

GRADUATE ADMISSIONS GUIDE



Table of Contents

Contact Information 3

Admissions Roles & Responsibilities 4

 Graduate School..... 4

 Graduate Admissions Team 4

 Departments 5

Admissions Terms & Definitions..... 6

Application Processing Outside of Admissions and Other Special Circumstances 15

Sample Letters..... 17

INDEX

Admissions Stops, 6	Letters of Recommendation, 10
Application Fee, 6	Level change from Master’s to Ph.D, 15
Application Status Inquiries, 7	Multiple Applications, 11
Cancellations, 7	Negative Service Indicators, 11
Census Date, 9	Official Notification of Admission to
Changes to Program/Plan/Subplan, 12	Applicants, 12
Checklists, 8	Provisional Admissions, 12
Conditional Admissions, 8	Readmissions, 12
Deadlines & Dates, 8	Secondary degrees, 15
Deficiencies, 9	Social Security Numbers, 12
Dual Degree, 9	Term Changes, 13
Enrollment/Confirmation Deposit, 9, 10	Test Scores, 13
External Database Usage Policy, 9	Transcripts, 13
Intent to Enroll, 10	Tuition Classification, 14

CONTACT INFORMATION

Graduate School Staff

Online Application or Systems Inquiries: gradadm@colorado.edu

Contacts:

- [Gretchen O'Connell](#), Sr. Assistant Dean, 303-492-6143
- [Patty Krus Stanfield](#), Graduate Admissions Coordinator and Prof. Assistant to the Sr. Assistant Dean, 303-492-5297

Admissions Office - Graduate Processing Liaisons

DOMESTIC APPLICANTS gradprocessing@colorado.edu

- **Brenna LeDoux** 303-735-5060 brennadette.ledoux@colorado.edu

INTERNATIONAL APPLICANTS intlgrad@colorado.edu

- **Brian Brown** 303-492-2446 brian.a.brown@colorado.edu

Systems Security/Access & Test Scores (GMAT & GRE downloads)

- **Doug Ramsburg** 303-492-2457 douglas.ramsburg@colorado.edu

Registrar's Office

- ◆ General Registration Information, 303-492-6970
- ◆ Academic Room Scheduling/CUSIS Course Inventory, 303-492-6619
- ◆ Tuition Classification, tuitclass@colorado.edu, 303-492-0907

Bursar's Office

- ◆ General Billing Information, 303-735-6239

Office of International Education

- ◆ www.colorado.edu/oie/ 303-492-6016
- ◆ www.colorado.edu/oie/iss 303-492-8057 (International Student and Scholar Services)

ADMISSIONS ROLES & RESPONSIBILITIES

The Graduate School

- ◆ Setting policies and minimum admissions standards for applicants admitted to graduate programs
- ◆ Approving provisional admissions and other exceptions to policy or standards
- ◆ Provide application submission advice to Project 1000 and McNair scholars
- ◆ Updating the graduate application materials in conjunction with the Office of Admissions and Publications
- ◆ Maintaining the online application
- ◆ Maintaining the Graduate School Admissions Website
- ◆ Updating the Graduate Prospective Student web sites on an annual basis with changes provided by the departments.
- ◆ Creating and distributing general campus information applicable to graduate applicants
- ◆ Process Criminal History and Suspension/Expulsion supplementary forms
- ◆ Provide policy and procedure training and documentation for Graduate School policies and Application System software and tools
- ◆ Assist Graduate Program Assistants (staff) and Faculty with acquiring access to Application System Tools
- ◆ Provide training on using systems and tools associated with the application to department staff
- ◆ Helping staff troubleshoot issues with the tools and systems
- ◆ Provide assistance to applicants who have questions about the functionality of the on-line application system

Graduate Admissions Processing Team

- ◆ Receive and upload to Singularity all application support material
- ◆ Update applicant checklists in CUSIS
- ◆ Compile Completed Application Packages (CAP)
- ◆ Update applicant status in CUSIS
- ◆ Make any necessary changes to application term, program, or plan as requested by the applicant and/or department
- ◆ Post admission decision processing
- ◆ Maintaining official university records in CUSIS for admitted students through the admission process and transferring records for those who matriculate to the Registrar's Office
- ◆ Generate Official Admissions email with instructions about how applicants can confirm intent to enroll and provide confirmation deposit information
- ◆ Canceling admissions at the applicant's or department's request
- ◆ Setting suggested admissions deadlines (i.e. Spring – October 1, Summer & Fall – December 1)
- ◆ Pre-admission materials evaluation for applicants (International)
- ◆ Post admission credential evaluation (International)
- ◆ Evaluating foreign credentials submitted by international applicants for some departments
- ◆ Monitoring minimum TOEFL scores of admitted international students for English proficiency (International)

- ◆ Confirm TOEFL & financial support of admitted international students who need F-1/J-1 visa/status (International)
- ◆ Issuing immigration documents, specifically for the F-1 visa (International)
- ◆ Complying with SEVIS regulations as they apply to newly admitted international students (International)

Departments

- ◆ [Program Pages](#) on the Graduate School website– these are website pages managed by the Graduate School that provide a summary of your department’s admissions requirements and deadlines. It is the responsibility of each department to make sure all information contained on these pages is accurate and matches the information on their own website pages.
- ◆ Maintain Department website with information for prospective applicants:
 - a) State the department’s minimum qualifications, deadlines, deadlines for equal consideration, and special requirements clearly in all documentation, responses, and websites.
 - b) Provide a clear statement about your department or program's ability to provide financial support. Refer to The Graduate School web site to provide additional information and sources for funding. <http://www.colorado.edu/admissions/graduate/apply/preparing/tuition>
 - c) Assure prospective students that they have received complete information by putting your brochures and other materials in PDF files or outlining the steps a prospect should complete in acquiring information.
 - d) Be aware that there are campus web policies and style guides and that all material should comply with these policies. See www.colorado.edu/ucomm/standards.html.
- ◆ Work with Graduate School staff to ensure information on Graduate School Program Pages are up to date and accurate
- ◆ Communicate with prospective applicants and students regarding department requirements and admissions processes
- ◆ Manage faculty review process
- ◆ Communicate any changes to an applicant’s application to Graduate Admissions Processors
- ◆ Notify applicant of acceptance or refusal to the department in a timely manner
- ◆ Set application deadlines for domestic and international applicants
- ◆ Each graduate department is responsible for setting its own policies and procedures for processing domestic applications, evaluating applicant files, making acceptance/refusal decisions, forwarding transcripts or any applicant materials to the Graduate Admissions Processors or International Admissions for final admissions assessment, and communicating/troubleshooting admissions issues with their assigned Graduate Admissions Processor
- ◆ Communicate with prospective students, applicants, and admitted students
- ◆ Responsible for providing application-related information to all applicants or helping them with information in their portal. Applicants should not be referred to the Graduate School or the Graduate Admissions Processor to receive their application status.
- ◆ Accept or deny students admission to a graduate program based on academic qualifications
- ◆ Award departmental financial aid (fellowships, TA or RA appointments)
- ◆ Work with applicants or students to resolve holds placed on their account

ADMISSIONS TERMS & DEFINITIONS

Admissions Stops

If official transcripts, degrees, or credentials are still missing by census date for the term of admission, an admissions stop will be placed on that student's record, preventing future registrations. By this time the student has been notified (unless they were a really late admit) at least once and in most cases twice, that the credentials are needed.

Application Fee

Graduate application fees:

- ◆ Are non-refundable unless the payment was duplicated in error. Refunds will be processed by the Graduate School, contact gradadm@colorado.edu.
- ◆ \$60 – domestic applicants, \$80 – international applicants
- ◆ Can be paid by the department on behalf of the applicant.
 - a) If the department chooses to pay the fee on behalf of the applicant, you may transfer funds from your general fund speedtype, into the appropriate application fee account (see next page for account numbers). This is an unallowable cost on a sponsored project. Contact gradadm@colorado.edu to request this transfer.

Graduate application fees are not required if:

- ◆ If a graduate student is going from one graduate degree level to another in the same department without a break in their education (summer does not count as a break). This includes Master's to Doctoral as well as Doctoral to Master's. Submit the completed [Graduate Program Change/Addition/Discontinuation Form](#) to the Registrar's office via password-protected email attachment to jut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.
- ◆ If a graduate student is readmitted and is returning to the same graduate degree program at the same level (i.e. master's or doctoral). Readmits should not fill out the online application and instead should be instructed to fill out the [readmit application](#) and submit to dept. (available on the graduate school website).

Waivers – The Graduate School does not grant application fee waivers, with the exception of:

- ◆ Project 1000 applicants <http://mati.eas.asu.edu/p1000/>
Project 1000 is a national program which assists underrepresented students in applying to graduate school. Many institutions participate in the program, and students may apply to up to 7 of these institutions, including CU Boulder, by using the Project 1000 application. The application and supporting documents are sent directly to Project 1000. When the application is complete, Project 1000 sends the completed application to the department to which the student wishes to apply. Admissions decisions are made by the academic departments, and the admissions paperwork is then sent to the admissions office.
- ◆ McNair applicants
The McNair Scholars Program is an academic enrichment, graduate school preparation initiative.

This intensive academic honors program places emphasis on undergraduate research with the goal of preparing students to earn a Ph.D. Students who are selected are expected to represent themselves as worthy recipients of the designation. Generally speaking, students who are admitted to participate are supported through graduation from college and placement into a program of graduate study. Participation in the program is typically divided into two components: academic year internships and summer research fellowships.

- ◆ Peace Corps Volunteers
Any applicant who is a currently active Peace Corps volunteer may request a fee waiver.

- ◆ AmeriCorps Volunteers
Any applicant who is a currently active AmeriCorps volunteer may request a fee waiver.

Project 1000, McNair Scholars, and AmeriCorps or Peace Corps applicants will need to contact gradadm@colorado.edu to request a form. To submit their application, they should select the "Check/Money" order option, but will not be expected to pay the fee. Inform your graduate processing liaison in these situations.

Application Status Inquiries

Departments are responsible for answering applicant inquiries and providing application status information to their department's applicants. Applicants are encouraged to check the status of their application on their application status page: grad.apply.colorado.edu/apply/status. This is where applicants can login and check the status of their application and what materials have been received. Once admissions decisions are made, admitted applicants will be able to review their status, confirm their intent to enroll and pay their confirmation deposit online. Students use the same login credentials as the application.

Applicants should not be referred to the Graduate School or the Graduate Admissions Team to answer inquiries about missing materials or to receive their application status.

Cancellations

Applicants who have been accepted by a department can cancel their application and/or a department's offer of admission online in the portal or by emailing or calling the department by the confirmation deadline. If the applicant contacts you directly, notify your graduate processing liaison and they will change the status of the application in CUSIS.

Admitted and confirmed applicants must cancel their intent to enroll in writing to the department. Copies of the applicants' correspondence should be attached in an email sent to the department's graduate processing liaison who will change the status and attach the correspondence to the applicants' account.

Checklists

Application checklists are created automatically in CUSIS when an applicant submits their application. This is an overnight process.

Check list items consist of:

- ◆ Application Fee
- ◆ Required Test scores
- ◆ Letters of Recommendation
- ◆ Unofficial Transcripts
- ◆ Department-specific required documents

Applicant check-list items will be updated by a graduate processing liaison as information arrives. The checklist information will be displayed to the applicant on their status page:

grad.apply.colorado.edu/apply/status, where applicants can also check their application status in real time. Note, it can take 1-2 weeks for newly received items to be processed.

Conditional Admissions

Applicants who do not meet *departmental* standards of admission may be admitted conditionally by the department and then monitored for compliance at the department level. There is no notation in CUSIS for a conditionally admitted applicant and the Graduate School is not involved. The department should notify the student when their conditions have been met.

Confirmation deposit

The confirmation deposit is always required. Applicants can pay the confirmation deposit and confirm their intent to enroll on their status page: grad.apply.colorado.edu/apply/status after being admitted.

- ◆ The confirmation deposit cannot be waived. Contact Admissions with any questions or extenuating circumstances.
- ◆ Continuing students (those moving from one program to another without a break) do not need to pay another confirmation deposit.

Deadlines & Dates

- ◆ **Application Deadlines** - Each department sets the deadlines for applicants.
- ◆ **Application Software Deadlines** - Each department should communicate their application deadlines to the Graduate School so that the application system can reflect those dates for each term. Although departments may have two different deadlines for international and domestic applicants, the application system can only have one term deadline date. For example, if the deadline for the fall semester for international applicants is December 1st, but the domestic deadline is January 1st, the online application will be open until January 1st.
- ◆ **Department Admissions Decision Deadlines** - Departments have varying methods for making decisions about admission to graduate programs. Some have a single deadline and make all their decisions at one meeting. Others have rolling admissions and/or multiple meetings when decisions are made. The GPA is generally expected to keep track of where applicants are in the process, where materials are while being routed to faculty, and when decisions are made.

- ◆ **Census Date** – Is the day after the official drop/add class date. These dates change every year, and can be found on the Registrar’s website.
- ◆ **Confirmation Deadlines** – This is the deadline whereby an applicant confirms their acceptance to the department’s offer of admission. Applicants should be encouraged to confirm online through the graduate portal. We support a resolution by CGS (Council of Graduate Schools) which states that institutions who are offering some kind of financial support CANNOT expect an answer from their admitted applicants before 4/15.
- ◆ **The standard confirmation deadline dates are:** spring-December 15, summer-May 1, fall-June 15. If your department wants to use an earlier date, you should communicate that in your letter of acceptance.

Deficiencies (admissions with)

This occurs when an applicant is identified as having deficiencies in their academic background such as missing coursework. In these situations, the department usually requires specific coursework to be completed by the student within a set period of time. The Graduate School is not involved in this process.

Dual Degree

If a new applicant intends to complete a dual degree, the applicant must apply to and be accepted by each department. The applicant will then be contacted by admissions to choose which of the two departments they wish to be admitted to first. After the student has matriculated, the GPA of the second department should complete the [Graduate Program Change/Addition/Discontinuation Form](#) to add the second program, and submit it to the Office of the Registrar via password-protected email attachment to iut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.

External Database Usage Policy

Departments sometimes use databases – which must be approved by Registrar to prevent critical data loss and/or security breaches- to track documents within the department. Evaluate your application pool and department procedures to determine the most effective process for your office.

- ◆ The department understands and acknowledges that the data they have been granted access is protected under Federal Family Educational Rights and Privacy Act (FERPA) regulations, Colorado state privacy breach law (CRS §6-1-716), and University security policy (<https://www.cu.edu/policies/aps/it/6005.pdf>). Departments shall seek guidance from the campus IT Security Office regarding how to protect data in compliance with the campus private data security standard. It is the responsibility of the department to ensure that security requirements are implemented including:
 - a) All faculty and staff who receive access to graduate applications must have completed the University information security and privacy training.
 - b) All systems which store private data meet minimum security standards including keeping both application and operating system software up to date and maintaining current client security software.

- c) Access to systems storing data are password protected and usernames/password combinations are unique to each user.
 - d) Data is protected from unauthorized physical access by ensuring that physical copies of data are not left in plain sight, information is not displayed when not in use, and devices storing data are in a secure physical location when not in use.
 - e) Data is transferred using secure mechanisms.
 - f) Data is encrypted when stored on workstations, mobile devices, or external storage devices.
 - g) Data will not be transferred to a non-University owned and managed computer system.
- ◆ The department understands that should data be exposed the department will be responsible for costs related to incident including forensics investigation and notification to the individuals whose privacy may have been violated. The department shall promptly notify the campus IT Security Office should the department have cause to believe that the data has been exposed or if the system storing data may have been compromised. Once the IT Security Office has been notified the department must wait for further instruction.

For assistance with data security contact Dan Jones directly or by e-mail security@colorado.edu

- Dan Jones, IT Security Director, Office of Information Technology 303-735-6637

Intent to Enroll

Applicants can pay the \$200 confirmation deposit and confirm their intent to enroll on their status page: grad.apply.colorado.edu/apply/status after they are admitted.

Letters of Recommendation

In the online application, applicants have the opportunity to have a system-generated letter of recommendation email request sent to their letter writers or recommenders. Applicants provide the email contact information in the application tool.

- ◆ The applicant receives an email notification when recommenders have submitted a letter of recommendation on their behalf.

Note: applicants must submit their application before letter of recommendation emails will be generated. If a letter has not been received by a week after the initial email, automatic reminder emails will be sent out.

Multiple Applications

Applicants may submit applications for multiple programs. However, the applicant can only confirm their intent to enroll to one program. If an applicant is admitted to multiple programs, Admissions will contact the applicant to have them choose a program.

Negative Service Indicators

Negative service indicators convey that an action needs to be assessed or taken with regard to the applicant's admissions process or a student's account. Most service indicators are initiated by the department and activated by the Registrar's office.

Track applications with negative service indicators carefully to determine what action needs to be taken on behalf of the student.

- ◆ The Suspension/Expulsion and Criminal History question is a required question in the online application that must be answered by the applicant. Applicants that answer the questions affirmatively will receive a negative service indicator on their CUSIS account.
 - a) Files are reviewed twice a week during the regular admission cycle.
 - b) Checklist item "7CRMCL"/"CrimReview (Internal Process)" or "SPNCL"/"SuspendRev (Internal Process)" will be added to the checklist.
 - c) After a thorough investigation by the security team, if the applicant has been cleared for admittance, the applicant's negative service indicator in CUSIS will be cleared and the checklist item will be completed.
 - d) Applicants with negative service indicators for Suspension/Expulsion or Criminal History cannot be admitted by a department or the University until the security committee has cleared the applicant for admission.
 - e) Suspension/Expulsion & Criminal History cannot be used as a criterion for admission decisions.
 - f) Students barred from admittance to the University may have both a negative service indicator and a status = WADM – Administrative Withdrawal.
 - g) If an applicant is barred from admission, they will be sent a letter explaining the decision and the department will be contacted by the graduate admissions office.
 - h) Departments may search for all applicants who are still under review by using the missing checklist item report in COGNOS.

- ◆ Other Negative Service Indicators indicate holds placed on an applicant's or student's account by their home department, Admissions, Registrar, or Bursar's office. Please click on the Negative Service Indicator icon to review information.
- ◆ Holds placed on an account can prevent the student from registering for classes.
- ◆ Applicants and students with Negative Service Indicators should work with their home department's GPA to determine the nature of the hold and how to have it removed.

Notification of Accept/Deny to Applicants by the Department

This is a two-step process: 1. Departments are responsible for notifying their Graduate Processor of all accepted/denied applicants, so that they may promptly update the status of all applicants— allowing applicants to see their new status on their status page: grad.apply.colorado.edu/apply/status
2. Departments are responsible for sending out accept/deny notification to their applicants. These must be sent in a timely manner.

Acceptance letters may or may not include an offer of financial assistance. An example of an offer letter is provided at the end of this document.

Official Notification of Admission to Applicants

The Office of Admissions will send the accepted applicant an email providing instructions on how to pay their confirmation deposit and confirm their intent to enroll, and setting up Identikey information.

Program/Plan/Subplan Changes

If an applicant needs to change the program/plan/subplan or level of their application the GPA will complete the applicant data change form ([domestic](#) or [international](#)) and email to gradprocessing@colorado.edu or intlgrad@colorado.edu.

Provisional Admissions

An applicant may be admitted provisionally when they do not meet Graduate School minimum standards of admission (primarily G.P.A., or no bachelor's degree at time of matriculation), and that decision must be approved by the Graduate School. No offer of provisional admission should be extended to an applicant without prior approval by the Graduate School.

- ◆ Admissions will flag with a student group and notify the departments of any applicants who fall within the provisional admit parameters (undergrad GPA less than 3.0 for Engineering programs and 2.75 for other programs, or non-US Bachelor's degree that is not equivalent to US Bachelor's).
- ◆ If you wish to provisionally admit an applicant, e-mail the [Provisional Admit form](#) to Ginny Borst in the grad school at Borst@colorado.edu for approval.
- ◆ Ginny will forward the approved form to Admissions, who will add it to Singularity.
- ◆ Include a note on your decision spreadsheet indicating a provisional admit.
- ◆ Admissions will check Singularity for the signed form and will not enter the decision until the form is received and scanned.

The department monitors the student's progress and must notify the Graduate School to have the student changed to a regular admit status once they have met their admission conditions.

Readmissions

Formerly enrolled graduate students wishing to return to the same degree program must reapply and be readmitted. Since graduate students seeking readmission were previously enrolled in the same graduate program, they do not need to submit transcripts for work done previous to their original attendance at CU nor do they need to pay an application fee. Since this process differs from a regular graduate applicant, students should fill out the [Graduate Readmit Application](#) and submit it to the department. Once a decision has been made the department should send the completed application to gradprocessing@colorado.edu for processing.

Social Security Numbers (SSN)

All domestic students who do not provide a SSN when applying will receive an email after their application is submitted, requesting that they submit a form with their SSN. SSNs should not be emailed!

If the form is not submitted, students should call the Admissions call center at 303-492-6301 to provide their social security numbers over the phone so that our phone staff can enter the information on a secure form which submits directly into Singularity and goes into a workflow to be updated in CUSIS. They can also mail it to us by snail mail.

Registered students who are legally able to obtain a SSN are required to have one for the following reasons:

1. For tax reporting purposes. By federal law, the university must report the name, address, and SSN of every student who has paid tuition to the Internal Revenue Service (IRS) to certify education related tax credits.
2. To apply for and receive state/federal financial aid.
3. On-campus student employment.
4. Health services and the student health insurance program.
5. Informal credit relationships (past due charges for tuition, fees, housing, etc.).
6. Medical certification.

Term Changes

Applicants can change their term or defer their admission for up to one year. Admissions will process all term changes/deferrals, regardless of the application status in CUSIS as long as it is approved by the department. E-mail the change request form to Admissions at gradprocessing@colorado.edu or intlgrad@colorado.edu. Students who defer will be contacted by admissions in September for all following year terms.

Test Scores

Applicants are instructed to have official test scores sent to Institution Code: 4841. Applicants may self-report their test score information when they complete the online application.

- ◆ **GRE, GMAT, and TOEFL** scores are received directly from ETS.
- ◆ **TOEFL/IELTS:** International applicants are not required to submit scores if their native language is English, or if they have completed at least one year of full-time study at a U.S. institution, or at an institution in a country where English is the native language at the time they apply, and within two years from their desired admission term.

If you are missing GRE or GMAT scores for a student and s/he indicates s/he took the test, please e-mail the applicant's name, identification number, and the date they took the test to your graduate processing liaison, subject line: Missing Test Scores.

Transcripts

- ◆ **Unofficial Transcripts** - For review and decision purposes applicants are required to upload an unofficial copy of their transcript(s) in the online application. We require one copy of the scanned transcript from each undergraduate and graduate institution attended.

- ◆ **Official Transcripts** – Only applicants who confirm their intent to enroll are asked to provide official transcripts (sent to us directly from previous institutions either by mail or electronically to gradprocessing@colorado.edu). Offers will not be considered final until we have received the official documents that match the uploaded records.
- ◆ **CU System Transcripts** – Your Graduate Admissions Team will run an internal transcript and upload it into Singularity for review.
- ◆ **Electronic Transcripts** – Will be accepted as long as they are sent directly from the issuing institution. Please forward these on to your graduate processing liaison. Be sure to forward the password as well, if one is included.

If you receive transcripts in your department from an applicant, please send them to the Graduate Admissions Team via the same method you received them.

- ◆ **Mailed to you?** Send them through campus mail to the Graduate Admissions Office (UCB 553),
- ◆ **Emailed to you?** Email to Graduate Admissions (GradProcessing@Colorado.edu)
- ◆ **Faxed to you?** Faxed to the Singularity fax number: 5-4478 – if transcript is not on colored paper, please fax front and back of each transcript. Color paper transcripts do not transmit and should be mailed to Admissions.

Tuition Classification

In-state tuition eligibility requires one year of Colorado domicile (legal residence). Exceptions to the one year requirement are provided for: honorably-discharged members of the U.S. armed forces moving permanently to Colorado; active-duty military; Colorado National Guard members; children of faculty members at state-supported colleges; U.S. citizens who attended 3 years of high school in Colorado immediately prior to enrollment; and employees of companies moving to Colorado with State economic incentives. Information about the Colorado resident/nonresident regulations, including details of these exceptions is available on the [Registrar's website](#).

Included in the online application are questions to determine a student's in-state tuition eligibility.

- ◆ **Western Regional Graduate Program (WRGP)** – provides in-state tuition in certain academic fields for residents of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Please refer to the <http://wiche.edu/wrgp> for a list of qualifying academic fields.
 - a) As a part of your procedure for offering a TA or RA, departments participating in WRGP should consider asking the student to specify her or his state of legal residence. This could save the University's funds that otherwise would pay the student's out-of-state tuition. Keep in mind that a student's legal residence is often different from their mailing address.

Application Processing Outside of Admissions and Other Special Circumstances

Secondary degrees - A student is completing a secondary degree if they are completing degrees in two different departments. It is not considered a secondary degree if a student is completing a master's degree while working toward the Ph.D. in the same department.

- ◆ Continuing domestic students who wish to add a secondary degree should complete the [readmit application](#) and submit it to the department. Transcripts and test scores for the student should already be in CUSIS/Singularity. It is up to the admitting department if they need additional materials (e.g. letters of reference, statement of purpose etc.)
 - a) If the new dept. wants to admit the student, send the completed [Graduate Program Change/Addition/Discontinuation Form](#) to the Registrar's office via password-protected email attachment to iut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.
 - b) For continuing international students who are adding a secondary degree program, the department should send a [readmit application](#) with the admit decision indicated on it to international admissions at 65 UCB for processing so that they can do a review of the student's immigration documentation.

Level change from Master's to Ph.D. - Processes below are for adding a new degree level (student will have two program plan stacks) and for changing the existing degree level (student will have just one program plan stack.)

- ◆ If a student is first admitted to a Master's degree program and wants to **add** a Ph.D. in the same department (or vice versa) the department should complete the [Graduate Program Change/Addition/Discontinuation Form](#).
 - a) Submit the completed form to the Registrar's office via password-protected email attachment to iut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.
 - b) International students changing degree level or adding different level (either Master's to PhD or vice versa) need new immigration documents to reflect the change. In order for those new documents to be issued, the student needs to demonstrate "proof of funding" for their new level of study. To change an international student's level of study, please email brian.a.brown@colorado.edu, and include the following information: name and date of birth of the student, their current and new level, whether the student is completing their current level and then changing, or continuing to work on their current degree while adding another, and the requirement term for the new level. Also, please attach any funding offer you are making to the student, or any updated financial statement you have received from the student for their

new level. If the financial information is not included in this email, the Office of Admissions will ask the student for it directly. There is no need to submit a form or get the student to complete a new application- the email will suffice.

- ◆ If the student is active in your department in only a master's program and wishes to pursue a PhD **instead** of the master's (or is currently active only as a PhD in your department and wishes to change to a master's **instead**), these changes can be done by the graduate program assistant as a major change on the program/plan stack. If it is an international student, be sure to contact ISSS at adviser@colorado.edu before making any changes.

DECISION LETTERS

You must use the Acceptance Letter templates that have been created by the Graduate School:

- [Letter of Acceptance with Offer of Aid - Domestic](#)
- [Letter of Acceptance with Offer of Aid - International](#)

You may want to incorporate information from the Employment Verification letter into your international offer letters so you don't have to write a second letter in order for your students on appointment to obtain a Social Security Number. Make sure your offer letters for international students include the start date so they can get a Social Security Number.

All Letters of Acceptance

- ◆ Indicate to the applicant that the offer of admission is not considered official until they receive the official notice of admission from the Admissions Office.
- ◆ Inform the applicant that their admission will not be considered complete until they confirm their intent to enroll on their status page: grad.apply.colorado.edu/apply/status
- ◆ You may want to include information regarding an advisor and their contact information.
- ◆ Include any required steps for registration or preparation that are important for your students to know before they arrive.
- ◆ If you have a department orientation you may want to include that information and the dates.
- ◆ If your department has a program to bring admitted applicants to campus for a visit, please be sure to include that information or other appropriate information about special events or activities that may begin before classes.
- ◆ If you have a confirmation deadline you should include that information.

No Aid

- ◆ If you are not able to award an appointment or aid during the first year, or will not offer aid at any time during the student's program of study, please make this clear.

Support May be Possible Later

- ◆ When you mention that you will be making financial support decisions and offers later, try to mention a specific time frame so the applicant knows when they might expect to hear from you.

With Offer of Aid

- ◆ This letter shows an example for use with a TA appointment. The letter can be customized to explain the type of appointment you are offering. The type of detail shown in this example is particularly important for international applicants. The International Admission Team will use the financial information provided in your offer letter to determine if the applicant has adequate funding.
- ◆ It is important to give a clear and accurate representation of how stipends and tuition waivers are applied. You should also include information about the number of credits covered by your tuition waiver as well as the percentage of appointment and the expected number of hours of work that percentage translates to. Salary spreadsheets with this information are available on the [Graduate School website](#).
- ◆ If you require your TA's to participate in the Graduate Teacher Program or other departmental training or orientation programs, be sure to include that information.
- ◆ We support a resolution by CGS (Council of Graduate Schools) which states that institutions who are offering some kind of financial support CANNOT expect an answer from their admitted applicants before 4/15.
 - a) It is further agreed by the institutions and organizations subscribing to the Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer. If you are sending offer letters (with financial support) electronically, please include a link to the [CGS resolution](#) so your applicants can review the resolution.
- ◆ Please see the Offer Letter Template available on the [Graduate School website](#) for job offers to teaching assistants, graduate part-time instructors, and graduate assistants.

Provisional Admit

- ◆ Be sure to explain what provisional admission means. You should enclose a copy of the provisional application indicating the deficiencies and the conditions to be met. In addition, please describe any pertinent details regarding those conditions as you see in the sample letter.

Conditional Admit

- ◆ For students that you are admitting conditionally through your department, include information regarding the conditions as outlined in your department's admissions standard.

With Deficiencies

- ◆ The key is to inform your applicant of the deficiencies that exist and how you expect those to be met, including a time frame for completion of the additional requirements.

Denial Letter

- ◆ You want to be kind and yet clear about the decision. You may be able to eliminate questions by including information such as what is included in your evaluation (see sample) and letting the applicant know the average academic qualifications of those that were accepted.