

Admissions FAQ for Directors of Graduate Studies

Application Questions:

How do students apply to my program?

Students may apply via CollegeNet at: <http://louisville.edu/graduate>. (Paper copies are available in SIGS for those who do not have access to a computer.)

Once a student applies, how long will it take for me to see the application in PeopleSoft?

One day; however, if the student pays the application fee with an electronic check, it can take up to eight business days for the check to clear in order for the application to be processed.

How can students check to see if documents have arrived?

When students submit an application they receive this message: Visit <http://ulink.louisville.edu> and click on "First Time Users" to obtain your user ID and password. Use the Student Services Tab/Apply to UofL and click on "View My Application Status."

Is the Graduate Application Fee ever waived?

For students who have previously applied and paid the \$60.00 graduate application fee, the fee will be \$30.00. If a student has been denied admission to a graduate program or has attended another college or university since last enrolled as a graduate student at UofL, a \$60.00 application fee will be required. Students who are receiving any type of public assistance may request a fee waiver via Graduate Admissions.

What if a student has already paid the fee but was eligible for a waiver?

The Director of Graduate Admissions in SIGS can approve a refund.

Do returning graduate students need to do a graduate application?

Students who have not been enrolled at UofL for more than two calendar years or are changing graduate programs must reapply with a graduate application.

When is it necessary to use the re-enrollment form?

Students not enrolled in the immediate past semester and who wish to continue in the same program may use the re-enrollment form available on the Registrar's web page. Students who were dismissed or who enrolled elsewhere since last attending UofL must complete another graduate application and pay the application fee.

How do students change their status from non-degree to degree status?

Students will need to complete another graduate application and supply all credentials, but they do not have to pay another fee. The department will need to send an admit referral to reflect this change from non-degree to degree status.

Admissions and Fees Questions:

Can a student be admitted to a graduate program without an undergraduate degree?

No! Although you might admit an applicant who is completing an undergraduate degree, that admission must be "provisional" and the student must complete the degree (and provide evidence) prior to actually enrolling in any graduate program.

Can I admit a student with unofficial transcripts?

Graduate programs may admit students with unofficial documents on a provisional basis. Official documents must be submitted by the end of the first semester of enrollment. The DGS should place advising flags on all provisional admits so that these students are not allowed to register for more than one semester under the provisional status. Please note unofficial transcripts are not processed by graduate admissions.

What is considered an official transcript?

Transcripts are considered official only when they are sent directly from a college or university. Faxed copies are not considered official.

How do I change an admit term or program plan for a student?

The DGS can send a new referral form to SIGS.

Can an applicant appeal an admissions decision?

An applicant does not have the right to appeal an admission decision.

Does an applicant have a right to see the letters of recommendation submitted as part of the graduate application?

Only if the applicant did not waive the right to see the letters. You may refer such requests to Graduate Admissions.

Who determines whether a student is a resident and thus qualified for in-state tuition?

The Director of Graduate Admissions in SIGS makes that determination according to KRS 164.020 and KRS 164.030, which is codified as [13 KAR 2:045, Determination of Residency Status for Admission and Tuition Assessment Purposes](#). Units must wait for SIGS to make the residency decision before sending acceptance letters; SIGS will make a residency decision and reflect the decision in PeopleSoft upon the point of admission. When the student's status has been changed in PeopleSoft from APPL (applied) to ADMT (admitted) or MATR (matriculated), the residency decision has then been made and is available to be shared with the student. Guidelines for residency status for tuition purposes can be found at <http://louisville.edu/enrollmentmanagement>.

What if a student wishes to appeal their residency classification?

The first step is to call Graduate Admissions. The student may be required to fill out a residency appeal application through the Office of Enrollment Management. Appeals must be filed within 30 calendar days of the first day of class for the term in question.

I have admitted a student from Indiana; does she qualify for in-state tuition?

The University of Louisville is participating in an Indiana Tuition Reciprocity Program for residents of Clark, Crawford, Floyd, Harrison, Scott, and Washington Counties who have been admitted directly into an approved program. Students pursuing degrees from the Professional Schools (Law, Medical & Dental) are not eligible. The student should visit <http://louisville.edu/registrar/registration-information/reciprocity.html> to fill out an application.

How do I direct students to find out about tuition and fees?

<http://louisville.edu/finance/bursar/tuition>

How do I direct students to find out about what financial aid is available to them?

<http://louisville.edu/financialaid>

Is a student who is admitted non-degree eligible for financial aid?

In most cases, no. Exceptions are made for certificate programs.

International Students:

Who evaluates international transcripts?

SIGS recommends several credential evaluation services:

<http://www.wes.org>

<http://www.ece.org>

Some departments may have faculty who are able to translate and verify degree programs. Costs for evaluating international transcripts must be paid by the department or unit.

What financial documentation do International Students who are not granted fellowships or graduate assistantships need to provide?

Students on F or J visas will be asked to provide a bank statement or affidavit of support to document adequate financial resources to support educational and living expenses. These documents will be reviewed by the International Center, prior to issuing the I20 form.

Do all international students have to take the TOEFL?

All applicants for whom English is a second language need to show evidence of proficiency in the English Language. A score of 79 on the internet-based TOEFL is required. International students who have completed a bachelor's degree in the US at an accredited institution may be exempt. Students may also complete the advanced level of UofL's Intensive English as a Second Language Program to show proficiency.

Odds and Ends: Keeping Track of Applicants

Can I set up an automated note for applicants to my program?

Yes. You can set up an automated note that will provide applicants with program requirements, deadlines and contact information. If you would like to generate such a note, contact the Director of Graduate Admissions in SIGS.

Can I set up a secondary application specific to my department?

Yes. CollegeNet is able to include a secondary application specific to your program. Contact the Director of Graduate Admissions if you wish to do this.

I'm afraid I may have missed an applicant. Can I get a list of all applicants to my department?

Yes. Please contact the Director of Graduate Admissions.

How can I get a list of my Provisional/Special Condition Admits in order to make sure they have met the conditions or provided the required credentials?

SIGS will provide you this list at the beginning of each semester. Also, make sure you place an advising hold/flag on registration for all students admitted with conditions or admitted provisionally so they can not register until you've checked to make sure they have met the conditions or provided the required credentials.