

***“Bridging the Enrollment GAP for New Students”***

**Graduate Enrollment Management Services (GEMS)**

***Application Status Page: Next Steps for Enrollment***

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**Jennifer Simpson, Moderator**

- What is the Application Status Page?
  - Which type of students do these requirements effect?
  - What are we addressing on the Status Page?
- ✓ Official transcripts with degree statement (if degree received abroad)
  - ✓ Official transcripts from U.S. Schools
  - ✓ English Proficiency (Memo #8)
  - ✓ Financial Ability for international students

# What is the Application Status Page & Where is it?

If an incoming *student* needs to access their status page, they should log back in here: [grad.uw.edu/admissions/apply-now/](https://grad.uw.edu/admissions/apply-now/)

## Returning Applicants

If you already have a profile, you can log in to your account to

- Update your applicant profile
- Create a new application
- Edit or submit an existing application(s)
- Check the status of a submitted application for information such as:
  - receipt of letters of recommendation
  - receipt of test scores
  - a decision on your application
  - if you are offered admission, your student number and personal access code (PAC)
  - if you are requesting a F-1 or J-1 visa, steps to obtain a visa application

LOG IN TO YOUR ACCOUNT



Now, the student should scroll to the upper right-hand corner to Action > Status to view their “Graduate Application Next Steps Page.”

# Application Status Page > GPA View in MGP (I of 2)

If a GPA needs to view a student's Status Page: *Graduate Applicant Detail Page > Appl Status Tab.*

## Application Status Page

[Cancel and Return to the Previous Page](#) |

[View Applicants](#) | [View Grad Students](#) | [View Faculty](#) | [View Admin](#) | [Main Page](#) | [Help](#) | [End Session](#) |

### Copy of Graduate Application Next Steps Page

This page displays the same information that appears when this applicant logs back in to the submitted application, and is provided to you as a tool for troubleshooting issues with the applicant.

PLEASE NOTE: Since the purpose of this page is to allow administrators to view a specific applicant's status page, the links below work for the student but DO NOT WORK in this administrator view.

Congratulations on your decision to accept the offer of admission to the Mechanical Engineering (PhD) program. The Graduate School is honored that you have selected the University of Washington (UW) and we would greatly appreciate your feedback to support our continued efforts in improving our programs and admissions processes. Please take a few minutes to respond to this short survey regarding your decision to attend the UW.

Thank you, from the Graduate School deans and staff.

[Go to Survey](#)

Note: If you have any questions about how your responses will be used, please view our [data management plan](#).

Creating your UW NetID	PAC	Student Number
UW NetID stands for <b>U</b> niversity of <b>W</b> ashington <b>N</b> etwork <b>I</b> dentification. Your UW NetID and password are your account for accessing your UW information and other online services. If you do not already have a UW NetID, you can obtain one by going to the <a href="#">UW NetID site</a> . You will need to use the private access code (PAC) and student number to obtain your UW NetID.	*****	██████

**Request the institution(s) listed below to mail an official final degree transcript (with degree posted) directly to the Graduate School at one of the addresses listed below. Your degree will be verified prior to your first quarter enrollment.**

Institution Name	Dates Attended	Degree	Degree Date	Official Transcript Status	Degree Verification Status
University of Cambridge	10/2015 - 6/2016	M of Science (MS)	6/2016	Not Received	Pending verification
Osaka University	10/2013 - 9/2015	M of Science (MS)	9/2015	Not Received	Pending verification

Mail transcripts to:

Standard postal service

or

Express Courier Service

University of Washington  
Graduate Enrollment Management Services  
Box 353770  
Seattle, WA USA 98195-3770

University of Washington  
Graduate Enrollment Management Services  
G-1 Communications  
4109 Stevens Way  
Seattle, WA USA 98195-3770

\* University of Washington transcripts do not need to be sent, as UW degrees will be verified by the UW Graduate School on applicants' behalf.

# Application Status Page > GPA View in MGP (2 of 2)

Submit your materials to request Visa Documents			
Visa Documents	Upload		Status
<a href="#">Download and complete the form.</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> Your complete form with financial documentation as one PDF file (not to exceed 1 MB). Allow a minimum of two weeks for processing.		<a href="#">Received 4/26/2016</a>
Status of Visa Documents	Sent	Sent by	Sevis Number
Graduate School has received request	Not Sent		No Sevis Number available Sevis School Code: SEA214F00265000 <a href="#">Visa Guidelines and Resources</a>

## Submit your Enrollment Confirmation Deposit

An Enrollment Confirmation Deposit form will be sent to you by postal mail or email. Payment should be submitted with the form to the address indicated on the form (do not send payment to the Graduate School). If no form is received, please contact your department. Forms are sent approximately 1 week after an offer of admission is received.

## Submit your Immunization Records

Before enrolling you may be required to submit proof of your Measles, Mumps, and Rubella immunization.

Bothell Campus: [Office of the Registrar](#)

Seattle Campus: [Hall Health Immunization Clinic](#)

Tacoma Campus: [Office of the Registrar](#)

## AEP Requirement

You are currently required to enroll in [English language courses](#) while at the University of Washington. If you have earned an eligible degree to demonstrate English proficiency, the Graduate School will remove this requirement after they have received documentation. See [Graduate School Memo 8](#) and the [English Language Program's](#) website for further information.

## If a degree is received abroad, what constitutes an official transcript & degree statement?

Documents are considered “official” if:

- Received directly by GEMS from the issuing institution via mail
- Includes an official transcript
- Includes an official degree statement (date + title of degree awarded)

*>>There is discussion in GEMS about the possibility of accepting transcripts via an approved electronic means in the future. Currently we are unable to accept electronic transcripts.<<*

If your students require further information to complete this requirement, please refer them to the “Transcripts” section of the **FAQ** located at: [grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/](http://grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/)

### Transcripts

(Partial Excerpt)

∨ Do you require official transcripts?

∨ When do I send my U.S. degree transcript to the Graduate School?

∧ What is required when sending my international transcripts?

If you are offered admission and confirm your intention to enroll, you will be prompted within the [application](#) section of your status page, specifying the degree transcripts needed for degree verification upon enrollment.

Send official transcripts with degree statement, which includes date of award and title of academic degree awarded. Your status page will provide the mailing address of the Graduate School.

If a degree is received in the US or Canada, GEMS must receive an official transcript with degree posted, directly from the Registrar of the issuing institution via postal mail.

Other ways a student can complete the degree verification requirement:

- ✓ If the degree was earned abroad, and the student is issued only one set of transcripts and cannot receive additional official copies, the student can make copies of all original transcript records & degree statements, including English translations, then bring both the originals & copies to GEMS for verification.
- ✓ The student can also drop off an official degree transcript in a sealed envelope to GEMS for verification (G-1 Communications Building).

**Q: Is there an English proficiency requirement that needs to be met?**

**A: Every applicant whose native language is not English must demonstrate English language proficiency.**

**GPA VIEW:**

Graduate Applicant Detail Page	
English Proficiency	
Native English Speaker?	No
English Proficiency	
AEP Required?	Required
Cleared to Teach?	No

**Q: My student is not a native English speaker. How can the English requirement be completed?**

**A: Refer to Memo 8.**

**[grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-8-graduate-school-english-language-proficiency-requirements/](http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-8-graduate-school-english-language-proficiency-requirements/)**



## Q: Did my admitted student complete the English requirement?

### A: What does your student's Next Steps (Status) Page Say?

#### AEP Requirement

You are currently required to enroll in English language courses while at the University of Washington. If you have earned an eligible degree to demonstrate English proficiency, the Graduate School will remove this requirement after they have received documentation. See [Graduate School Memo 8](#) and the [English Language Program's](#) website for further information.

## Q: I thought my student had already met the requirements with the TOEFL. Why is there an AEP requirement?

### B: Did your student submit "official" TOEFL scores? In MGP, go through the Graduate Applicant Detail > "Tests" link to check.

Only  
"Official"  
Scores  
are OK for  
AEP / I-20  
/ TA  
Purposes

Graduate Applicant Tests Detail: [REDACTED]					
<a href="#">Return to Applicant Detail</a>   <a href="#">Return to Evaluation</a>   <a href="#">Find Applicant</a>					
<a href="#">View Applicants</a>   <a href="#">View Grad Students</a>   <a href="#">View Faculty</a>   <a href="#">View Admin</a>   <a href="#">Main Page</a>   <a href="#">Help</a>   <a href="#">End Session</a>					
Official Scores					
Type	Score	Percentile	Test Date		
GMAT A	60	92	7/1/2014		
GMAT I	5	52	7/1/2014		
GMAT Q	51	97	7/1/2014		
GMAT T	700	89	7/1/2014		
GMAT V	33	69	7/1/2014		
GMAT A	50	60	5/1/2014		
GMAT I	7	81	5/1/2014		
GMAT Q	49	79	5/1/2014		
GMAT T	660	80	5/1/2014		
GMAT V	31	61	5/1/2014		
Self-Reported by Applicant					
Type	Section	Score	Percentile	Test Date	Regis #
TOEFLiBT	Reading	26		8/30/2014	[REDACTED]
TOEFLiBT	Listening	27		8/30/2014	[REDACTED]
TOEFLiBT	Speaking	23		8/30/2014	[REDACTED]
TOEFLiBT	Writing	24		8/30/2014	[REDACTED]
TOEFLiBT	Total	100		8/30/2014	[REDACTED]

## Q: My student has an English-medium degree from the UK that should meet Memo 8 Requirements. But why is there still an “AEP Requirement” listed on Next Steps/Status Page?

### AEP Requirement

You are currently required to enroll in English language courses while at the University of Washington. If you have earned an eligible degree to demonstrate English proficiency, the Graduate School will remove this requirement after they have received documentation. See [Graduate School Memo 8](#) and the [English Language Program's](#) website for further information.

**A: Your student needs to send that English-medium transcript and degree statement to GEMS for verification. Then AEP requirements can be removed.**

Creating your UW NetID						PAC	Student Number
UW NetID stands for University of Washington Network Identification. Your UW NetID and password are your account for accessing your UW information and other online services. If you do not already have a UW NetID, you can obtain one by going to the <a href="#">UW NetID site</a> . You will need to use the private access code (PAC) and student number to obtain your UW NetID.						*****	██████
<b>Request the institution(s) listed below to mail an official final degree transcript (with degree posted) directly to the Graduate School at one of the addresses listed below. Your degree will be verified prior to your first quarter enrollment.</b>							
Institution Name	Dates Attended	Degree	Degree Date	Official Transcript Status	Degree Verification Status		
University of Cambridge	10/2015 - 6/2016	M of Science (MS)	6/2016	Not Received	Pending verification		
Osaka University	10/2013 - 9/2015	M of Science (MS)	9/2015	Not Received	Pending verification		
<b>Mail transcripts to:</b>							
<b>Standard postal service</b>				or	<b>Express Courier Service</b>		
University of Washington Graduate Enrollment Management Services Box 353770 Seattle, WA USA 98195-3770					University of Washington Graduate Enrollment Management Services G-1 Communications 4109 Stevens Way Seattle, WA USA 98195-3770		
<small>* University of Washington transcripts do not need to be sent, as UW degrees will be verified by the UW Graduate School on applicants' behalf.</small>							

Q: What will my student's UW I-20 say about his or her English proficiency?

A1: For international students, if the English proficiency requirement is not met, GEMS is required to indicate that English instructions are necessary on the I-20 student visa application form. Therefore, GPAs should confirm this requirement is completed before making an offer of admissions to the applicant.

**A2: Special Note:** If the student will earn a degree awarded by the UW or other US college before graduate enrollment, GEMS will indicate the student has met English proficiency requirements on the I-20, even if the student has not yet submitted the transcript.

This is because GEMS will be able to verify the conferral of the degree before the enrollment cycle, and we do not want to create challenges for students travelling to their home countries before returning to the US to begin their new UW graduate program.

## Financial Ability for International Students

✓ In order for an international student to receive their visa documents, they need to demonstrate sufficient funds to support their graduate education. GEMS indicates the costs for the first year of study on the UW I-20 student visa application.

✓ Refer to the financial ability requirement website:

[grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/](http://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/)

✓ If a student is receiving any type of financial support from your program, please enter the funding into MyGradProgram by going to *Graduate Applicant Detail Page* > *Funding Info* Tab. In addition, please send your student a formal letter of financial support for their visa interview.

✓ When an applicant has decided to attend the University of Washington, they should access the I-20 request form in their Next Steps Page:

Submit your materials to request Visa Documents			
<b>Visa Documents</b>	<b>Upload</b>		<b>Status</b>
<a href="#">Download and complete the form.</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> Your complete form with financial documentation as one PDF file (not to exceed 1 MB). Allow a minimum of two weeks for processing.		<a href="#">Received 4/26/2016</a>
<b>Status of Visa Documents</b>	<b>Sent</b>	<b>Sent by</b>	<b>Sevis Number</b>
<a href="#">Graduate School has received request</a>	Not Sent		No Sevis Number available Sevis School Code: SEA214F00265000 <a href="#">Visa Guidelines and Resources</a>

✓ If the I-20 Request Form is complete, time duration for GEMS issuing the document is up to two weeks from the time the Request Form was “received.”

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Seattle Campus: [Hall Health Immunization Clinic](#)

Tacoma Campus: [Office of the Registrar](#)

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## RESOURCES

- ◆ Graduate School application: [grad.uw.edu/admissions/apply-now/](https://grad.uw.edu/admissions/apply-now/)
- ◆ Requirement for international degree verification (see “Transcripts” section):  
[grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/](https://grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/)
- ◆ **GEMS Mailing Address:**  
University of Washington  
Graduate Enrollment Management Services  
G-1 Communications  
4109 Stevens Way  
Seattle, WA USA 98195-3770  
206.685.2630
- ◆ English Proficiency Requirement:  
[grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-8-graduate-school-english-language-proficiency-requirements/](https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-8-graduate-school-english-language-proficiency-requirements/)
- ◆ IELTS and TOEFL (see “Tests” section):  
[grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/](https://grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/)
- ◆ Financial Ability Requirement for International Students:  
[grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/](https://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/)

## Contact Information

→ Mary Fetterly (GEMS): [maryf@uw.edu](mailto:maryf@uw.edu)

→ Jennifer Simpson (GEMS): [jsimps1@uw.edu](mailto:jsimps1@uw.edu)

→ Main Office (GEMS): [uwgrad@uw.edu](mailto:uwgrad@uw.edu) or call 206.685.2630