DEMYSTIFYING GRADUATE ADMISSIONS
Getting to know the Office of Admissions
When referring students to our office, please use our correct name, which is the Office of Admissions, not Central Admissions, etc. Please make sure to clarify your department name in emails/voicemail, etc. especially if you are using admissions in the title. For example: Educational Psychology Graduate Admissions. Please do not just use “Graduate Admissions” as this confuses students. Thank You 😊
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An applicant has sent official transcripts to the Office of Admissions, and you would like to see these transcripts. What do you do?

- A. Have the student contact Admissions and tell them to get the transcripts to you
- B. Contact Admissions and ask them to send the transcripts to your inbox via the WEB FTP system
- C. Ask Admissions to upload the transcripts to the student’s AY application
A student applies and is admitted for fall semester. The student informs you that they are unable to start during the fall and would like to start the following fall semester. You agree to allow the student to do so. What is the correct procedure to follow?

- A. Submit a revised referral in the student’s AY application
- B. Tell the student they will need to reapply for the following fall semester in AY and pay a new application fee
- C. Have the student fill out the hard copy application and turn it in to the Office of Admissions with the application fee
A student asks you about how they can gain residency for tuition purposes. What do you do?

- A. Tell them they just need to get a Utah driver’s license and Utah voter’s registration
- B. Tell them if they own property in Utah that will qualify them
- C. Refer them to the Office of Admissions
A student wants to transfer 10 semester hours of graduate credit that they earned at another institution into their graduate program here. Is this possible?

• A. No, a student can only transfer up to 6 semester hours, as well as meet the other criteria found on the Graduate Transfer Credit Authorization Form

• B. Yes, you can transfer as many credits as you want
After a student’s supervisory committee has approved transfer credit for a student, who should fill out the Transfer Credit Authorization Form and submit it to the Office of Admissions?

• A. The student since they are one who took the classes
• B. Anyone in the department
• C. The student’s supervisory committee chair or the director of graduate studies
A student fills out an application in AY for fall semester. After meeting with the student you decide to admit them for summer instead so they can start early. This student has not been processed yet in the Office of Admissions. Is this possible and if so what is the correct procedure?

- A. No, a student can only be admitted to the semester they applied for
- B. Yes, just fill out a revised referral in AY
- C. Yes, submit an original referral in AY, but change the “verified term” to summer
When does the Office of Admissions prefer you to submit your referrals in AY?

- A. Whenever you can get around to it
- B. By the Friday before the semester starts
- C. By the last day of each month
- D. As soon as you know what the decision is
You have an applicant that you would like to take some non-matriculated courses before you decide if they will be fully admitted into your program. What do you do?

- A. Fill out the referral in AY for “Admit to program of interest” but write in the comments that you only want them admitted for non-matriculated status
- B. Refer the student to the undergraduate application for the Office of Admissions where they will have to fill out a new application and pay a new fee
- C. Fill out the referral in AY for “admit to program of interest” and then if you decide you don’t really want them in the program after a semester, just fill out a revised referral to deny the student
A student started a graduate program for Educational Psychology in 2012, but didn’t finish. They now want to come back and finish that degree. Which application do they need to fill out?

• A. The PDF application found on the Graduate Admissions website since the student was already enrolled in a graduate program
• B. A new application in AY since we got rid of the paper application (yay for saving trees!)
If an applicant calls you and asks where they should have their test scores sent, what should you do?

• A. Tell them to call the Office of Admissions

• B. Tell them to notify College Board to send their scores to the University of Utah and use 4853 as the institution code
How many letters of recommendation are graduate students required to submit?

• A. Five
• B. Three
• C. It depends on the department; the Office of Admissions does not require letters of recommendation
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If the department wants to pick up the I-20 at the Office of Admissions, how should the department notify us?

• A. Check the pickup option on the referral
• B. Contact the Office of Admissions by email or phone
• C. Send a revised referral
• D. All of the above
What are some ways the student can request the I-20 to be shipped?

• A. By having the department notify us on the referral that they want to pick it up and mail
• B. By regular air mail
• C. By express mail-Eship Global through the Office of Admissions website
• D. Ask their friend to stop by & see if it’s ready
• E. A, B, and C
How long does it take for the Office of Admissions to evaluate student’s files?

- A. Depends on the season
- B. 1-2 weeks
- C. 3-4 weeks
- D. 5-6 weeks
How long does it take for the Office of Admissions to process student’s I-20 documents once we have the materials that we need?

- A. Depends on the season
- B. 1-2 weeks
- C. 3-4 weeks
- D. 5-6 weeks
If you see the word “Pending” in AY status of the application for a student, what does that mean?

- A. The Office of Admissions has received the referral
- B. The Office of Admissions is reviewing the file to process the decision
- C. The student has been admitted
- D. A & B
- E. A & C
What should the departments have when they come to pick up materials from the Office of Admissions?

- A. Picture ID
- B. Candy
- C. A & B
- D. Nothing
What materials are needed to process an I-20?

- A. Bank statement
- B. Sponsor statement
- C. Passport
- D. Correct home country & US address
- E. All of the above
- F. A & C
If the department is awarding funding to a student on a visa, the department should enter the amount awarded as...

- A. Only the amount of tuition dollars being funded
- B. The percentage (value) of tuition being funded
- C. The total amount of the stipend plus the percentage (value) of tuition
- D. Just the stipend awarded; the Office of Admissions will estimate the tuition waiver
From whom should the student request an English Proficiency waiver for their application?

• A. The department
• B. The Office of Admissions
• C. The student can determine this waiver
What makes the transcripts official?

• A. Coming from the school in a sealed envelope
• B. Making a copy of the original in the Office of Admissions (International transcripts only)
• C. Received through an approved electronic service
• D. All of the above
The End
Go Utes!