

# ADMISSIONS CONTACT LIST UPDATE FORM

Revised 10/01/2019

The Office of Admissions maintains a contact list for all departments' Directors of Graduate Admissions and support staff. Please provide the following information to the Office of Admissions regarding your academic department. Please do not use abbreviations for program or department names. (You may want to retain a copy for your reference.)

Academic Plan(s): \_\_\_\_\_

Academic Dept.: \_\_\_\_\_

Academic College: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_

Terms(s) you admit students for:  Fall  Spring  Summer

Dept. Application Deadlines: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

## DIRECTOR(S) OF GRADUATE ADMISSIONS (If there are two individuals that share this role, list both names):

Name and Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Responsible for which degrees:  MS  PhD

Please add this individual to the AY News distribution list.

Name and Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Responsible for which degrees:  MS  PhD

Please add this individual to the AY News distribution list.

## ADMINISTRATIVE SUPPORT STAFF (Please mark the primary admissions contact with an asterisk\*):

Name and Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please add this individual to the AY News distribution list.

Name and Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please add this individual to the AY News distribution list.

## ACADEMIC ADVISOR:

Name and Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please add this individual to the AY News distribution list.

Sent By: \_\_\_\_\_ Date: \_\_\_\_\_

Submit your completed form by email to [graduate@utah.edu](mailto:graduate@utah.edu).