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
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

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

- 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
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.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

Debt 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](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
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

- 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

<table>
<thead>
<tr>
<th>Accepted Tests</th>
<th>Limited Status Admission Minimum</th>
<th>Full Status Admission Minimum</th>
</tr>
</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>115</td>
<td>135</td>
</tr>
</tbody>
</table>

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

Option 1—
Two years of fulltime post-secondary 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 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:

- **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 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
<table>
<thead>
<tr>
<th>Petition Option</th>
<th>Full Application Option</th>
</tr>
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<tr>
<td><strong>Student Initiates Request</strong>&lt;br&gt;Student submits petition using Graduate College Student Portal</td>
<td><strong>Full Application in Slate</strong>&lt;br&gt;Full online application &amp; all supporting materials (including application fee)</td>
</tr>
<tr>
<td><strong>Required Information</strong>&lt;br&gt;UIN, Student Name, Current Program Code, New Program Major and Degree Level, Effective Term for Change</td>
<td><strong>Transcripts</strong>&lt;br&gt;Admissions will use transcripts provided from original Graduate College admissions file</td>
</tr>
<tr>
<td><strong>Required Approvals</strong>&lt;br&gt;2 authorized signatures from both current program and new program</td>
<td><strong>Required Approvals</strong>&lt;br&gt;Must upload approval from previous program; Material type = “Dept Change of Program Approval Upload”</td>
</tr>
<tr>
<td><strong>Transfer of Coursework</strong>&lt;br&gt;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><strong>Transfer of Coursework</strong>&lt;br&gt;If requesting to transfer coursework, must file separate petition through the Graduate College Student Portal</td>
</tr>
</tbody>
</table>
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?
<table>
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<tr>
<th>Re-Entry Admissions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For Current Illinois Graduate Students)</td>
</tr>
<tr>
<td>*Potentially coming from a different Illinois graduate program</td>
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<tr>
<th><strong>Required Information</strong></th>
<th><strong>Transcripts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIN, Student Name, Former Program Code, Effective Term for Re-Entry, Expected Graduation Date</td>
<td>Admissions will use transcripts provided from original Graduate College admissions file; May require new transcripts if student attended other institutions after leaving Illinois</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Required Approvals</strong></th>
<th><strong>Time Extensions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 authorized signatures from former program</td>
<td>Granted for a maximum of 1 year at the time of re-entry request; indicate approval and list expected graduation date in Referral Comments</td>
</tr>
</tbody>
</table>

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<th><strong>Time Extensions</strong></th>
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</table>

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

<table>
<thead>
<tr>
<th></th>
<th>CERT</th>
<th>Regular Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td>Not Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>Comparable Bachelor’s Degree</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Accreditation Institutions</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Required Academic Credentials</strong></td>
<td>Bachelor’s institutions only; Post-bachelor’s credentials generally unneeded</td>
<td>Institutions where degrees awarded (possibly all post-secondary institutions)</td>
</tr>
<tr>
<td><strong>GPA Review</strong></td>
<td>No GPA requirement</td>
<td>GPA review required</td>
</tr>
<tr>
<td><strong>Recommendations Required</strong></td>
<td>Depends on program</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>English Proficiency Required</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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”
- 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

https://grad.illinois.edu/faculty-staff/toolkits/recruit
The toolkit also offers a series of training videos and policy resources for admissions committee members and graduate faculty