Workshop Agenda

1. Pre-Admission Credential Evaluations
2. Recodes
3. Admissions Processing
4. Academic Eligibility – Domestic & International
5. English Proficiency Requirements & Evaluation
6. Letters of Justification
7. Incomplete Admissions
Pre-Admission Credential Evaluations

- For International Institutions Only
- Complete DEPT Int’l Eval Requests form
  - 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
- Grad College will evaluate credentials; an auto-email will notify you when evaluation is complete
- Please don’t wait until January to send requests!
**Recode:** Changing a Term, a Program, or a Concentration

- Go to Dept Referral form on “Active Application”
  - 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
- Recode Restrictions
  - Cannot recode more than one calendar year from initial application term
Admissions Processing Tips

Complete the Dept Referral form

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 Student Admissions

- 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.uillinois.edu/cio/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
<table>
<thead>
<tr>
<th><strong>Petition Option</strong></th>
<th><strong>Full Application Option</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Initiates Request</strong></td>
<td><strong>Full Application in Slate</strong></td>
</tr>
<tr>
<td>Student initiates request using Graduate College Portal</td>
<td>Full online application &amp; all supporting materials (including application fee)</td>
</tr>
<tr>
<td><strong>Required Information</strong></td>
<td><strong>Transcripts</strong></td>
</tr>
<tr>
<td>UIN, Student Name, Current Program Code, New Program Major and Degree Level, Effective Term for Change</td>
<td>Admissions will use transcripts provided from original admissions file</td>
</tr>
<tr>
<td><strong>Required Approvals</strong></td>
<td><strong>Required Approvals</strong></td>
</tr>
<tr>
<td>2 authorized signatures from both current program and new program</td>
<td>Must upload approval from previous program; Material type = “Dept Change of Program Approval Upload”</td>
</tr>
<tr>
<td><strong>Transfer of Coursework</strong></td>
<td><strong>Transfer of Coursework</strong></td>
</tr>
<tr>
<td>Courses to be transferred must be listed and approved by both programs (current program must confirm coursework will not be used towards current degree)</td>
<td>If requesting to transfer coursework, must file separate petition through the Graduate College Portal System</td>
</tr>
</tbody>
</table>

*Potentially coming from a different Illinois graduate program*
## Re-Entry Admissions*

(For Current Illinois Graduate Students)

*Potentially coming from a different Illinois graduate program

### Petition Option

#### Student Initiates Request
Student initiates request using Graduate College 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 admissions file; May require new transcripts if 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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**NOTE:** Many re-entry requests are ALSO change of program requests, so both requirements apply.
Academic Eligibility: Domestic

Admission GPA Requirement:

- B Average Minimum for undergraduate institution
- 4-Year Program: Last 2 years (last 1.5 years if in final year)
- 5-Year Program: Last 3 years (last 2.5 years if in final year)
- Automatic Limited Status with Department Support 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
Academic Eligibility: International

Admission GPA Requirement:

- B Average Minimum for undergraduate institution
- 4-Year Program: Last 2 years (last 1.5 years if in final year)
- 5-Year Program: Last 3 years (last 2.5 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
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
- 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?
Bachelor vs. Master: Which GPA determines the PhD admit?

- If the **bachelor’s GPA is low**, we will combine it with any post-bachelor’s coursework to try to bring the student’s admission GPA above the minimum for full status.

- If the **bachelor’s GPA is low, and we cannot combine** with the master’s GPA due to different grading scales OR if the combination still doesn’t bring the student’s admission GPA above the full status minimum, we will have to admit on limited status.

- HOWEVER, if a student’s **master’s GPA is above the full status minimum and is in a comparable field to the admitting PhD program**, we are **willing to consider a full status admission with a letter of justification** from the department; this letter must demonstrate why the master’s degree is a better determinant of the student’s ability to succeed in the graduate program.

- Similarly, if a student **attends an unaccredited undergraduate institution, but attends an accredited graduate institution (and the major is comparable to that of the PhD admitting program)**, we would be **willing to consider a full status admission with a letter of justification** from the department.
Check For a Possible Duplicate Graduate Degree
Credential Evaluation Resources

- The American Council on Education: “Accredited Institutions of Postsecondary Education”
- 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
Who Is Subject to English Proficiency Requirements?

**U.S. Citizens**
are exempt from taking TOEFL, IELTS, or Duolingo test

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

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

**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)
All applicants whose native language is not English are subject to English proficiency requirements.

- Must receive official score
- Test Date: Must be within 2 years from Admit Term
- Test Scores: See chart on the left

### English Proficiency Requirements

<table>
<thead>
<tr>
<th>ACCEPTED TESTS</th>
<th>LIMITED STATUS ADMISSION MINIMUM</th>
<th>FULL STATUS ADMISSION MINIMUM</th>
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</thead>
<tbody>
<tr>
<td>TOEFL IBT</td>
<td>79</td>
<td>103</td>
</tr>
<tr>
<td>TOEFL IBT HOME EDITION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOEFL IBT PAPER EDITION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IELTS ACADEMIC EXAM</td>
<td>6.5</td>
<td>7.5</td>
</tr>
<tr>
<td>DUOLINGO (ACCEPTING TEMPORARILY)</td>
<td>105</td>
<td>125</td>
</tr>
</tbody>
</table>

https://grad.illinois.edu/admissions/instructions/04c
English Proficiency Exemptions

Option 1—
Two years of post-secondary full-time study exemption

Option 2—
Post-Secondary Degree awarded exemption

Option 3—
Two years of professional work exemption

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

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
- Banner (SOATEST)

  - Official = INTF or TAPE in Source field
Letters of Justification

➢ All Justification Letter Requirements:

➢ Must be an individual letter specific to this student's situation (canned templates will not be accepted), and must be signed by the Director of Graduate Studies (or other supporting faculty/staff as appropriate).

➢ Low GPA or Non-Comparable Bachelor’s Degree Justification Letter Requirements:

➢ 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.

➢ English Deficiency Justification Letter Requirements:

➢ Detailed information as to why you believe the student will succeed in your program, other factors that support the admit (work or academic experience where English is the primary language used, letters of recommendation, etc), and a plan to help the student succeed.
Letters of Justification

- Possible Duplicate Degree Justification Letter Requirements:
  - 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.
- Request to use Master’s GPA instead of Bachelor’s for PhD Admission Review
  - If admitting to a PhD program and the student has a low GPA from his/her bachelor’s degree or does not have a comparable bachelor’s degree, but he/she does have a comparable master’s degree with a good GPA and with a major in a similar discipline to the PhD program, you can request that we use this master’s degree for the admissions review.
Incomplete Admissions

Possible 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
Graduate College Admissions Resources

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

https://grad.Illinois.edu/admissions/staff_fac.htm