



UAB THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

Knowledge that will change your world

Graduate Admissions Processes and Procedures

Presented by Ciara Duncan and
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Application Process

1. Applicant completes the online application and submits the application fee.
2. Application received at the Graduate School
3. Application is processed. We check for transcripts or test scores that may have already been sent and update their status to either “Incomplete or “Pending”
4. As the applicant submits required documents, we continue to add to their application until it is complete and ready to be sent to the program.

Graduate School Requirements

- ✓ Application Submitted
- ✓ Fee Paid
- ✓ All Official Transcripts Received
- ✓ English Proficiency Scores
 - TOEFL = 80
 - IELTS = 6.5
 - PTEA = 53

Program Specific Requirements

- ✓ Essay
 - ✓ General Essay
 - ✓ Program Specific Essay
- ✓ CV/Resume
- ✓ Test Scores
- ✓ Recommendation Letters
- ✓ Misc. Supplemental Documentation

Transcript Requirements

- Official transcripts are required from every higher education institution where college credit was earned
 - Cannot be waived
 - Study abroad transcripts are not required
- Acceptance of unofficial documents for review process
- Previous attendance at UAB

Official vs. Unofficial Transcripts

- Official
 - Issued via electronic transfer directly from the institution
 - Mailed transcripts must be in a sealed envelope
 - Applicant can bring their sealed transcript to the Graduate School
- Unofficial
 - Fax
 - Email
 - Unsealed envelope

Academic Tests

- The Graduate School made the decision not to require academic test scores at the Master's level
 - At the program's discretion to continue requiring test scores
- If a test score is required by a program, it is included as a required check list item that must be submitted before an application can be complete.
- Will allow students to submit unofficial copies for the admissions process

Academic Test Waivers

Master's Level Test Scores

- The program must notify the Graduate School that they wish to waive the score requirement by emailing Ciara Duncan (ciarabd@uab.edu)
 - No explanation required

Doctoral Level Test Scores

- The program must include a detailed explanation of why they believe the applicant should receive an academic test score waiver

Academic Test Score Recency Waivers

- Five year expiration
- Scores must be on file at or sent to UAB
- Request must be sent to Ciara Duncan
(ciarabd@uab.edu)

English Proficiency Exams

- TOEFL – 80
- IELTS – 6.5
- PTEA – 53

- Cannot accept other institutions ELI programs
- Applicants will receive notification that they are ineligible for admissions based on English proficiency
- Ineligible applicants will be referred to INTO where they will be encouraged to complete a pathway program.
- No exceptions to minimum requirements

International Requirements

- International transcripts and degree statements/certificate should be submitted in the native language and accompanied with an official English translation.
- Copy of front and back of permanent resident card, if applicable.
- Copy of citizenship documents if current U.S. citizen, but born in a country outside of the U.S.
- Copy of immigration documents if citizen of other country, but currently residing in the U.S.

Certificate of Application Review (CAR)

- A CAR is required for **ALL** applicants who apply through AY. CARs will be going away with the implementation of TargetX and you will instead be submitting decisions through the decision module.
- Must be **signed** and **dated**.
- CARs are processed in the order in which they are received. Currently, there is a 1-2 week turnaround for decisions to be processed.
 - With the implementation of TargetX, a 3-5 day turnaround is anticipated.
- Applicants are notified via email that an admission decision is available. The applicant must log back into their online application to view decision.
- Admission decisions for **International applicants** whose applications indicate that they are currently in the U.S., but hold citizenship in another country will not be processed until a copy of their current **immigration documents** have been submitted to psseals@uab.edu .
 - With the implementation of TargetX, applicants will be required to upload these documents before submission of application.

Application for Readmission

- *Students are eligible for readmission, if the following criteria are met:*
 - Admitted to a UAB Graduate degree-seeking program within 5 years.
 - Has not registered for courses for one academic year (3 semesters)
 - Has successfully passed at least 1 graduate course at UAB after having been admitted to a Graduate degree-seeking program
 - Has not attended any other university or college in the interim.
 - Requires the approval of the program the student is seeking readmission to
 - With the implementation of TargetX, paper readmission's will be going away and students will instead apply online through TargetX.

Admission Deferral Process

- **Deferrals**

- Admitted students are eligible for one deferral request within a one year period from the original date of admission.
- Submit deferral forms to psseals@uab.edu
 - With the implementation of *TargetX*, the deferral process will be completely electronic.
- Once department approves the deferral, a new decision letter is generated for the student with the updated term.
- If a student has matriculated they are not eligible for a deferral.

Non-Degree Admission

- **Domestic**

- Payment of application fee
- Submission of application indicating bachelor degree **earned** from a regionally accredited institution.
 - With the implementation of *TargetX*, domestic students will be required to upload/provide an unofficial copy of their bachelor degree transcript.

- **International**

- ISSS approval by emailing iss@uab.edu
 - Exception for students applying for online coursework
- Payment of application fee
- If degree earned outside of the U.S., applicants must provide an **Official** bachelor degree transcript and degree certificate (English translation and native language, if applicable)
 - With the implementation of *TargetX*, international students will be required to upload/provide an unofficial copy of their bachelor's degree transcript regardless of whether it was earned within the US.

Deadlines

- Beginning with the Fall 2017 term, the Graduate School will adopt new deadlines
 - Fall – August 1
 - Spring – December 1
 - Summer – May 1
- Deadline = The day the application is shut off and applicants can no longer submit. This is **NOT** the day that application checklists must be completed (i.e. we may not have transcripts or test scores on this date).

Admissions Checklists

- Maintenance of Admissions Checklist on individual program websites (we will remove your admission checklist from our website and link to your website instead).
- You will receive an email regarding your admissions checklist
 - We will include suggestions about information that we believe should be included on your checklist based on frequently asked questions from applicants
 - Many programs already have their own checklists on their website while others may need to create a new page.
- Ciara or Penny should be notified once updates have been completed.

Frequently Asked Questions

- I missed the deadline, can I still submit my application?
 - We do not allow submission of late applications past the Graduate School's application deadline
- Can my application be moved to the next available term?
 - We allow applicants to move the term they are applying for **once** within a year of submitting their application.
- Can I admit a student to a term that my program does not typically admit for?
 - Absolutely! Under certain circumstances, some programs who only admit students in the Fall and Spring would like to admit a student in the summer instead. As long as the program communicates with us that they would like to do this, we are happy to make the change if the applicant has submitted their application before that particular term's deadline.

Residency Reclassification

- Residency for tuition purposes is assigned at the time of admission
- Must demonstrate that they are in AL for reasons other than obtaining an education to be considered in-state for tuition purposes
- Students who do not agree with their assigned residency may apply for reclassification
 - Process moving online
 - www.uab.edu/students/paying-for-colleg/in-state-residency