Graduate Admissions – Application Process

START
Applicant:
- Submits FACTS.org application
- Sends application materials

GAO receives Incoming Mail:
- Open / Date stamp
- Write USF ID #

GAO has New Application loaded to BANNER
GAO sends:
- Acknowledgement Email to applicant
- Application Detail Report to Colleges/Dept. on a daily basis

GAO sends email to applicant for Non-Paid Applications (RM)

YES

NO

GAO verifies Application Fee Received
YES

NO

GAO verifies Application Fee Received

GAO determines if the application is complete:
YES

NO

Applications that are missing a transcript & test score will not be referred to the College/Dept.
GAO sends:
- Status Email to applicant

College/Dept. forwards decision to GAO for final processing.

College/Dept. makes a decision

International Services oversees the issuance an I-20 for a Student Visa (F-1) and/or any other immigration information.

GAO sends official decision to the applicant.

- Email
- Regular Mail

International Admits

International Services

NO

YES

END

END

Department/College Mail
- Recommendation Letters
- Statement of Purpose
- Resume
- Writing sample
- Portfolio (art, architecture, etc.)
- Music (DVD, CD, Video, Mp3, etc.)

GAO sorts incoming Mail

Referred to the Scanning Dept. (BDMS)
- Transcripts
- Test Scores (Unofficial)
- Essentials

Referred to Admission Officer’s Queue for Review
- Legal Doc.
- Residency
- Decision Forms

Referred to the Scanning Dept. (BDMS)
- Transcripts
- Test Scores (Unofficial)
- Essentials

GAO sends email to applicant for Non-Paid Applications (RM)

GAO cancels Application after the term begins (CM)

GAO receives Missing Item

GAO cancels Application after the term begins (CP)

GAO sends to College/Department

Estimated Processing Time:
- 3-7 Business Days
- 14-21 during peak times

Estimated Processing Time:
- 2nd week of the new semester

Estimated Processing Time:
- Open variable, pending action from applicant

Estimated Processing Time:
- 30 Days
- 60-90 Days depending if additional department requirements.