Select Your criteria e.g. program, term, last names

GWIS Home page

---

Figure 1  Make sure you choose the term you are currently working on

You can narrow your search by choosing a smaller range in the names
Or you can sort by latest action if you are checking progress on the applicants that you have recommended for admission.
To get to the list of applicants, go to ‘Show Me These Applicants’.

You will get a list of current applicants.
For the description of the action reason codes, there are two links, the department action reason codes that you use for your program and the other link is the Graduate Admission office codes. Located on the top of the page.

Figure 5

You can arrange your search by clicking on the list headings that are in blue.

Figure 6

You can arrange your search by clicking on the list headings that are in blue.

If you forget what some of the symbols or initials are for, you can always refer to the section that it is located under ‘Click on a column heading to re-sort’
Entering codes in GWIS

Request column drop down will list the GWIS codes that are available

<table>
<thead>
<tr>
<th>Request</th>
<th>Latest Action</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G07</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>G01</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>G00</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>G00</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>G13</td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>G11</td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>G33</td>
<td>N</td>
</tr>
</tbody>
</table>

Completion date information is needed for visa documents for international students

Once you have entered your GWIS codes, they will be uploaded overnight.

The graduate admissions office will see your GWIS codes that you have entered the next day.

If you make a mistake entering a code into GWIS, please contact the Graduate Admissions office, we can correct it for you.
Click on an individual code, under latest action and you can view the history of codes that have been entered.

**Image Description:**
- A table with columns for Date, Action, and Action History.
- Dates: 07/04/2013, 07/03/2013, 07/01/2013, 01/14/2013.
- Actions: AUTO, G11, G60, G00.
You can use the filter to check on your recent G codes or use for other criteria such as ‘M’ for Male.

The G code can be used in conjunction with the filter. e.g. M=
Filter G60= Gcode filter will give you all males with a G60 code

To access the communication tools, manage applicant groups, or export records to Excel use the Task bar

Figure 7

Using the Tools:

Tools:
- GWIS-Lite Users Authorization Tool
- GWIS-Lite URL: https://my.gradsch.wisc.edu/gwis-lite
- GWIS Query and Reporting Tools
- Program/Unit Directory Information
- Adjust Program deadline, checklist items, and etc.
GWIS-Lite for Faculty

You can authorize faculty so they can use the GWIS –Lite. The Graduate School will authorize the graduate coordinator. The graduate coordinator will authorize their faculty for their program.

Select members for the following admissions committee:

G807~ALL  
Select members

Search for NetID:

Last Name:  
First Name:  
NetID:  
Go

Current committee members for G807: ALL:

<table>
<thead>
<tr>
<th>NetID</th>
<th>Name</th>
<th>Academic Plan</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAVID</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WHITNEY</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ALL</td>
<td></td>
</tr>
</tbody>
</table>
What the admission committee members see on GWIS-Lite, looks very similar to what you see in GWIS.

You will notice that many options are not available to the committee member on the home page.
On GWIS-Lite, there are note fields which may or may not be viewed by other committee members depending on faculty access level.

Figure 2
There are note fields in GWIS Lite that are not in GWIS.
GWIS Query and Reporting Tools

To find applicants whether they submitted an application or not.

This is helpful when you have transcripts but an application has not shown up yet.

**Tools:**
- GWIS-Lite Users Authorization Tool
- GWIS-Lite URL: [https://my.gradsch.wisc.edu/gwis-lite](https://my.gradsch.wisc.edu/gwis-lite)
- GWIS Query and Reporting Tools

Select Personal E-App Data, enter your program, select term - Run Query
Submitted applications will have a campus id number.

Applicants that started an application will not have an id. This means that they have started the application to your program but have not yet submitted it.

<table>
<thead>
<tr>
<th>Appid</th>
<th>Emplid</th>
<th>Campus ID</th>
<th>App Term</th>
<th>Submit Dt</th>
<th>First name</th>
<th>Last name</th>
<th>DoB</th>
<th>Ethnicity</th>
<th>Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1142</td>
<td></td>
<td>1142</td>
<td>02/20/2013</td>
<td>Juan</td>
<td></td>
<td></td>
<td>19</td>
<td>MEXAMER,WHITE</td>
<td>5</td>
</tr>
<tr>
<td>1142</td>
<td></td>
<td>1142</td>
<td>12/31/2012</td>
<td>Eric</td>
<td></td>
<td></td>
<td>19</td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td>1142</td>
<td></td>
<td>1142</td>
<td>12/14/2012</td>
<td>Marc</td>
<td></td>
<td></td>
<td>19</td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td>1142</td>
<td></td>
<td>1142</td>
<td>12/16/2012</td>
<td>Claire</td>
<td></td>
<td></td>
<td>19</td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rachel</td>
<td></td>
<td></td>
<td>198</td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td>1142</td>
<td></td>
<td>1142</td>
<td>12/11/2012</td>
<td>Robert</td>
<td></td>
<td></td>
<td>19</td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Michael</td>
<td></td>
<td></td>
<td>19</td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td>1142</td>
<td></td>
<td>1142</td>
<td>12/21/2012</td>
<td>Rachel</td>
<td></td>
<td></td>
<td>19</td>
<td>OTHRASN,WHITE</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Andrew</td>
<td></td>
<td></td>
<td></td>
<td>WHITE</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Michelle</td>
<td></td>
<td></td>
<td></td>
<td>OTHRASN</td>
<td>1</td>
</tr>
</tbody>
</table>

Figure 9
Program/Unit Directory Information

Use this link to get to your program/unit information. Be sure your contact information is current.

**Tools:**
- GWIS-Lite Users Authorization Tool
- GWIS-Lite URL: [https://my.gradsch.wisc.edu/gwis-lite](https://my.gradsch.wisc.edu/gwis-lite)
- GWIS Query and Reporting Tools
- Program/Unit Directory Information
- Adjust Program deadline, checklist items, and etc.

Adjust program deadline, checklist items and etc.

Update this page as needed.

This page feeds intoHttp://www.gradsch.wisc.edu/education/academi_programs/index.html The page is accessed by prospective students and applicants to check requirements, deadlines, contact information and all other relevant information about your program.

Figure 10
Figure 11  Update contact and deadline information as needed
You can customize your checklist that the applicant views on their My UW application status check.
Apply on the Web! https://www.gradsch.wisc.edu/eapp/eapp.pl
or Link to prescreen URL
http://
After reading departmental admissions requirements, proceed to the online application.

Department Admissions Requirements and other Catalogue information: <link as cal/s/agrocol.html> Department and program features, faculty listings, admission and degree requirements, and course descriptions.

Figure 13 You can edit key words or phrase that a prospective applicant may search on

What’s in the Bulletin Board?

Announcements:
G-WIS Bulletin Board
If your department is interested in a supplementary application, please contact Judy Bauman (2-0735 / bauman@grad.wisc.edu).
What’s OASIS (Online Admission Status Information System)?
What does that checkbox do?
Graduate School Application for Admission Application Form (PDF)
Graduate School Admissions Pro-Sheet
GRE Test Scores 12.03.2008
To change your password, or if you have questions: Please contact Judy Bauman (2-0735 / bauman@grad.wisc.edu).
The living expenses table is used to calculate what is need to be on a funding letter.

There are tables for the TA, PA and RA appointments. This will help you if you are funding an international student.

The graduate admissions office needs copies of funding offers to international students. We do not need to see funding letters to domestic students.

Contacts for Grad School- Phone #’s and Email.

We are here to help you, call us.
Figure 16  Link from Bulletin Board

You can also access this page  www.grad.wisc.edu  Click on Admin tab, scroll to Graduate Coordinators

Update your department contact information

Another path to access this page

Evaluations-How the Grad School reviews applicant records

A condensed view of how we review records, determine gpa, why we ask for a pro sheet, TOEFL questions, hold information, when to monitor gwis lists, and contact information.
Wisconsin Directory of International Institutions and supplement

How to evaluate the international transcript and school listings by country

Searching by country is more reliable rather than using name, since the spelling and the way the institution may be listed in ISIS may not match
The Graduate School

Wisconsin Directory of International Institutions by Country
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Albania
- Tirana University Albania

Argentina
- Pontificia Universidad Catolica Argentina
- Universidad Argentina de la Empresa
- Universidad de Buenos Aires
- Universidad de San Andres, Victoria
- Universidad Nacional de La Plata
- Universidad Nacional de Mar del Plata
- Universidad Nacional de Tucuman
- Universidad Nacional del Litoral

Armenia

Figure 17  **Search by country to match listing in ISIS**

**Does the student require a TOEFL?**

**Grading system:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>S</td>
<td>Outstanding</td>
</tr>
<tr>
<td>9</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>8</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>7</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>6</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>E</td>
<td>Marginal</td>
</tr>
<tr>
<td>0</td>
<td>U</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Some Indian institutions award class on last year semester.

**Language of instruction:** English.

**Advanced degrees:**
- Master’s: 1.5-2 years after appro

Figure 18  **English must be the language of instruction**
Figure 19

A combination of another language and English is not acceptable for exemption from the TOEFL requirement.

- Testscores (ETS Verification 800-257-9547)

If you receive a paper score and it is not posted in ISIS, you can verify the test scores by calling this number. They will ask you a few questions about the score results you received.

Once this is verified, initial the paper and send it to the graduate admissions office. We will manually enter the test scores into ISIS.

English Proficiency Policy

This guide has been created for use by University of Wisconsin-Madison graduate programs. Applicants with specific questions should contact international evaluators at the Graduate School.

Every applicant whose native language is not English is required to present an official English proficiency test score. English proficiency is a skill or competence acquired through practice and use. Country of citizenship does not exempt applicants from this requirement. Language of instruction at the college or university level, and how recent it has been, are the determining
factors in meeting this requirement.
Applicants are exempt if:

- English is the exclusive language of instruction at the undergraduate level; or
- they have earned a degree from a regionally accredited U.S. college or university not more than 5 years prior to the anticipated semester of enrollment; or
- they have completed at least two full-time semesters of graded course work, exclusive of ESL courses, in a U.S. college or university, or at an institution outside the U.S. where English is the exclusive language of instruction, not more than 5 years prior to the anticipated semester of enrollment. See the individual school profiles for the language of instruction information as stated in the Wisconsin Directory of International Institutions
- they have completed their undergraduate education in Puerto Rico.

Scores must be less than two years old, as of the start of the admission term.

**MINIMUM STANDARDS**
The Graduate School's required minimum scores are:

- **computer based TOEFL no longer is given, but test scores are in ISIS**

<table>
<thead>
<tr>
<th></th>
<th>Paper Based TOEFL</th>
<th>Computer Based TOEFL</th>
<th>Internet Based TOEFL</th>
<th>IELTS</th>
<th>MELAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum possible score</td>
<td>677</td>
<td>300</td>
<td>120</td>
<td>9</td>
<td>99</td>
</tr>
<tr>
<td>A. No ESLAT required</td>
<td>580-677</td>
<td>237-300</td>
<td>92-120</td>
<td>7-9</td>
<td>82-99</td>
</tr>
<tr>
<td>B. ESLAT* required</td>
<td>550-579</td>
<td>213-236</td>
<td>80-91</td>
<td>6.0-6.9</td>
<td>77-81</td>
</tr>
<tr>
<td>C. Pro sheet † and Dean's approval required</td>
<td>&lt;=549</td>
<td>&lt;=212</td>
<td>&lt;=79</td>
<td>&lt;=5.9</td>
<td>&lt;=76</td>
</tr>
</tbody>
</table>
Finding Test Scores in ISIS

The easy way to find test scores in ISIS - type in test results in the search box.

Don’t use the campus id to find test scores. Search by name. There can be multiple ids for one person and the test score may be listed under one id and the application may have another id.

If you find that your applicant has a test score listed under a different id from their application id, please contact the alpha split in the graduate admissions office. We will merge the test score that is under the wrong id to the application id.

It would help us out if you send us the applicant’s empl id rather than the campus id.

Example:

![Diagram showing EMPL ID and Campus ID](image-url)
Communication Tools

Creating a template: Go to task bar, select Communication with applicants

TO CREATE A TEMPLATE:

1) Create a Template Name: Each template must have a name like "Fee not paid" or "Admission Recommendation"

2) The From Person's Name and From Email Address will be the "From" name and address seen by the recipient of the email. These may not be left blank. This would most likely be the graduate coordinator's name or email address. This should be the email address that get the email if the applicant clicks reply.

For help creating a template, click on red question mark by TEMPLATE
3) The **Subject** should be informative without being too long. This may not be left blank. (Blank subjects are more often tagged as Spam.)

4) The **Message** can contain anything you would like to say. There is a list of merge codes that can be copied and pasted within the body of your message. (see sample message below)

Once your message is complete, choose: Save this template (no send). It will become part of your template list. You can create as many templates as you like.

Remember, it is better to keep your templates somewhat generic. For example, "Recommended for Admission" would be better as a subject line than "Recommended for Fall 2008 Admission", otherwise you would have to create a template for each term. If you are on your Fall 2008 GWIS list, the merge code `<semester> <enroll_yr>` will automatically pull into your template "Fall 2008". If you are on the Spring 2009 GWIS list, the same merge codes will pull in "Spring 2009" without creating a new template. Therefore, you can use the same template for the fall, spring and summer terms.

**Template options:**

- **Save this template (no send)**
  - Saves the template to GWIS database. This will save a new template or overwrite anything existing for that template. For example: You previously created a "New Application" template. You make some minor changes to text of the message. This option will permanently change the "New Application" template. Does not send an email to anyone.
- **Delete this template (no send)**
  - Inactivates this template in the GWIS database. This does not affect the applicant communication history that previously used this template. You will always be able to see the exact email you sent to each applicant.
- **Test this template (sends a copy to the "From Email Address")**
  - Sends an email to the address listed in the *From email address* field. This allows you to preview the email before sending to your applicants
- **Use this template(send to selected applicants)**. Sends the email to selected applicants from the GWIS list page. The names are also listed at the top of the page.
Saved templates are accessed by clicking on communication with applicants, click select template.

You can send mass emails or just one by checking the box for each applicant.

You can check the history of your communications.
Managing groups using the Task bar

Arrange your groups according to any criteria your admission committee or admission faculty may need to see.

Example:

![Image of group management interface]

Figure 25

You can arrange your applicants in groups of your choosing - Select for Group.
GWIS codes, the ones you should check for and may require action by you.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G00</td>
<td>Available for Recommendation</td>
</tr>
<tr>
<td></td>
<td>App fee is paid. Available for department recommendation.</td>
</tr>
<tr>
<td>G02</td>
<td>Missing Records</td>
</tr>
<tr>
<td></td>
<td>Missing academic records/transcripts. GS examiner notifies applicant through a note in the application status check.</td>
</tr>
<tr>
<td>G06</td>
<td>GS Follow-Up</td>
</tr>
<tr>
<td></td>
<td>Additional or updated information requested from applicant.</td>
</tr>
<tr>
<td></td>
<td>Most of the time we will be asking the student for information so check the notes in OASIS</td>
</tr>
<tr>
<td></td>
<td>But it may require the program to also contact the student to take some action</td>
</tr>
<tr>
<td>G07</td>
<td>Change of Session</td>
</tr>
<tr>
<td></td>
<td>GS requires written notification from dept or applicant. GS enters G07 code, then department needs to make recommendation.</td>
</tr>
<tr>
<td>G08</td>
<td>Reentry Request</td>
</tr>
<tr>
<td></td>
<td>GS has received written notification from dept/applicant. Available for departmental recommendation.</td>
</tr>
<tr>
<td>G10</td>
<td>Prosheet Request</td>
</tr>
<tr>
<td></td>
<td>Prosheet requested. Justification required from department</td>
</tr>
<tr>
<td></td>
<td>(Examples: low TOEFL, low GPA, narrative transcript, education not comparable to a US degree).</td>
</tr>
</tbody>
</table>

**Program Action=RECONSIDERATION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G09</td>
<td>Reconsideration - Same Session</td>
</tr>
<tr>
<td></td>
<td>Previously denied/withdrawn applicant can be reconsidered for same session.Requested by applicant/department.</td>
</tr>
</tbody>
</table>

**Application status check in My UW for applicants**

**Click on OASIS on the applicant page** to view what is on the applicants My UW
This is what the applicant will see in their application status check in their MyUW page

Applicants do not see the notations in blue

This can help you when you receive questions about the checklist, test scores, or any other application materials. The applicant will be able to see whether the materials were received.

You can edit the content of your checklist.

Tools:
- GWIS-Lite Users Authorization Tool
- GWIS-Lite URL: https://my.gradsch.wisc.edu/gwis-
- GWIS Query and Reporting Tools
- Program/Unit Directory Information
- Adjust Program deadline, checklist items, and etc.
Why look at GWIS after your applicants have been admitted?

When your admission process for the term you are working on has concluded- It is helpful to go through your GWIS list and enter the G58 code to withdraw all of the applicants you did not select. It does make your list easier to navigate through.

<table>
<thead>
<tr>
<th>Program Action=WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>G58-Dept Withdrawal</td>
</tr>
<tr>
<td>Dept withdraws and notifies applicant (i.e. app fee not paid, applicant not coming, incomplete file)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Action=APPLICANT WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>G59-Applicant Withdrawal</td>
</tr>
<tr>
<td>Applicant Denied Program Offer of Admission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Action=DENY</th>
</tr>
</thead>
<tbody>
<tr>
<td>G90-Dept Refusal</td>
</tr>
<tr>
<td>Dept refuses admission and notifies applicant</td>
</tr>
</tbody>
</table>

Your admitted applicant has decided not to attend UW-Madison- Enter the G59 code into ISIS before they are matriculated for that term

Your admitted student did not have a final degree when admitted- They were temporarily admitted and will need to provide the Graduate Admissions office a final transcript from their institution they attended for their degree. The transcript
must have the bachelor degree posted and the date the degree was conferred.

There will be a note on their OASIS/My UW status check.

Once the Graduate admissions office has received the final transcript, you can see this in the applicant page in GWIS.

**EDUCATION**

**Self- Reported SAV: 3.1**

**Undergrad GPA:**

**School:** Metropolitan State University

Saint Paul

BA UGRD 12/15/2012

01/03/2013 (transcript received date)

The degree will be posted in ISIS and it will be listed under the school your new graduate student received it from.