



2014 Welcome & What's New at The Graduate School September 18, 2014

ADMISSIONS FAQS:

1. **I cannot find my applicant by searching by his name, how else can I find it?** Try using their e-mail address, or their birthdate. Sometimes, especially with International applicants their names are in different fields. Many times the applicant may have not submitted their application yet, make sure the "BOTH" option is checked off in "Record Options".

Display Options	Record Options
Number of Records to Display: <input type="text" value="50"/>	<input type="radio"/> Submitted <input type="radio"/> Not Submitted <input checked="" type="radio"/> Both
Do you want to view the records with details <input type="checkbox"/>	

2. **How can I tell if my applicant's letters of recommendation have been received?** The box next to the recommender will be grey if the official letter has been received "online". The box will be white if the official letter has NOT been received "online". The box will turn black if the official letter has been received "offline". The box will be half black and half white if the official letter has NOT been received "offline". **Offline recommendations received must be entered by the departments, they are not entered by The Graduate School.**

Received "online":

Recommendation

- Ford, David
- Henson, Michael
- Roberts, Lou

[Add New Recommendation](#)

NOT received "online":

Recommendations

- Hu, Changqin [re-notify](#)
- Wu, Chuanbin [re-notify](#)
- Xu, Xinjun [re-notify](#)

[Add New Recommendation](#)

Received "offline":

Recommendation

- Ball, Kelly
- Kaplan, Holly
- Smith, Brian

[Add New Recommendation](#)
[Standardized Test Scores](#)

NOT Received "offline":

Recommendation

- Alfano, Michael
- Glenn, Wendy
- Traynor, Ann

[Add New Recommendation](#)

3. **How do I waive letters of recommendation/ have my applicants waive them?** Make sure that the first name for the recommender is filled in as "NOT", and the last name is filled in as "REQUIRED". Have this information entered 3 times for each recommender. Then make sure that the OFFLINE option is chosen for the recommendations.

Recommendation

- required, not
- required, not
- required, not

[Add New Recommendation](#)

4. **My department does not require GRE scores- how do I waive them?** Under “Supporting Documents”- Click on “Standardized Test Scores”- then click on “Add New Test Score”. Select “Test Type*” as GRE in the top drop down box, then choose “Waived” in the “Status*” drop down box. Click “Next” in the top right corner and then Click “Save” in the upper right corner of the following screen. Do not enter any scores or dates.

The image shows two screenshots from a web application. The top screenshot is a dropdown menu titled "Supporting Documents" with options: Application Fee, Recommendation, Standardized Test Scores, Add New TestScore, Transcripts, and Other Supporting Documents. The bottom screenshot is a form titled "Manage Test Scores" with fields for Test Type* (GRE), Status* (Waived), Date of Receipt, Test Month, Test Year, and Rank. It includes "next" and "close window" buttons. Below this is another form titled "Manage Test Scores - GRE" with a "Verbal:" field and a "(130-800)" label, with "save" and "cancel" buttons.

5. **My applicant’s TOEFL scores should be waived, how can I make sure they are waived?** Contact admissions at The Graduate School by e-mailing us at gradadmissions@uconn.edu. Let us know the applicant’s first and last name and AY ID # and the reason for why the scores should be waived. **Departments should NEVER waive the TOEFL requirement on their own, always contact gradadmissions@uconn.edu. <http://grad.uconn.edu/doc/language-proficiency-waiver.pdf?date=01142014>**
6. **How can I tell if my applicant’s transcripts/ diplomas are received?** If the boxes next to the transcripts are white- then no transcripts have been received. If the boxes are half black, half white, we have only received an unofficial copy (their electronic copy they submitted to their application). The boxes will turn black, when we have received their official copies, or their transcripts have been waived. **Once an applicant is admitted they must send in their official transcripts for all course work, including classes they are currently enrolled in.**

Unofficial copy received:

- Transcripts
- Boston University
 - Hobart/William Smith College
 - [Add New Transcript](#)

Official copy received:

- Transcripts
- University of Connecticut
 - [Add New Transcript](#)

7. **Does my applicant need to send transcripts if they haven't received a conferred degree yet?** Yes, we require it for their matriculation; they will need to send another copy of their conferred/ complete transcripts/ diploma once they receive them (including International applicants).
8. **My International applicant only has original copies of their transcript/ diploma- can they send copies?** No, but they can send their originals with a cover page clearly stating that they would like The Graduate School to make copies of their originals and that they would like them returned. They should also include WHERE to send the originals back. If the student is currently attending another university- they can send in copies of their original transcript and diplomas ATTESTED by their current University in a sealed envelope from the school.
9. **What happens when applicants do not send their final official transcripts/ diplomas for courses/ degrees they were enrolled in at the time of application?** The applicant will have an enrollment hold placed on their SA account for registration for the following semester; it will not be released until we receive the required official documents. Questions regarding the receipt of final documents should be directed to the Records Department.
10. **My International applicant was matriculated- where is their I-20?** Use the date they were matriculated in SA and add 2-3 weeks- this will be around the time the I-20 should be ready in the ISSS office. Meg Buckley (6-7921) will contact your department after she has processed it.
11. **What does "ADMT/GREG" in Hobson's mean?** Your applicant has been reviewed by The Graduate School and admitted; the student has been sent an e-mail notification of their admission and asked to accept or decline the offer of enrollment by logging into their application. **Applicants will not be matriculated until they have accepted the offer in Hobson's, and submitted all required documentation.**

Decision: <input type="button" value="print"/>	ADMT	▼
Decision Reason:	GREG	▼
Decision Date:	8/12/2014	
Decision Publish Date:	8/12/2014	

12. **How can I tell if an applicant has accepted enrollment?** The box in the bottom right of the application labeled "Enrollment" will state "Enrollment Accepted" with a date and time stamp. If a student has yet to make a decision, box will say "Add Enrollment Verification Record"

Student has Accepted Enrollment:

Enrollment
Enrollment Verification Enrollment Accepted on 12/13/2013 4:12:00 PM

Student has yet to make a decision on application:

Enrollment
Add Enrollment Verification Record

13. What does “DEIN/ GPAS” in Hobson’s mean? Your applicant has been matriculated on this date, double check in SA.

Decision:	print	DEIN
Decision Reason:		GPAS
Decision Date:	9/9/2014	
Decision Publish Date:		
Enrollment Deadline Date:		

14. Why can’t I see the admit letter when it shows “DEIN/ GPAS” in Hobson’s? The decision letter disappears after we matriculate the student, they will receive a new hard copy of their matriculation letter in the mail after they have been matriculated. International Applicants will receive their matriculation letter WITH their I-20. **Once an applicant has been matriculated, the system of record is SA and NOT Hobson’s. Any changes made for a student after matriculation should NOT be made in Hobson’s.**

15. Why hasn’t my applicant been matriculated? Your applicant is most likely missing materials- check in “GROUPS”- if you see the group labeled-“DEIN missing materials”, this means they will not be matriculated until after we receive the required materials.

[print application](#) [print Recommendation](#) [view comments](#)
[view history](#) [view groups](#)

Groups			close window
Name	Description	Package Name	
<input type="checkbox"/> Complete	Complete	Application for Admission	
<input type="checkbox"/> DEIN missing materials	Accepted admission awaiting materials before can matr	Application for Admission	
			add remove

16. How do I track what my applicant is missing in their application for matriculation when they are “DEIN missing materials”? Click on “VIEW HISTORY” and then look for the most recent e-mail sent from the Grad School that is titled a missing material, i.e. “Official Transcript” or “Passport”. Click on the “>>” and you will be able to see the exact e-mail sent to the applicant, with a date/timestamp.

[print application](#) [print Recommendation](#) [view comments](#)
[view history](#) [view groups](#)

Action History				close window
Date	By	Action Type	Package Name	
9/9/2014 10:23:05 AM	Shirley Fiasconaro	Send Email >>	Application for Admission	
Official Transcripts/diploma				
7/1/2014 9:54:15 AM	Joel Salisbury	Send Email >>	Application for Admission	
UConn - Orientation Registration is Now Open				
5/1/2014 9:29:16 AM	Lisa Pane	Send Email >>	Application for Admission	
Welcome to UConn!				
3/19/2014 10:52:25 AM	Meg Buckley	Send Email >>	Application for Admission	
UConn Graduate School - Decision				
3/19/2014 9:39:11 AM	Anne Lanzit	Send Email >>	Application for Admission	
UConn Graduate School - Decision				
3/5/2014 8:51:10 AM	Shirley Fiasconaro	Send Email >>	Application for Admission	
UConn Grad School - Thank you for your submission				
3/5/2014 6:50:01 AM	System Process	Print Application	Application for Admission	
Batch Printed				
3/4/2014 10:03:43 AM	24606	Send Email >>	Application for Admission	
Submission Email				