CHECKLIST FOR ACADEMIC DEPARTMENTS PROCESSING DOMESTIC GRADUATE APPLICATIONS

✓ Annually update your website. Make sure the correct link to the ApplyYourself online application is available and that all deadline and requirement information is current.

✓ Review admission applications and make recommendations.

✓ Complete the ApplyYourself Department Referral Form for every applicant no later than the first day of class for the term for which the applicant has applied. This should ensure the applicant is able to register without incurring a late registration fee.

✓ Each term, your department must complete a Department Referral Form for every applicant. If you are not going to admit or deny an applicant’s current application, submit a “No Action” referral. If you choose to admit the applicant for the following term, submit a revised referral to admit him or her at that time.

✓ If your department recommends an applicant that does not meet the Graduate School’s minimum requirements for admission, prepare and upload a Letter of Support when you complete the ApplyYourself Department Referral Form. Once this information is posted, the applicant’s file will be reviewed by the Graduate Admissions Committee. (see admissions.utah.edu/gart/grad---admissions---committee.php)

✓ We strongly caution you not to notify an applicant of admission eligibility and financial support until after the applicant’s case has been reviewed by the Graduate Admissions Committee.

✓ If you are using a Graduate Admissions Committee Exception Rule recipient slot to recommend an applicant that does not meet the Graduate School’s minimum requirements for admission, you do not need to provide a Letter of Support. Simply select this option under Recommendation on the ApplyYourself Department Referral Form.

✓ Academic departments/programs should never complete any information in the Status Information section of the ApplyYourself Applicant Summary page.