

Admissions 101

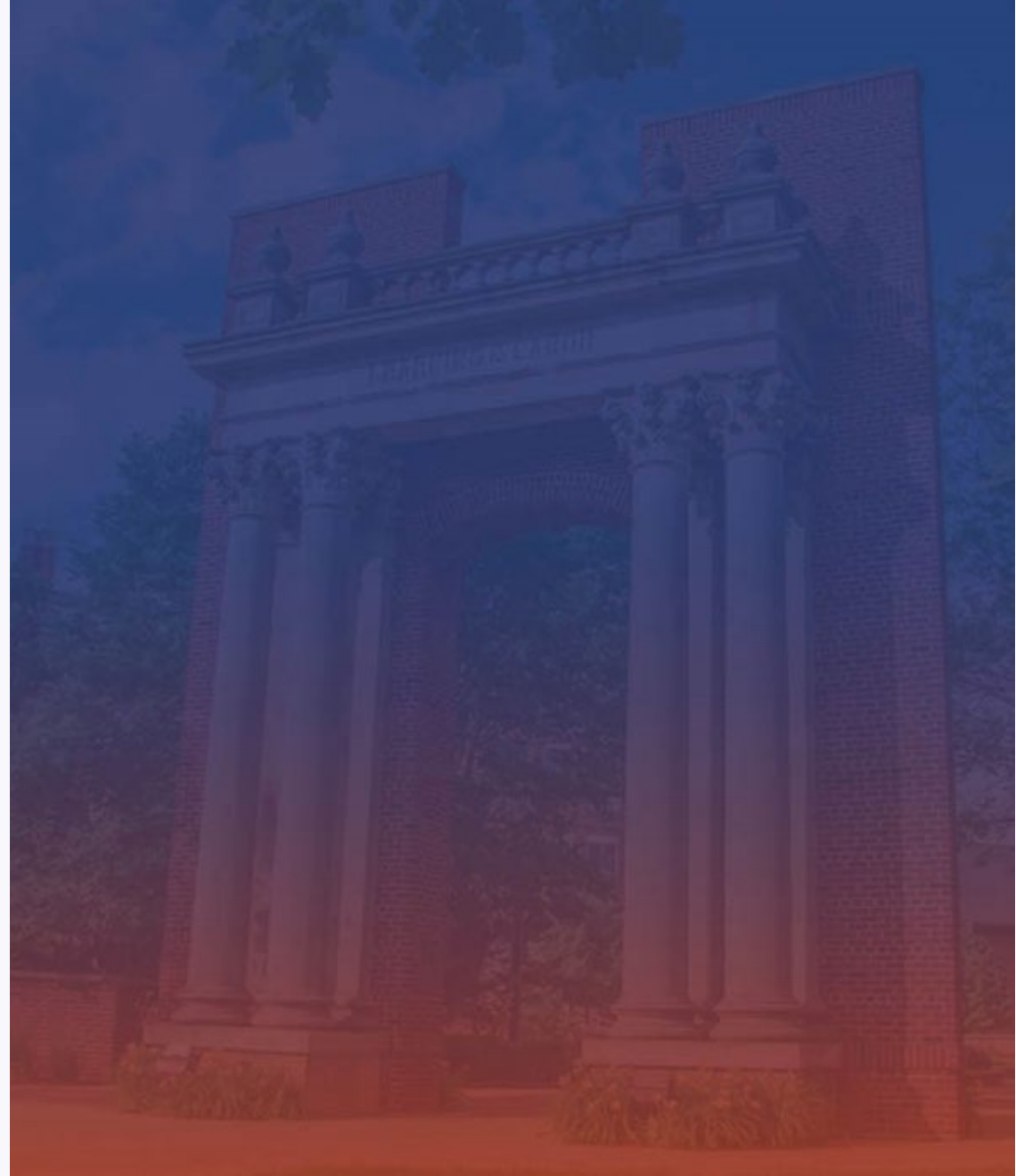
Admissions, Registration, & Enrollment Services
2022-2023



Graduate College

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. Incomplete Admissions



Pre-Referral 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

Recodes



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 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.aitis.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

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



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 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



Petition Option

Additional Info

❖ 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

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 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 Possible Duplicate Graduate Degree

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
- 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 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

- International applicants 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>



English Proficiency Exemptions

Option 1—

Two years of post-secondary full-time study exemption

Option 2—
Post-Secondary Degree awarded 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

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 Degree

- Applicants may qualify for full status admission based on a master's 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 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 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)

❖ English Deficiency Letter Requirements:

- What to Include – 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.

❖ Possible Duplicate Degree Letter Requirements:

- What to Include – 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:

- What to Include – 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 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

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



Resources To Help
You Do Your Work

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