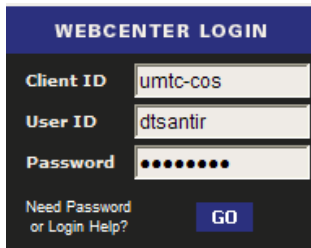


Apply Yourself New User Information

UMTC-COS readmission and change of status system

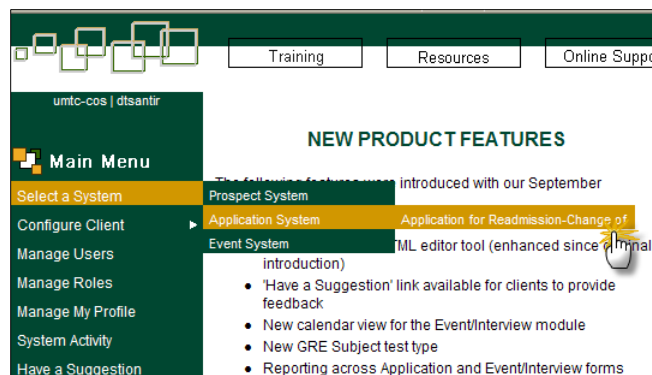
Most graduate students are required to apply via a separate ApplyYourself (AY) system if they are seeking readmission or a change of major, degree objective, track, or campus. Students will link to the readmission/change of status application by going to http://www.grad.umn.edu/prospective_students/apply_online.html and selecting Start an Application for Readmission/Change of Status.



The image shows a 'WEBCENTER LOGIN' form. It has three input fields: 'Client ID' with the value 'umtc-cos', 'User ID' with the value 'dtsantir', and 'Password' with a masked field of seven dots. Below the password field is a link for 'Need Password or Login Help?' and a blue 'GO' button.

Your access to the ApplyYourself system for readmission and change of status is slightly different than that for the application for admission, financial certification, enrollment form, and online letters of recommendation. **Specifically, the login is umtc-cos, rather than umn-grad.** Please change your password immediately after logging in the first time (you may need to click on 'Manage My Profile' in the index at the left of the screen).

Your User ID is exactly the same. Once you have logged in, hover over **Select a System**, then **Application System**, and click on **Application for Readmission-Change of**.



The rest of the system should be familiar to you. However, if you have any problems accessing your applications, please contact Dean Tsantir tsan0006@umn.edu 5-1303, Jim Rowan j-rowa@umn.edu 6-7454 or Bill Swisher swish003@umn.edu 5-2040 for assistance.

While there is an online AY application designed for readmission/change of status, it is still a hybrid process. As such, the Office of Admissions will continue to send you paper readmission/change of status application files and paper admission appraisal forms to complete. Specifically, your program will receive a paper file with a clearly marked, red **"CHANGE of STATUS"** stamp on the paper appraisal form. Your program should use this paper file, and **not** the AY system, to complete the appraisal form for the applicant and include it with the paper file that is then sent back to the Graduate School admissions office.

We hope to add electronic submission of an appraisal form specifically for readmission/change of status, and electronic Express Readmit features soon.

Paper Applications

Because of the multitude of possibilities that exist for each individual student's graduate career, the readmission/change of status process can be complex. As such, there are several instances where the electronic format is unable to handle a request. We would very much appreciate your assistance in informing students of these exceptions, so they do not experience application problems. Information for applicants is included below and is also on the admissions office readmission/change of status web page. (See: http://www.grad.umn.edu/current_students/registration/readmission.html)

Below is the text from the admissions office web page:

YOU SHOULD **NOT** APPLY ONLINE IF:

- You do NOT have a PeopleSoft EmplID (student ID)
- You are going to change from a program "**general status**" to a "**track**" for the first time. (note: these students will not be charged an application fee)
- You are changing from the doctorate level to the masters level within the same program/department.
- You are applying for **Professional Development** coursework only
- You are a Masters student with coursework taken more than 7 years ago included on your degree program form
- You are a doctoral student who passed your preliminary oral examination (including passed with reservations) more than 5 years ago

For any of these categories, you should instead file a paper application. A PDF version of the Readmission/Change of Status application is available at: http://www.grad.umn.edu/current_students/forms/cos.pdf

Occasionally, applicants will mistakenly begin an application in the new applications AY system instead of the Change of Status system. In such cases, the Graduate Admissions office staff will withdraw the student from the new applications system and send your program a paper file with a clearly marked, red "**CHANGE of STATUS**" stamp on the paper appraisal form. As with the process outlined above, your program should use this paper file, and **not** the regular AY application system (umn-grad), to submit the appraisal form for the applicant. The paper file should then be sent back to the Graduate School admissions office.

Note that students who are requesting readmission to obtain active status for graduating should contact the Office of Graduate Student Services and Progress at 612-625-3490 (316 Johnston Hall) first.

If you have any questions about any processes outlined above, please contact the Graduate Admissions office at 5-2040.