



On your mark, get set, go:
Running the admission race

Graduate Studies
November 5, 2008



Admission Updates

- Provisional Admits threshold has changed – can now admit without provision down to 2.5 GPA
- Credential Evaluations – We will no longer be using ECE. Please refer students to WES and IERF
- Form E for International Students – please have applicant email INTL@BYU.EDU for special arrangements



Admission Overview

- Applicants submit in AY and we export those apps each night at 4:30
- Added to AIM at 6 PM
- Applications must be submitted by 10 PM Mountain Time to meet the appropriate department deadlines
- Dates in AIM on gs02 are the document dates



Document Reminders

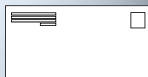
- Form E – these are entered with the date of bishop’s signature – allow 2 weeks processing
- Letters of recommendation – AY electronic letters are printed by department – Paper letters that come to our office, will be forwarded to department. If you receive paper letters in your department, please send those to us for imaging.



Document Reminders 2

- Transcripts – U.S. transcripts are entered by our specialist.
- Bachelor’s degrees must be from an accredited school (e.g., Southern Virginia University is not accredited)
- International transcripts must be sent to a credential evaluation (WES, IERF)
- <http://www.ierf.org/requireddocs.asp>
- <http://www.wes.org/required/index.asp>

Letters of Recommendation



- Departments can hand enter these on GS05
- Please be sure to send us a copy for imaging
- Requests from current students to view letters should come directly to Kevin who will determine FERPA law compliance and eligibility
- Electronic letters received after application are indicated by reports sent to department

Letters entered by hand should included a period after the first initial. For example, "K. Green" would indicate that the letter of recommendation was entered by hand, whereas those without a period are those that come in electronically from ApplyYourself.

Application Fee



- All students must use a credit card to submit their application
- We do NOT accept money orders
- Checks are a painful exception that we highly discourage
- Departments can pay for application fee on behalf of applicant. Department must complete OGS Form 1 – Fee Payment Form. Please coordinate with our office.

Test Scores



- GS07 great place to check test scores
- GRE comes in twice a week (Wed and Fri)
- TOEFL comes in weekly
- GMAT comes in weekly
- BYU school code: 4019
- Students must request scores be sent to BYU
- GRE and GMAT are department requirements and can be waived



International Applicant Reminders

- Finances must be cleared after applicant has been admitted and prior to us issuing a visa document
- Departments funding students should send over a signed GS I-1
- Students must submit copy of their passport to Graduate Studies
- PR must submit copy of their PR card – waived from finance requirements

New International Staff

- Contact Information:
 - INTL@BYU.EDU
 - 422-7367
 - Allison – International Intern
 - Heather – International Specialist
 - Are available to answer questions about transcripts, finances, and visa documents, or Form E process with chaplain

Decisions

- Decisions should be put on GS02
- Withdraws should be indicated in AIM. Be sure to check AY and update AIM with the withdraw status. Those that have declined offers.
- Decision notification emails go out each Monday after admission decision has been made
- Be sure to query for those apps still in process in GS01

For those departments that send out the certificate letter, you may want to consider putting your decisions on early in the week so that the letter can make it to your dept before the applicants gets the email notification the following Monday

AY Enrollment

- All admitted applicants are invited to “indicate their intent to enroll” in AY
- Many do and some even note they are declining enrollment
- Departments need to monitor this
