**MEMO**

Date: April 8, 2010

To: Option 2 Graduate Programs

From: Noah Buckley, Director of Admissions

RE: Communicating with students regarding their formal admission to UW

There has been some confusion regarding how new graduate students are being communicated with regarding their formal admission status to UW and the requirements for finalizing their admission. To ensure we are all on the same page and helping students through the final steps of their UW admission, I’m asking that we adopt the following plan.

Upon selection of the students you wish to admit to your program, the graduate program will:

* Notify students of need to submit formal application and fee
	+ Programs may use the Uber Report and/or Banner to check on the status of their students
* Follow up with these students to ensure they complete the application and fee as needed
* Submit a Graduate Admissions Form with transcripts and other documents received by program ONLY after the student has applied and paid $50 fee

Why can’t the Admissions Office communicate this to students?

One challenge for us is knowing whether or not a student is invited to apply by the program, or if you are still accepting applicants. We certainly don’t want to be encouraging something you don’t want, therefore it is better that these instructions come from you. Because these students have not made a formal application, it is difficult to manage communications to a large number of students for which we have little to no information on.

The Admissions Office will provisionally admit graduate students who:

1. Have made a formal application to UW
	1. Felony and/or suspension respondents must go through Dean of Students referral process
2. Have paid the $50 application fee
	1. Or there is an approved fee waiver or payment has been arranged with department
3. Department has submitted a Graduate Admissions Form recommending admission with available transcripts and other documents supplied directly to program

The Admissions Office will then communicate directly with the student on any remaining requirements to finalize the student’s admission (transcripts, residency information, etc.). I’ve attached this particular letter for your reference.