

## GRADUATE ADMISSIONS

### I. APPLICATION PROCESSING

#### Online Applications

The online application is the preferred method of application. Online applications are loaded into ISIS from GradApp periodically: daily between November and April when application submissions are high, less frequently when application submissions are low. You are able to access the information from both GradApp and ISIS. The online application system contains more information and is easily printed.

#### Paper Applications

Only in unusual circumstances when an applicant is not able to access or use the online application should a paper application be provided. Graduate departments must screen and approve the applicant's request and supply the necessary website with links to the paper forms. Paper applications require hand entry and may cause delays in processing. Please see the following website for the paper application forms and procedures. [http://ogs.ucsd.edu/\\_secured/application](http://ogs.ucsd.edu/_secured/application) . Send Paper Applications received directly by departments to Graduate Admissions. Send any fee waiver requests or financial aid/support information to graduate admissions.

#### Application Fee

The non-refundable application fee schedule is:

US Citizens and Permanent Resident Applicants	\$60.00
International Applicants	\$80.00

The application fee is payable by major credit card: MasterCard, Visa, American Express, Discover, and JCB.

Graduate admissions will not process any application, regardless of the country of origin, without the fee payment. The applicant will be notified that the application will not be processed until the fee is paid. We will not enter data or forward any unpaid applications to departments. Applications received without payment will be held until the quarter for which application was made (usually Fall). They will then be shredded.

#### Fee Waiver

**U.S. Citizens and permanent residents only are eligible for the fee waiver. International applicants are not eligible for a fee waiver.** Information regarding fee waiver eligibility requirements is available on the application and on the following website: <http://ogs.ucsd.edu/admissions/application/waiver>.

Application Fee Waivers are provided to applicants in the following situations:

- **Applicants who are currently receiving need-based financial assistance from an undergraduate or graduate institution.**
- **Applicants who are able to demonstrate financial hardship.**
- **Applicants who are participating in selected federal, state, and private graduate school preparation programs.**

Applicants request a fee waiver as part of the online application. Applicants are granted a provisional application fee waiver immediately; the waive is provisional pending receipt of documentation to verify eligibility for the fee waiver. Applicants must send fee waiver documentation to Graduate Admissions within two weeks of application submission. Failure to provide the required documentation will result in a HOLD being placed on the application until the application fee is paid or documentation is provided. Departments cannot view or make decisions on applications that are on HOLD.

Note: Domestic applicants using the paper application must submit verification of eligibility with the application form. They must submit Pell Grant verification, a copy of their most recent IRS tax return, or proof of program participation.

#### **Department Options for the Fee Waiver:**

- Each department may review the applications being held, request processing, and application fee deferral for a maximum of 5 applicants per year. The graduate coordinator must coordinate this with their Graduate Admissions Credential Evaluator.
- Departments may also pay the fee for selected applicants. The department must process a recharge on a budget index number for an application fee.

#### **Application Deadline Dates**

Applications are accepted until the departmental deadline posted on the department information webpage, <http://ogs.ucsd.edu/admissions/programs/>. **If your department wants to extend the deadline, notify Graduate Admissions by phone or email.** If we do not receive an extension from you, the online application will be closed for your department on the posted deadline date.

If you receive a paper application and fee after your deadline, send it to Admissions. We will return it to the applicant. If you wish to accept a specific application after the deadline date, or for winter or spring quarter, notify your Graduate Admissions Credential Evaluator.

#### **Medical Scientist Training Program: MSTP**

When applicants from the UCSD School of Medicine apply to the Graduate School they must complete an entire application and pay the application fee. Admissions will accept photocopies of transcripts and ETS test scores from School of Medicine only.

### **Education Abroad Program**

The Education Abroad Program (EAP) allows international students to study abroad for one year in non-degree status. These applicants must fulfill all graduate admission requirements and are to be processed as normal applications. In cooperation with the UCSB EAP office we ask that you consider them as soon as possible so that the offices involved can coordinate the students' participation.

### **Special Agency Applications**

We accept several different agency applications in lieu of the UCSD application:

- DAAD (Deutscher Akademischer Austausch Dienst)
- Fulbright - Kommission
- IIE (Institute of International Education)/Fulbright
- LASPAU (Latino American Scholarship Program)
- Project 1000
- CONYACYT
- Vietnam Education Foundation (VEF)

However, to receive the full benefits of online processing, these applicants are encouraged to complete the online application as well. Graduate Admissions evaluators work with these agencies to encourage more online submissions.

These agency applicants are treated the same as a regular applicants.

### **Applications from Former UCSD Graduate Students**

**AN APPLICANT WHO HAS REGISTERED PREVIOUSLY AS A GRADUATE STUDENT AT UCSD, REGARDLESS OF WHEN OR FOR HOW LONG, MUST PETITION THROUGH THE DEPARTMENT TO BE RE-ADMITTED. USE A GENERAL PETITION FOR RE-ADMITS. SEE GENERAL PETITION, PAGE 1 OF THE ACADEMIC AFFAIRS SECTION OF GRADUATE ADVISER'S MANUAL**

## II. Graduate Application Access Procedures

### Security of Private Information

The online application contains personal information as defined by federal and state law. In accordance with university policy governing personal information, departments must ensure that all staff, faculty, and students involved in the graduate application process understand the importance of protecting private information. All members of the UCSD community are responsible to respect and protect private personal information under their control, whether electronic (e.g. e-mail) or hard copy. Links to UCSD policy, and federal and state law are available on Blink at <http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,18107,00.html>.

### Graduate Application Management System -- GradApp

GradApp is the website used to manage the online applications for graduate study at UCSD and is located at [gradapp.ucsd.edu](http://gradapp.ucsd.edu). To use GradApp you will need a User Name and Password which can be obtained from OGS Graduate Admissions. Access to GradApp will allow you to view and manage the applications to your department only.

### GradApp Overview – Pages in GradApp

Applications – Clicking on this menu option presents a screen showing all applications for your department on the left side. Student information will include student's name, application submit date and time, Online Letters of Recommendation received (LOR Received), term applying for, department, and degree. Across the top of the page is a row of administrative activities. As specific activities are completed a date will appear in each column. This allows instantaneous information about the status of each applicant.

#### Possible Sorts

- Alphabetical – By default, applications are sorted alphabetically in ascending order. By clicking on “Name” you can change the sort to alphabetical in descending order.
- Submit Date Sort – You can sort applications by submit date by clicking on “Submit”. The sort will be by submit date in ascending order with earliest applications listed first. Clicking on “Submit” again will sort the applications by date submitted in descending order, with the most recent applications listed first.
- Department Review – There are three boxes: All, Pending, Reviewed. “All” will list all applications; “Pending” will list all applications pending department review. “Reviewed” lists all applications already reviewed by the department.
- Administrative Activity Sorts -- You can also sort by the other administrative activities: Dept Head Approval, OGS Approval, Notify Date, and Student Decision.

## Name Search

If you are looking for a specific applicant name, you may type in a last name and click on the search button. This will bring up the application of the name you requested.

## Print Functions

To Print – Click on the printer icon on the gray bar at the top of the applications list or the printer icon to the right of an applicant’s name. Do not use the toolbar print icon.

- **Printing Options** – This will list the various sections of the application. By clicking on the different sections you choose which sections will print, or select all sections for the entire application. Always check this before printing to ensure that you get all the sections that you want.
- **Printing Individual Applications** – Check the box of the application you wish to print and click on the printer icon at the top of the page, OR click on the printer icon next to an applicant’s name to print that application.
- **Printing Multiple Applications** – Check the Select All box to print all applications, OR check the individual boxes of the applications you wish to print and click on the printer icon at the top of the page. Review the printing options to ensure you print the sections of the application that you want. Click on the printer icon at the top of the page. Note: If you are printing a large volume of applications at one time, it may take a few minutes for your printer to print, depending on your printer memory. Be patient.
- **Official print** – By checking the “Official Print” box the application page will indicate the date and time the application was printed for the file. This is helpful to avoid duplicate printing.
- **Cover Page** – By checking the “Cover Page” box, a cover page will print with the entire application. The cover page provides summary information about the applicant. To print the cover page only go to print options, deselect all items and submit. Click on the Cover Page box and click the printer icon. This will print the cover page only.

Download -- You can download all the information on the application page by clicking on the download link at the top or bottom of the page.

- The system will ask you if you want to open or save.
- Choose save and pick where you want to save the file.
- Change the “save as” type to “all files”
- Find the file and open it using Excel or Word (Excel is better)

This will allow for further and more complicated sorts. Selected information can be copied and pasted. The download will include:

- Last Name
- First Name
- Major
- Degree Objective
- Date Created
- Term
- Dept Choice Date
- Dept Review Date
- Dept Head Choice Date
- Dept Head Review Date
- OGS Provisional Date
- OGS Final Date
- OGS Special Review Date
- OGS Special Review Choice Date
- Mailing Date
- Mailing Confirm (OGS Admission Or Denial Letter Mail Date)
- E-Mail Confirm (Date E-Mail Notice Sent)
- Student Decision (Accept, Decline, Defer)

Batch Print – This feature gives users the option of printing multiple Letters of Recommendation, Statements of Purpose, or San Diego Fellowship statements without going into individual applications.

### **Letters of Recommendation**

Page Organization – The page is organized by applicant name with their recommenders listed underneath. An applicant’s name appears on this page when a letter is received from one of their listed recommenders. Until a letter is received, the applicant name will not appear. The date and time the letter was received is also indicated. Names of the recommenders appear only after the online letter of recommendation has been received.

### Printing Letters of Recommendation

- Select All Records– By clicking on “Select All Records” all letters listed will be printed.
- Select New Records – By clicking “Select New Records” new letters since the last “official print date” will be printed.
- Reset – Allows the user to change their print selection.
- “Official Print” – Clicking Official Print will show that the letter(s) have been printed for the file.
- Individual Letters -- You can also select individual letters to print by checking the boxes underneath the applicant’s name.

## Statements of Purpose

Page Organization – Names of applicants who wrote an online statement of purpose will appear on this page.

### Printing Statements of Purpose

- Select All Records– By clicking on “Select All Records” all letters listed will be printed.
- Select New Records – By clicking “Select New Records” new letters since the last “official print date” will be printed.
- Reset – Allows the user to change their print selection.
- “Official Print” – Clicking Official Print will show that the letter(s) have been printed for the file.
- You can also select individual letters to print by checking the boxes underneath the applicant’s name.

## San Diego Fellowships

Page Organization – Names of students who submitted a San Diego Fellowship statement will appear on this page.

The same print process as the Statement of Purpose applies here.

Labels - Information can be downloaded from the OGS system to department computers for word processing and other activities. Information on all department applicants appears when this menu item is selected. When the screen appears applicants can be sorted by name, date entered, department status, and department head status. All the files will be downloaded when you click on the download link at the bottom of the page. Then:

- The system will ask you if you want to open or save.
- Choose save and pick where you want to save the file.
- Change the “save as” type to “all files”
- Find the file and open it using excel or word.

Selected applicant information can be downloaded by using copy and paste. Information contained in the download includes:

- Name
- Date entered
- Department status
- Department head status
- Major
- Degree
- Address Type (Current or Permanent)
- Address1
- Address 2
- City

- State
- Zip
- Country
- Foreign Zip
- Email
- Expires (date address expires)

Uploads–Lists the number of applications submitted per day, per department, and by term. A new feature also shows the number of applications “In Progress” for each department.

GRE – Search the official GRE scores by name of the applicant.

TOEFL – Search the official TOEFL scores by name of the applicant

Passwords – Allows you to change your password at any time. If you have forgotten your password you must contact OGS Admissions to restore your access. User names are not changeable.

Logout – Allows you logout of GradApp.

## Levels of Access

There are three levels of access for departments.

**View and Print (VP)** – For all general staff and faculty involved with application review. Includes viewing and printing access on the following pages of GradApp: Applications, Batch Print, Labels, Uploads, GRE, TOEFL, and Passwords. Users may view the applications but cannot make any changes to the applications.

**View, Print and Limited Changes (VPLC)** – For key staff (2-3 per department) involved with processing and monitoring the application process. In addition to the View and Print access this level is allowed to nominate and deny applicants, and make limited changes to the application.

- 1) Nominate or Deny and Applicant -- Applicants determined by the selection committee for nomination and denial are identified in the system by staff with limited change access (VPLC). Department nominations and denials can be made individually or using the Batch Process option.
  - a. Individual Nomination -- A nomination box appears at the top of each application. The drop down menu allows the VPLC user to select from the following options:
    - Nominate
    - Deny
    - Incomplete
    - Withdrawal
    - Waitlist

After selecting a decision, click on submit to send the applicant file to the Department Head/Chair for approval. The decision can be changed until the Department Head/Chair decision is made in GradApp. The date of the department nomination action appears on the administrative screen for each applicant. Applicants for whom the department will request special consideration or exemption are included in this nomination process.

- b. Batch Process – Batch Process allows the VPLC user to nominate or deny multiple applicants without having to access individual applications. It is only visible on the screen to users with VPLC or NDA access.
- 2) Limited Changes -- Only limited staff are given authority to make changes to applicant information on the View/Print Applications screen. This is necessary for security and control of the data. In addition to the View and Print, this level allows for change or addition of selected information to individual applications. Click the ‘edit’ button of the section you would like to change. Boxes will appear with the current information. Delete current information enter your changes. Click the ‘Submit Changes’ button to complete the edit. The following sections of the application can be edited:
- Contact Information
  - Graduate Programs
  - Personal Statement
  - College Courses In Progress
  - GRE Test Scores
  - Additional Test Scores
  - Languages
  - Occupations
  - 6 Month Activity
  - Miscellaneous Information
  - UCSD Faculty Member
  - Internal Staff Notes – This is a text field which allows departments to enter notes, contacts with students, and other data which may be important to keep with the file and available to reviewers and all staff.
  - Department Information

**Note:** Changes of address will be handled in two ways. **These processes are manual and take time, which means that the official ISIS files and the GradApp database may not always contain the same address information at the same time**

1. Address changes made on GradApp are identified on the system and OGS will subsequently make these changes on ISIS.
2. Chemistry/Biochemistry, Biology and all Engineering Departments will make address changes on ISIS. Those changes will be downloaded to the GradAppdatabase.

- 3) Nomination and Denial Approval (NDA)** -- For 1 person, usually the Department/Program Chair, in each department/program authorized to approve nominations and denials of applicants to OGS. In addition to View, Print, Limited Change (VPLC) capabilities, this level of access has authority to nominate and deny applicants as well as Confirm or reset department nominations and denials. **This is the equivalent of the Chair signature on paper nomination and denial forms.**

To confirm or reset decisions on individual a small drop down menu will appear at the top right of the file. The drop down menu contains the recommended action of the committee. The Chair has the options to:

- CONFIRM the department decision. If the action is to confirm a department decision of DENY, a denial email is sent to the applicant immediately upon confirmation. If the decision is to confirm a nomination for admission, no email is sent out until Graduate Admissions, acting on behalf of the Dean of Graduate Studies, has reviewed the file. The date of the Chair confirmation action appears on the administrative screen. Applicants for whom the department will request special consideration or exemption are included in this confirmation process.
- RESET the department decision. This negates the department nomination or denial and removes the dept decision date from the administrative list, returning the application to the applicant pool. Applicants who have been reset will appear in red type on the Status Page list. The decision columns will show N/A (no action). The red type will remain until a department action is taken to nominate or deny the student.
- If the Chair takes no action, the name remains on the list.

The Batch Process tab allows the NDA user to confirm or reset the department decision of multiple applicants at one time. Drop down menus will appear at the far right of the screen for each applicant who has been admitted or denied. The menu contains the recommender action of the committee. The chair has the same options as listed above

### **After Confirmation of Department Decision**

**Denials** – A denial e-mail is sent to the applicant as soon as the Department Chair confirms the denial decision.

**Nominations** -- **Once the department has nominated applicants for admission OGS must receive official transcripts and test scores from the department for each institution attended by the applicant who has been nominated for admission.** The Graduate Admissions staff cannot admit anyone without transcripts. Applicants nominated for admission will be notified by email after OGS has reviewed and approved the applicant file as either a final or provisional admit in gradapp.

**Exceptions to academic policy** -- Letters of Justification (for low GPA) and Exception Requests (i.e.: waiving the GRE requirement) must be written to the Dean from the Department Chair.

Send on Letterhead with official transcripts, copies of Letters of Recommendation, a copy of the Statement of Purpose, and any other supporting information to: **Graduate Admissions, 0086.**

Further actions and decisions on each applicant can be followed on the Applications page.

- OGS approval of nominated students for provisional or final admission will appear on the screen with a date.
- Special review cases will appear on the screen with a date.
- Applicants on the department nomination list not approved by the Dean will be RESET. This will clear the department nomination and Chair confirmation. The applicant's name will appear highlighted in green on the Status Page. The green highlight will remain until the department takes another action on the application.
- OGS will notate issuance of an I-20 or other Certificate of eligibility in the Internal Staff Notes section of the application.

### **Online Letters of Recommendation**

[Online Letters of Recommendation](#) -- In completing the online application applicants can choose the type of letter the recommender will provide, online or paper. The online letter of recommendation process is the preferred format. When the applicant selects the online format an email address for the recommender is required. When the applicant clicks on the "add" button an email request for a letter of recommendation is sent to the recommender. The e-mail contains a link to the online LOR site. Recommenders can choose to type, cut and paste, or attach a document. When the letter is submitted the recommender, the applicant, and the department will receive e-mails confirming that an LOR was sent/received.

- a. The applicant can correct wrong or outdated email addresses by using the Manage Recommendations page of the application site. Email addresses cannot be corrected on the original entry, but must be entered in the additional spaces provided.
- b. Paper Letters of Recommendation – Paper letters are not tracked automatically by gradapp. The application will note when the paper letter format has been selected. In these cases, departments should look for paper letters.

**Departments can update the status of paper letters of recommendation by editing the Letters of Recommendation section of the individual application. For example, if an applicant has entered a recommender with no e-mail address, and a paper letter is received, the department can go into GradApp and enter a received date for that letter.**

**Online Graduate Intent to Register** – Admitted Applicants submit their intent to register decision online. The student decision appears on the far right of the Application page of Gradapp under the column heading "Student Decision". The applicant's decision is also posted on the individual application.

III. ADMITS

**ONLY THE DEAN OF GRADUATE STUDIES MAY OFFICIALLY ADMIT OR DENY AN APPLICANT.**

Departments may send nominated applicants a letter informing them that their name has been **recommended to the Dean of Graduate Studies for final review**. The letter must state that the official admission notice will come from the Dean of Graduate Studies.

University graduate admission standards require that applicants have:

- A Bachelor's degree or equivalent on or before the beginning of the admission quarter.
- A minimum 3.0 GPA (see Marginal Admits).
- Official GRE scores.
- International Applicants: A minimum 80 TOEFL Internet score, 550 TOEFL Paper score, 213 TOEFL Computer score, or Band 7.0 on the IELTS academic training exam.

**Once admitted, departments must send the applicant file to Graduate Admissions for review. The file must contain official transcripts from all institutions attended by the applicant and test scores if received. Retain a copy of the file in the department.**

**Note: Graduate Admissions cannot process a nominated applicant without transcripts.**

Once OGS has reviewed and approved the applicant as either a Final or Provisional admit, an email notification of admit is sent to the applicant.

## **APPLICANTS AND RELEASE OF ADMISSIONS DECISION INFORMATION**

It is always preferable that an admission decision be received only by way of the Dean of Graduate Studies email notification. However, OGS recognizes that recruitment of admittees may be crucial to their acceptance. Exercise caution when advising an applicant that s/he has been recommended for admission using some of the following:

- 1) Ascertain beyond a doubt that you are speaking with the applicant;
- 2) Be strong in advising that the official notification is forthcoming;
- 3) Only give factual information
- 4) **DO NOT CALL OR RESPOND TO ANYONE FOR WHOM YOU DO NOT SEE AN ADMIT DECISION ON THE AD APLNMNT SCREEN ON ISIS OR THE GRADAPP APPLICATION STATUS LIST!** This will avoid any embarrassment or problems over marginal admits, incomplete undergraduate degrees, or other questionable issues.

### **DENIALS/WAITING LIST/NO DECISION:**

An admissions decision to deny should never be given to an applicant by telephone, email, or by leaving a voice mail message prior to notification by OGS. Applicants should be advised that any notification will be sent by OGS. Persistent requestors may be referred to Tim Johnston, Assistant Dean, OGS.

### **DISCLOSURE TO A THIRD PARTY FOR AN APPLICANT:**

When contacted by a person stating that s/he is authorized to act for or obtain information for an applicant, it is especially important to remember the following:

Any person purporting to represent an applicant needs to be advised to have the applicant provide such authorization to you, via a signed, written hard copy form, not email, identifying the person and that person's address, phone, and another identifiable document such as a date of birth or Social Security number. Retain this authorization with the applicant's file. Then only release information to a third party when you have verified his/her identity.

Finally, never allow yourself to be rushed into responding to an inquiry. Along with the department and the University, you may be personally liable for the inappropriate release of information to or about an applicant or student, present or past.

Contact Tim Johnston in OGS if you are in need of immediate assistance.

## GRE Scores

OGS Graduate Admissions only accepts Graduate Record Examination (GRE) scores from the Educational Testing Service (ETS) generated score reporting disk or from the ETS generated hard copy score reports.

GRE scores: GRE paper score reports are sent to the Graduate departments. ETS retains GRE scores for 5 years. If the applicant's scores are more than 5 years old he/she will have to retake the GRE test.

Due to security issues, ETS is no longer offering the GRE Computer Based Test (CBT) in the following countries: **China, Hong Kong, Korea, and Taiwan.** After September 30, 2002, applicants in those countries will have to take the Paper Based Test (PBT).

## English Language Proficiency

International applicants must demonstrate proficiency in the English language as part of the admission process. Institutions located in Bangladesh, Burma, India, Latin American, Nepal, the Middle East, and Pakistan are not considered English speaking.

Effective summer 2005 UCSD accepts the following to demonstrate English language proficiency.

- Passing scores on the IELTS Academic Training test
- Passing scores on the TOEFL Exam

Or, the applicant can have been enrolled, full time, for a minimum of one year at an institution in a country where English is the primary language. An official transcript is required from that institution. ESL classes are not acceptable.

Applicants should have their official TOEFL or IELTS test scores sent to Graduate Admissions.

## TOEFL Scores

TOEFL Score reports are received in two formats: hard copy and electronic. Graduate Admissions sends the hard copy reports to the departments for the review process. Departments must include the original TOEFL Score Report with the other admission materials when nominating applicants for admission. Make copies for your department file. ETS retains TOEFL scores for two years. If the applicant's scores are more than two years old he/she will have to retake the TOEFL.

Effective September 2005 the TOEFL will be offered in three formats. They are listed below with the minimum acceptable scores:

- Computer Based Test – CBT 550
- Paper Based Test – PBT 213
- Internet Based Test – iBT 80

**International English Language Testing System – IELTS**

The minimum acceptable score for the IELTS Academic Training test is Band Score 7.0. Only the hard copy official Test Report Form (TRF) from IELTS is acceptable. The TRF may be sent to the departments or to Graduate Admissions.

**International Applicant Admission Files must contain the following items:**

- Official TOEFL or IELTS scores. If scores are below the acceptable scores listed above, a letter of exception is required.
- All transcripts and diplomas in the language of instruction with English translations.
- Original offer letter and a copy for our files.

Revised 9/1/06

**Marginal Admits** –A **Marginal Admit** is an applicant with less than a 3.0 GPA on their undergraduate degree-granting transcript, or in the last two academic years' equivalent. If the admit is Marginal, also send these materials with the admission documents:

- Request for admission and justification, addressed to the Dean
- Copy of the statement of purpose
- Copies of the letters of recommendation
- Original offer letter
- Any other pertinent material

You will receive a copy of the Dean's action/decision.

**Provisional Admits** –Applicants without official or complete academic records will be offered “provisional” admission and the Certificate of Admission will so state. The Certificate of Admission will be posted on the application status page of the online application and will include a Missing Documents sheet. This form explains what missing documents are required to finalize the admission. Exhibits 1-4 show examples of the certificates of admission for international and domestic, provisional and final admits.

Pending receipt of one or more of the following documents, an applicant will be admitted provisionally:

- Official final transcript indicating baccalaureate degree awarded
- Official transcript(s) missing from other undergraduate or graduate institution
- Official GRE or TOEFL scores
- Department requirement
- **International application: original transcripts, diplomas, or degree certificates with official translations.**

**Missing Documents Hold:** Provisional Admits will be allowed to register for the quarter to which they are applying. However, a "hold" will be placed on subsequent quarter(s) registration if the missing documents are not provided by the third week of the first quarter.

If extenuating circumstances prevent the student from obtaining required admission documents prior to the end of the registration period of the subsequent quarter, the department may write a letter requesting a *one time temporary lift of the hold* to allow registration to take place.

Upon compliance, a new Certificate of Admission is not issued, but Final Admit is entered in ISIS and GradApp. When there are special departmental provisional requirements a hold will be placed on registration; the department must contact Graduate Admissions to **release a hold** when those conditions have been met.

**Final Admits**

A Final Admit is an applicant who has completed all undergraduate work, received the baccalaureate degree, and sent all original transcripts with degree posted, scores, and any other required documentation. The certificate of Admissions will state that the applicant is a Final Admit.

**Revised**

**9/1/06**

**Exhibit 1****Provisional Admit Email—US Citizen or Permanent Resident**

University of California, San Diego

Dear <<Applicant name>>,

Congratulations! You have been **Provisionally** admitted as a graduate student for <<EnrollmentTerm>> to the <<Degree Objective>> program in the <<Department name>> at the University of California, San Diego. As a **Provisional Admit**, documents are still missing from your file.

Go to the **Application Status** page of your online application at [graduateapp.ucsd.edu](http://graduateapp.ucsd.edu) to find your Provisional Certificate of Admission. You will need your login name and password to access this site. Please click on the **Missing Documents** link to see what documents are pending.

You are asked to accept or decline our offer of admission by submitting your **Graduate Intent to Register Decision** online. The Graduate Intent to Register form and **deadline** for accepting our offer of admission are posted on the Application Status page.

**To accept our offer of admission you must complete the following REQUIRED items.** Links to these forms are located on the Application Status page of your application.

- Graduate Intent to Register – online form
- Statement of Legal Residence – paper form

If you have questions or concerns your best resource is the <<Department Name>> office.

I am pleased to welcome you to UCSD.

Sincerely,  
Richard Attiyeh  
Dean of Graduate Studies  
Office of graduate Studies and Research  
University of California, San Diego

**Exhibit 2**

**Final Admit – US Citizen or Permanent Resident**

University of California, San Diego

Dear <<Applicant name>>,

Congratulations! You have been officially admitted as a graduate student for <<Enrollment Term>> to the <<Degree Objective>> program in the <<Department name>> at the University of California, San Diego.

Go to the **Application Status** page of your online application at [graduateapp.ucsd.edu](http://graduateapp.ucsd.edu) to find your Certificate of Admission and required documents. You will need your login name and password to access this site.

You are asked to accept or decline our offer of admission by submitting your **Graduate Intent to Register Decision** online. The Graduate Intent to Register form and **deadline** for accepting our offer of admission are posted on the Application Status page.

**To accept our offer of admission you must complete the following REQUIRED items.** Links to these forms are located on the Application Status page of your application.

- Graduate Intent to Register – online form
- Statement of Legal Residence – paper form

If you have questions or concerns your best resource is the <<Department Name>> office.

I am pleased to welcome you to UCSD.

Sincerely,  
Richard Attiyeh  
Dean of Graduate Studies  
Office of graduate Studies and Research  
University of California, San Diego

**Exhibit 3****Provisional Admit – International Applicant**

University of California, San Diego

Dear &lt;&lt;Applicant name&gt;&gt;\_\_\_\_\_ ,

Congratulations! You have been **Provisionally** admitted as a graduate student for <<Enrollment Term>> to the <<Degree Objective>> program in the <<Department name>> at the University of California, San Diego. As a **Provisional Admit**, documents are still missing from your file.

Go to the **Applications Status** page of your online application at [graduateapp.ucsd.edu](http://graduateapp.ucsd.edu) to find your **Provisional** Certificate of Admission. You will need your login name and password to access this site. Please click on the **Missing Documents** link to see what documents are pending.

You are asked to accept or decline our offer of admission by submitting your **Graduate Intent to Register Decision** online. The Graduate Intent to Register form and **deadline** for accepting our offer of admission are posted on the Application Status page.

**To accept our offer of admission, you must complete the following REQUIRED items.** Links to these forms are located on the Application Status page of your application.

- Statement of Legal Residence
- Financial Statement for International Applicants

In addition, if you are an international student transferring your VISA status from another U.S. university you must also complete the following form:

- Transfer Clearance

If you have questions or concerns your best resource is the <<Department Name>> office.

I am pleased to welcome you to UCSD.

Sincerely,  
Richard Attiyeh  
Dean of Graduate Studies  
Office of graduate Studies and Research

**Exhibit 4**

**Final Admit – International Applicant**

University of California, San Diego

Dear <<Applicant name>>,

Congratulations! You have been officially admitted as a graduate student for <<Enrollment Term>> to the <<Degree Objective>> program in the <<Department name>> at the University of California, San Diego.

Go to the **Applications Status** page of your online application at [graduateapp.ucsd.edu](http://graduateapp.ucsd.edu) to find your Certificate of Admission and required documents. You will need your login name and password to access this site.

You are asked to accept or decline our offer of admission by submitting your **Graduate Intent to Register Decision** online. The Graduate Intent to Register form and **deadline** for accepting our offer of admission are posted on the Application Status page.

**To accept our offer of admission, you must also complete the following REQUIRED items.** Links to these forms are located on the Application Status page of your application.

- Statement of Legal Residence
- Financial Statement for International Applicants

If you are an international student transferring your VISA status from another U.S. university you must also complete the following form:

- Transfer Clearance

If you have questions or concerns your best resource is the <<Department Name>> office.

I am pleased to welcome you to UCSD.

Sincerely,  
Richard Attiyeh  
Dean of Graduate Studies  
Office of graduate Studies and Research  
University of California, San Diego

### [Council of Graduate Schools Resolution](#)

Nominated applicant files received in Graduate Admissions by March 15th will be processed by March 25<sup>th</sup>, giving the applicant sufficient time (3 weeks) to respond by April 15th.

### **DEPARTMENTS MAY NOT REQUIRE A RESPONSE FROM AN APPLICANT PRIOR TO APRIL 15.**

It is recommended that departments contact applicants who have not responded to offers of admission prior to withdrawing that offer.

Nominated applicant files received after March 15<sup>th</sup> will be processed as quickly as possible. The Graduate Intent to Register Form directs applicants to return this form within 3 weeks of the date printed on their Certificate of Admission.

### **Graduate Statement of Intent to Register**

The Graduate **Statement of Intent to Register Form** (SIR) is submitted online. The SIR appears on the Application Status page of the online application after the applicant has been admitted by OGS.

If the admittee responds to the department by phone, in writing, email, or sends a paper SIR form directly to the department, send a copy or email to Graduate Admissions immediately.

Admitted applicants can register only after they have submitted an SIR decision of ACCEPT and after that decision has been entered into ISIS by Graduate Admissions.

### **Block Grants/Fellowships**

Departments may use the **Block Grant Recommendation Form**, obtainable from the Student Financial Support unit of OGS.

Complete the form and send along with all other admission materials to the Graduate Admissions office. You may also send a copy or a list of nominees to the Student Support unit.

### **Late Admits/Offers and Acceptance of Offer**

In accordance with the [Council of Graduate Schools Resolution](#), (Exhibit 5) admittees to whom you are making a financial offer and who accept that offer after previously

accepting an offer from another institution are required/expected to provide UCSD with a release from the first institution.

Revised 9/1/06

Exhibit 05

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The University of California, San Diego subscribes to the fellowship resolution of the Council of Graduate Schools with respect to offers of graduate fellowships, assistantships, or traineeships. **Please read the following resolution carefully.**

**Council of Graduate Schools in the United States**

**Resolution Regarding**

**Graduate Scholars, Fellows, Trainees and Assistants**

Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement that both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. **However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.** Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

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## **COTA ROBLES/SAN DIEGO FELLOWS**

For applicants being recommended for Cota Robles/San Diego fellowships: in addition to the regular documents required by OGS, send the following to Graduate Admissions, NOT to the Student Affairs-Outreach and Affirmative Action unit (see Exhibit 6 on the following pages)

Nomination packets require:

- Fellowship Nomination Form
- Admissions Action Form (or online Admissions Nomination)
- Nomination Letter
- Transcripts (Official)
- GRE Test Scores
- Copies of Letters of Recommendation from Application
- Copy of Statement of Purpose from Application
- Completed San Diego Fellowship Application Form

All of the above must be sent to the Graduate Admissions Office. We will verify admissibility and forward all material to the committee. **DO NOT MAKE COPIES FOR THE COMMITTEE.**

**Cota Robles/San Diego Fellows must be nominated by the announced date. A call for nominations will be sent out early in winter quarter. If this has not been received, check with the Student Affairs unit for this date.**

**Exhibit 6**

DEPARTMENT AND GRADUATE PROGRAM CHAIRS  
DEPARTMENT AND GRADUATE PROGRAM ADVISORS  
DEPARTMENT AND GRADUATE PROGRAM COORDINATORS

**SUBJECT: San Diego Fellowship Program**

Attached are the San Diego Fellowship Program Guidelines for the 2005-06 competition. The fellowship award stipends are \$15,000 for Cota-Robles Fellowships and \$12,000 for San Diego Fellowships.

When reviewing the attached guidelines for nominee eligibility and selection factors, keep in mind that the University of California and UCSD remain strongly committed to providing an open and inclusive academic environment while complying with California law.

Nominations will be accepted on a continuous basis from February 9, 2005 to March 23, 2004. Nominees will ordinarily be considered for both awards. Each graduate program may submit up to six nominations. Nominations will be reviewed on the following dates:

**February 9, 2005 - First review deadline**

**March 2, 2005 - Second review deadline**

**March 23, 2005 - Final review deadline**

Fellowships will be filled as qualified candidates are identified in each review. Because early awards have a greater impact on students' acceptance of admissions offers, no fellowship awards will be allocated or saved for later review dates. Nominees not chosen in an early review will be reconsidered in subsequent reviews.

If you have any questions about the San Diego Fellowship Program, please contact Tim Johnston by phone at extension 4-3871 or by email at [tjohnston@ucsd.edu](mailto:tjohnston@ucsd.edu).

Richard Attiyeh  
Dean of Graduate Studies

## **San Diego Fellowship Program Guidelines and Application Form**

(For Submission of a Paper Application Form)

- For U.S. citizens and permanent residents only
- Apply at the time of application for admission to the university
- Only new incoming students are eligible
- Applications for the fellowships must be received by mid-March

The University of California, San Diego offers this fellowship program as a means to increasing campus diversity. The program is motivated by the campus's commitment to be fully inclusive and supportive of all students, and by the belief that a diverse graduate student body enhances the quality of the educational experience for all students.

The fellowship program provides two awards: The San Diego Fellowship and the Eugene Cota-Robles Fellowship. Both are recruitment and retention tools that provide fellowship support to those students who merit admission into graduate programs at UCSD and whose presence would enhance diversity to the benefit of the entire campus community. Two of the Cota-Robles Fellowships are designated as McNair Fellowships and awarded to nominees who participated in the Ronald McNair Program as undergraduates. An American Indian recipient, if any, of the Cota-Robles Fellowship will be awarded the Irene McFarland Trust Fellowship, which will be substituted for part of the Cota-Robles Fellowship. Although the University seeks racial, ethnic, and gender diversity, California law prohibits preferential treatment of individuals or groups on the basis of race, sex, color, ethnicity or national origin. Consequently, selection of award recipients may not be based on these criteria.

Each department or program may nominate six (6) candidates for the fellowships. Applicants who submit the fellowship application form are first reviewed by their department/program. All Ph.D., D.M.A., Ed.D., and M.F.A. students selected as fellows shall receive two years of fellowship support from the Office of Graduate Studies and Research (OGS) and then two guaranteed years of comparable support by the department or program. OGS support is for years one and two only. All M.P.I.A. and M.A. students selected as fellows shall receive one year of funding. Funding may not be deferred. All continuing support is contingent upon the fellow remaining in good academic standing and meeting established departmental criteria for good academic progress toward the degree. All fellows shall have a faculty mentor appointed upon enrollment.

Nominees must be U.S. citizens or permanent residents who are recommended for admission to UCSD for Fall term. Nominees considered for the San Diego Fellowship must be recommended for admission to a program offering a Ph.D., D.M.A., Ed.D. or terminal Master's degree. Eligible Master's degrees are the M.F.A., M.P.I.A., M.A. in Latin American Studies and M.A. in Teaching and Learning. Nominees considered for the Cota-Robles Fellowship must be recommended for admission to a program offering the Ph.D., D.M.A. and Ed.D. degree. Candidates for either fellowship must complete a

San Diego Fellowship form, contained in the UCSD Application for Graduate Admissions, to be eligible.

Applications by individuals who are from underrepresented groups are encouraged, although all qualified applicants will be considered without regard to race, sex, color, ethnicity, or national origin. Fellowships will be awarded based on applicants' eligibility (having social, educational or economic backgrounds that would add to the diversity of UCSD's graduate programs, or demonstrating a commitment to increasing educational access for underrepresented students) and merit (based on academic preparation and potential). The following are examples of how a student could enhance campus or departmental diversity.

- Student has successfully overcome significant educational, social, cultural, or economic disadvantage or adversity in a way that would enable him or her to contribute to the campus community in a manner that enhances campus diversity.
- Student has unique circumstances, experiences, skills or talents that would benefit others and would enhance the diversity of the program or campus.
- Student has a strong interest in undertaking research that would address issues of diversity as it relates to ethnic communities, social equity and justice, or economic opportunity.
- Student has shown a deep commitment to working with others, through such activities as mentoring or tutoring, to promote educational access to higher education for underserved groups.

Examples of experiences that indicate the student has had to overcome disadvantage or adversity include:

- Was educated in a school or college with limited facilities and educational opportunities.
- Had a low family income or had to work full time in high school or as an undergraduate to support family and/or to pay for college.
- Was the first member of immediate family to complete college.
- Overcame other social, cultural or economic barriers to pursue an education. The specific race, ethnicity, gender, or national origin of a nominee is not considered in selection, although barriers resulting from these personal circumstances are considered.

## **Summary of Eligibility**

Nominee must:

- Be a U.S. citizen or permanent resident;
- For the San Diego Fellowship, be recommended for admission to a program leading to a Ph.D., D.M.A., Ed.D., M.F.A., M.P.I.A., M.A. in Latin American Studies or M.A. in Teaching and Learning;
- For the Cota-Robles Fellowship, be recommended for admission to a Ph.D., Ed.D., or D.M.A. program;

- Enhance the diversity in the discipline, program or campus; and
- Have demonstrated high academic aptitude and achievement.

## **Funding Information**

### **Eugene Cota-Robles:**

- Four-year award with stipend of \$18,000 and payment of tuition (first year only) and fees. OGS provides support for the first two years and the department provides support for the next two years at a comparable level or higher.

### **San Diego Fellowship:**

- All Ph.D., D.M.A., Ed.D., and M.F.A. recipients receive four-year awards with stipends of \$15,000 and payments of tuition (first year only) and fees. OGS provides support for the first two years and the department provides support for the next two years at a comparable level or higher.
- All M.P.I.A. and M.A. recipients receive one-year awards of \$15,000 and payment of tuition and fees (professional fees not included).

No deferment of the award will be permitted. The department or program may supplement the stipend amount.

## **Procedures**

- Applicants must submit the fellowship application form to their academic department or program.
- The Department or program must nominate students to OGS by the deadline in March.
- Departments or programs are limited to a combined total of 6 nominees for both fellowships.
- Departments or programs must provide a nomination letter that provides both an assessment of the nominee's academic merit and a compelling explanation of how the nominee will enhance diversity in the discipline, program or campus.

## **Application Instructions**

Complete the application statement (below) and mail it directly to the department/program to which you are applying. If you are applying to more than one department/program you must submit a statement to each one. Your response to the application questions should be two pages or less.

## **Application Questions**

The campus-wide committee that selects recipients uses the response to these questions as the primary source of information. Include all relevant information in this statement even though some information may be included in other parts of your application for admission.

- A. How would your presence increase campus or departmental diversity evaluated through your circumstances, conditions, commitments, and impacts? Selection is not based on the specific race, ethnicity, gender, or national origin of a nominee.
- B. What significant and unusual educational, social, cultural, economic, or other barriers have you overcome in pursuit of your education? Describe, in sufficient detail, the challenge as well as any unique insights, perspectives or skills you gained while overcoming this challenge. Describe how overcoming the aforementioned challenge will enable you to contribute to the campus community in a unique and positive manner that enhances campus diversity.

Questions about the application process may be directed to the academic department/program or to the Graduate Admissions Office at [gradadmissions@ucsd.edu](mailto:gradadmissions@ucsd.edu).

**SAN DIEGO FELLOWSHIP PROGRAM APPLICATION**  
(SUBMIT TO YOUR PROSPECTIVE DEPARTMENT)

NAME:

---

E-MAIL ADDRESS:

---

DEPARTMENT/PROGRAM TO WHICH YOU HAVE APPLIED:

---

DEGREE AIM:

---

Respond to the fellowship questions in two pages or less

**SAN DIEGO FELLOWSHIP PROGRAM  
DEPARTMENT/GROUP NOMINATION FORM**

Cota-Robles Fellowship & San Diego Fellowship

Nominee Name \_\_\_\_\_ Degree Aim \_\_\_\_\_

Dept/Group \_\_\_\_\_

California Resident  Nonresident

Undergraduate Degree Institution \_\_\_\_\_ GPA \_\_\_\_\_

Prior Graduate Institution (if any) \_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_  
Signature of Department/Group Chair Date

Nomination packets require: Fellowship Nomination Form  
Online Admission Nomination (or Admissions Action  
Form)  
Nomination Letter  
Transcripts (Official)  
GRE Test Scores  
Copies of Letters of Recommendation from Application  
Copy of Statement of Purpose from Application  
Completed San Diego Fellowship Application Form

**DEADLINES:** 1<sup>st</sup> Committee Review: **Early February**  
2<sup>nd</sup> Committee Review: **Early March**  
Final Committee Review: **Mid March**

**Send completed nomination packet to: Graduate Admissions, OGS, 0086.**

<i>For OGS use only</i>	Date received:	Awarded YES NO
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**Calculating the Grade Point Average (GPA)**

If an applicant's GPA is 3.0 or better, use the cumulative GPA listed on the degree-granting transcript. If it is 2.99 or lower or there is no GPA, consider the last two, full years or equivalent (6 quarters or 4 semesters) of undergraduate work.

If the bachelor's degree has not yet been received, calculate on the available undergraduate work of the last 2 years (last 4 or 5 quarters or 2 or 3 semesters).

If the applicant already has a graduate degree, use the cumulative GPA on the graduate work. Other graduate work can be considered only if applicant has completed at least one full calendar year of full-time study, regardless of unit total.

To calculate the GPA, multiply the number of units by the grade points, and divide by total units. Refer to chart on next page.

Self reported GPA will be entered in ISIS on the **AD COLLRECV** screen and on GradApp, if the applicant includes it on the paper or the electronic application.

## LETTER GRADE VALUES

CREDITS/UNITS/HOURS									
GRADE	<u>.5</u>	<u>1</u>	<u>1.5</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>4.5</u>	<u>5</u>	<u>6</u>
A	2	4	6	8	12	16	18	20	24
A-	1.85	3.7	5.55	7.4	11.1	14.8	16.65	18.5	22.2
B+	1.65	3.3	4.95	6.6	9.9	13.2	14.85	16.5	19.8
B	1.5	3	4.5	6	9	12	13.5	15	18
B-	1.35	2.7	4.05	5.4	8.1	10.8	12.15	13.5	16.2
C+	1.15	2.3	3.45	4.6	6.9	9.2	10.35	11.5	13.8
C	1	2	3	4	6	8	9	10	12
C-	.85	1.7	2.55	3.4	5.1	6.8	7.65	8.5	10.2
D+	.65	1.3	1.95	2.6	3.9	5.2	5.85	6.5	7.8
D	.5	1	1.5	2	3	4	4.5	5	6
D-	.35	.7	1.05	1.4	2.1	2.8	3.15	3.5	4.2
F	0	0	0	0	0	0	0	0	0

OGS calculates grade point averages on a 0 to 4.0 scale.

If transcript grade equivalency is not A=4:

A=12 GPA÷3

A=6 GPAx4÷6

A=5 GPAx4÷5

TO CONVERT:

QUARTER CREDITS → SEMESTER UNITS      multiply qtr crdts x2/3

SEMESTER UNITS → QUARTER CREDITS:      multiply smstr unts x 1.5

## **International Applicants**

We do not calculate the GPA on international transcripts; however, departments should evaluate transcripts to ascertain if the applicant has valid coursework equivalent to a U.S. degree completed at a satisfactory level.

Graduate Admissions evaluates only the transcripts of applicants nominated for admission.

To be admitted, International applicants must demonstrate proficiency in the English language sufficient to pursue studies at the graduate level. UCSD accepts both the TOEFL and the IELTS to measure English language proficiency. The minimum scores for each are:

TOEFL: Internet based test -- 80, Paper based test --550, Computer based test -- 213. o For applicants recommended for admission with a TOEFL score lower than the specified minimum scores: the department must submit a letter requesting an exception and provide justification along with the recommendation form.

IELTS Scores: An applicant must receive a minimum score of Band 7.0 on the IELTS Academic test. For applicants recommended for admission with an IELTS score lower than the specified minimum score: the department must submit a letter requesting an exception and provide justification along with the recommendation form

## **Department Offer Letter and International Admits**

Once admitted international applicants are advised of the required documents they must complete to finalize their admission. The required forms are posted on the application status page of their online application. They are:

- 1) Financial Statement for International Applicants: This is required so that Graduate Admissions can prepare the Certificate of Eligibility or I-20, the document the applicant will need to apply for a visa.
- 2) Statement of Legal Residence

For the Financial Statement for International Applicants a department letter of support is required. The letter must outline the exact amount of financial support being offered to an international applicant. An I-20 cannot be issued without this.

If the applicant responds directly to the department, please send all materials to Graduate Admissions.

Applicants are not denied admission due to lack of funding. If an international admittee has insufficient funding for visa purposes, she/he will be notified by the Graduate Admissions Office.

#### IV. DENIALS

##### **Denial List**

Enter Denial decisions on the GradApp system. Denials are hand entered from GradApp into ISIS, therefore it is possible that GradApp and ISIS will not match in the area of application decision.

##### **Denial Notification Letter**

One standard denial email is sent to all denials regardless of the reason. The denial email is sent after the Department Chair has approved the denial decision in GradApp. A denial letter is also posted on the Application Status page of the online application. To avoid confusion for those applicants who have applied to more than one department, all letters will include the department name. (Exhibit 7 & 8)

A denied applicant, who wishes to reapply for a subsequent quarter or year, must complete the entire application process including fee payment.

At the end of the admission cycle, denial files are shredded.

**THERE IS NO NEED TO SEND ANY SUPPORTING DOCUMENTS TO GRADUATE ADMISSIONS ON DENIALS.**

**Exhibit 7**

**Denial Notification Email**

**University of California, San Diego**

Dear <<Name>>,

Your application for graduate study in the <<Department/Program>>, at the University of California, San Diego has been carefully reviewed. We regret to inform you that you have not been selected for admission.

A number of factors are considered in evaluating each applicant. Please be aware that UCSD receives a very large number of applications and many excellent candidates could not be offered admission. Unfortunately, we are only able to extend offers to a limited number of qualified applicants.

Thank you for your interest in the University of California, San Diego. An official letter has been posted on the application status page of your UCSD application at [graduateapp.ucsd.edu](http://graduateapp.ucsd.edu). I wish you the best in all your endeavors.

Sincerely,

Richard Attiyeh  
Dean of Graduate Studies  
Office of Graduate Studies and Research  
University of California, San Diego

**Exhibit 8**

**Denial Letter**

November 9, 2004

<<Name>>  
<<Address>>  
<<City, State Zip>>

Dear <<Name>>,

Your application for graduate study in the <<Department/Program>>, at the University of California, San Diego has been carefully reviewed. We regret to inform you that you have not been selected for admission.

A number of factors are considered in evaluating each applicant. Please be aware that UCSD receives a very large number of applications and many excellent candidates could not be offered admission. Unfortunately, we are only able to extend offers to a limited number of qualified applicants.

Thank you for your interest in the University of California, San Diego. I wish you the best in all your endeavors.

Sincerely,

Richard Attiyeh  
Dean of Graduate Studies  
Office of Graduate Studies and Research  
University of California, San Diego

Revised 9/1/06

## V. **DEFERRALS**

An **admitted** applicant may request to defer admission for up to one year. Only admitted applicants are allowed to defer. A deferral is not a guarantee of admission. The applicant will be considered for admission along with the next year's applicant pool. A person who defers does not have to submit a new application, application materials, or fee. After one year, a person must reapply and pay the application fee.

Files of applicants that have deferred will be retained in the Graduate Admissions office for 1 full year.

### **Admitting a deferral**

The deferred applicant must contact the department to request reactivation of their file. We recommend you request a statement of their activities for the last year. If the applicant was a student for the period in which they deferred, s/he will need to send a transcript of that academic activity. International deferral applicants students will need current proof of funding.

The department must then notify Graduate Admissions of the decision on the deferral so that the term of enrollment on the application can be changed and the decision posted.

- VI. **DECLINES** – An applicant who was admitted, but decides not to attend UCSD is considered a Decline. At the end of the admission cycle, these files are forwarded to the departments or shredded.
- VII. **WITHDRAWALS (W)** -- Applicants who have chosen to withdraw their application before an admission decision has been reached are considered Withdrawals. An applicant may not withdraw once the department has made a decision. At the end of the admission cycle, these files are shredded

The application fee is not refundable.

**VIII. INCOMPLETE (I)**

Applicants who do not supply the department with all required documents can be considered incomplete and can be posted as incomplete in GradApp; however, when posted as incomplete no decision is made on the applicant and there is no automatic email notification of their incomplete status.

Therefore, it is the department's responsibility to notify the applicant of their incomplete status and to advise them of missing documents. Failure to do this creates unnecessary inquiries and problems. It is recommended that, if after a certain period of time after notifying the applicant of their incomplete status and the missing documents are still not received, the department make a decision of deny on the incomplete applicants.

At the end of the admission cycle these files will be shredded.

**IX. WAITING LIST OR WAIT LIST (L)**

If the department has placed applicants on a waiting list, it must notify the applicants of their wait list status. Failure to do so creates unnecessary inquiries.

These applications are considered pending and must eventually be admitted or denied admission.

**X. PENDING FILES**

**All applications must receive some department action/decision.** Until they do they are pending a decision.

**XI. NO RESPONSE PROCEDURES** – Applicants that have not submitted their Graduate Intent to Register by April 15 or within three weeks of the notification of admit date are considered “No Response”.

We recommend you notify applicants that we have not received a response from them and that if it is not received within 3 weeks, their offer of admission will be canceled. Files of applicants that do not respond to the offer of admission will be culled and returned to the department or shredded.

Revised 9/1/06

## XII. **REGISTRATION**

REGISTRATION PACKETS ARE GENERATED BY THE REGISTRAR'S OFFICE AND SENT TO THE STUDENT JUNE THROUGH AUGUST.

In order to register, Domestic applicants must have completed two items:

- 1) Graduate Statement of Intent to Register (SIR) -- Online
- 2) Statement of Legal Residence Form (SLR)

In order to register, international applicants must have completed these items:

- 1) Graduate Statement of Intent to Register (SIR) -- online
- 2) Statement of Legal Residence (SLR)
- 3) Financial Statement for International Applicants

Refer all questions regarding legal residency to the Residency Deputy at [residence deputy@ucsd.edu](mailto:residence deputy@ucsd.edu). The Residency Deputy is located in the Registrar at (858) 534-4586.