

Ask an Advisor May 18, 2022 Admissions Tips

Before you enter an offer, make sure the application is “complete!”

GEMS confirms that the three [minimum admissions requirements](#) are “satisfied” for all incoming graduate students.

How can I confirm completeness?

Graduate Applicant Detail Page:

1. Degree > “Unofficial Transcript” upload should include *all years* of study, which is at least four years of undergraduate work (or three years totaling 180 ECTS credits for Bologna degrees in the [EHEA](#)).

NOTE: when you are entering the offer, you will select a degree to verify. If there are multiple credentials, be sure to “verify” the one[s] that will satisfy [Policy 3.1](#) (do not “verify” certificates or three-year non-ECTS degrees).

2. GPA > a GPA should be entered into the “GPA” slot (above “Citizenship Country”). The GPA requirement is a minimum 3.0 (on a 4.0 scale); GPAs below a 3.0 require an approved admissions petition. (Review [Policy 3.1.1 & 3.1.2](#).)

If an applicant earned grades or points or marks but left the question BLANK (by incorrectly selecting “my prior school did not provide any grades”), e-mail them to compute the GPA before you enter an offer! (You can update or enter the GPA on the “Make Changes” tab.)

3. English Proficiency > If the student answered “No” (I am not a native English speaker), there should be either qualifying degree taught in English OR there should be **official scores** in the Tests Section per [Policy 3.2](#). Scores must be received by the UW!!

What happens if I admit a student but did not confirm completeness?

GEMS checks for the 3 minimum admissions requirements at three stages:

1.) For international students who require UW student visas, we must check for these requirements before issuing the [I-20 or DS-2019](#). If a student is missing a requirement or we cannot confirm it (no GPA; no official test score), we will pause the processing of the I-20 until the required item is received.

2.) Degree verification: all students confirming enrollment are asked to provide an [official transcript](#). When GEMS receives the transcripts, we confirm the minimum admissions requirements are satisfied.

3.) AEP Requirements: the GEMS Administrative Team additionally runs reports to check for students who will satisfy English on the basis of an earned degree.

Course Registration: students who do not have official test scores on record (in the student database), or who did not have their English marked “satisfied” due to their English degree will have an Academic English Program (AEP) requirement when they go to register for their first quarter.

Help Resources:

[GPA Resources](#) > Admissions Checklist (checking for an acceptable degree and English Proficiency)

[MyGrad Help](#) > **Applications (Other):**

- How to [create an admission petition](#)
- How to [request a low GPA petition](#)
- How to [request a petition for no degree](#)
- How to [request a computed GPA and/or degree evaluation](#)

Updates to [Official Transcripts](#) Page:

Please note updates to the page to clarify that any transcript that has been handled by the student cannot be considered official and cannot be accepted. If a student is unable to have their institution mail or electronically send the transcript, they should contact uwgrad@uw.edu and GEMS will set up a Zoom appointment with them.

We are not encouraging students to visit our office because we cannot consider the transcripts official if they bring the transcripts to our office.

Document updated February 2023 with new policy links