GEMS/GPA
Autumn 2022 Forum
Office of Computing & Information Resources - CAIR

Presenters: Kari Brothers and Tom Quinlivan

Tips and Tricks for Troubleshooting Admissions Issues
Start your own applications

- Different profiles = Different logic in the application
  - International/Non-native English speaker
  - US citizen
- Different versions of UW email
  - xxxxx@uw.edu
  - xxxxx@u.washington.edu
- All your programs
- Enter yourself as recommender
- Fill out all pages – pay attention to logic
- Help and resource links:
  - GPA calculation
  - Memo 8
  - Application fee waivers
An applicant contacts you for help . . . .

> Where are they in the process?
  – Started?
  – Submitted?
  – Admitted?
  – Accepted offer?

If they haven't started an application
  – encourage them to!
Started/Not Submitted?
Check the All Applicants Email List

Graduate Applicant List

Graduate All Applicant List

This page allows departments to pre-pay the admission application fee on behalf of eligible applicants. You have selected to pay the below applicant's application fee. Please verify their information and enter the payment information to complete this process. Payments are accepted using a credit card and all payments are final. If applicants receive pre-paid application fees but do not submit the applications, the fees will not be returned to the programs.

NOTE: only programs with a current process and posted eligibility notices are approved to utilize this feature. Please contact gerahelp@uw.edu with any questions.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Qtr</th>
<th>Year</th>
<th>Major</th>
<th>Path</th>
<th>Level</th>
<th>Type</th>
<th>Email</th>
<th>Start Date</th>
<th>Last Logon Date</th>
<th>Applicant Paid</th>
<th>Submit Date</th>
<th>Department Paid Date</th>
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<tbody>
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Submitted?
Check the Application Status Page

Application Status: Submitted & application fee payment received - 7/17/2022 (receipt). Your application has been submitted and forwarded to the graduate program. They will review it and enter an admission decision. This decision will be communicated to you through email or mail. You can also check back on this page for updates.

Application Complete: The department has confirmed that it has received all required application materials.

Washington State Residency Status: Resident

If your residency status is incorrect, please contact Graduate Enrollment Management Services at uwgrad@uw.edu. Prior to contacting GEMS, please read the residency website for information on residency requirements.

UW NetID

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 UW NetID site. You will need to use the private access code (PAC) and System Key to obtain your UW NetID. In the "Confirm your identity" section, select the UW Applicant for Admission.

Note: If your PAC is blank, the Registrar will need to generate a new one for you. Please email them at reoff@uw.edu.

Official Tests

Update Self Reported GRE Scores

No Official Scores Available. Test scores are connected to your application after submission, please allow 48 hours for an update to occur.

Recommendations (4 of 3 required) - Update Recommender(s)

- received 7/29/2022
- received 8/4/2022
- withdrawn 7/4/2022
- activated 7/3/2022
- received 8/9/2022

Transcripts for Sociology (PhD) - Add Prior Schools

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Dates Attended</th>
<th>Degree</th>
<th>Degree Date</th>
<th>Unofficial Transcript Status</th>
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</thead>
<tbody>
<tr>
<td>UNIVERSITY OF WISCONSIN-MILWAUKEE</td>
<td>9/1992 - 12/1996</td>
<td>B of Arts (BA)</td>
<td>12/1996</td>
<td>Received (Edit)</td>
</tr>
<tr>
<td>WESTERN WASHINGTON UNIVERSITY</td>
<td>9/2019 - 12/2021</td>
<td>M of Education (MED)</td>
<td>12/2021</td>
<td>Received (Edit)</td>
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</table>
Resources

View Applicants page

Graduate Applicant Detail Page
Troubleshooting

> Missing test scores
  – Confirm report code and timeline
  – Use SRF 536 in Keynes (SDB) to search
  – Screen shot + AppID email to GEMS

> Multiples
  – Application profiles (different emails)
  – Multiple applications for the same program (same email)
  – Multiple status changes (same application)
  – Multiple recommendations (different applications)
    > Remember – recommendations are attached to the application not the applicant

UW Report Codes
ETS (GRE/TOEFL): 4854
IELTS: 365
Duolingo: Search by school name
Applicant Issue Diagnosis

> What step?
> Program and term
> Application type (Grad/GNM/visiting grad)
> Identifying info
  > Submitted: ApplID or System Key
  > Started: Email + program/degree code + term
> Application Status Page and Transactions
> Get screen shots
> Replicate their application
> Verify everything they tell you

Questions??