriculum Vitae	10/17/2011	Applicant	Yes	View Document
Writing Sample	10/18/2011	Academic Department	No	View Document
Test Document	11/21/2011	Applicant	No	View Document
test document	12/13/2011	Applicant	No	View Document
Statement of Purpose	12/13/2011	Applicant	Yes	View Document

Recommendations

Name	Title	Institution	Received	View Link	Ratings
Justin Robert Mead	Professor	UCSB	12/13/2011	View Letter	Intellectual Ability: Upper 2% Imagination/Creativity: Upper 2% Oral Expression: Upper 10% Writing Ability: Upper 2%
S Gray	Professor	UCSB	11/21/2011	View Letter	Intellectual Ability: Upper 10% Imagination/Creativity: Upper 2% Oral Expression: Lower Half Writing Ability: Upper 25%
webmaster	test	ucsb	12/6/2011	View Letter	Intellectual Ability: Upper 2% Imagination/Creativity: Upper 2% Oral Expression: Upper 2% Writing Ability: Upper 2%

Financial Data

Merit-Based Funding Considerations	None	Current Occupation	Architectural and Design Services
Personal Funds Available for Schooling	\$45.00	Dependents	15
Have a Fellowship or Financial Sponsorship	No	Personal Debt	\$0.00

Internal Comments

— Sierra Gray on 10/18/2011

SAO staff deleted SOP. App will go to review tomorrow. Our office should not facilitate other deletions.

Add a Comment

[Add Comment](#)

Reviewer Recommendation Vote

You may indicate your recommended admissions decision for this applicant below (optional):

[Admit Applicant](#) | [Deny Admittance](#) | [Undecided](#)

Current Vote Tally

Admit	Deny	Undecided	Total
0	0	0	0

[Return to Queue](#)

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Education History

Updates made on the Edit screen are reflected in the Education History. Under the Institution name, it will indicate if an equivalent letter grade has been entered, if the GPA has been confirmed and if the transcript has been received. A link to the applicant's unofficial transcript will be provided. You may also upload a new unofficial transcript or official transcript.

Exam Scores

If the status of an exam is Self-Reported, we have not yet matched official scores to this applicant's record. The status once scores are received from ETS (or other official testing agency) will be logged as Official. If your department receives scores reports, please forward them to the Graduate Division. If you are receiving inquires about problems with GRE or TOEFL scores, please forward the following instructions to applicants, which will help the score matching process:

Dear Applicant,

We require your assistance in completing your application. As of yet, we have not received your official GRE/TOEFL scores. If you have taken the GRE/TOEFL and believe that your scores should have been sent to UCSB, or if you need to designate UCSB as a recipient for your GRE/TOEFL scores, please follow the instructions below as soon as possible. Please note that we cannot evaluate your application until we have received your official GRE/TOEFL scores.

1. Please log into your UCSB Application Status Page using your email and password (<https://www.graddiv.ucsb.edu/eapp>).
2. Enter your ETS registration number and test date that can be found on your official ETS Report of Scores.
3. If you took the GRE SUBJECT TEST, there will be another distinct registration number found on your ETS Report of Scores for the subject part of the GRE. You will also need to enter this number into the Application Status Page. Log back into your Application Status Page two days after completing this process to confirm that your GRE/TOEFL scores were matched to your application.

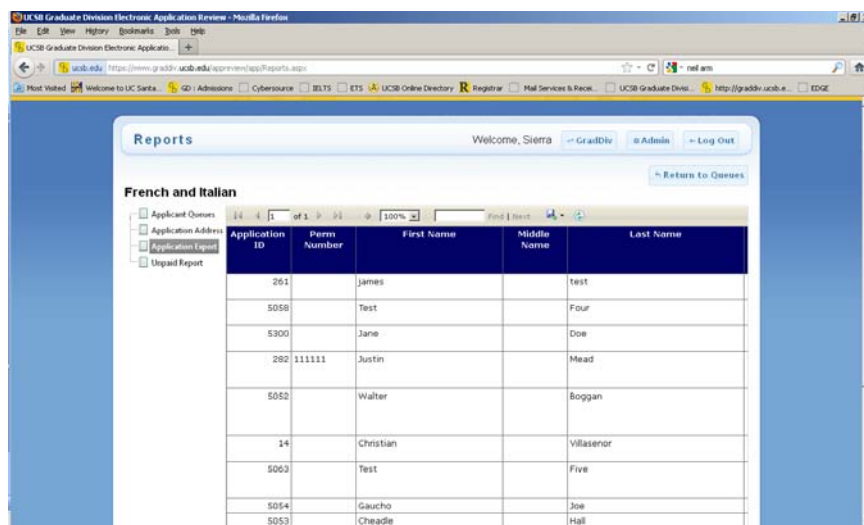
Best Regards, _____

Reviewer Recommendation Vote

All faculty reviewers have the option to use this section. They may change the vote at will. They can also sort by their votes from the Review Queue and print out lists of those they voted Admit, Deny or Undecided. The tally reflects the total number of votes by faculty for a given applicant. The Review Queue can also be sorted based on applicants that a user has commented on, not commented on, or applicants that other users have or have not commented on.

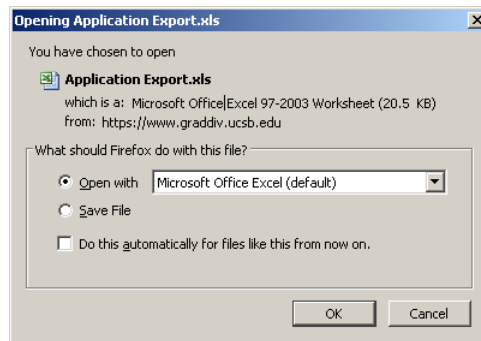
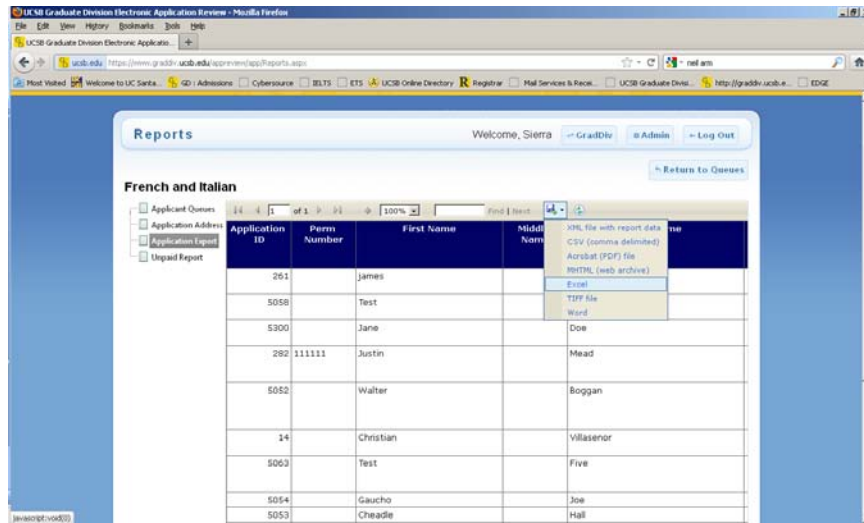
REPORTS

Reports are available to Application Administrators and users with signature authority. To access them, click on the Reports button. A list of available reports will appear. Click on the one you want to select it. The data will take some time to load. It will appear in the window once the loading process is complete.



Application ID	Perm Number	First Name	Middle Name	Last Name
201		James		Test
5058		Test		Four
5300		Jane		Doe
282	111111	Justin		Mead
5052		Walter		Boggan
14		Christian		Villasenor
5063		Test		Five
5054		Gaucho		Joe
5053		Cheddie		Hall

To get the data into a useful, sortable view, click the Export button (blue disk with the green arrow). This will allow you to choose the type of file you want export to. Select Excel.



You can then open the report as an excel spreadsheet on your desktop. You can sort the data and delete any columns you don't need.

X. MESSAGING SYSTEMS

NON-APPLICANT MESSAGING

If an applicant has not yet logged into the application and clicks “contact us” at the bottom of the page they will be taken to a contact form.

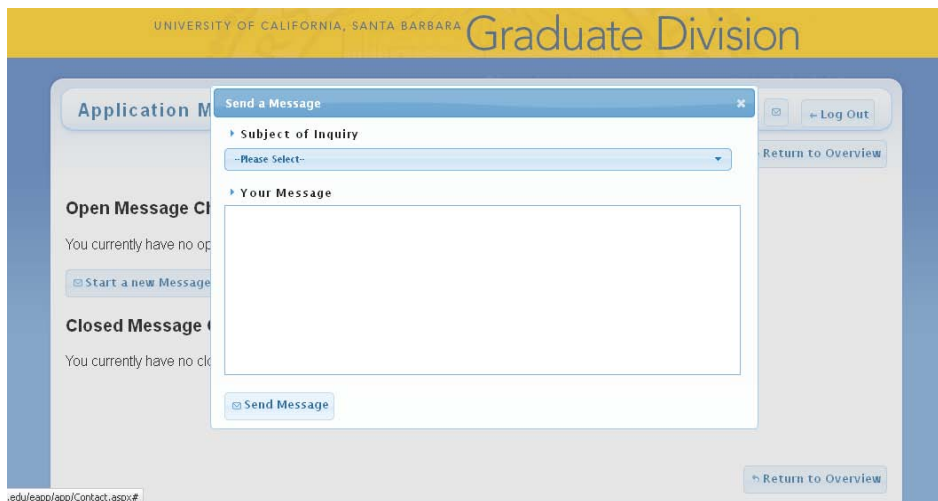


The screenshot shows a web form titled "Admissions Contact Form". At the top, it instructs users to use the form to contact UCSB with a question or comment regarding the Graduate Admissions process. The form includes a dropdown menu for "Subject of Inquiry" with a "Please Select" option, a dropdown for "Is there is a particular department/major you are interested in applying to?" with a "No Department" option, and text input fields for "Your Name", "Your Email", and a larger text area for "Your Message".

Depending on the subject of inquiry selected, if the applicant chooses a department, their message will be sent to either the Graduate Division or the Department. If the applicant does not select a department their email will go to the Graduate Division regardless of their subject of inquiry.

APPLICANT MESSAGING (INTERNAL MESSAGING)

Applicants may click on the message icon within the online application. Clicking this will take them to a new page to start a messaging chain. When they click “Start a new Message Chain” a new box will pop up where they should select a subject of inquiry and type in a message.



The screenshot shows the "Graduate Division" messaging interface. A "Send a Message" modal window is open, featuring a "Subject of Inquiry" dropdown menu and a "Your Message" text input field. A "Send Message" button is located at the bottom of the modal. In the background, the main application page shows sections for "Open Message Chain" and "Closed Message Chain", both indicating that the user currently has no open or closed messages. Navigation buttons for "Log Out" and "Return to Overview" are visible in the top right corner.

Once the applicant sends their message, depending on the subject of Inquiry, the message will be routed to the Graduate Division or the department. The receiving party will receive an email notification that they have a new message, including a link to that message. By clicking on this link you will be taken to AppReview and you may respond to the applicant’s message. Applicants may respond back to your message or close the message chain to indicate that they are satisfied with their response.

You may also access your messages from AppReview by clicking the message icon at the top of the page. Then you will see all of your messages along with their current status.

Department: Anthropology Application Session: 2013 - Fall [Return to Queue](#)

Message Chain Status: [All Statuses](#)

	Name	Subject	Status	Last Message Date
View	Julie Inami	Application Status	Closed	2012/8/29 9:41:20
View	First102 Last102	Fee Waiver	Closed	2012/8/30 10:59:35
View	First102 Last102	Application Status	Staff Response Issued	2012/8/31 8:47:23
View	First102 Last102	Application Materials	Staff Response Issued	2012/8/31 8:47:38
View	First102 Last102	Letters Of Recommendation	Staff Response Issued	2012/8/31 8:47:56
View	test test	Statement Of Intent To Register	Closed	2012/8/30 9:03:16
View	test test	Fee Payment	Closed	2012/8/30 9:04:10
View	test test	Application Materials	Awaiting Response	2012/8/30 9:04:28
View	test test	Application Status	Closed	2012/8/30 9:04:33
View	test test	Application Materials	Staff Response Issued	2012/8/30 17:01:37
View	test test	Exam Scores Or Requirements	Staff Response Issued	2012/8/31 9:44:07
View	test test	Letters Of Recommendation	Awaiting Response	2012/8/31 9:48:55
View	test test	Exam Scores Or Requirements	Awaiting Response	2012/8/31 10:02:41
View	First111 Last111	Application Materials	Awaiting Response	2012/9/5 14:23:48

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 Questions or Comments? Please [email us](#)

Here is how various messages are routed based on the applicant's selected Subject of Inquiry.

Subject of Inquiry	Message Routing
Application Materials	Department
Application Status	Department
Exam Scores and Requirements	Graduate Division-Admissions
Fee Payment	Graduate Division-Admissions
Fee Waiver	Graduate Division-Admissions
Letters of Recommendation	Department
Recommender Inquiry	Graduate Division-Admissions
Statement of Intent to Register	Graduate Division-Admissions
Other	Graduate Division-Admissions

XI. SPECIAL POPULATIONS PROCESSING

EDUCATION ABROAD PROGRAM (EAP RECIPROCITY)

Education Abroad Program (EAP) applicants apply for graduate study on non-degree status. The University wide EAP office coordinates much of the application process and serves as a point of contact if questions arise. Processing EAP reciprocity students is the same as with other graduate applications; however, departments can submit an Exception Request Memo to the Graduate Dean to waive the GRE requirement for EAP applicants.

The Graduate Division works in conjunction with the University wide EAP office as well as the academic departments to track the status of EAP applicants, and communicates admissions decisions to the EAP office. If you have any questions regarding an individual EAP applicant, you may contact the UCSB EAP office at x2958.

An EAP reciprocity student who wishes to continue into a degree program as a UCSB graduate student must formally apply to the graduate program of choice. The student cannot file a Graduate Student Petition through the Graduate Division to add a degree objective. A new online application must be completed and submitted, the application fee must be paid, and the applicant will be reviewed through the department's normal application process. EAP reciprocity students may contact Graduate Division Admissions if they have questions about this process.

FULBRIGHT SCHOLARS

Fulbright applications come directly from the Institute of International Education (IIE) in New York. All application materials are sent directly to the Graduate Division for confirmation of receipt. Once received, these materials are sent to the academic department. Per agreement, all materials sent by the Fulbright office are treated as official. Fulbright applicants follow the same admissions and selection processes as other applicants.

You will need Fulbright applicants to enter recommender information into their online application so that you can upload the letters that you receive from Fulbright. Instruct applicants to pick "yes" for the letter service option. You can then upload their letter under the Upload Letter link even if you haven't received the rating from the recommender.

You will notice that all contact information for Fulbright applicants is directed back to IIE. This is a normal practice by Fulbright and should not interfere with application processing. Departments normally do not communicate directly with the applicant. However, if you wish to communicate with the applicant, you may contact the IIE staff overseeing the application and request a direct email address.

If you have any questions regarding a Fulbright applicant, please contact the Graduate Division Admissions Coordinator, or call the Fulbright program's office directly at (212) 984-5452.

JOINT DEGREE PROGRAMS

Graduate Division Admissions has incorporated Joint Degree programs into our normal admissions process.

Filtering Joint Degree students directly through our online application and normal admissions process is the most effective and efficient way of transitioning them to UCSB. It also allows the academic department more control in this transition. The following instructions are written for the SDSU Geography Joint Doctoral Program and the Sac State Public History Joint Doctoral Program specifically.

Geography JDP with San Diego State University

Admission Procedure

Applicants should fill out the UCSB online application (<https://www.graddiv.ucsb.edu/eapp/Login.aspx>) and submit on or before the department determined deadline. Upon submission of application select the "Fee Waiver" payment option and contact Haley Orton (haley.orton@graddiv.ucsb.edu) to finalize submission. Haley will release the application to the Geography department for further processing.

Applicants must fill out only the following sections in the UCSB EApp:
Major and Degree Objective

Personal Information
Demographic Information
Citizenship
Address
Education History
Financial Information
Application Survey

SDSU will submit SDSU paperwork, including completed application, as normal. Upon receipt of application and UCSB Geography department processing of application, Haley will admit the applicant to the program. Admitted applicants then submit their Statement of Intent to Register at UCSB and obtain a UCSB Net ID.

Continuing Students Procedure

SDSU staff (Rita) will forward a list of students enrolled at SDSU to Rickie Smith at the beginning of each semester. Rickie will respond with a list of students enrolled at UCSB. UCSB Academic Services staff will enter the appropriate Leave of Absence (LOA) code in SREG for the JDP students that are enrolled at SDSU. The LOA code will grant Joint Doctorate students uninterrupted Umail access and Davidson Library privileges.

When students are scheduled to start their first quarter at UCSB, UCSB department staff should alert Rickie at the beginning of the previous quarter. Rickie will ensure LOA code is removed from the record for the upcoming quarter. Students will automatically receive a “returning students instructions” email from the Office of the Registrar detailing instructions on how to submit the Statement of Legal Residence and information about course enrollment times.

Public History JDP with Sacramento State University

Applicants should fill out the UCSB online application (<https://www.graddiv.ucsb.edu/eapp/Login.aspx>) and submit on or before the department determined deadline (currently December 19). Applicants should submit and pay* for their application. UCSB History staff shares application with Sac State, determines admissions decision, and process decision in UCSB AppReview. UCSB History department forwards transcripts to Haley and Haley admits applicants to program. Admitted applicants then submit their Statement of Intent to Register at UCSB and obtain a UCSB Net ID.

*Application fee may be waived at UCSB if the applicant is beginning their program at Sac State and have therefore paid the Sac State application fee. If this is the case, upon submission of application select the “Fee Waiver” payment option and contact Haley Orton (haley.orton@graddiv.ucsb.edu) to finalize submission. Haley will release the application to the History department for further processing.

Continuing Students Procedure

Sac State staff will forward a list of students enrolled at Sac State to Rickie Smith at the beginning of each semester. UCSB Academic Services staff will enter the appropriate Leave of Absence (LOA) code in SREG. The LOA code will grant Joint Doctorate students uninterrupted Umail access and Davidson Library privileges.

When students are scheduled to start their first quarter at UCSB, UCSB department staff should alert Rickie at the beginning of the previous quarter. Rickie will ensure LOA code is removed from the record for the upcoming quarter. Students will automatically receive a “returning students instructions” email from the Office of the Registrar detailing instructions on how to submit the Statement of Legal Residence and information about course enrollment times.

5-YEAR COMBINED DEGREE PROGRAMS (BA/MA, BS/MA, OR BS/MS)

By following these steps, 5-Year Combined Degree program students can successfully and easily transition from undergraduate to graduate status. Please keep in mind that this only addresses the transition from undergraduate to graduate status. Earlier internal stages of acceptance to the 5-Year Combined Degree program conducted by the department remain the same.

I. Internal Processing

- Students are first approved internally by the academic department for acceptance to the Five-Year Degree Program. The Graduate Division’s role is to implement Graduate Council policy. Thus, we ask that you refer to your approved degree program proposal that was initially approved by Graduate Council for specifics regarding your internal processing.

- Once students are pre-screened and accepted into your Five-Year Degree Program, please forward a copy of your department's *Acceptance Letter* (see attached sample) to the Graduate Division Admissions staff (Haley Orton at haley.orton@graddiv.ucsb.edu) and to the College's designated Five-Year Program coordinator (Engineering, Robert Garcia at robg@engineering.ucsb.edu; Letters and Science, Joe O'Brien at jobrien@ltsc.ucsb.edu; Creative Studies, Cholle Morales at cholle.morales@ccs.ucsb.edu). This notifies us of forthcoming applicants to your program. The admitting graduate academic department should ask the student to complete and submit a study plan at this time. It would be appropriate to request the study plan in the acceptance letter.

II. Required Memos

- Once students have completed the required undergraduate units (180+ units) and intend to be fully engaged in the graduate program by the admit quarter, the student or Graduate Program Assistant should contact the college's designated Five-Year Program coordinator. The coordinator will send the student the *Advancement Request Memo* for completion. Once students signs and returns this memo to the college, it will be forwarded to the department, Graduate Division, Registrar, and Financial Aid, confirming the student's advancement to graduate standing.
- At this time the College should also complete a *Curriculum Memo* (see attached sample) and submit it to the Graduate Division along with the Advancement Request Memo. This is to ensure the student will be engaged in the graduate program by the admit quarter.

III. Graduate Online Application

- Upon receiving the Advancement Request Memo and Curriculum Memo, the Graduate Division will review and approve or deny the student's advancement to graduate student status. If approved the student will receive an email from the Graduate Division with instructions to complete the UCSB Graduate Online Application: www.graddiv.ucsb.edu/eapp.
- Instruct students to *identify themselves as Five-Year Degree Program* participants by choosing the master's degree option labeled "Only available to currently enrolled UCSB undergrads within eligible areas of study, who have been pre-screened by the program."
- Please inform students that while they do not need to pay the application fee, for technical reasons they must chose the "Payment by Check/Money Order" option in order to submit the online application into the admissions database. *Please note – If Five-Year Degree Program students accidentally pay the application fee, we cannot issue refunds.*
- Once the applications are submitted, departments need to email the Graduate Division (Haley Orton at haley.orton@graddiv.ucsb.edu) confirming students' program participation. At that time, the application fees will be waived.

IV. Application Packet and Routing Sheet

- Departments should move the student through the online application as usual and admit the applicant.
- Once students have been formally admitted to the program, the Graduate Division admissions staff will send the *Curriculum Memo* to the Registrar and Graduate Division Academic Services. The Curriculum Memo indicates how classes should be coded (i.e. as graduate or undergraduate) in order to satisfy the graduation requirements for both degrees. It is important that the Registrar receive the Curriculum Memo prior to the student declaring candidacy for their undergraduate degree.

For complete details, sample documents, and full processing instructions, please see the **2013 Revised Memo on Five-Year Program Procedures** available on GradNET under Recruitment & Admissions - Resources.

Departments must admit all 5-year applicants no later than **June 1** so they can be processed and the applicant can log in to their Application Status Page to SIR and collect their admission letter.

PROJECT 1000

Applicants applying through the Project 1000 program must complete all components and requirements of the online graduate application, <https://www.graddiv.ucsb.edu/eapp> by the department deadline, in addition to submitting the application to Project 1000. Fee waivers are not automatic for Project 1000 applicants; however, participants are entitled to an application fee waiver. To obtain this fee waiver, applicants must submit the Fee Waiver Request Form to the Graduate

Division along with a letter from the program director confirming participation. Additional proof of financial need is not required.

The Graduate Division will consider unofficial supporting materials (photocopies) sent by Project 1000 as official. If you have any questions regarding the Project 1000 program or an individual applicant, you may contact the Graduate Division Admissions Coordinator, or contact the Project 1000 office directly at (800) 327-4893.

You will need Project 1000 applicants to enter recommender information into their online application so that you can upload the letters that you receive in the Project 1000 packet. Instruct applicants to pick “yes” for the letter service option. You can then upload their letter under the Upload Letter link even if you haven’t received the rating from the recommender.

XII. ADMISSIONS DECISIONS

SUBMITTING DEPARTMENT RECOMMENDATIONS TO THE GRADUATE DIVISION

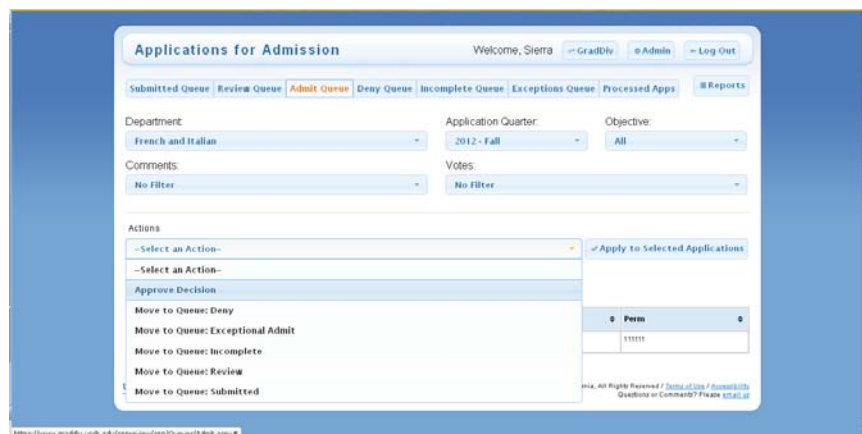
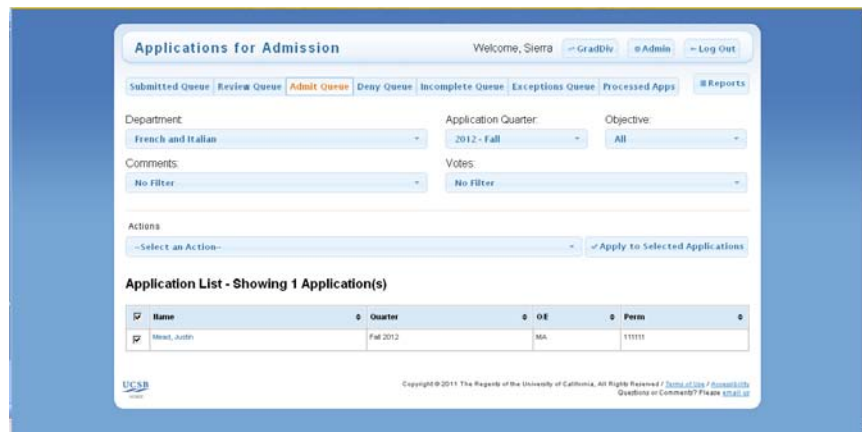
Once the admissions committee finalizes admissions decisions, the GPA should move applicants into the appropriate Queues. The Decision Queues are:

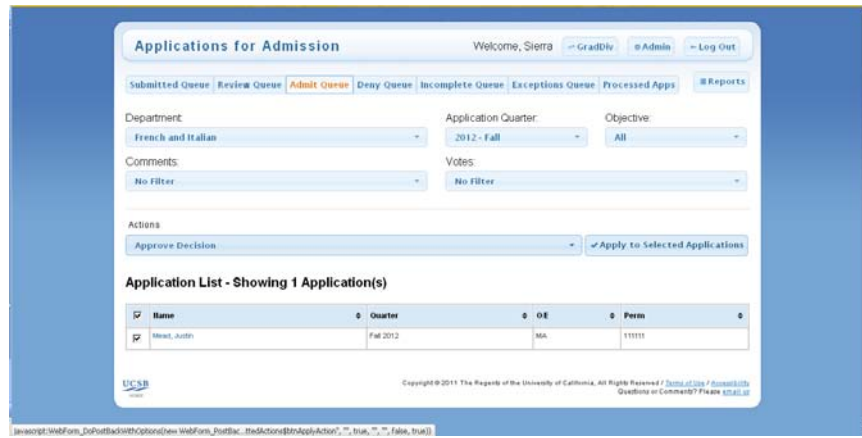
- Admit Queue
- Deny Queue
- Incomplete Queue
- Exceptions Queue

Once a decision has been approved by a departmental user with signature authority, the applicant will show up in the Processed Apps queue. They will either show up as In Process, meaning Graduate Division is processing the file and the applicant has not yet received decision notification, or their decision will be displayed.

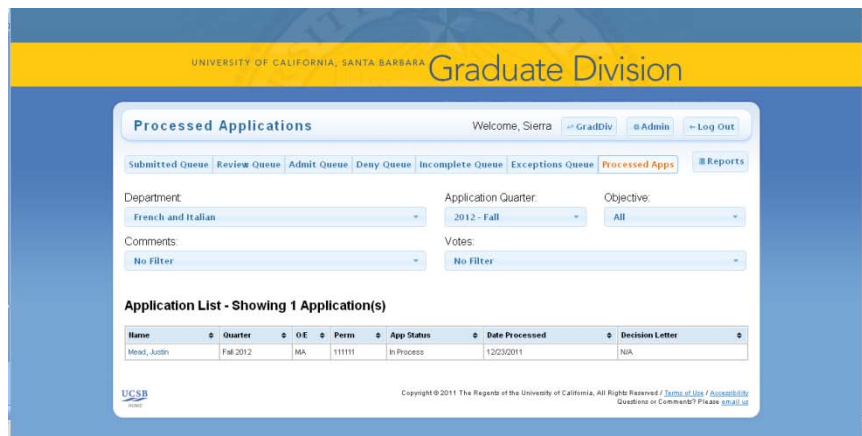
RECOMMENDING AN APPLICANT FOR ADMISSION

To admit an applicant who meets the minimum admissions qualifications, move the applicant into the Admit Queue. [*Please note, the process is different if an applicant requires an Exception to Admissions Policy, or if you want to admit to a different degree objective than the one listed on the data sheet. For these two actions, you will need to use the Exceptions Queue. The process is described later in the manual.*] The Graduate Advisor, Graduate Admissions Chair, or Chair must log in to the system. They should select the applicants in the list for whom they approve admission. In the Action menu, they must select Approve Decision and hit the Apply to Selected Applications button.



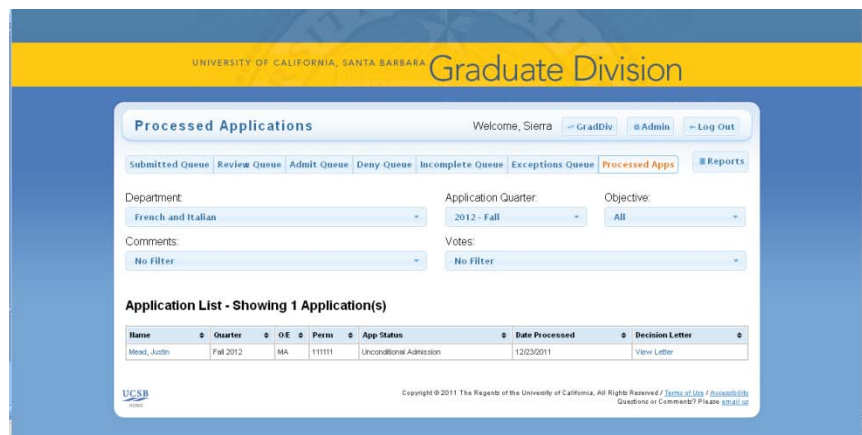


At this point, the applicant(s) will disappear from the Admit Queue and appear in the Processed Apps queue with an application status of In Process.



The Graduate Division will process applicants' final admission in the order they appear in the queue. For instructions regarding Central Fellowship nominee material and nomination packets, please contact Financial Services.

Once the admit has been processed by Admissions Staff, the App Status column in the Processed Apps queue will reflect that the applicant has received Unconditional Admission or Provisional Admission. This is your indication that the applicant has received a decision in their online application. You have the date Graduate Division processed the decision and you can also view their Decision Letter from the Dean.



POSSIBLE ADMIT DECISIONS

Admit – Unconditional (A)

Unconditional admissions status indicates that all admissions requirements have been met. Applicant data is transferred to the Office of the Registrar once the newly-admitted applicant completes the online Statement of Intent to Register (SIR).The

applicant will then be given access to the Office of the Registrar's online Statement of Legal Residence within 3-4 business days. They can enroll in courses after a Pass time has been emailed to them from the Registrar's Office.

Admit – Provisional (P)

Almost all applicants are admitted provisionally due to the fact that we are no longer requiring official transcripts during the application process.

Provisional admissions status indicates that official documents or final degree conferral confirmation are still pending, and admission will be granted on the condition that the applicant provides the required materials or documents by the end of the quarter to which he or she has been admitted. If the pending requirements are not met by the end of the applicant's first quarter at UCSB, a block will be placed on registration for the second quarter. Provisional admissions status will also be applied if an admission decision was based on unofficial supporting materials, such as unofficial GRE, MAT (for Teacher Education program applicants), and TOEFL or IELTS scores.

Applicant data is still transferred to the Office of the Registrar for provisionally admitted applicants once they complete the online Statement of Intent to Register (SIR). The applicant will then be given access to the Office of the Registrar's online Statement of Legal Residence within 3-4 business days. They can enroll in courses after a Pass time has been emailed to them.

Once the admission decision is posted in the Processed Apps queue you will no longer be able to modify the applicant's online application, but you can click on their name to see their Datasheet and all their documents.

All users have access to the Processed Apps queue.

REQUESTING EXCEPTIONS TO ADMISSIONS POLICY

Departments will still need to use the paper Exception Request Memo located on GradNET under "Resources – Recruitment & Admissions" to request a late application and sometimes for late admission and late SIR requests. All other exceptions should be requested in the Application Review System.

Use the Exceptions Queue to request admission for applicants who fail to meet established minimum admissions requirements. You will also need to use the Exceptions Queue if you want to admit an applicant to a degree objective other than the one they applied to (which is listed on the Datasheet). For instance, if an applicant applied to the PhD objective, but you want to admit them to the MA/PhD, you will use the Exceptions Queue to accomplish this change.

Departments are asked to never send an admissions letter to an applicant who requires an exception (other than changing the degree objective admitting to). The Graduate Division will send out the admissions notification if the exception request is approved by the Graduate Dean. Once the applicant shows up in the Processed Applications Queue Application with a status other than In Process, the department may follow up with a letter.

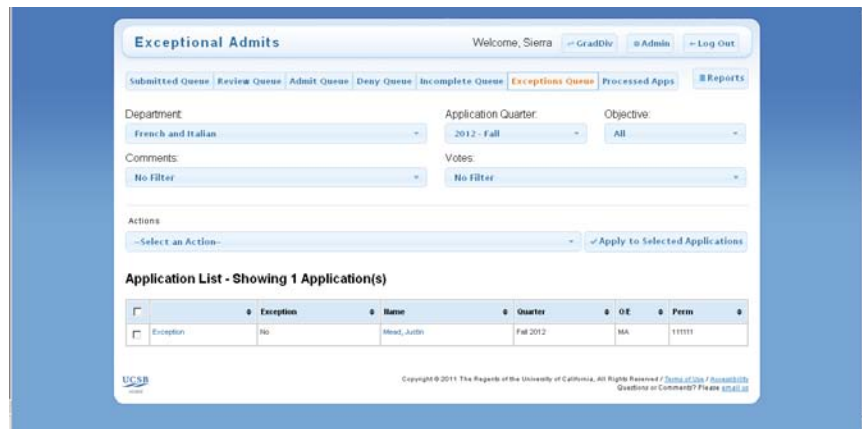
Exception Requests Criteria

1. GPA Below 3.0 Domestic or Foreign Equivalent
2. TOEFL below minimum of 550 PBT /80 iBT
3. IELTS below minimum Overall Band score of 7
4. Non-Equivalent Degree: degree is not equivalent to a U.S. degree
5. Unaccredited Institution
6. Late Admission
7. Defer Admission
8. Other Reason (fill in reason)

Other Reasons could include Admit to different degree objective, Waive GRE for a non-degree objective EAP student, or reverse processed admission decision.

Submitting an Exception Request using the Review System

Move the applicant for whom you are requesting an exception into the Exceptions Queue.

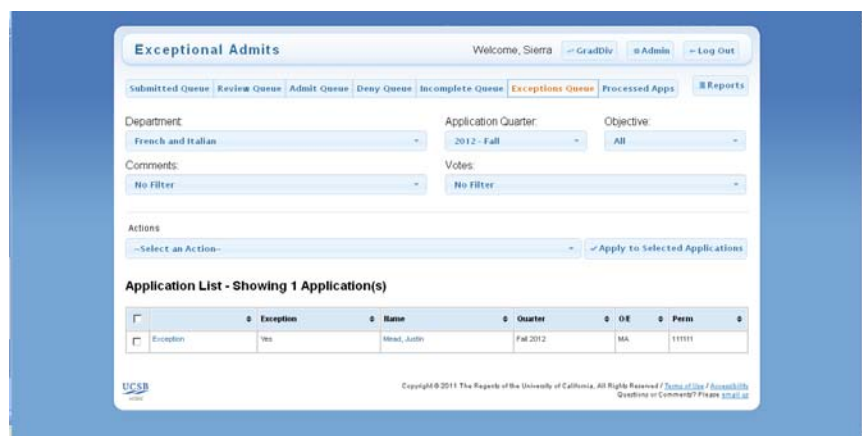


Click the Exception link. The following window will pop up.



Select the reason for exception. If you select Other you will be prompted to fill in a reason. Also enter the justification into the text box provided and press Save Exception.

The Exception column will then say “Yes” indicating that the exception is ready to submit to the Graduate Division.



A faculty member with signature authority can then log in and perform the Approve Decision action. The applicant will then be In Process in the Processed Apps queue.

If the exception request is approved by the Graduate Dean, admission will be processed and the applicant will show as Provisionally Admitted in the Processed Apps queue. If the exception request is rejected, the department will be notified via email and the applicant’s file will be returned to the Exceptions Queue.

Deferring (Changing the Quarter of) Admission

Occasionally, departments will request that the Graduate Dean change the quarter to which an applicant was originally admitted, or request that the applicant be admitted to a quarter to which the department typically does not admit students (e.g., winter or spring). There are only three circumstances that will be approved for such requests:

1. The applicant has experienced medical or family issues that will preclude him or her from beginning the program as expected.
2. The applicant experienced a delay in obtaining a visa and will be unable to enter the country by the start date of his or her first quarter.
3. The applicant has an unexpected and compelling opportunity that benefits his or her academic program of study (e.g., a unique research opportunity).

Situations falling outside of these three categories typically will not be approved. Deferrals are considered on a quarter-by-quarter basis. Deferring admission to the next academic year is not permitted. If an applicant wishes to be considered for the next academic year, they must submit a new online graduate application. If you have questions about an individual applicant's situation, please consult with the Assistant Director prior to submitting an Exception Request.

DENYING APPLICANTS

Denial status is given to applicants with complete applications who fail to gain admission for various reasons. A record of the reasons for denial should be kept internally by the academic department. Departments should also be prepared to discuss the denial with applicants who inquire. Departments should not direct applicants who have been denied admission to the Graduate Division Admissions staff to discuss the reason for the denial. The Graduate Division does not know the reasons for denial and thus cannot discuss this decision with the applicant. It is also at the department's discretion to create a reference sheet listing the names and reasons for the denial decision for follow-up purposes.

To deny applicants, move them into the Deny Queue. A faculty member with signature authority should log in and select the appropriate applicants. Then they should use the Actions menu to Approve Decision. Applicants will immediately be moved into the Processed Apps queue and their Denied status will show up. The applicant will immediately receive an email that they have a decision available. When they log in to their application, the denial letter from the Dean will be there.

INCOMPLETE APPLICATIONS

Incomplete status reflects that required supporting materials were missing from an application. Since incomplete applications cannot be reactivated for a later quarter, please give applicants every opportunity to complete their application. **Before marking a file incomplete, please consult with the Graduate Division for assistance in identifying any missing materials that may be on file.**

NOTE: If supporting materials are received after the department deadline, and the applicant is not likely to be considered for admission, it is recommended that you consider the file for denial rather than incomplete.

If an incomplete application was not reviewed by the admissions committee and you want to inform the applicant that their final decision is No Action—Incomplete due to missing materials, you can move them to the Incomplete Queue. A faculty member with signature authority should log in and select the appropriate applicants. Then they should use the Actions menu to Approve Decision. Applicants will immediately be moved into the Processed Apps queue and their Incomplete status will show up. The applicant will immediately receive an email that they have a decision available. When they log in to their application, the incomplete letter from the Dean will be there.

WITHDRAWN APPLICATIONS

Withdrawn status is applied to those applicants who specifically request that their application be removed from admissions consideration. This will only be applied if an admissions decision has not yet been made by a department. If an applicant wishes to withdraw their application, please instruct them to email the Assistant Director. The Graduate Division will process the withdrawal and the student will show up as withdrawn in the Processed Apps queue. No action is required by the department. If applicants request that their application be withdrawn after an admissions decision has been made, please instruct them to simply submit their Statement of Intent to Register (SIR) and indicate "not coming."

FINAL DECISION BY THE GRADUATE DEAN AND DEPARTMENTAL ADMIT LETTERS

Admissions recommendations submitted by departments are reviewed by the Graduate Division Admissions staff and assigned a final admissions status on behalf of the Graduate Dean.

As soon as an admissions decision is logged in the application review system, applicants will be notified via email that an official decision is available to them on their Overview Page (<https://www.graddiv.ucsb.edu/eapp>). **NOTE:** the decision will not be contained in the email—the Graduate Dean’s letter is only accessible through the online application. Email notifications from the Graduate Division are sent immediately when the decision is processed.

The Graduate Division sends email notifications to all of the following:

- Domestic applicants
- International and Permanent Resident applicants
- 5-Year Combined Degree program applicants
- Joint Degree program applicants
- Applicants for whom an exception to policy is required
- Incomplete applicants
- Denials

The Graduate Division maintains the responsibility and right of notifying all applicants of their admissions decision. While the Graduate Dean has authorized the practice of departments sending letters regarding admissions offers to applicants, only the official letter from the Dean of the Graduate Division constitutes a formal offer of admission. To ensure that applicants understand that the Graduate Dean’s decision letter is their formal offer, departments must include an indication that the final letter will come from the Graduate Division. The following suggested text may be used:

The official offer of admission is made by the Dean of the Graduate Division. You will soon be receiving an email providing you with a link to a letter confirming your admission status.

NOTE: DO NOT send department admit letters to applicants needing exceptions or special handling by the Graduate Division until the Graduate Dean’s letter has been populated in their online application.

Departments are not required to send an offer letter. However, if your department chooses to create a notification letter, please forward a copy of the template to the Graduate Division Admissions unit for review and approval.

If sent, department notification should include:

- Admissions recommendation letter
- Funding letter (if applicable)

DOCUMENTATION OF ADMISSIONS DECISIONS AND FERPA

Each year, many worthy applicants are denied admission to UCSB. Some of these applicants are keenly disappointed and threaten to bring suit against the University. Federal legislation, executive orders, and court decisions on admissions practices have increased the likelihood of such suits.

The University can protect itself from formal complaints by keeping precise and accurate records of admissions decisions—both the procedures by which departments make decisions as well as the particulars of individual cases. These records often deter applicants from making formal complaints because department faculty can provide the Graduate Division with a precise statement of how applicants were evaluated and the results of that evaluation. These records are required by federal agencies or the courts if the applicant lodges a formal complaint.

Departments should keep records of admissions cycles for at least **two years**. Such records might include Letters of Recommendation, work sheets used by faculty evaluators, sheets used to compute applicant scores or ranks, etc. Departments alone have information on the particular strengths and weaknesses of individual applicants, such as the evaluation of Letters of Recommendation and the results of interviews. The Graduate Division also retains files for two years for applicants who were admitted but chose not to enroll.

Admissions records, including ranking procedures for each cohort, should be retained for those admitted and denied. Federal agencies, for example, require the University to summarize the qualifications of successful as well as unsuccessful applicants

in order to demonstrate that the complainant's qualifications were below the level of those admitted for a particular program and quarter, according to the department's criteria for evaluation. **Recent cases have required some University of California campuses to provide such information for at least two admissions cycles.**

Keeping admissions data for two or more years may seem cumbersome for departments, but it is relatively cheap insurance against the need to reconstruct admissions decisions for a year's worth of applicants. Retaining records also simplifies matters if applicants reactivate their applications.

Family Educational Rights and Privacy Act (FERPA)

Departments may receive requests from applicants past and present to review the contents of their applicant file or to receive copies of documents in their file. It is important to know that protection granted to students under the Family Educational Rights and Privacy Act (FERPA) does not apply to applicants. Therefore, departments are not obligated to make available specific content of applicant files to applicants (1) who were denied, (2) who were admitted but chose not to enroll at UCSB, or (3) whose applications are still under department or Graduate Division review. Although department faculty and staff may wish to discuss the strengths and weaknesses of an applicant's file with the applicant, they are not obligated and it is strongly discouraged to release any specific notes taken during faculty review, or additional contents.

XIII. COMMUNICATING WITH APPLICANTS

NOTIFICATION RESOURCES FOR DEPARTMENTS AND APPLICANTS

Keeping applicants informed of their application status early on in the application process is the most effective means of reducing inquiries and identifying problems. While notification is primarily a courtesy to applicants, it also serves to protect departments from accusations of inaccurate processing or miscommunication.

Automated Application Notification

Applicants are emailed automatically when they finish their online application and choose a payment option, which officially locks the application data into the Graduate Division Admissions database. The automated email confirms the receipt of their online application and reminds them of additional requirements, such as paying the application fee if they did not already pay online.

Supporting Materials Notification from the Department

Individual departments are encouraged to notify applicants of any missing materials. We recommend that departments wait approximately three weeks after the online application is submitted before sending out any notification of missing materials. If your department's deadline is approaching, follow-up should occur prior to the application deadline. This waiting period is usually enough time for most missing materials to arrive and be matched to the appropriate applications.

Departments can also notify applicants of missing supporting materials through the Application Review System. Departments can notify applicants of what is needed by entering a note in the "Comments to Applicant" section on the applicant's Edit screen. Once the comment is saved the applicant will receive an email stating they have a new comment.

NOTE: The Graduate Division recommends that you email each applicant on the unpaid applicant list as the department deadline approaches.

Busy Season Alert Message

Due to the high volume of inquiries that departments normally receive during the height of the application cycle, the Graduate Division encourages departments to respond to applicants with a general message explaining the admissions busy season processing timeline, as needed. This will allow the department to avoid unnecessary work and will provide a standard and uniform message to all applicants.

For example, departments may choose to send a customized version of the following email to applicants:

Dear Applicant:

Thank you for applying to the Department of _____'s graduate program. For questions regarding the status of application materials sent to this department, please do not contact the department office until after _____. Until this time, you may continue to check the status of your submitted application by returning to your online Application Overview page, <https://www.graddiv.ucsb.edu/eapp>.

For general questions, we encourage you to visit the Graduate Division's Web site at <http://www.graddiv.ucsb.edu/admissions> and the Department of _____'s Web site at _____.

Your patience is appreciated during this busy time. We will respond as soon as we can.

ONLINE STATEMENT OF INTENT TO REGISTER (SIR) AND REGISTRATION MATERIALS

The online Statement of Intent to Register (SIR) enables applicants to formally respond to an offer of admission. Once the Graduate Division has processed applicants who have been recommended for admission and notify applicants of their admission, the online SIR can be accessed through the Application Status Page, <https://www.graddiv.ucsb.edu/eapp>. SIR status for each applicant is available in the Processed Apps queue and there is also a Report.

NOTE: Only submission of the SIR constitutes a formal acceptance or rejection of UCSB's offer of admission. Correspondence with the department faculty or staff does not reserve an applicant's space in the program. If departments receive information about an applicant's intentions through any other means (e.g., phone call, email, or letter), please instruct the applicant to submit the SIR through the Application Status Page. If applicants fail to do so, you may forward a copy of any correspondence to the Graduate Division.

The Registrar's Office will email registration instructions to applicants who have submitted an SIR in mid-May to the most current email address on file for both domestic and international applicants. UCSB's online registration instructions are clearly outlined on the Welcome New Students page at <http://registrar.sa.ucsb.edu/welcome/welcome-newdirect.aspx>.

ONLINE STATEMENT OF LEGAL RESIDENCE (SLR)

Once the newly-admitted applicants have completed the online SIR, the Graduate Division will transmit their online application information to the Office of the Registrar. After 3-4 business days (the time it takes for the Registrar to create a quarter for incoming students), applicants need to complete the Registrar's online Statement of Legal Residence (SLR) found at <https://calresidency.sa.ucsb.edu/slr/login.asp>.

Full instructions pertaining to the SLR are listed at the link above. However, any remaining questions concerning the SLR should be directed to the Office of the Registrar's Residence Deputy at x3033, RegResidency@sa.ucsb.edu.

SUMMER PRE-MATRICULATION

Newly-admitted graduate students starting fall quarter may choose to take classes during the preceding summer through Summer Sessions. This is known as summer pre-matriculation. Non-resident tuition is not assessed for summer courses, and students are able to pay by the unit. Upper-division and graduate-level coursework taken during the summer will count toward University and department requirements. If students beginning in fall wish to hold an academic title (GSR, TA) during the summer, they must enroll in at least 4 units during summer. Otherwise, only non-academic appointments can be used.

Students interested in summer pre-matriculation should apply through Summer Sessions at <http://www.summersessions.ucsb.edu>. Once students have applied, department Graduate Program Assistants should notify Denise Belanger at Summer Sessions, d.belanger@summersessions.ucsb.edu and Luke Lindquist at the Registrar's Office, luke.lindquist@sa.ucsb.edu and verify that these students should hold graduate student status and be assessed graduate student fees. If incoming international students apply through Summer Sessions, please contact the Office of International Students and Scholars (OISS) at x2929. **NOTE:** Exception Requests to change the applicant's quarter of admission are not required in order for students to take Summer Sessions courses.