Appendix: Process Flows

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Graduate Admissions Process
Current State Process Flow

1. Student submits online application and documents.
2. Student submits missing information.
3. Department reviews but requests more information.
4. Student receives notification of department request for additional documentation.
5. Yes
6. Department completes documentation and performs review.
7. System audits minimum UCLA standards.
8. Graduate Division receives documentation.
9. Yes
10. Graduate Division reviews application.
11. Graduate Division notifies applicant.

Notice:
- All documents are submitted via the online application with the exception of official transcripts and any video/audiocaps for supplemental applications.
- The method of review currently varies by department following full Hobsons implementation in 2017. All departments should transition to online review.
- UCLA minimum requirements for admission include:
  - Bachelor’s degree or equivalent from a regionally accredited institution.
  - Minimum TOEFL score of 90 (Paper), 23 (computer-based), or 87 (internet).
  - Domestic applicants are automatically checked for minimum standards through the system.
- Graduate Division’s review consists of a check for potential transcribing errors and review of domestic applicants clearly meeting university standards.
- Close review including GPA rematuration for domestic applicants near the minimum threshold for university standards, and recalculation of GPA for previous institution accreditation for international applicants.
- Gradually rejected for Oral 157/177/178 did not admit graduate students for Fall 2020.
- Applications accepted by the department are eventually accepted by the Graduate Division. If the student would like to receive a personal notice of rejection from both the Graduate Division and the department, the reason behind the decision is explained.
Graduate Admissions Process
Future State Process Flow

Student submits online application and documents
Student submits missing information
Student receives email from academic unit requesting online login to view decision

All required documents submitted?

No

Is applicant eligible?

Yes (+20%)

No (-20%)

Student makes decision

Yes (+20%)

No (-20%)

Academic unit makes decision on applicant

Reject

System audits minimum UCLA standards

No (-15%)

System creates ESA request

Did applicant meet minimum UCLA standards?

Yes (+15%)

No (-15%)

Does applicant meet minimum UCLA standards?

Graduate Division DIO reviews ESA

Graduate Division approved?

No

Graduate Division approved?

Yes (+20%)

No (-20%)

Graduate Division DIO reviews ESA

Graduate Division approved?

Yes (+20%)

No (-20%)

Graduate Division DIO reviews ESA

Graduate Division approved?

Shape Key:
- Process
- Decision Point
- Document
- Technology enabled

Notes:
- All documents are submitted via the online application with the exception of official transcripts and any video/audio tapes for supplemental applications.
- Following full Hobbs implementation in 2011, all departments should transition to online review.
- UCLA minimum requirements for admission include:
  a. Bachelor’s degree or equivalent from a regionally-accredited institution
  b. GPA of 3.0 (0.0 on 4.0 scale) or better
  c. Minimum TOEFL score of 90 (paper), 220 (computer-based), or 87 (internet)
Notes:
1. Although specific requirements vary by department, UCLA students can meet a language requirement by completing coursework, taking an exam (variety of examinations offered), or speaking the language as their native language; the most common method of completing a language requirement is by taking an examination given by a faculty member in their own department.
2. Language petition requires a current mailing address for the student.
3. GA/SAA= Graduate Admissions & Student and Academic Affairs.
4. Transcripts are automatically updated in SR2 to reflect status.
Graduate Language Requirement Petition Process
Future State Process Flow

Notes:
1. Although specific requirements vary by department, UCLA students can meet a language requirement by completing coursework, taking an examination, or speaking the language as their native language. The most common method of completing a language requirement is by taking an examination given by a faculty member in their own department.
2. Transcripts are automatically updated in SRIS to reflect status
Graduate Academic Unit Fellowship Allocation Process
Current State Process Flow

Notes:
(1) Allocation formula was created by UCOP and based upon enrollment and type of program
(2) Existing funding for fellowships may fluctuate each year, and Graduate Division uses these 'return to aid' funds from UCOP to make up the difference and keep the numbers of fellowships consistent each year
(3) The Graduate Division allocation formula is based upon enrollment numbers, weighted by degree objective and adjusted by degree progress
(4) If funds are less than prior year, allocation solely based upon prior year proportions
(5) Though adjustments have been made in the past, in this academic year, no adjustments were made to the allocation as determined by the formula
Graduate Academic Unit Fellowship Allocation Process
Future State Process Flow

Notes:
(1) Allocation formula was created by UCOP and based upon enrollment and type of program
(2) Allocation methodology devised by Provost
(3) Departments raising concerns about allocated funds are directed to the Provost for mediation
International Student Visa Process\(^1\)
Current State Process Flow

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Notes:

(1) The most common type of visa processed for incoming students at UCLA is the F-1 visa; other visa types include J-1 (exchange students using visitor visa) and H1-B (issued by an employer).

(2) GAS&AA = Graduate Admissions Student and Academic Affairs office within Graduate Division.

(3) GAS&AA Assistant Dean and Director of the Dashew Center for International Students and Scholars also have authority to sign and submit forms on behalf of the Supervisor in case of absence.
International Student Visa Process
Future State Process Flow

Student submits Confidental Financial Statement to Dashew

Dashew completes and reviews documentation

All documents present?

Yes

Dashew submits student to review missing documentation

Dashew contacts student to request missing documentation

No

Dashew submits student to review missing documentation

Dashew adds student to visa system (F1 visa)

Dashew records student attendance in FSA Atlas

Graduate Division

Student receives I-20 and visa embassy in draft visa

Student arrives at UCLA on first day of school and checks in with Starter

Comments:
1. The most common type of visa processed for incoming students at UCLA is the F-1 visa, other visa types include J-1 exchange students, and nonimmigrant H-1B sponsored by an employer.
2. GSAS = Graduate School of Arts and Sciences, which oversees Graduate Division.
3. Student information will be automatically populated through the system, as the basic information should already exist in the system with the application.