The Graduate School
Admission Process Guide
2010/2011
The Graduate School Admission Office Mission

It is the mission of The Graduate School’s Admission Office to provide counsel to all applicants, departmental and program staff, and faculty throughout the admission season. In addition to establishing institutional policies, procedures, and guidelines for the best practices in admission, the admissions staff works to provide effective technical support and training to all of those involved in the admission process.

General Overview

Each applicant will be required to submit his or her online application and supplemental materials directly to your program. Once your program has rendered an admission decision and entered that decision into CAESAR, the decision will be automatically sent to ApplyYourself (the online application). Applicants will be able to access their admission decisions in ApplyYourself two days after they are entered in CAESAR. After viewing their admission decision, applicants may submit their enrollment decision via ApplyYourself. That enrollment decision is then sent to CAESAR, where you will be able to view it the next day.

Graduate School Requirements

All applicants receiving an offer of admission must have earned a bachelor’s degree from a regionally accredited institution or the international equivalent (3-year Bachelor’s degrees are acceptable). Applicants who are not United States citizens or permanent residents, or whose native language is not English, must provide evidence of English proficiency (see Certifying English Proficiency). Additionally, all applicants must submit the following:

- online application
- $75 non-refundable application fee, paid via credit card
- official transcripts of all academic work
- two letters of recommendation

Application fee waivers are available for McNair Scholars only. The applicant’s McNair Program Director must send a written request for a waiver to The Graduate School’s Office of Student Life and Multicultural Affairs.

Your program may require additional admission materials. If so, these requirements must be stated on your website. All supplemental application materials should be sent directly to your program office. Please be sure that your website informs students to send materials to your address and not to The Graduate School.

About ApplyYourself

ApplyYourself is the approved Graduate School Online Application vendor. The Graduate School uses one application for all doctoral, master’s, and nondegree applicants.

Applicant Use

All applicants must apply online via the ApplyYourself website: https://app.applyyourself.com/?id=nwu-grad. Applicants will receive a PIN and password and may access the online application as many times as necessary before submitting. When applicants are ready to submit their applications, they will be prompted to pay the application fee. The fee for all applicants is $75 and must be paid via credit card. Once submitted, the applicant cannot change his or her application.

Using the same PIN and password, applicants will also use the online application to view their admission decision and submit their enrollment decision. Applicants may access the enrollment decision interface multiple times, but may not change the decision once submitted. The enrollment decision interface will only be available to applicants until their enrollment decision deadline (see Appendix C). If an applicant experiences problems, he or she may contact ApplyYourself technical support at 1.800.526.3313 or i-support@applyyourself.com.

Department/Program Use

Submitted applications are accessible via the ApplyYourself webcenter: https://webcenter.applyyourself.com/. A tip sheet is provided (Appendix A) to help navigate the system. If you experience difficulties or are a new staff member in need of an account, please contact The Graduate School Admission Office. For security purposes, only two administrators per program may access the online applications.

About GATS

The Graduate Admission Tracking System (GATS) is an optional tool allowing all application materials and reviews to be managed online. If your program is interested in the system, set-up and training is available during the annual update each Summer.
Applicant Use:
If your program uses GATS, applicants will automatically be emailed a link and login instructions shortly after submitting the application in ApplyYourself. Applicants may access the Application Status Check webpage in GATS (https://gradstatus.northwestern.edu/) to send and receive messages with your office, track the receipt of application materials, and be notified when an admission decision has been rendered.

Department/Program Use
All materials submitted via ApplyYourself (the online application, online letters of recommendation, writing samples, etc.) will be automatically loaded into GATS for your use: https://nugats.northwestern.edu/. Supplemental materials received in hard copy (official transcripts, etc.) may be scanned into GATS and attached to the applicant’s virtual file. GATS is intended to limit printing, but when necessary, it is preferable to print directly from GATS. (If printing from ApplyYourself, you must wait one day after submission of the online application or documents will not export to GATS.)

Application Materials
All application materials submitted by applicants become the property of Northwestern University and cannot be returned. The Graduate School requires that your department keep materials germane to the admission decision (letters of recommendation, resumes, writing samples, and denied student transcripts) for two years. You are not required to keep paper copies of the online application, admission letters, or admitted student transcripts, these items are kept on file at The Graduate School.

Enrolled students reserve the right, under the Buckley Amendment, to review their admission file and all items contained within (the exception being any waived letters of recommendation). Enrolled students also reserve the right to review any written commentary regarding their application, even if these materials are not in an official file. All written commentary (including emails, comments, and notes) should be destroyed as soon as a decision is rendered. These items may not be hidden or destroyed after they are requested by the student.

Transcripts
Students are required to submit one set of official transcripts (received in a sealed envelope, bearing the registrar’s signature and/or institution’s seal) from each postsecondary school attended. The transcripts should document all courses taken, grades received, and (where applicable) degrees earned.

If an applicant has not yet earned his or her degree, you may use preliminary, official transcripts for review purposes. All enrolling students will be instructed to submit an official, degree-awarding transcript to The Graduate School. Registration may be delayed pending the receipt of this degree information. All final transcripts are kept on file at The Graduate School, if your program would also like an official, final transcript, you must inform your enrolling students to send additional copies.

TGS staff will collect from your program (in person) the official transcripts of all admitted applicants (both enrolling and non-enrolling) according to the timetable in Appendix C.

Letters of Recommendation
Applicants are prompted to list recommender information when completing their online applications. Applicants must indicate whether the recommendation will be submitted online or via mail. If the applicant chooses the online option, an email is immediately sent to their recommender with instructions. Applicants and programs can view the status of online recommendations and send reminders to recommenders via ApplyYourself. For tips on retrieving online letters, see Appendix A.

Recommendation letters submitted through mail should be printed on official letterhead, and contain the recommender’s original signature. The applicant’s name and the name of program to which they are applying should be included in the letter. Upon receipt, letters should be unopened and signed across the envelope seal.

Test Scores
To ensure that test scores are received in a timely manner, applicants should be encouraged to take standardized tests at least three months before the application deadline.

The Graduate School’s ETS code is 1565. All applicants must reference school code 1565 when submitting ETS test scores (GRE, GMAT, TOEFL) or the scores will not be received. Applicants submitting paper or computer based TOEFL scores should also reference department code 01. IBT test takers should request scores are sent to the graduate office (versus undergraduate) and select the program name that most closely matches their program of interest. If no match is available, the test taker may choose option 99. The Graduate
School does not require a GRE department code. You may access your students’ official, ETS test scores via CAESAR. For a step-by-step guide to viewing scores via CAESAR, see Appendix B. IELTS scores are not sent electronically and therefore are not available via CAESAR. These scores will be mailed to your department from the test administrators. If you receive an IELTS score report, please keep it in a safe place and, if the applicant is admitted, forward a copy to The Graduate School.

Certifying English Proficiency
Applicants who are not citizens or permanent residents of the United States, or whose native language is not English, must certify language proficiency in one of three ways:

1. Providing acceptable TOEFL or IELTS scores. Tests must be taken within two years of the intended quarter of entry. The minimum IELTS score for all applicants is 7.0. The minimum TOEFL scores are as follows:
   - Doctoral applicants: 577 (paper-based), 233 (computer-based), 90 (internet based)
   - Master’s and nondegree applicants: 550 (paper-based), 213 (computer-based), 80 (internet based)
2. Earning an undergraduate degree from a regionally accredited, four-year institution or equivalent, where the official language of instruction is English.
3. Earning a graduate degree from a regionally accredited institution where the official language of instruction is English.

Your program may set higher TOEFL scores as a requirement for admission. A minimum TOEFL requirement must be posted on your program’s admission website. The Graduate School strongly recommends that all international applicants are interviewed prior to admission to evaluate English proficiency. If your program would like a waiver of the English proficiency requirements for a particular applicant, please consult your School’s Associate Dean.

I-20/DS-2019 Request Form
All international applicants must submit an I-20/DS-2019 Request Form to The International Office. These forms are available for download via the International Office’s website www.northwestern.edu/international. Applicants must send proof of funding with their I-20/DS-2019 Request Form. For doctoral candidates, the department/program offer letter often serves as adequate funding but, if tuition and living expenses are not fully covered or if the applicant is bringing a spouse/dependent, additional evidence of support must be provided. Funding sources may include personal funds, personal guarantor, or government/employer support.

The International Office will process the I-20/DS-2019 and contact your program so you may retrieve and mail the document to the applicant. TGS does not mail I-20/DS-2019 information to applicants.

Reviewing Applications
Selection should be based on evidence that an applicant will succeed in graduate study, reflected by a scholastic record showing breadth as well as distinction. The Graduate School’s specific recommendations are as follows:

1. An applicant’s undergraduate grade point average should typically be well above a B (3.0 on 4.0 scale).
2. An applicant’s GRE score (if required) in both the verbal and quantitative sections should typically be well above 600. The analytic section score should be above 4.5.
3. Whenever possible, an applicant should be interviewed in person or by phone before an offer of admission or funding is made.

In addition, The Graduate School and all of its admission officers are bound by three legal restrictions:

1. “The selection process must not be arbitrary or capricious;
2. The institution may be bound, under a contract theory, to adhere to its published administrative standards and adhere to honor its admission decision, and
3. The institution may not have admissions policies that unjustifiably discriminate on the basis of race, sex, age, disability, or citizenship.”

Admitting Students
Once you have made a decision to admit or deny an applicant, that decision must be recorded in CAESAR. If you are a new staff member, please contact the Graduate School Admission Office to obtain CAESAR access. For security purposes, only two persons per program may be granted access to the CAESAR Admission Module.

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All admission decisions are fed from CAESAR into ApplyYourself. Applicants will be able to access their admission decisions via ApplyYourself using the same pin and password used to create their application. Admission decisions will appear in ApplyYourself two days after they are entered in CAESAR. For example, if a decision is entered on Monday, it will be displayed in ApplyYourself on Wednesday. If a decision is entered in CAESAR incorrectly, please contact The Graduate School Admission Office immediately. Entering decisions on Friday is discouraged, as there may not be time to make corrections before decisions are posted on Sunday.

In addition to displaying admission decisions virtually, The Graduate School will mail hard copies of admission letters to all admitted applicants. Your program will receive PDF versions of letters for your records. The Graduate School does not send letters or any other communication to denied applicants.

Once an applicant learns of his/her admission decision, the admission decision cannot be reversed. Therefore, please be 100% sure you wish to admit or deny an applicant before formally entering the decision in CAESAR.

**Admission Decision Timelines**

Admission decisions must be submitted in CAESAR according to the dates listed on The Graduate School Admission Calendar (Appendix C). The Graduate School will automatically deny all applicants who are without admission decisions by the admission deadline. Auto-deny decisions are final and cannot be reversed.

The majority of doctoral applicants should be admitted by April 15; the admission of any applicant after April 15 must be approved by both your school Associate Dean and The Graduate School Senior Associate Dean. The last day for special permission admission is April 29, 2011. All doctoral applicants without admission decisions as of April 29, 2011 will be automatically denied by the The Graduate School on May 2, 2011.

The only situation that merits an applicant not receiving a decision is if the applicant formally requested that his/her application be withdrawn. This withdrawal request must be sent to your department (via email) and then forwarded to The Graduate School. Submitting admission decisions is important to follow for two reasons:

1. Students pay an application fee and we are bound to render the service for which they paid. It is not uncommon for The Graduate School to receive credit card disputes from applicants who do not receive notification of their decision. This makes it especially important that all withdrawal requests be in writing.
2. Depending on the constituent, The Graduate School is asked to submit selectivity results in two ways. The first method is to report the number of applications vs. the number of admits. The second is to report the number of admits vs. the number of denies. If students are not formally denied (method two), our selectivity drops significantly.

* Please note: If you notice a significant portion of your applicants withdraw their applications because they have received offers from others schools, you should consider rendering your decisions earlier in future years.

**Switching Applications from Doctoral to Masters**

Applicants may only apply to one TGS program per calendar year. Therefore, once doctoral applicants are denied admission in CAESAR, they may not be considered for the masters program. If you would like to admit a doctoral applicant to the masters program, you should contact the applicant about switching his/her application before an admission decision is formally entered in CAESAR.

To switch his/her application from PhD to master’s, the applicant must send a request to TGS via email. Upon receiving the email, TGS will change the application from PhD to masters in CAESAR and your program will then be able to admit the applicant to the masters program.

**Declaration of Intent to Enroll (DEIN)**

Applicants must log in to ApplyYourself to submit their enrollment decision. Applicants will not be able to submit their enrollment decision after The Graduate School enrollment deadline (see Appendix C). Once submitted, applicants’ decisions will be downloaded into CAESAR and available for your view the following day.

It is important that your applicants submit their enrollment decisions by the deadline. The Graduate School will automatically withdraw all applicants who have not entered a decision by the enrollment deadline; all withdrawals are final and cannot be reversed. Please use CEASAR to monitor your applicants’ enrollment decisions and follow up as necessary to ensure that they meet the stated deadlines.

Please note, doctoral applicants who have been granted permission to submit enrollment decision after April 15 will not be able to do so via ApplyYourself. These applicants must communicate their decision directly to the
admitting program via email. If the enrollment is approved by the program and the dean’s office, a copy of the applicant’s request must be forwarded to the Director of Admission at TGS and the Associate Dean for Graduate Study of the specific school so the decision may be reflected in CAESAR. The latest doctoral applicants may submit enrollment decisions via email is May 13, 2011.

**Deferring Admission**
Enrollment may be deferred up to one year from the quarter of admission. Applicants who wish to defer their admission must notify your program in writing. Once approved by your program, the request must be forwarded to The Graduate School for additional approval. If an applicant defers, their funding arrangement must be negotiated with the Associate Dean for Graduate Study in the school, as well as with the Senior Associate Dean of TGS. Deferment deadlines are listed in the Graduate Admission Calendar (Appendix C).

**Transcript Collection**
TGS staff will collect from your program (in person) the official transcripts of all admitted applicants (both enrolling and non-enrolling) according to the timetable listed in Appendix C. Prior to collection, you will be sent Transcript Coversheets which must be attached to each set of admitted applicant transcripts.

**New Faculty/New Students**
As part of faculty start-up packages, new faculty members often bring students with them to Northwestern University. If the incoming student would like to earn a degree from Northwestern, he or she must apply through ApplyYourself and be formally admitted in CAESAR. Typically, these students come with funding, but if not, be sure you have the resources available to support the student before extending admission. You will need to coordinate funding with the Financial Aid Office of TGS.

If an applicant will not be pursuing a degree from Northwestern University, as is common with advanced students in candidacy, he or she will not be required to submit an application to The Graduate School. The proper status for these students is Visiting Predoctoral Fellow through The Office of Research: [http://www.research.northwestern.edu/policies/visiting-predoctoral-students.html](http://www.research.northwestern.edu/policies/visiting-predoctoral-students.html).

**Transferring**

Within Northwestern University departments
A student who wishes to transfer from one program to another within The Graduate School must submit the Application for Department Transfer to The Graduate School’s Student Services office. Student Services will transfer copies of the student’s Northwestern academic record to the admitting program, students should also consult with the admitting program to determine whether additional application materials are required. The final decision for transfer and residency credits will be made by TGS after consultation with the program.

From Outside the University
Applicants wishing to transfer to Northwestern from outside institutions must go through the formal admission process. The Graduate School does not award residency credit for coursework completed outside Northwestern. Individual programs may waive course requirements based on work completed at another institution, but all doctoral students must complete at least 9 graded courses in The Graduate School to earn their degree.

**Funding/Fellowships**
The Graduate School expects that doctoral students will be funded in nearly all cases. Applicants who wish to self-fund should be the exception, not the rule, as we believe our classrooms and labs are strengthened by the fact that a great percentage of doctoral students receive a stipend and tuition scholarship. Any applicant you wish to admit without funding should be forwarded to The Graduate School Admission Office for approval. All applicants must meet The Graduate School’s minimum requirements for admission. If an applicant meets the minimum requirements for admission, he or she also meets the minimum requirements for funding.

**Offer Letters**
Your office is responsible for sending financial offer letters to admitted applicants. Offer letters may only be sent to applicants after the admission decision is rendered in CAESAR. Offer letters should be sent via email (as PDF attachments) and via postal mail. When emailing the PDF version of the offer letter, please be sure to copy TGS tgs-offers@northwestern.edu as well as the Associate Dean of your school. The subject line of the email must include the applicant’s first and last name so we can easily track the record. All offer letters must be accompanied by a copy of the Regulations Governing University Fellows and Scholars: [http://www.tgs.northwestern.edu/admission/award/](http://www.tgs.northwestern.edu/admission/award/) and The Council of Graduate Schools Resolution: [http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf](http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf).
Top Five Applicant Questions
1) May I apply for a Graduate Program two (or more) years in advance.
No. Applicants may only apply to Graduate School programs one year in advance.

2) Can I apply directly to a PhD program, or must I apply to study toward a master's degree first?
It is important that applicants indicate the highest degree they are seeking from Northwestern University.
Many of our programs admit only applicants whose ultimate goal is the PhD.

3) Can you please tell me my admission decision via email or phone?
Admission decisions should not be relayed to applicants via phone. You may relay admission decisions via email
but only after that decision has been formally entered in CAESAR.

4) May I change my online application even though it has already been submitted?
No. Applicants may not change their applications after submission. If an applicant would like to change
information already submitted for review, suggest that he or she send a clarification letter to your department.

5) May I submit a Free Application for Federal Student Aid (FAFSA) before submitting my application?
Yes. All applicants who are US citizens or permanent residents are encouraged to submit the appropriate FAFSA
(for the aid year in which they plan to enroll). The form may be completed at www.fafsa.ed.gov using the code
001739 for Northwestern University. For further information, concerning applicant loans please reference our
website at http://www.tgs.northwestern.edu/financialaid/studentloans/. Please note: loans will only be
processed for admitted applicants who register at least half-time, defined as two billable course units.

Top Five Admission Officer’s Questions
1) Can I admit a student to a Master’s degree that has been denied admission to the PhD?
No. Once doctoral applicants are denied admission in CAESAR, they may not be considered for the masters
program. If you would like to admit a doctoral applicant to the program, you should contact the applicant about
switching his/her application before an admission decision is formally entered in CAESAR.

2) If a student meets The Graduate School’s language requirements but still has very poor English language
capabilities, may I deny him or her admission?
Yes. It is your department’s responsibility to determine if an applicant will be successful in your program. If you
believe the applicant’s language abilities will deter him or her from excelling, then admission is not advisable.

3) I would like to admit a student but haven’t received his or her official TOEFL/GRE score. What should I do?
If you are ready to admit an applicant even though official test scores have not been received, request the
applicant fax you a copy of his official score report. You may verify TOEFL scores by calling ETS at 1-609-771-
7100. You may verify a GRE scores by calling ETS at 1-609-771-7670. ETS cannot verify scores unless you
have a copy of the score report in hand.

The Graduate School does not require GRE scores but it does require TOEFL scores. If you verify a TOEFL result
via phone, write “Official” on the score report and keep it in a safe place. If the applicant is admitted, The
Graduate School will collect a copy of the TOEFL scores from your department.

4) May I deny a student before I have collected all of his or her application materials?
Yes. However, be sure you have enough evidence to justify denying the applicant. One letter of
recommendation or remarkable writing sample may change your thoughts on an applicant entirely.

5) I forgot my ApplyYourself ID. What do I do?
If you have forgotten your ApplyYourself ID or password, contact The Graduate School Admission Office or click
the “Login Help” link on the online application homepage https://webcenter.applyyourself.com.
Appendix A

Accessing Online Applications
https://webcenter.applyyourself.com/

Print Applications by Date:
1. Highlight the expandable menu “Select a System” → “Application System” → “Application for Admission”.
2. Click “Search for Applications” to arrive at the search page.
3. Under “Record Option” select “Submitted”.
4. Under “Search by Date” select “Submission Date”.
5. In the adjacent drop down box, select “all” to view all applications submitted this application period. (You may also choose to see applications just from this month, last month, this week, last week etc.)
6. Click the adjacent gray “submit” button.
7. To print all applications listed, select “Apply to All”. To print specific applications, select “Apply to Selected” and check the boxes next to each application you’d like to print.
8. From “Select an Action”, choose “Print Application” and click “go”. When the new page loads, click “Print”.
9. Your applications will appear in one PDF file, ready to print. If there is too much data for one file, a batch will be created (this may take a few minutes). To access your batch, return to “Select a System” → “Application System” → “Application for Admission”. Click the gray “application batches” button on the right.

Search for an Individual Applicant:
1. Highlight the expandable menu “Select a System” → “Application System” → “Application for Admission”.
2. Click “Search for Applicants” to arrive at the search page.
3. Select “Search by Individual”. You can enter as much or as little information in the search query fields. For example birth date, last name, first name, etc.
4. Click the adjacent gray “submit” button.

Accessing Letters of Recommendation
https://webcenter.applyyourself.com/

Print Letters of Recommendations by Date:
1. Highlight the expandable menu “Select a System” → “Application System” → “Recommendation”.
2. Click “Search for Recommender” to arrive at the search page.
3. Under “Display Options” select “online”.
4. Under “Record Options” select “Recommendation Submitted”.
5. Under “Search by Date” select “Submission Date”.
6. In the adjacent drop down box select “all” to view all recommendations submitted this application period. (You may also choose to see recommendations just from this month, last month, this week, last week etc.)
7. Click the adjacent gray “submit” button.
8. To print all the recommendations listed, select “Apply to All”. To print specific recommendations, select “Apply to Selected” and check the boxes next to each recommendation you would like to print.
9. From “Select an Action”, choose “Print Recommendations” and click “go”. When the new page loads, click “Print”.
10. Your recommendations will appear in one PDF file, ready to print. If there is too much data for one file, a batch will be created (this may take a few minutes). To access your batch, return to “Select a System” → “Application System” → “Recommendation”. Click the gray “print batches” button on the right.

Search for an Individual Recommender:
1. Highlight the expandable menu “Select a System” → “Application System” → “Recommendation”.
2. Click “Search for Recommenders” to arrive at the search page.
3. Select the Record Option to search for either submitted or unsubmitted recommendation.
4. Select “Search by Recommender’s Information” or “Search by Applicant’s Information”. You may enter as much or as little information into the search query fields (for example birth date, last name, first name, etc.).
5. Click the adjacent gray “submit” button.

* If you are having difficulty accessing a letter of recommendation, try selecting the “Display Option” of “Offline”. It may be that they student requested the recommendation be submitted via mail instead of electronically.
Appendix B

Viewing Standardized Test Scores in CAESAR
https://ses.ent.northwestern.edu/psp/s9prod/?cmd=login

NU GRE and TOEFL Lookup

1. Navigate to NU Admissions → NU Applicant Information → NU GRE Lookup, or NW TOEFL Lookup
2. Enter some or all of the available information for the test taker
3. Select the appropriate test taker from the search results to view scores
   - All scores in this database are official and received from ETS
   - If we have not received official test scores, you will receive a “No matching values were found” message
   - If we have received official test scores but they did not match to an application record, EMPLID will be blank; consider searching with name or date of birth to see the most possible matches

TGS Department App List

1. Navigate to NU Admissions → NU Applicant Information → NU TGS Department App List
2. Complete fields with the following:
   - Academic Institution: NWUNV
   - Academic Career: TGS
   - Admit Term: varies
   - Academic Program: varies
3. A list of your applicants will appear, select the “test scores” link (the far right column) for an applicant
4. All test scores on file, both official and self-reported, will appear; if no scores have been received, the fields will be blank

*Always be sure to pay attention to the data source. Self reported scores are marked “Self-Rpted”, official scores are marked “ETS”.

**Always be sure to check the test date. The GRE must be taken within 5 years from the desired quarter of entry, the TOEFL must be taken within 2 years of the desired quarter of entry.

Test Score Abbreviations

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<th>Abbreviation</th>
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<td>Quantitative test</td>
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<td></td>
<td>VERB</td>
<td>Verbal test</td>
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<td></td>
<td>WA</td>
<td>Analytical Writing test</td>
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<td></td>
<td>COMPP</td>
<td>Composite Paper &amp; Pencil total score</td>
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<td>TOEFL Subsections</td>
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Appendix C
The Graduate School (TGS)
Admission Calendar 2010/2011

Winter Applicants
11/19/2010  Admission decision deadline (entered in SES)
11/22/2010  All applicants without admission decisions in SES will be denied by TGS today
12/06/2010  Transcript collection begins (appointment time TBD)
12/10/2010  Applicant Enrollment/Deferment Decision Deadline
12/13/2010  Applicants without enrollment decisions in SES will be marked as not enrolling by TGS
01/03/2011  Classes begin for Winter Quarter 2010/2011

Spring Applicants
02/18/2011  Admission decision deadline (entered in SES)
02/21/2011  All applicants without admission decisions in SES will be denied by TGS today
02/28/2011  Transcript collection begins (appointment time TBD)
03/04/2011  Applicant Enrollment/Deferment Decision Deadline
03/07/2011  Applicants without enrollment decisions in SES will be marked as not enrolling by TGS
03/28/2011  Classes begin for Spring Quarter 2011

Summer Applicants
05/13/2011  Admission decision deadline (entered in SES)
05/16/2011  All applicants without admission decisions in SES will be denied by TGS today
05/27/2011  Student Enrollment/Deferment Decision Deadline
05/30/2011  Transcript collection begins (appointment time TBD)
05/30/2011  Applicants without enrollment decisions in SES will be marked as not enrolling by TGS
06/20/2011  Classes begin for Summer Quarter 2011

Fall Applicants
04/15/2011  Doctoral admission decision deadline (entered in SES)*
04/15/2011  Doctoral Student Enrollment Decision Deadline
04/29/2011  Last day that "special permission" doctoral students may be admitted
05/02/2011  All doctoral applicants without admission decisions in SES will be denied by TGS today
05/13/2011  Applicants without enrollment decisions in SES will be marked as not enrolling by TGS
05/30/2011  Doctoral transcript collection begins (appointment time TBD)
07/29/2011  Master’s/Nondegree admission decision deadline (entered in SES)
08/01/2011  Master’s/Nondegree applicants without admission decisions in SES will be denied by TGS
08/12/2011  Master’s/Nondegree transcript collection begins (appointment time TBD)
08/12/2011  Master’s/Nondegree Student Enrollment Decision Deadline
08/12/2011  Master’s/Nondegree/Doctoral Deferment Decision Deadline
08/15/2011  Master’s/Nondegree Applicants without enrollment decisions in SES will be marked as not enrolling by TGS
09/20/2011  Classes begin for Fall Quarter 2011

*The admission of any student after this date must be approved by both your school Associate Dean and The Graduate School Senior Associate Dean of Admission. The last day for special permission admission is April 29, 2011. All doctoral students without an admission decision as of April 29, 2011 will be automatically denied by The Graduate School on May 2, 2011.
Applicant submits online application via ApplyYourself → Application automatically feeds to SES → Supplementary application materials are submitted by applicant to department:
- application (submitted online)
- $75 application fee (submitted online)
- transcripts of all academic work
- two letters of recommendation (programs may require additional materials)

Program/Department Assistant prints application → Program/Department Assistant collects all supplementary application materials and prepares file for review → Admission committee reviews application and notifies Program/Department Assistant of admission decision

Program/Department Assistant enters admission decision in SES → Admission decision automatically feeds from SES into ApplyYourself → Applicants will be able to view the admission decision via ApplyYourself, two days after it is entered in SES → TGS will mail hard copies of admission letters to all admitted applicants, denied applicants will not receive hard copies of letters

Applicants submit enrollment decision via ApplyYourself (only available until the enrollment decision deadline) → Enrollment decisions will be downloaded into SES and available for Program/Department Assistants to view the following day via the NW TGS Department Application List

At the conclusion of each admission season, TGS staff will collect official transcripts for all admitted students.
Appendix E

Graduate Admissions Flow Chart – GATS Users

Applicant submits online application via ApplyYourself and receives login information for GATS

Application automatically feeds to SES and GATS

Supplementary application materials are submitted by applicant to department:
- application (submitted online)
- $75 application fee (submitted online)
- transcripts of all academic work
- two letters of recommendation (programs may require additional materials)

Program/Department Assistant scans supplemental materials received in hard copy into GATS

Program/Department Assistant completes file in GATS and assigns to reviewer(s)

Admission committee reviews application and notifies Program/Department Assistant of admission decision

Program/Department Assistant enters admission decision in SES

Admission decision automatically feeds from SES into ApplyYourself, GATS Status Check page indicates a decision has been rendered

Applicants will be able to view the admission decision via ApplyYourself, two days after it is entered in SES

TGS will mail hard copies of admission letters to all admitted applicants, denied applicants will not receive hard copies of letters

Applicants submit enrollment decision via ApplyYourself (only available until the enrollment decision deadline)

Enrollment decisions will be downloaded into SES and available for Program/Department Assistants to view the following day via the NW TGS Department Application List

At the conclusion of each admission season, TGS staff will collect official transcripts for all admitted students.