Admissions Profile Workshop
Unit Profile

Drives:

• The Application System for the Applicants
• The Graduate School’s Program listing
  http://www.grad.washington.edu/Programs/gradprogs.asp
Profile Sections

- Degree Coding
- Basic Information
  - Contact information
- Admissions Requirements and Deadlines
- Application Materials
  - Steps specified by the department
  - Steps specified by the Grad. School
  - Additional steps
    - Steps that need to be completed outside of the online submission.
Profile Sections Cont.

- Programs Areas of Interest
  - Populates the areas of interest for applicants to select in the application
  - Faculty reviewers can be assigned by areas of interest

- Keywords
  - Drives the Research/Scholarly Interest Keyword search on the Graduate School website
  
http://www.grad.washington.edu/admissions/programs-degrees.shtml
Basic Information

- Degree information
  - Added by the Graduate School when the Admission Profile is established
- Program Website
- Contact Name
  - Who to ask for in the department
- Address
  - Where to have additional materials sent
- Telephone & Fax Number
- Email
Basic Information

Best Practice\Tips and Tricks

- Program Website – Be specific
- Contact Name – Use a title or office name
  - Example: Graduate Advisor, or Academic Services
- Address
  - If you do not want any mailed materials, consider a message “We do not receive mailed materials.”
  - If you want mailed materials give both a standard and express mail address
- Telephone
  - This might not be your number. Telephone number of someone who can answer general questions.
- E-mail address
  - Use a general e-mail in case you are gone so another person can check it.
Admission Requirements and Deadlines

• Graduate School DOES NOT identify deadlines
  – All deadlines are set by the department
  – Applicant can only apply for quarters with deadlines

• Deadline Info\Requirements\Instructions
  – Any thing that would be helpful for your applicants to know prior to the deadline
    • i.e. all materials must be received by the deadline indicated
• Decide if you are having a hard or soft deadline
  – Make sure you understand the difference between the two
• Make sure that you set Domestic and International deadlines
• Only set a deadline for quarters that you will accept new applicants
• If it can’t be explained in 1-3 sentences, use a web link
  – On your program webpage? Consider using a web link
• If an applicant can come across conflicting requirements anywhere on the University website, clarify
  – Department has a higher English Proficiency requirement than the Graduate School Memo 8 requires
  – Indicate if your program is part time or online and that F-1 visas will not be issued
• If you don’t offer funding, indicate this
  – If you consider funding separately from admission, indicate this
Application Materials

- Steps specified by Department and Graduate School are all online steps
- Additional steps are outside of the online application.
- Before working on this section decide the following:
  - What am I requiring?
  - Is this required to submit the application online?
    - Note: applicants cannot tell what is required or optional.
  - Who is it required of?
  - How should the item be submitted?
    - You may want to give more than one option
Application Materials
Best Practices\Tips and Tricks

• Use the list of item provided whenever possible
• “Other” items should be truly unique to your department
• When self reported test scores are selected by you, automatic tracking of official scores occurs
  – No need to create an other item
• Specify a length for every written prompt
  – Uploaded file size is 500kb
• Review the prompts\instructions for each item, every year
  – Create an application yourself to see it from the applicant’s perspective.
    Create a Domestic and International profile
  – Do Not wait until applicants have started application for the next cycle.
• Program Application Form, check the URL to make sure it works.
Transcripts

• The Graduate School will be collecting a final degree transcript for all admitted applicants
  – This is asked for and direction is given on the Application Status Page
  – Official transcripts from the department will not be accepted

• Unofficial transcripts, submitted online will be required of all applicants
  – Currently 75% of programs are already requesting this
Transcripts

Best Practices\Tips and Tricks

• Graduate School will change over the unofficial transcript section of the application this Summer
  – The Graduate School will replace the current unofficial transcript item with the new item
  – Do not remove your item

• Departments requiring Official transcripts may want to consider the following:
  – Request a single copy sent directly to you
  – Retain your copy, this should not be forwarded on to the Graduate School

• If an applicants file is to large to upload (1mb)
  – Have them try a reduce the file size
  – Skip the step
  – Applicant can transcribe the information into a document
  – There is nothing GEMS or CAIR can do to help
TEST, TEST, TEST

To help you test use the following resources:

- Sandbox server:
  - Allows you to set up the application.
  - You can create applications using this as well.
  - Applicant view: [https://hood.grad.washington.edu/applForAdmiss/login.aspx](https://hood.grad.washington.edu/applForAdmiss/login.aspx)
  - MGP view: [https://hood.grad.washington.edu/mgp-dept-start.htm](https://hood.grad.washington.edu/mgp-dept-start.htm)

- Have a student assistant pretend to be an applicant
  - Have them read your website through creating an application.