Admissions 101
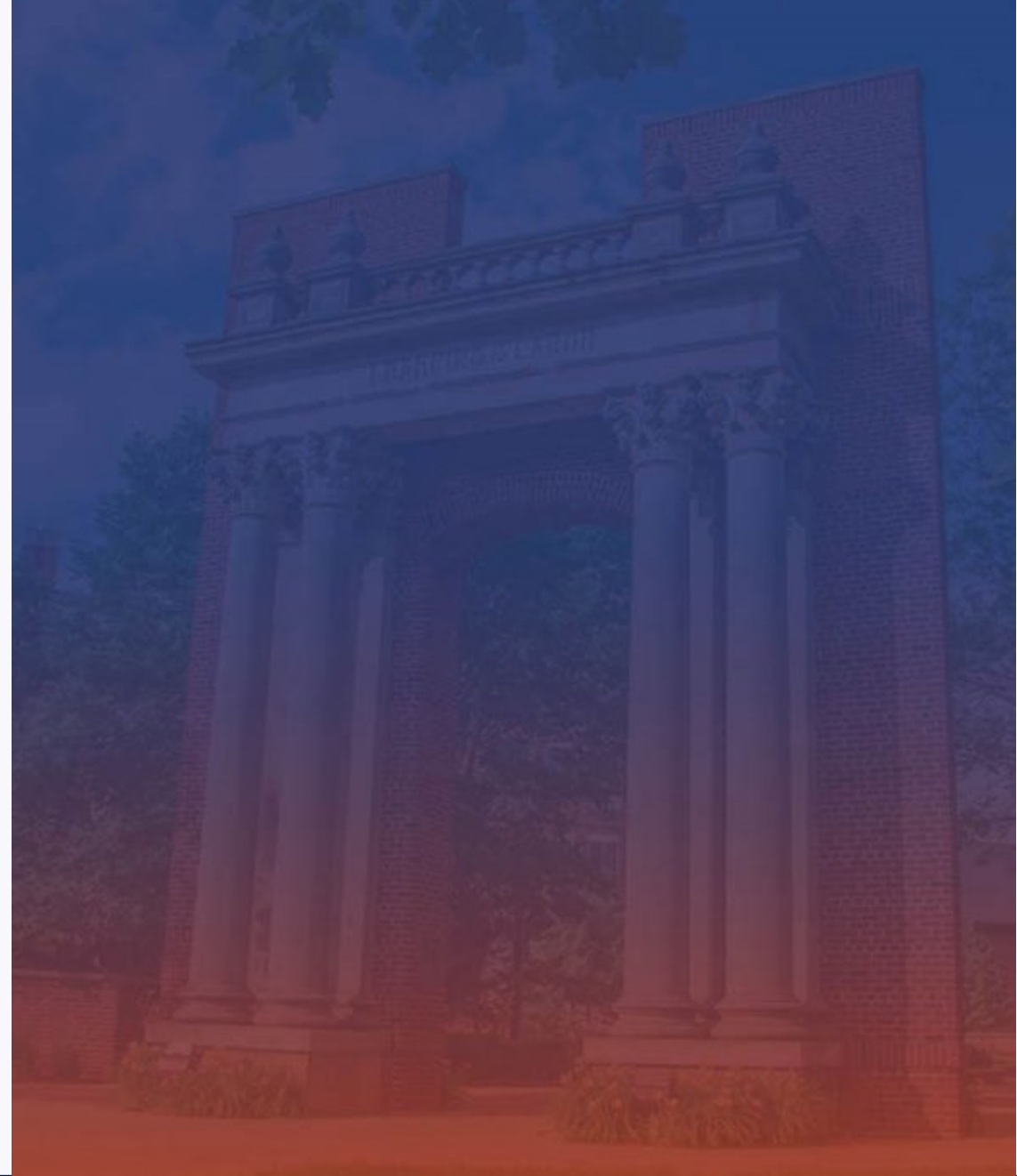
Admissions, Registration, & Enrollment Services

2023-2024

Workshop Agenda

1. Pre-Referral Credential Evaluations
2. Recodes
3. Admissions Processing
4. Academic Eligibility – Domestic & International
5. English Proficiency Requirements & Evaluation
6. Full Status Pathway Options
7. Letters of Justification
8. Other Types of Admissions
9. Admissions Resources

Pre-Referral Credential Evaluations

- ❖ For International Institutions Only

- ❖ Complete <u>DEPT Int'l Eval Requests form</u>
  - Enter **Department Contact Name** & **Email**
  - Enter **Today's Date** (back-dating may result in missed evaluations)
  - Provide **Exchange Student Information**, if applicable
  - Enter **Department Comments**, if applicable

- ❖ Graduate College will only evaluate credentials

- ❖ An auto-email will notify you when evaluation is complete

- ❖ Please don't wait until January to send requests!

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Recode: Changing a Term, a Program, or a Concentration

Recodes

❖ Go to Dept Referral form on "Active Application" in Slate

- Enter **Primary Contact Name** & **Email**

❖ Recode Requests Section –

- **Recode?** = Yes
- **Today's Date** = Current Date (back-dating may result in missed recodes)
- **Recode Option** = Automatic Admit vs. Consideration
- **Recode Type** = Term, Program, Concentration
- If automatic admit is selected, an admissions referral is also required

❖ Recode Restrictions

- Cannot recode more than one calendar year from initial application term

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Admissions Processing Tips

❖ Complete the <u>Dept Referral form</u>

❖ Check that all necessary credentials are uploaded to Slate

- Upload any missing documents
- If documents are in GradApps, also check that they are in Slate!
- Check for Official TOEFL Score or Official IELTS score report in Slate

❖ Final, Official Credentials

- Not required for admissions processing (needed for matriculated students)
- If you already have them, send them over!
- Electronic transcripts – Email the downloaded transcript & the original email to grad@Illinois.edu (we must be able to verify the sender)

More Admissions Processing Tips

❖ Illinois Undergraduate Students

- No transcripts required – We look them up in Banner

- Early Admission for Illinois Undergraduates
  - "5-Hour" or "2-Course" Rule
  - Early Admission Form: https://grad.illinois.edu/sites/default/files/PDFs/EarlyAdmission.pdf

❖ Admissions Document Retention

- Shredding ban has been lifted!

- Please review current campus retention policies: https://www.aits.uillinois.edu/services/professional_services/rims

Regular Admissions*

(For New Graduate Applicants to the University of Illinois)

*Never been admitted to the Illinois Graduate College previously for any other graduate program

Dept Referral Form
To submit an admissions referral for a student, visit the Dept Referral form in Slate

Department Contact Information Section
✓ Enter **Dept Contact Name** & **Email**

Note: Email listed will receive all notifications regarding application

Department Admissions Decisions Section
✓ To refer a student for admission, enter the following fields:

- **Admit Decision** – Admit, Admit Limited Status, Deny, Withdraw
- **Today's Date** – Back-dating may result in missed referrals
- **Source** – Department Contact's Email
- **Concentration**, if applicable
- **Joint Program**, if applicable
- **Department Deficiencies**, if applicable
- **Exchange Students** (usually International Admits), if applicable
- **Department Funding** (International Admits Only)
- **Referral Comments** – If there is something that we need to know when processing the admission

Academic Eligibility: Domestic

❖ Admission GPA Requirement:

- ■ B Average Minimum for undergraduate institution

- ■ 4-Year Degree: Last 2 years (last 1.5 years if in final year)

- ■ Automatic Limited Status for GPAs between 2.75-2.99/4.0

Academic Eligibility: Domestic

❖ Bachelor's Degree Requirement:

- ■ Awarded from a Regionally Accredited Institution

  - ■ Middle States Commission on Higher Education

  - ■ New England Commission of Higher Education

  - ■ Higher Learning Commission (HLC)

  - ■ Northwest Commission on Colleges and Universities

  - ■ Southern Association of Colleges and Schools

  - ■ Western Association of Schools and Colleges (WASC)

CHEA Database - https://www.chea.org/search-institutions

Documents Required: Domestic

❖ Admitting All Students with Unofficial Transcripts

- Students **required to upload unofficial transcripts** in online application
- Official transcripts not required for application submission or admission

❖ Official Transcripts

- **Required during first term of enrollment**, if admitted
- Paper Transcripts - Must be received in **sealed envelope from institution** (department must send envelope with transcripts or stamp transcripts as having received in sealed envelope)
- Electronic Transcripts - Must be **emailed directly** to Illinois from the institution
- Must list **degree conferred** and **conferral date**

❖ Required Transcripts

- Only require bachelor's or higher transcripts for full status admissions
- All transcripts may be required for limited status admissions
- Never require Study Abroad transcripts

Check For a Possible Duplicate Graduate Degree

Academic Eligibility: International

❖ Admission GPA Requirement:

- B Average Minimum for undergraduate institution
- 4-Year Degree: Last 2 years (last 1.5 years if in final year)

❖ Bachelor's Degree Requirement:

- Review Graduate College "Minimum Admission Requirements by Country" website for acceptable Comparable Bachelor Degrees: http://www.grad.illinois.edu/admissions/countries/
- Recognized by the Ministry of Education of the institution's country
- Accreditation: World Higher Education Database – https://whed.net/home.php

Documents Required: International

❖ Admitting All Students with Unofficial Transcripts

- Students **required to upload unofficial transcripts** to online application
- Students **required to upload Diplomas/degree certificates for awarded degree institutions**, if degree conferral info not on transcripts
- English translations may be needed
- Official transcripts not required for application submission or admission

❖ Official Transcripts:

- **Required during first term of enrollment**, if admitted
- All credentials must be received in a **sealed envelope from institution with attestation stamps or seals** (department must send envelope with credentials)
- **Please do not stamp "original" documents**; give to Admissions for "true copy" processing
- Must list degree conferred and conferral date

Documents Required: International

❖ Required Transcripts:

  ▪ All post-secondary institution documents required

  ▪ Questions to ask:

    ▪ Are both the English transcript and the transcript in the primary language required?

    ▪ Is a separate degree certificate required? In both English and in the primary language?

Check For a Possible Duplicate Graduate Degree

Who Is Subject to English Proficiency Requirements?

International Applicants

must submit TOEFL, IELTS, or Duolingo test if they do not qualify for an exemption

They may be required to take the English as a Second Language Test (EPT)

Permanent Residents

are exempt from taking TOEFL, IELTS, or Duolingo test for admission

Some domestic applicants may be required to demonstrate proof of spoken English if applying for a teaching assistantship

U.S. Citizens

are exempt from taking TOEFL, IELTS, or Duolingo test for admission

Some domestic applicants may be required to demonstrate proof of spoken English if applying for a teaching assistantship

English Proficiency Requirements for Admissions

Accepted Tests	Limited Status Admission Minimum	Full Status Admission Minimum
TOEFL iBT TOEFL iBT Home Edition TOEFL iBT Paper Edition	79	103
IELTS Academic Exam	6.5	7.5
Duolingo (Accepting temporarily)	115	135

❑ <u>International applicants</u> are subject to English proficiency requirements

❑ Must receive official verified score

❑ Test Date: Must be within 2 years from Admit Term

❑ Test Scores: View the chart on the left

https://grad.illinois.edu/admissions/instructions/04c

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English Proficiency Exemptions

Exemption Requirements—

- ✓ Must be completed in country where English is the primary language
- ✓ Must be completed at an institution where English is the primary medium of instruction
- ✓ Must be completed within 5 years of the Admit Term

Option 1—
Two years of fulltime post-secondary study exemption

Option 2—
Post-secondary Degree awarded exemption

Option 3—
Two years of professional work exemption

Exempt Countries List—
https://grad.illinois.edu/admissions/instructions/04c

Where to Find Official Test Scores

- ✓ Slate Dashboard View
- ✓ Slate Application PDF View
- ✓ GradApps Exports

Full Status Pathway Options

Via Master's or Doctoral Degree

- Applicants may qualify for full status admission based on a master's degree or doctoral degree from a regionally accredited college in the US or a comparable graduate degree from a recognized institution of higher learning abroad with a cumulative GPA of 3.0 (or its equivalent)

- No Letter of Justification required

- Automatically reviewed for eligibility for this option

Via Non-Degree or Graduate Certificate (CERT) Credit Hours

- Applicants may qualify for full status admission after completion of a minimum of 12 graduate-level credit hours taken as a non-degree student or a graduate certificate student within the proposed academic major at UIUC if they have received a cumulative GPA that meets the department minimum for good standing

- No Letter of Justification required

- Automatically reviewed for eligibility for this option

Full Status Pathway Options

Via Professional Work Experience

- Applicants may qualify for full status admission with support from the academic program and approval from the Graduate College if they have completed 10+ years of professional work experience in the field corresponding to the proposed academic major

- Letter of Justification **required**, detailing how and why the student's professional work experience is a better determinant of their ability to succeed in the proposed graduate program.

Letters of Justification (LOJ)

All Justification Letter Requirements:

- Must be an individual letter specific to this student's situation and must be signed by the Director of Graduate Studies (or other supporting faculty/staff as appropriate).

- Letters on departmental letterhead preferred.

- Canned templates will not be accepted.

Letters of Justification (LOJ)

Low GPA or Non-Comparable Bachelor's Degree Letter Requirements:

- **LOW GPA** –

  - For applicants with GPA of 2.75-2.99/4, **no LOJ is required**. We will automatically admit the applicant on limited status. If GPA not on 4.0 scale, we will convert GPA to determine if LOJ is required. Be mindful when referring to ensure the department is ok admitting on limited status.

  - For applicants with GPA below 2.75/4 or if GPA not on 4.0 scale and determined to be low, **LOJ is required.**

- What to Include – Detailed information as to why you believe the student will succeed in your program, other factors that support the admit (test scores, work experience, letters of recommendation, etc), and a plan to help the student succeed.

- If you are planning to offer the student an assistantship, **this letter must also provide justification and a request for an exception to allow the student to hold an assistantship while on academic probation.** Please note that this request will need to be approved before the admission can be processed and before the offer of assistantship is made to the student.

Letters of Justification (LOJ)

Possible Duplicate Degree Letter Requirements:

- <u>What to Include</u> – Detailed explanation as to how the previous degree and your degree program differ, including confirmation of no duplication of coursework or how much duplication of coursework is possible.

Possible Professional Work Experience Letter Requirements:

- <u>What to Include</u> – Detailed explanation as to how and why the student's professional work experience is a better determinant of their ability to succeed in the proposed graduate program.

Incomplete Admission

- ❖ Common Reasons:
  - ▪ Missing Referral information
  - ▪ Transcript doesn't have institution name or student name listed
  - ▪ Missing transcripts or degree certificate
  - ▪ Missing TOEFL score or test score verification
  - ▪ Missing Letter of Justification

- ❖ Notifications:
  - ▪ Automated Emails sent from Slate (once)
  - ▪ Sent to Dept Contact Name & Email on Dept Referral form

- ❖ After You Take Action To Resolve An Issue...Let Us Know!
  - ▪ Graduate College is not automatically notified when you take action on a file
  - ▪ Remember to email us at grad@Illinois.edu

Change of Program Admissions*

(For Current Illinois Graduate Students)

*Potentially coming from a different Illinois graduate program

Petition Option

Student Initiates Request
Student submits petition using Graduate College Student Portal

Required Information
UIN, Student Name, Current Program Code, New Program Major and Degree Level, Effective Term for Change

Required Approvals
2 authorized signatures from both current program and new program

Transfer of Coursework
Courses to be transferred must be listed and approved by both programs (current program must confirm coursework will not be used towards current degree)

Full Application Option

Full Application in Slate
Full online application & all supporting materials (including application fee)

Transcripts
Admissions will use transcripts provided from original Graduate College admissions file

Required Approvals
Must upload approval from previous program; Material type = "Dept Change of Program Approval Upload"

Transfer of Coursework
If requesting to transfer coursework, must file separate petition through the Graduate College Student Portal

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Change of Program Admissions

Full Applications & Petitions

Additional Information

❖ The Office of Registrar now requires all active programs be listed in Banner, when a degree or certificate will be awarded in the effective term of the change or in the future.

❖ Submission of a petition or application indicates new program should have active status in student system.

❖ For the previous program, indicate the current status by answering the following questions on the petition form or application department referral form:

- Does the student plan to graduate from their current degree program?

- Will the student graduate from their current program prior to the new program's admit term?

Re-Entry Admissions*

(For Current Illinois Graduate Students)

***Potentially coming from a different Illinois graduate program**

✓ *NOTE: Many re-entry requests are ALSO change of program requests, so both requirements apply*

Petition Option

Student Initiates Request
Student submits petition using Graduate College Student Portal

Required Information
UIN, Student Name, Former Program Code, Effective Term for Re-Entry, Expected Graduation Date

Required Approvals
2 authorized signatures from former program

Time Extensions
Granted for a maximum of 1 year at the time of re-entry request

Full Application Option

Full Application in Slate
Full online application & all supporting materials (including application fee)

Transcripts
Admissions will use transcripts provided from original Graduate College admissions file; May require new transcripts if student attended other institutions after leaving Illinois

Time Extensions
Granted for a maximum of 1 year at the time of re-entry request; indicate approval and list expected graduation date in Referral Comments

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Petition Option
Tutorials

❖ Graduate College Petition Process

https://grad.illinois.edu/gsas/gradpetition

- Link to Graduate College Student Portal System

- Submitting a Petition Video (Student View)

❖ Graduate College Student Portal Tutorial Videos

https://grad.illinois.edu/faculty-staff/contacts-resources

- Petition Processing for Administrators Video

- Petition Processing for Faculty Video

- Student Record Overview Video

Graduate Certificate (CERT) Admissions

CERT

Application Fee
Not Required

Comparable Bachelor's Degree
Yes

Accreditation Institutions
Yes

Required Academic Credentials
Bachelor's institutions only; Post-bachelor's credentials generally unneeded

GPA Review
No GPA requirement

Recommendations Required
Depends on program

English Proficiency Required
Yes

Regular Degree

Application Fee
Required

Comparable Bachelor's Degree
Yes

Accredited Institutions
Yes

Required Academic Credentials
Institutions where degrees awarded (possibly all post-secondary institutions)

GPA Review
GPA review required

Recommendations Required
Yes

English Proficiency Required
Yes

Graduate Certificate (CERT) To Degree Admissions

❖ Student must submit new full application for the degree program

  ▪ Application fee will be required

  ▪ Unable to recode a CERT application to a degree application

❖ Please answer the Change of Program Petition Questions about the CERT program's current status in the Dept Referral form

❖ If student continuing CERT while in the degree program, the degree will be listed as the primary program for tuition purposes.

Credential Evaluation Resources

- **The American Council on Education**: "Accredited Institutions of Postsecondary Education"

- **International Association of Universities**: "International Handbook of Universities," 19th Edition

- **NAFSA**: "A Guide to Educational Systems Around the World"

- **AACRAO**: "Foreign Educational Credentials Required," 5th Edition

- **Council for Higher Education Accreditation**: https://www.chea.org/search-institutions

- **World Higher Education Database**: http://www.whed.net/home.php

- **GPA Calculator**: http://www.grad.illinois.edu/sites/default/files/gpacalc.xls

Admissions Resources Toolkit

Offers Guidance and Best Practices for:

- Slate
- Credential Evaluation
- English Proficiency Evaluation
- SEVIS & Financial Evaluation
- Change of Program & Re-Entry Resources
- Admissions Policy & Forms

Resources To Help You Do Your Work

https://grad.illinois.edu/faculty-staff/toolkits/recruit

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Admissions Review Toolkit

Resources To Help You Do Your Work

Offers Guidance and Best Practices for:

- Admissions Committees

- Holistic Review Strategies

- Admissions and Funding Offers

- Admissions Review Systems

- Understanding the SCOTUS Affirmative Action Ruling Impacts on Admissions

The toolkit also offers a series of training videos and policy resources for admissions committee members and graduate faculty

https://grad.illinois.edu/faculty-staff/toolkits/holistic-review

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