Two things have changed....

(1) Fee waivers

- No early application fee waiver. Be sure to remove any references from your website.
- We provide fee waivers (1) for applicants who have participated in programs designed to prepare students from underrepresented groups for graduate study, and (2) for applicants who can show financial hardship. Links with information about both waivers are at http://www.gs.emory.edu/admissions/application.html and on some other pages.
- As we have in the past, we will also provide a code you can use to waive the fee for some applicants – perhaps applicants you meet at recruiting fairs or in some other circumstances. To obtain a code and instructions about how applicants can use it, contact Tammy at tammy.coleman@emory.edu. We ask that you use that code judiciously, in support of specific recruiting goals.

(2) GRE requirement

- Thank you for helping us make sure that the application reflects your program’s decision about whether to require or permit GRE scores.
- If applicants contact us about waiving the GRE score requirements, we will refer them to you. This is now a program requirement, and consequently it is yours to waive or not, according to your criteria.

Many things are staying the same...

- The grace period remains: for five days after your deadline, applicants can still submit an online application, but after that the online application shuts down.
- Programs will be able to accept applications items (or entire applications) off-line.
- At the end of the process, all applications and all items will be in the CN system:
  - If you accept complete applications off-line, you will need to create a record in the CN system and upload and attach the complete application.
  - Items submitted by email or on paper (like LORs) will need to be uploaded and attached to application records in the CN system.
- Just about everything happens through the CN system: admissions fellowship nominations, admissions decisions, decision letters, and applicant responses.
We’re ready to help you configure the Admit system to serve your process.

- **Tammy Coleman** conducts standing training sessions on Thursdays at 1 pm, online. You need no special software to join.
- We’re recording some sessions, and have documentation and other helpful information.
- Tammy will conduct online or in-person sessions aimed specifically at your situation.
- **Contact Tammy:** tammy.coleman@emory.edu.

**Who Ya Gonna Call?**

**Recruiting**
Ulf Nilsson serves as Interim Director of Admissions and Recruitment – ulf.nilsson@emory.edu, 7-6999.
Amanda James serves as Interim Associate Director, Diversity and Community, and is very engaged in diversity oriented recruiting – amandamariejames@emory.edu, 7-6028

**Admissions Policies**
Ulf ulf.nilsson@emory.edu, 7-6999 or Tamika Hairston tamika.hairston@emory.edu, 7-6033

**Admissions Processes and Admit**
Tracey Wright tracey.wright@emory.edu, 7-6170 or Tammy tammy.coleman@emory.edu, 7-0690

**The Online Application**
CollegeNET: help@collegenet.com (this is for admins; applicants should use help@applyweb.com)
Tammy: tammy.coleman@emory.edu, 7-0690
## The Timeline

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<th>Date Range</th>
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| **Continuous**     | **LGS Training Sessions**  
LGS will offer training sessions for program admins, DGSs, and others who will manage and review applications. |
| **December 1 – January 15** | **Application deadlines**  
A few master’s programs have later deadlines. |
| **December 5 – January 20** | **Online applications close**  
Each application remains open for five days after the program deadline. This means it is possible for applicants to submit applications up to five days late. However, programs are not required to accept and review such late applications. |
| **January 8**      | **We’re ready to send deny emails**  
We can send these as soon as you are ready. The procedure will be just the same as last year. We’ll send a document with instructions for sending letters in early January. If for some reason you want to start sending deny notices sooner, contact Ulf or Tammy. |
| **January 31**     | **Final date to accept late applications to PhD programs**  
After this date, programs may accept applications only if the Dean approves in advance. |
| **February 5**     | **We’re ready to send admissions offer letters**  
The procedure will be the same as last year. |
| **February 20**    | **First admissions fellowships nominations due (EGDF, Woodruff)**  
For complete information (including all deadlines), visit http://www.gs.emory.edu/guides/faculty_staff/admit_fellowships.html. |
| **March 9**        | **Admissions fellowships all done** |
| **April 15**       | **“Decision day” and Final day for offers of admission**  
- Applicants are under no obligation to respond to offers of admissions until April 15.  
- After April 15, programs must receive prior approval from the Dean in order to make offers of admission. |
| **June 15**        | **Final day to ensure that new student files are complete**  
- All application items received off line – usually letters of recommendation but sometimes other items – must be uploaded and attached to an online application record no later than this day. |