Quick Reference Guide for University of Utah Academic Department Staff on Graduate Admissions & Residency

Updated 2/26/21

Admissions Office Contact Information

Admissions Systems

For information on how to request ApplyYourself WebCenter accounts, schedule ApplyYourself trainings, or ask about your department's application settings, contact ayhelp@utah.edu.

You can also contact ayhelp@utah.edu if you are not sure whether or not an applicant or recommender needs to be directed to ApplyYourself Technical Support.

Graduate Admissions

For questions about Graduate Admissions, contact 801-581-8761 or graduate@utah.edu.

I-20 Processing

For questions about I-20 Processing, reach out to us at 801-581-8761 or immigrationdocs@utah.edu.

Residency

For questions on Residency for Tuition Purposes, call (801) 581-8761, Option 5, or email residency@utah.edu.

Technical Support

If an applicant or recommender is experiencing technical difficulty, they can follow the "Technical Support" links in the application and recommendation portals to reach out to the ApplyYourself vendor, Anthology.

ApplyYourself WebCenter Access

To view submitted graduate applications, you must have access to the ApplyYourself WebCenter.

To get access, you must pass the online FERPA Review, complete an AY access request form, and submit the completed form to ayhelp@utah.edu.

The ApplyYourself WebCenter Account Request Form can be found online at https://admissions.utah.edu/academic-dept-resources/ in the Graduate Forms section.

Decision Timelines & Processing Estimates

Processing times can change day-to-day depending on deadlines, the volume of pending work, and current staffing. Applications first go into a queue to be evaluated, and then into a queue to be admitted. We always process applications in the order in which they are received.

To receive the latest processing estimates, make sure you are subscribed to the AY News list. To subscribe, reach out to ayhelp@utah.edu.

Department Referrals

For each graduate application received through ApplyYourself, the managing department must complete a Department Referral Form in ApplyYourself to indicate their recommendation: Admit, Deny, or No Action.

When you complete the Department Referral Form, make sure to mark whether the referral is Original or Revised.

1. **Original** referrals are the initial referral submitted by an academic department.
2. If a referral has been processed by the Office of Admissions and your department would like to submit an allowable change, you would submit a **revised** referral.
3. Any time you update the referral form in ApplyYourself, be sure to click "Save" and "OK."

Remember: Departments can recommend admission, but departments cannot formally admit applicants to the University of Utah. If you want to inform an applicant of your decision, make sure that your letter is clear that the applicant is being recommendation for admission but has not been formally admitted yet.

Evaluation Status Tracking

Use **Evaluation Status** to monitor the status of an application. This field can be found at the top of internal forms in ApplyYourself, as shown in the example below.

First Name:	First	Citizenship Type:	Domestic
Last Name:	Last	Evaluation Status:	Decision Posted
Date of Birth:	10/20/2017	Admit Term:	Summer 2020
PS ID:	04000000	Program of Interest:	Science Program for Secondary School Teachers MS

The chart below gives examples of how the application status may change over time from the point of submission through official decision processing.
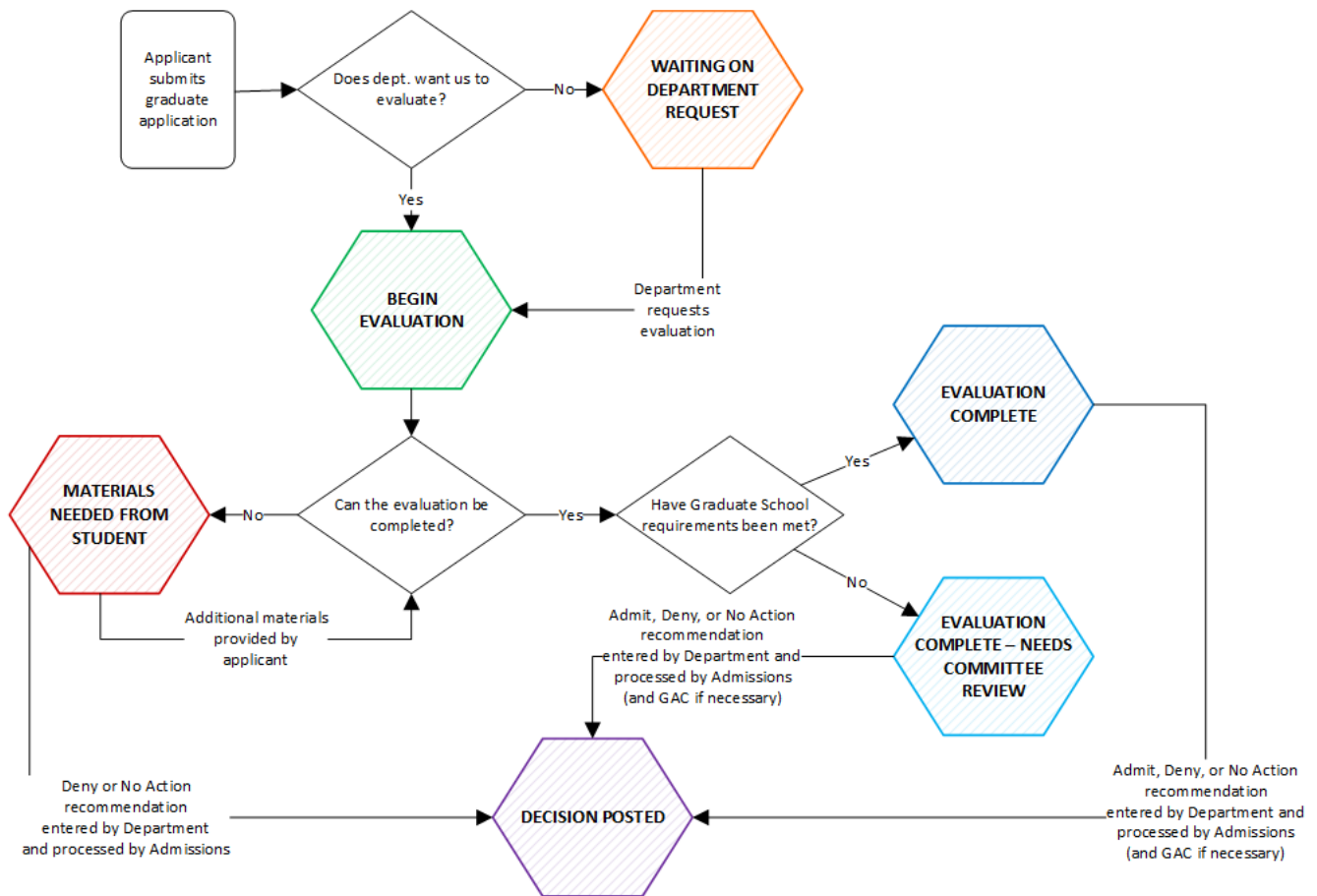
Sample AY Evaluation Status Flow Chart

Graduate Admissions Committee Process

When the Office of Admissions receives a department referral recommending admission for an applicant that does not meet the Graduate School's minimum GPA requirement of 3.0, the application will be reviewed through the process described in the Committee Review section of this webpage: https://admissions.utah.edu/academic-dept-resources/

Graduate Residency Policy

Graduate students that do not meet the requirements for reclassification prior to starting their program MUST reclassify under the Graduate Policy once they have met all of the requirements including 40 graduate credit hours.

Additional information on residency can be found online at https://admissions.utah.edu/apply/residency/.

Graduate School Minimum Requirements

All graduate applicants must meet the following minimum Graduate School requirements:

1. A bachelor's degree from a regionally-accredited U.S. college or university. The Office of Admissions will determine if an applicant's degree meets the Graduate School's requirement of a recognized Bachelor's degree.
2. At least a 3.0 or higher undergraduate weighted mean GPA on a 4.0 scale. If the undergraduate GPA is below 3.0, a GPA will be calculated based upon the last 60 semester hours (90 quarter hours) if the student attended a U.S. institution.
3. Meet the academic department's admission standards and receive a recommendation for admission to their program.
4. English proficiency (for international applicants).

I-20 Certificates of Eligibility

An I-20 is necessary to apply for an F-1 student visa through a U.S. Consulate abroad or to maintain F-1 student status in the United States. The University of Utah begins processing I-20 Certificates of Eligibility for students **after they have been admitted**.

For up-to-date information about I-20 required documents, deadlines, and more, visit https://admissions.utah.edu/i-20-information/.

Materials Needed for Credential Evaluation

Transcripts

When completing their applications, applicants should upload transcripts to ApplyYourself. Please keep the following in mind:

1. Transcripts are required for all post-secondary institutions attended.
2. All transcripts are required at the time of the evaluation.
3. Unofficial transcripts can be used for the evaluation.
4. For any international institution, both a transcript in the native language and an English translation are required.
5. Student name and school name must be clearly printed on transcripts and translations.

Proof of English Proficiency

All international applicants must prove English language proficiency before they can be admitted. This includes applicants who meet the following criteria:

1. Currently on or seeking a visa ("international student")
2. Have had U.S. Permanent Resident status for less than 5 years
3. Have had approved Asylum or Refugee status for less than 5 years

Information about accepted standardized tests, minimum English proficiency test scores requirements, and other ways to demonstrate English proficiency can be found online at https://admissions.utah.edu/english-proficiency/.

Next Steps for Admitted Graduate Students

After a student is admitted, they can visit https://admissions.utah.edu/apply/admitted-graduate/ to determine their next steps.

Don't forget! Admitted students are required to send final, official transcripts from all colleges or universities attended to the Office of Admissions. Failure to provide final academic credentials, including proof of degrees received, will cause a registration hold to be placed on a student's record which will keep them from registering for their second semester until all missing credentials are received.