

GRADUATE SCHOOL ADMISSIONS - 2009 ANNUAL UPDATES -

Below are 2009 updates for both the Graduate School Admissions Office and the ApplyYourself online admissions system.

ADMISSIONS OFFICE UPDATES

ETS presentation

On October 21 a representative from the Educational Testing Service (ETS) gave a presentation about updates to the GRE and TOEFL tests. For a copy of her presentation slides, see:

http://www.grad.umn.edu/prospective_students/Univ%20of%20Minnesota%20101509_TOEFL_GRE.pdf

Deferral policy

An overview of the deferral process for both programs and applicants is now available online. See the Admissions Toolkit page for more information:

http://www.grad.umn.edu/prospective_students/admissions_toolkit.html

U of M undergraduate student transcripts

Unless otherwise instructed by your graduate program, applicants who have been previously enrolled at the University of Minnesota do not need to submit U of M transcripts to the Admissions Office. Graduate Admissions staff will obtain these materials for them. These instructions can be found on the Application Information page:

http://www.grad.umn.edu/prospective_students/Application_Information/index.html

Scanned email transcripts resolution

For those programs receiving scanned email transcripts, we have increased the resolution on our digital scanner to provide clearer documents. Please be aware that this will increase file size somewhat, but so far this has not caused issues for programs. Please contact us with any concerns.

APPLYYOURSELF UPDATES

Each year over the summer months, the Graduate School Admissions Office completes its Annual Updates process to the ApplyYourself system. Many of the enhancements are a direct result of graduate program feedback. This year we focused on creating a more streamlined, user-friendly application intended to capture more program-specific information.

If you have not already done so, please use the following login to experience the online application from the applicant point of view.

Test Application Information

Login: <https://app.applyyourself.com/?id=UMN-GRAD>

PIN: 8537F737F

PW: Maroon2009

User Login
Please input your login information below to open your application.
PIN:
Password:

[Forgot your PIN or Password?](#)

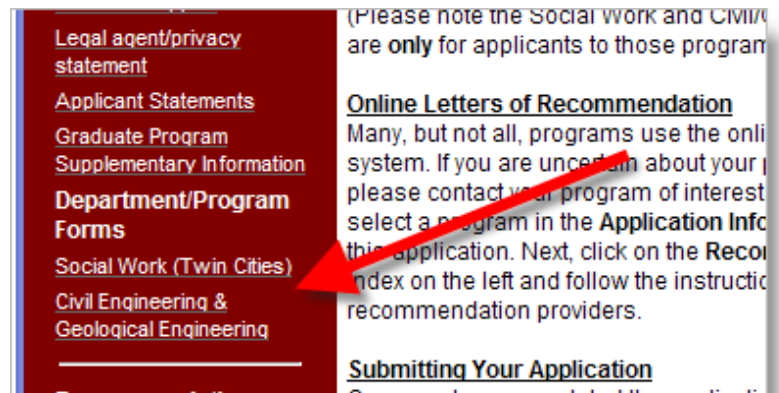
Applicant Statements

As you likely know, Statements #2 and #3 have been combined into one statement. [Click here](#) for more information. Also, all applicant statements are no longer required, but if you would like to make these or any other uploads mandatory for your applicants, please contact our office.

Department/Program Forms (Dynamic Sections)

You will notice on the main AY application that Social Work and Civil/Geological Engineering program forms are now available. These programs are piloting the current version of AY's *dynamic sections*. Starting in 2010, these sections will be significantly enhanced and made available to more UMN programs. This added functionality is an enormous upgrade in the system as it will eliminate redundancy by finally allowing individual graduate programs to provide customized instructions, use program-specific questions, offer upload sections (for resumes, transcripts, etc.), and generate customized exportable data at no additional annual cost.

For those programs that want their sections to electronically "map" to a PDF document, there will be an annual charge per form. This price has not been finalized, but bulk pricing will be available for large clients like the UMN Graduate School. These new program forms will not be offered until decisions are announced by the Administrative Processes/Student Services Work Group.



Application PDF

The application PDF was shortened from four to three pages, and the entire document was reformatted to be easier to read. Scores from the new self-reported Test Information section will appear as well. View a blank application at:

http://www.grad.umn.edu/prospective_students/umngradmain2010.pdf

Export Folders

AY has finally made an export folder available for storing export templates which we have labeled the PROGRAM EXPORTS folder. If you are using exports, please take a few minutes to move them for storage in this folder - [click here](#) for instructions.



GRE subject test data

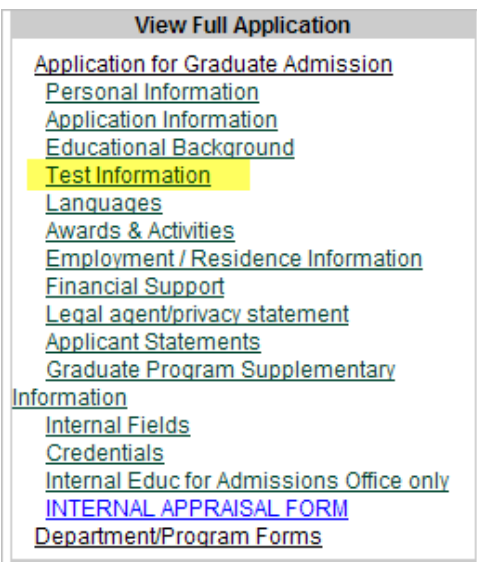
An upload process has been set up for official GRE Subject test data to appear in both the Credentials section and on the application PDF when they are sent electronically from ETS. For more information about GRE Subject Tests, see:

http://www.grad.umn.edu/prospective_students/Application_Information/GRE.html

Test Information

The self-reported test information section was expanded to include both GRE and GRE Subject test information. Until now, this section had only been used for English proficiency test scores (TOEFL, etc.). These scores will also appear on the new application PDF. You may wish to revise your program web sites or supplemental application material as a result of this change. For those programs using exports from AY, please contact us if you would like to expand your reports to include this new information. Self-reported test scores are NOT required items on the application.

Please note that this new section will NOT replace official scores, which will continue to be sent from ETS and will display in both the Credentials section and the printable PDF application.



Reasons for self-reported Test Information:

- * a number of UMN graduate programs reported such information would be useful, or had already been requiring self-reported scores on their supplemental applications
- * self-reported scores can be gathered from tests that currently don't offer electronic reporting to institutions (e.g. IELTS, MELAB)
- * if an applicant has taken a TOEFL or GRE too close to the application deadline, the scores will not be sent from ETS to the University in time to print with the application. This sometimes caused confusion for applicants, and could delay admissions review for program
- * most peer universities have already been using self-reported score sections successfully

View Full Application close window

save

Test Information

GRADUATE RECORD EXAMINATION (GRE) GRE General Test

Official scores on the Graduate Record Examination (GRE) General Test may be required by your program. [Click here](#) for more instructions and GRE information.

Check this box if you have taken or are going to take the GRE General Test

Please indicate the date when your test was taken or is scheduled to be taken, and the scores received, if known. All test scores and percentiles should be entered as numbers. Do not add a % sign to your percentile number. If you have taken this test more than once, enter the most recent test information.

Test Date (MM/DD/YYYY)	Verbal (Score range 200-800)		Quantitative (Score range 200-800)		Analytical Writing (if applicable) (Score range 0-6)		Analytical (if applicable) (Score range 200-800)	
	Score	Percentile	Score	Percentile	Score	Percentile	Score	Percentile
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %

GRE Subject Test

Some programs require the GRE Subject Test. [Click here](#) for more GRE information.

Check this box if you have taken or are going to take the GRE Subject Test

If applicable, please indicate the date when your test was taken or is scheduled to be taken, and the scores received, if known. Your test score and percentile should be entered as numbers. Do not add a % sign to your percentile number. If you have taken this test more than once, enter the most recent test information.

Which subject test did you take? <input type="text"/>		
Test Date (MM/DD/YYYY)	Score	Subject Percentile
<input type="text"/>	<input type="text"/>	<input type="text"/> %

ENGLISH LANGUAGE TESTS

With a few exceptions, TOEFL, IELTS, or MELAB tests are required of those applicants whose native language is not English, regardless of U.S. Citizenship status. Even if you submit self-reported scores below, please also have an examinee's score report sent to the Graduate Admissions office. For international applicants, an official copy will be required before we issue visa documents. [Click here](#) for more instructions.

TOEFL

Check this box if you have taken or are going to take the TOEFL exam

Please indicate the date when your test was taken or is scheduled to be taken, and the scores received, if known. If you have taken this test more than once, enter the most recent test information.

Which type of TOEFL test did you take? <input type="text"/>						
Date (MM/DD/YYYY)	Reading	Listening	Speaking	Writing	Test of Written English (TWE)	Total Score
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

IELTS

Check this box if you have taken or are going to take the IELTS exam

Please indicate the date when your test was taken or is scheduled to be taken, and the scores received, if known. If you have taken this test more than once, enter the most recent test information.

Test Report Form Number	Test Date (MM/DD/YYYY)	Overall Band Score	Listening	Reading	Writing	Speaking
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MELAB

Check this box if you have taken or are going to take the MELAB exam

Please indicate the date when your test was taken or is scheduled to be taken, and the scores received, if known. If you have taken this test more than once, enter the most recent test information.

Test Date (MM/DD/YYYY)	Composition	Listening	GCVR	Speaking Test	MELAB Final Score
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

save

New Race/Ethnicity Categories

Both ApplyYourself and PeopleSoft systems were modified to comply with the new Race and Ethnicity definitions mandated by the U.S. Department of Education. The section is voluntary and is intended to help the University meet its federal reporting obligations. Applicants are informed that this information is voluntary, and will not be used as a basis for admission or in a discriminatory manner.

Credentials Upload feature

Two new "Credentials" upload buttons were added in the Graduate Program Supplementary Information section in response to requests from a small number of programs wanting applicants to upload unofficial copies of transcripts themselves. We may provide a more comprehensive transcript upload section to all programs next year, but will not pursue this until decisions are announced by the Administrative Processes/Student Services Work Group. If you are planning on using this feature, we recommend you contact our office for more information.

save save & continue

Graduate Program Supplementary Information

Some, but not all, academic programs require supplementary information to be uploaded using the "upload document" buttons in the section below. Please locate and carefully read the application instructions specific to the program to which you are applying. Please note that failure to submit your online application according to the specific instructions provided by the academic program to which you are applying could result in your application not being reviewed for admission. Links to specific programs' application instructions can be found at: <http://www.grad.umn.edu/Programs/index.html>.

Graduate Program Additional Application	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document
Writing Sample	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document
Description of Research or Work Experience	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document
Resume or CV	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document
Other Credentials	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document
Upload 1	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document
Upload 2	To upload a document in response to this question, please click the "upload" button below. If your upload is successful, you will see a "view document" button and a "delete" button appear next to the question. upload document

Un-submitting recommendations

The current two page recommendation PDF will be condensed to a single page. Also, we have added more specific instructions reminding recommendation providers to upload a document if it is required by the program. However, if you have issues with recommendation providers not uploading documents, please contact the admissions office so we can provide you with access to un-submit recommendations.

New query tutorial

A revised query tutorial is available on the [Admissions Toolkit](#) page that introduces the most popular queries used by UMN grad programs. If there is a specific query you need that is not already in AY, the Admissions Office will build one for you.

Program-specific instructions

Text was added throughout the application reminding applicants to be sure to carefully follow their program's admissions requirements. This includes:

- an automated email that is sent to all applicants immediately upon starting an application
For a copy of the email, see: http://www.grad.umn.edu/prospective_students/announcements7.html
- instructions in all sections of the application requiring uploads:
Please locate and carefully read the application instructions specific to the program to which you are applying. Please note that failure to submit your online application according to the specific instructions provided by the academic program to which you are applying could result in your application not being reviewed for admission. Links to specific programs' application instructions can be found at:
<http://www.grad.umn.edu/Programs/index.html>.

- a message on the final submission page instructing applicants to ensure they have completed the online application according to their program's instructions

Step 1: Confirmation

We strongly recommend that you review your [program admission instructions](#) as a final measure before submitting this application. Failure to do so could result in your application not being reviewed.

Your responses will become the official property of the University of Minnesota Graduate School and your admission decision will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the Graduate School Office of Admissions if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button. **Please note that application submission is a two-step process. First you will be transferred to PayPal Payflow Link to enter your credit/check card information. YOU SHOULD -NOT- RESUBMIT YOUR FEE. YOU WILL BE CHARGED TWICE. When you return to your application for admission you must then submit the application by again clicking on the "Submit Application" button at the top right of the screen.**

I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

Credentials section

Applicants' names will now appear in the top corner of the Credentials section.

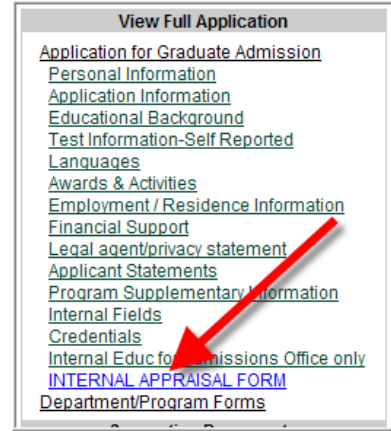
The screenshot shows a web application window titled "View Full Application". The "Credentials" section is highlighted with a yellow bar at the top. A red arrow points to this bar, and a red box with the text "Have name appear here: Family name, First name" is overlaid on it. The form includes fields for Applicant Type, English Required?, Send Credentials Email?, English Requirement (TOEFL, IELTS, MELAB), and a table for TOEFL, MELAB, and IELTS scores.

- "Package Status" box will be deleted (no longer used)

The screenshot shows a "Package Status" dropdown menu with "Unfinished" selected. Below it, the text "International Student Paragraph" is partially visible.

Honors, Awards, Scholarships, Activities, and Certificates section

This section name has been shortened to *Awards and Activities*. In addition, the upload button will now be the only means of submitting an answer to the honors, extra-curricular activities, question.

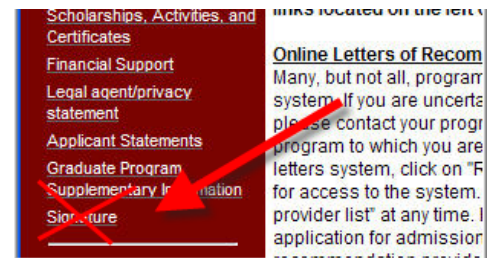


Internal Appraisal Form

The INTERNAL APPRAISAL FORM link was highlighted in blue to distinguish it from the new Department/Program forms link

Signature Section

The signature section that was accessible from the main screen was capturing the same data as the standard submission screen which appears after credit card payment, so it was eliminated.



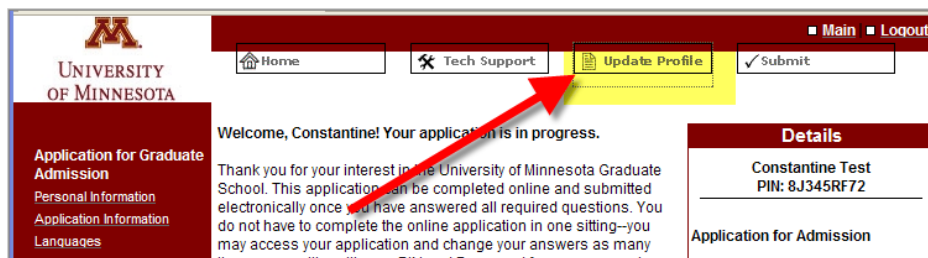
Printing issues

A few programs have reported issues with printing using Adobe Reader version 9. This issue has been reported to AY, but in the meantime you should use Adobe Reader 8 if possible. Also, if you experience issues, you may try updating the Print Driver on the computer.

Applicant name problems

First and last names sometimes appear switched in AY, particularly with international students. For example, when you use the "prog & term" query, the applicant's first name could be listed as the last name, but after clicking on details the name displays properly.

The cause of this problem is actually applicant error. Users initially create profiles (required by AY), but then change their name once they start an application. Applicants can fix this themselves any time by reversing their applicant info in the "Update Profile" section at the top of the online application. (see screenshot). To try to minimize applicant data entry errors in the future, we have changed the formatting in the name section to be exactly the same as AY's profile name section. So we now ask for "First/Given Name" and "Last/Family Name." We expect this will help, but it is still up to the applicant to be consistent.



Whenever possible, we recommend using email addresses, rather than names, to search for applicants. You don't have to know the entire email, you can just use a wildcard search using the % symbol. (Goldy Gopher for example can be searched by GoI% or Goph%).

As always, contact the admissions office or AY for help when needed at 612-625-3014 or gsquest@umn.edu