2012 Graduate Admissions Update
Welcome!

Agenda:
- Introductions
- International Admissions
- Best Practices
- Technology
- Future Technology
International Admissions Goals

- Partnerships
- Streamline
- Increase Applicant Strengths

Staffing Changes

- Belinda Barnes
- Becky Jensen

Policy Reviews
Competitive students receive admissions offers early

- Communicate admissions offers: improve yield, reduce inquiries
- Communicate deny decisions: courtesy, record keeping

Graduate School Strategic Plan:

1) Graduate Student Enrollment to reach 25% of total university enrollment
2) Continuously Improve Program Quality
3) Enhance Graduate Education Opportunities
New changes to look out for!

- Document Upload for Applicants
- Letters of Reference
- Self Service Document Roll-up

http://gradschool.oregonstate.edu/support/admissions-application
This is what the applicant receives upon submission of a non-engineering application:

Your application for graduate admission has been submitted.
Thank you for your interest in OSU!

Within the next two business days you will receive two important email messages:

An acknowledgement email containing your OSU ID number. Information in the first message will allow you to check your status and upload application documents directly into your application file. You cannot upload documents until after you receive this acknowledgement email.

An email containing log on information for the optional online letter of recommendation system. If you choose to use the online system*, the second message will supply information about how to monitor which letters of recommendation have arrived, update your letter requests or send reminder emails to letter writers. If you did not complete the recommendation section of the application, the email will tell you how you can still use the system if you wish to do so.

*Engineering applicants: NO NOT USE the online letter of reference system if you are applying for an engineering major. Engineering applicants must complete the engineering supplemental application where this information will be collected. Upon completion of the engineering supplemental application you will receive an email from the program/department with further instructions.

Please note: If you plan to upload documents, DO NOT SEND duplicates to the Graduate School via postal mail or as email attachments. If you decide to mail documents instead of uploading them, please use the following postal address:
Oregon State University
Graduate School
300 Kerr Administration Bldg
Corvallis, OR 97331-2106

If you have questions, please contact the Graduate School at graduate.admissions@oregonstate.edu or 541-737-4881

Additional Requirements for College of Engineering

You MUST now complete an additional on-line application in order for your application to be complete. THIS IS REQUIRED FOR SUCCESSFUL COMPLETION OF YOUR APPLICATION.

Go to Department Application
APPLICATION DOCUMENT UPLOAD

Each major the applicant applied for the student will need to scan & upload your documents into each application.

<table>
<thead>
<tr>
<th>Processed Applications</th>
<th>Application Type</th>
<th>Field of Study</th>
<th>Date Created</th>
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<tbody>
<tr>
<td>Winter 2013</td>
<td>Graduate - Fee Deferred</td>
<td>Zoology (Ph.D.)</td>
<td>Nov 02, 2012</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Graduate - Fee Deferred</td>
<td>Chemical Engineering (Ph.D.)</td>
<td>Nov 16, 2012</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Graduate - Fee Deferred</td>
<td>Elec&amp;ComputerEng (M.S.)</td>
<td>Dec 03, 2012</td>
</tr>
</tbody>
</table>

**Application Summary**

**Name and Address**

- **Name:** Test Person Graduate School
- **Current Address:** 300 Kerr Administration Bldg Corvallis, Oregon 97331-8517 Benton
- **Phone Number:** 541 7374881

**Admission Term:** Fall 2013

**Admission Type:** International Student

**Current Program**

**Master of Arts**

- **Level:** Graduate
- **Catalog Term:** Fall 2013
- **College:** College of Liberal Arts
- **Campus:** Oregon State - Corvallis
- **Major and Department:** Contemporary Hispanic Studies, School of Lang, Cult and Soc
- **Date Created:** Dec 03, 2012

**Documents Required**

<table>
<thead>
<tr>
<th>Documents Required</th>
<th>Received</th>
<th>Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Transcript</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Document Load Instructions include specific information transcript, test scores, financial documentation, letters of recommendation....

DOMESTIC UPLOAD DOCUMENTS LIST

- Academic Records/Transcripts
- Cover Letter
- Reference Letter
- Resume/Curriculum Vitae
- Resident Alien Card
- Statement of Objectives
- GMAT Test Scores
- GRE Test Scores
- Writing Sample
- Other

INTERNATIONAL UPLOAD DOCUMENTS LIST

- Financial/Bank Statements
- OSU Certification of Finances Form
- Passport
- Sponsorship Letter
- Current Visa
- TOEFL Test Scores
- IELTS Test Scores

- All of the domestic plus these:
Once a document is uploaded it cannot be deleted. Please check your documents carefully before uploading.

Please choose a document type to upload: Academic Records/Transcripts

** Please provide academic records from each institution attended, showing graded course work for all academic work attempted or completed. Please upload the front and back of each record if information is included on the both sides. Grade slips and/or web-printouts/reports are not acceptable and will not be used for evaluation purposes. If the institution is outside the United States, an original language and certified English translation of all academic records and degree statements is required.

Select College for this transcript: Swinburne Univ of Technology

Or if College Not Listed Enter Here:

Add Attachment (max file size: 2 mb). * A file is required for Upload

Documents must be in PDF or TIF(F) format.

Transcripts

Other

Once a document is uploaded it cannot be deleted. Please check your documents carefully before uploading.

Please choose a document type to upload: Other

** Other documents - Examples:
- Department supplemental applications
- Journal articles/research papers/publications
- Documents requested by the department/program
- Additional financial documentation (international applicants only)

Enter Document Description: MS Thesis Proposal * Document Description is required for Other

Add Attachment (max file size: 2 mb). * A file is required for Upload

List of Docs

Uploaded Documents
Show 50 entries

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Date Uploaded</th>
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<tbody>
<tr>
<td>Academic Records/Transcripts - Swinburne Univ of Technology</td>
<td>03-DEC-12</td>
</tr>
<tr>
<td>ORE Test Scores</td>
<td>03-DEC-12</td>
</tr>
<tr>
<td>Other - MS Thesis Proposal</td>
<td>03-DEC-12</td>
</tr>
<tr>
<td>Statement of Objectives</td>
<td>03-DEC-12</td>
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</table>

Showing 1 to 4 of 4 entries
### Graduate Self-Service System

#### Documents:

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<th>Scanned By</th>
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</thead>
<tbody>
<tr>
<td>PDF9896648.PDF</td>
<td>STOB- Statement of Objectives</td>
<td>03-DEC-12</td>
<td>SELF_SERV</td>
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<tr>
<td>PDF9896646.PDF</td>
<td>UGRE-Unofficial GRE Score</td>
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<tr>
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<td>03-DEC-12</td>
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</table>

4 documents.

PDF Document Rollup

#### Departmental Action Form (DAF) Response

No response to DAF currently recorded

#### Departmental Comments

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#### Documents:

<table>
<thead>
<tr>
<th>Description</th>
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<th>Scanned By</th>
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<td>_P UT- 802107</td>
<td>UT-</td>
<td>03-DEC-12</td>
<td>SELF_SERV</td>
</tr>
</tbody>
</table>

4 documents.

PDF Document Rollup

#### Departmental Action Form (DAF) Response

No response to DAF currently recorded

#### Departmental Comments
View Application Status

This is a summary of the submitted admissions application that you selected. After an application has been submitted, you will not be able to alter or update it. Some changes can be made at /admissions/firstyear/appchanges.html. Please note that information shown is accurate as of the previous quarter.

**Application Summary**

**Name and Address**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Test Person Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address:</td>
<td>300 Kerr Administration Bldg</td>
</tr>
<tr>
<td></td>
<td>Corvallis, Oregon 97331-8517</td>
</tr>
<tr>
<td></td>
<td>Benton</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>541 7374881</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission Term:</th>
<th>Fall 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Type:</td>
<td>International Student</td>
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</table>

**Current Program**

<table>
<thead>
<tr>
<th>Level:</th>
<th>Graduate</th>
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<tbody>
<tr>
<td>Catalog Term:</td>
<td>Fall 2013</td>
</tr>
</tbody>
</table>

**College:**

<table>
<thead>
<tr>
<th>College:</th>
<th>College of Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td>Oregon State - Corvallis</td>
</tr>
<tr>
<td>Major and Department:</td>
<td>Contemporary Hispanic Studies, School of Lang, Cult and Soc</td>
</tr>
</tbody>
</table>

**Date Created:** Dec 03, 2012

**Documents Required**

<table>
<thead>
<tr>
<th>Received</th>
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<td>Statement of Objectives</td>
<td>Dec 03, 2012</td>
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<tr>
<td>Unofficial GRE Score</td>
<td>Dec 03, 2012</td>
</tr>
<tr>
<td>Unofficial College Transcript</td>
<td>Dec 03, 2012 Swinburne Univ of Technology</td>
</tr>
</tbody>
</table>

[Upload Documents]

[View Application Information]
LETTER OF REFERENCE
Applicant View

Admission Application

Letters of Reference (Checklist Item 10 of 12)

*Engineering applicants* (except Water Resources Engineering applicants)

**DO NOT USE** this page if you are applying for an engineering major. Engineering applicants must complete the engineering supplemental application for admission where this information will be collected.

**All other applicants**

This letter of reference system is available for you, but is not required. Some academic programs prefer to receive reference letters via postal mail. Before completing this section, please check with your academic program regarding their preference. If you do **NOT want to use the letter of reference system**, do not complete this section. Please ask letter writers to mail letters to the Graduate School; these will be added to your file within one week of receipt in most cases.

If you want to **use the letter of reference system**, please provide the names and email addresses of reference writers. Within two days after you submit your application we will send an email to you with more information about the letter of recommendation system and to each reference writer and enable him or her to submit a confidential electronic letter for you.

1st Reference - First Name

1st Reference - Last name

1st Reference - Email address

Under the provisions of the Family Education Rights and Privacy Act of 1974, if you are admitted and enrolled, you will have the right to request access to the information provided by your references unless you have waived that right. Your waiver of access is revocable and, if revoked, would not be applied to withhold access to letters of recommendation submitted after that revocation. Your references will be informed of your decision to either retain or waive your right to view the information they provide.

By choosing “Yes” you hereby waive your right to request access to view the information provided by your references.

By choosing “No” you are retaining the right to request access to the information provided by your references.

**Note:** Your references will **NOT be contacted** until you choose to either waive or retain your right to request access. If you do not choose your references will not be contacted.
LETTER OF REFERENCE
Applicant Email

From: graduate.admissions@oregonstate.edu
To: Barnes, Belinda
Cc: Oregon State Reference Information

Thank you for applying to Oregon State University. As part of the application process, most graduate programs require three letters of recommendation.

We have sent reference requests to the people you named on your application form:

   Reference: 1
   Name: Graduate School Reference Writer One
   Email: Belinda.barnes@oregonstate.edu
   Mailed: 0000-00-00
   Status: not submitted

   Reference: 2
   Name: Graduate School Reference Writer Two
   Email: Belinda.barnes@oregonstate.edu
   Mailed: 0000-00-00
   Status: not submitted

   Reference: 3
   Name: Graduate School Reference Writer Three
   Email: Belinda.barnes@oregonstate.edu
   Mailed: 0000-00-00
   Status: not submitted

If you go to the status page at the address below, you can track our receipt of your letters. If necessary, you can send reminders to reference writers who have not completed the form. You can also change the email address for a writer if the initial address was incorrect.

http://oregonstate.edu/dept/grad_school/gradref/app-status.php/551-PHLK1

Graduate Admissions
Oregon State University
# LETTER OF REFERENCE

Applicant Online View

## Status of recommendations for graduate admission

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Name</th>
<th>Email</th>
<th>Date last mailed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td># 1</td>
<td>Graduate School Reference Writer One</td>
<td><a href="mailto:Belinda.barnes@oregonstate.edu">Belinda.barnes@oregonstate.edu</a></td>
<td>2012-12-03</td>
<td>Reference Submitted</td>
</tr>
<tr>
<td># 2</td>
<td>Graduate School Writer Two</td>
<td><a href="mailto:graduate.school@oregonstate.edu">graduate.school@oregonstate.edu</a></td>
<td>2012-11-03</td>
<td>Reference not yet submitted</td>
</tr>
<tr>
<td># 3</td>
<td>Graduate School Reference Writer Three</td>
<td><a href="mailto:Belinda.barnes@oregonstate.edu">Belinda.barnes@oregonstate.edu</a></td>
<td>2012-12-03</td>
<td>Reference not yet submitted</td>
</tr>
</tbody>
</table>

Reminders only allowed every 3 days
LETTER OF REFERENCE
Reference View

Candidate
Name: Test Person Graduate School  Program: Contemporary Hispanic Studies

Applicant Waiver
Notice: Test Person Graduate School has chosen to waive the right to request access to the information you provide for this reference under the provisions of the Family Education Rights and Privacy Act of 1974.

Reference
Name: Graduate School Reference Writer One
Position: 
Department: 
Institution: 

How long and under what capacity have you known this student?

Compares to other students applying for graduate study, how would you rank him/her in each category?

<table>
<thead>
<tr>
<th>Creativity</th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Top 50%</th>
<th>Other</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
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<tr>
<td>Self-motivation</td>
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<tr>
<td>Work ethic</td>
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<tr>
<td>Written Communication</td>
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<tr>
<td>Verbal Communication</td>
<td></td>
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</tr>
</tbody>
</table>

Please comment on this applicant's specific strengths and weaknesses as related to potential success in Graduate School. You can type directly into the box below or cut/paste from a text document.

Submit Recommendation  Clear Form
## COLLEGES ATTENDED & GPA CALCULATION

<table>
<thead>
<tr>
<th>College/University School Code:</th>
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<tbody>
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<td>If College not found:</td>
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<tr>
<td>College/University Name:</td>
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<td>Street1:</td>
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<tr>
<td>Street2:</td>
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<tr>
<td>Street3:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State/Province (U.S. and Canada only):</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
</tbody>
</table>

### GPA on a 4.0 scale (for INTL GPA see HELP section above) (example: 3.89):

| 3.88 |

**Most Recent Attendance Start Date:**

- Month: September
- Day: 05
- Year (YYYY): 2005

**Most Recent Attendance End Date:**

- Month: June
- Day: 19
- Year (YYYY): 2010

**In Progress or Highest Completed Degree:**

- Masters Degree

**In Progress or Highest Completed Degree Date:**

- Month: June
- Day: 19
- Year (YYYY): 2010

**Major:**

- Computer Science

**Minor:**

- None

**Country:**

- Bangladesh

### HELP SECTION -

FUTURE TECHNOLOGY
The Graduate School has committed to a software project that will allow improvements in responsiveness, flexibility and functionality in all service areas. We are moving to a single system in a service platform – Salesforce – that will enhance collection and reporting of admissions, student and faculty data, while still utilizing the best features of the existing Banner database and current document imaging software.

Phase I
- Expected to be fully in place by Fall 2013
- Will include:
  - Admissions
  - Base communications functionality
  - Connection to Banner and Nolij
  - Security infrastructure
- Goals:
  - Improve the application experience through the look and feel of the application
  - Provide the option for departments to manage the text and requirements on their web application
  - Improve department application review and DAF submission process
  - Decrease application processing time
  - Increase application status visibility to applicant
  - Create an infrastructure that will enable departments to customize the system to their unique work flow
  - Reduce paper use and redundant data entry

Phase II
- Will occur during the 2013/2014 academic year
- Will include:
  - Student
  - Recruitment
  - Grants & scholarships
  - Alumni
  - Reporting
- Goals:
  - Create an electronic program of study and review/approval functions
  - Improve student awareness of their program progress and requirements
  - Improve all digital communications with students
  - Improve department reporting and assessment capabilities

The majority of assessment and planning will take place over the next two months and the initial development is expected to occur from February into April. We are anticipating working individually with academic programs April through the summer.

If you have questions, please contact John Henry, Graduate School Director of Information Technology at john.henry@oregonstate.edu.