

# BATTEN APPLICATION WALKTHROUGH

Minor in Public Policy and Leadership

# PART ONE: CREATING YOUR ACCOUNT

*You will need to create an account if you have not previously applied to Batten or made an appointment with a member of the Admissions team!*

# STEP ONE: VISIT OUR WEBSITE

To start your application, visit [batten.virginia.edu](https://batten.virginia.edu) and hit **APPLY** in the top right corner.

The health and safety of our community is our top priority. [PLEASE VISIT THE UNIVERSITY'S "RETURN TO GROUNDS" WEBPAGE FOR THE LATEST INFORMATION AND RESOURCES FOR THE FALL 2020 SEMESTER.](#) →

**UVA** FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY

ABOUT BATTEN LIFE FACULTY & RESEARCH ACADEMICS ADMISSIONS & AID **APPLY** MORE ☰ 🔍

**APPLY NOW**

## Activate Your Purpose.

[EXPLORE OUR MPP PROGRAM](#)

### Confronting Challenges in Racial Justice and Equity: A Collection of Batten Community Efforts

[READ MORE](#)

# STEP TWO: CREATE AN ACCOUNT

*Create an account if you have not previously applied to Batten or made an appointment with a member of the admissions team.*

UNIVERSITY OF VIRGINIA | FRANK BATTEN SCHOOL OF LEADERSHIP and PUBLIC POLICY | Online Application | Sign Out

**UNIVERSITY OF VIRGINIA** | **FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY**

**Welcome to the Batten School Application Portal**

Before starting your application, consult the [Academic Programs](#) page to determine the program that's best for you. For information on the application process and requirements, navigate to the [Applying to Batten](#) page and explore individual program pages.

**Submitting Your Application**  
To begin an application to the Batten School, you must first create an account using the Sign Up link in the box to the right. Once your account is created, Sign In to the application portal with your established username and password. If you have submitted an application previously, you can use the same credentials to login.

**Status of Your Application**  
You can check the status of your submitted application at any time through the application portal. Additionally, when the Batten School receives each of your letters of recommendation, you will be notified by email.

**Questions?**  
Contact the Batten School Office of Admissions at [BattenAdmissions@virginia.edu](mailto:BattenAdmissions@virginia.edu).  
If you need any technical assistance, contact the Batten School IT Support at [BattenITSupport@virginia.edu](mailto:BattenITSupport@virginia.edu).

**Sign In**

Username

Password

**SIGN IN**

[Sign Up | Forgot Password](#)



# Fill in your personal information and hit “Create Account.”



FRANK BATTEN SCHOOL  
of LEADERSHIP and PUBLIC POLICY

## Welcome to the Batten School Application Portal

### Create Account

You must create an account to begin your application. After submitting the required information, you will receive an email with instructions to create a password.

### Questions?

Contact the Batten School Office of Admissions at [BattenAdmissions@virginia.edu](mailto:BattenAdmissions@virginia.edu).  
If you need any technical assistance, contact the Batten School IT Support at [BattenITSupport@virginia.edu](mailto:BattenITSupport@virginia.edu).

### Sign Up

\* indicates a required question

First Name\*

Last Name\*

Email Address\*

Birth Date\*  mm/dd/yyyy

Are you a UVA Student?\*  Yes  No

UVA ComputingID

Anticipated Start Term\*

Anticipated Degree Program\*

Policy Area Interest\*

[Create Account](#)

[Back to Sign In](#) | [Forgot Password](#)

*Your account is now created, and you will create a new password using the link in your email.*



FRANK BATTEN SCHOOL  
of LEADERSHIP and PUBLIC POLICY

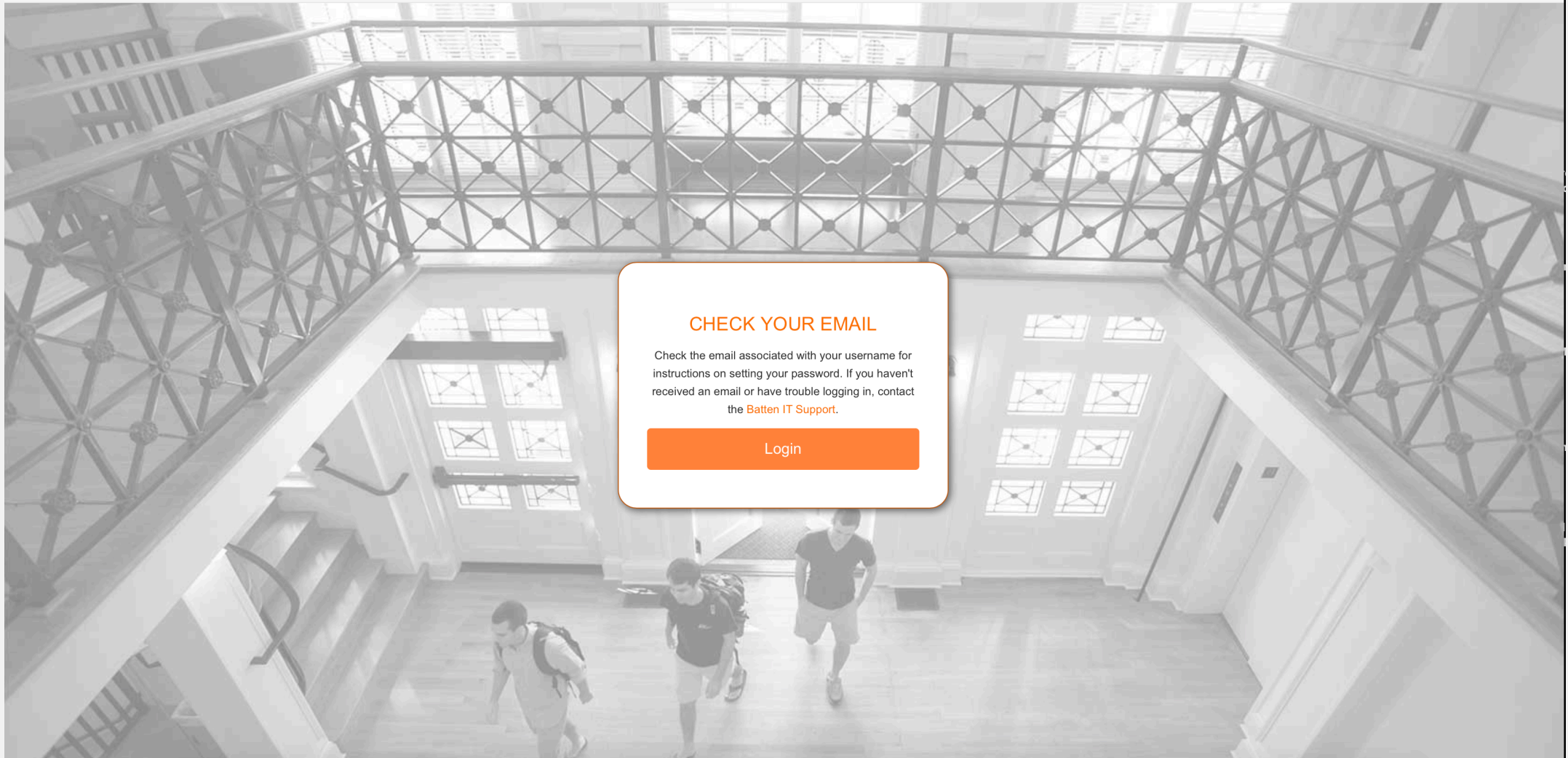
Online Application

 Log In

### CHECK YOUR EMAIL

Check the email associated with your username for instructions on setting your password. If you haven't received an email or have trouble logging in, contact the [Batten IT Support](#).

Login



*Use this email to create a new password and return to the application portal.*

Your new University of Virginia - Batten School password > Inbox x



**University of Virginia - Batten School** fbsadmissions@virginia.edu via zgma8yhkzkcuvs.36-j47reaa.na82.bnc.salesforce.com  
to me ▾

12:35 PM (0 minutes ago)



Hi Courtney Test,

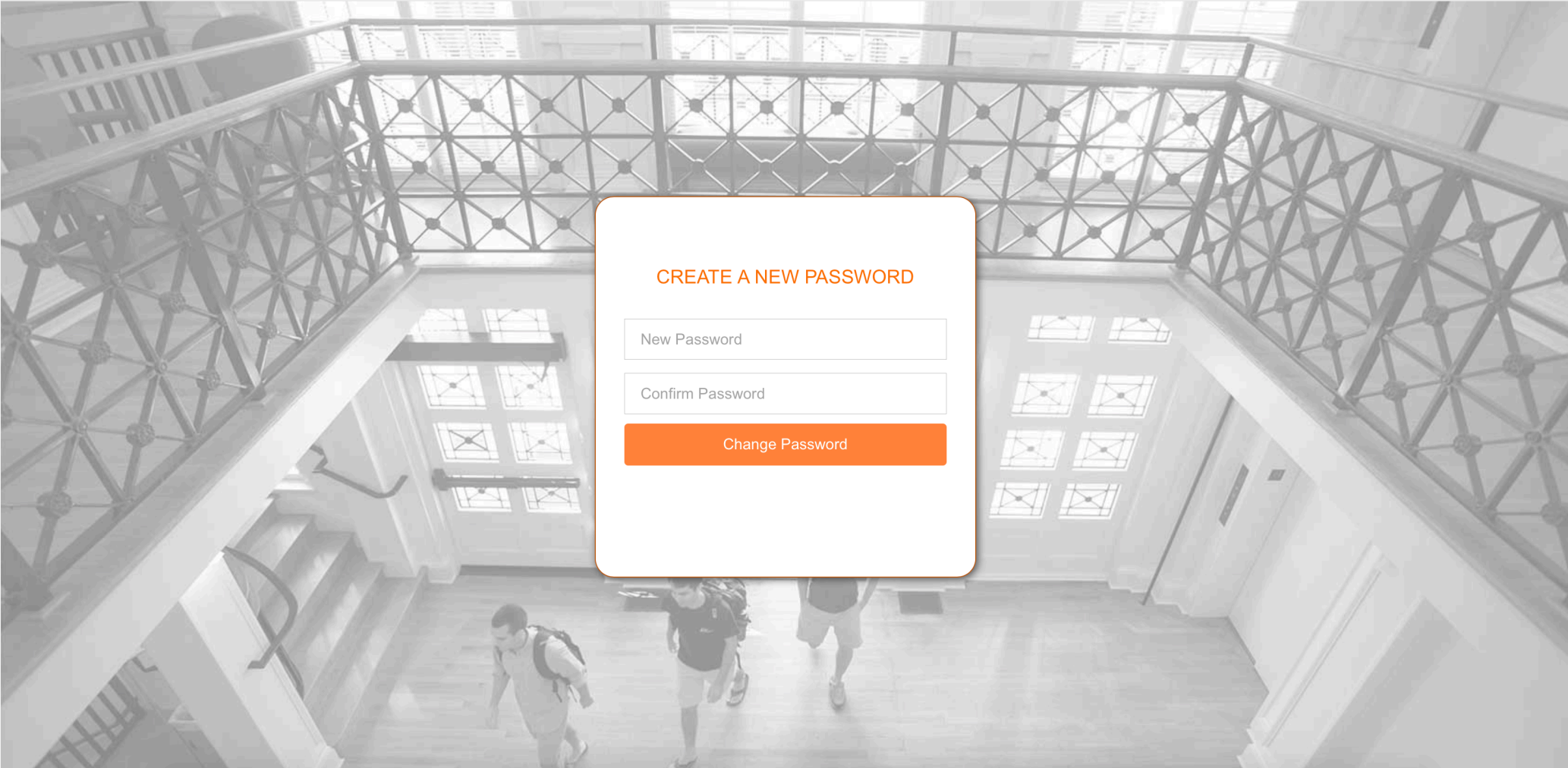
Please click [here](#) to set a password for University of Virginia - Batten School.

Thanks,  
Frank Batten School of Leadership & Public Policy

↩ Reply

➡ Forward

*Create a new password. This will be the password you will use to log back into the portal to continue working on your application.*



# STEP THREE: START A NEW APPLICATION

*You have now entered your applicant dashboard. From here, you can view all your applications to Batten as well as start a new application.*

The screenshot displays the applicant dashboard for the University of Virginia - Batten Online Application. The page is divided into two main sections: 'Applications' and 'My Events'. In the 'Applications' section, there is a message 'No Applications Started' and a prominent blue button labeled 'START A NEW APPLICATION' which is circled in orange with an arrow pointing to it. The 'My Events' section contains the text 'You have not registered for any upcoming events.' and a 'Go To...' dropdown menu. The top of the page features the University of Virginia logo and the Frank Batten School of Leadership and Public Policy name.

Since you are applying for the minor, select “Start Application” under “Undergraduate.”

The screenshot displays the 'Online Application' page for the University of Virginia's Frank Batten School of Leadership and Public Policy. The page is divided into two main sections: 'Undergraduate' and 'Graduate'. Each section features a circular progress indicator showing '1% COMPLETE'. Below each progress indicator is an orange 'START APPLICATION' button. The 'Undergraduate' button is highlighted with a thick orange oval and a black arrow pointing to it from the bottom right. In the top right corner, there is a 'Sign Out' link with a user icon. The top left corner contains the university and school logos.

UNIVERSITY OF VIRGINIA | FRANK BATTEN SCHOOL OF LEADERSHIP and PUBLIC POLICY

Online Application

Sign Out

Undergraduate

1% COMPLETE

START APPLICATION

Graduate

1% COMPLETE

START APPLICATION



Select the minor program and Fall 2021 entry and hit “Start Application.”

### New Application

What program are you applying for?

Please select one



Term

Please select one




START APPLICATION



# RETURNING TO THE APPLICATION

*After logging back into the portal, you can look at the status of all your Batten applications. Click on each application to continue working on it.*

UNIVERSITY OF VIRGINIA - BATTEN  
Online Application

 UNIVERSITY of VIRGINIA

FRANK BATTEN SCHOOL  
of LEADERSHIP and PUBLIC POLICY

My Applications [START NEW](#)

My Events [Go To...](#)

- 86% MINOR IN PUBLIC POLICY & LEADERSHIP APPLICATION >
- 71% BACHELOR OF PUBLIC POLICY AND LEADERSHIP APPLICATION >
- 54% ACCELERATED MASTER OF PUBLIC POLICY APPLICATION >
- 100% MASTER OF PUBLIC POLICY APPLICATION  
Congratulations! Your application is under review. >

You have not registered for any upcoming events.

## PART TWO: THE APPLICATION

*\*Note: You do not need to complete the application in one sitting. You can use your account information to log back into the portal as many times as you need to complete the application!*

# NAVIGATING THE APPLICATION

*This is the opening screen of the application. You can use the sidebar navigation to jump back and forth between sections without scrolling.*

The screenshot displays the application's opening screen. At the top, there is a header bar with a back arrow, the University of Virginia logo, and the text 'FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY'. To the right of the header are 'Sign Out' and 'REVIEW YOUR APPLICATION' buttons. Below the header is a navigation bar with a hamburger menu icon (circled in orange with an arrow pointing to it) and the text 'Instructions'. A vertical sidebar navigation menu is located on the left side of the page, featuring a series of colored dots (green, yellow, grey) representing different sections. The main content area contains a white box with the text: 'Before you get started, visit the Batten School admissions website for instructions on the application process.' Below this text is a 'SAVE AND CONTINUE' button. The page is divided into sections, with 'Biographical Information' visible below the main content area. A red dot next to the 'Instructions' section title indicates it is a required section.

THESE ARE THE MAIN SECTIONS OF THE APPLICATION, AND THE DOTS HELP YOU TO TRACK YOUR PROGRESS.

- AN OPEN CIRCLE IS A SECTION THAT HAS NOT YET BEEN STARTED.
- A YELLOW CIRCLE INDICATES A SECTION THAT IS MISSING SOME INFORMATION.
- A GREEN CIRCLE MEANS YOU HAVE INCLUDED ALL REQUIRED INFORMATION FOR THE SECTION.



## Application Sections



### Application Instructions



Biographical Information -Undergraduate



Contact Information



Visit to Batten



Application Information



Academic History



Resume/CV



Public Policy and Leadership Minor



Essay



Addendum



Disciplinary History



Honor Code

# SECTION ONE: BIOGRAPHICAL INFORMATION

*You will have to fill in information for each line that has a red dot next to it. You do not have to include information for every question.*

Biographical Information

First / Given  
• Test

Middle Name  
Test

Last / Family  
• Test

Suffix  
▼

**Preferred Name (if applicable)**

Preferred Name  
Noah

**Previous Name (if applicable)**

First / Given Previous

Middle Name Previous

Last Name Previous



## Biographical Information

### Previous Name (if applicable)

First / Given Previous

---

Middle Name Previous

---

Last Name Previous

---

Suffix Previous

Please select an option



---

To previous

Month

▼ Day

▼ Year



---

From Previous

Month

▼ Day

▼ Year



---

Would you like to report another previous name?

## Biographical Information

● Sex assigned at Birth

Male

Female

**The University of Virginia supports LGBTQIA students and does not discriminate based on responses to the following optional questions. Please see our non-discrimination statement for more information. Responses will not be used in the admissions decision-making process, but may be used to establish or connect students with potential resources.**

If you would like the opportunity, we invite you to identify your non-binary gender identity.

---

Do you identify as a gender or sexual minority (e.g. Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, etc.)?

Yes

No

# Biographical Information

Birthdate  
● Apr

Birth Place  
Country  
United States of America (US)

City  
Cville

State  
Virginia

## Legal Residence

What is your country of legal residence?  
● United States

If your country of legal residence is the United States, what is your state of legal residence?  
● VA

If your state of legal residence is Virginia, what is your county of legal residence?  
● Albemarle

## Citizenship

Primary Citizenship  
● United States



Secondary Citizenship  
Please select an option



Citizen Status  
●



## Primary Language Spoken

What is your primary language?  
● English



If you are already in the U.S. but are not a U.S. citizen or registered U.S. Permanent Resident, what type of visa/status do you hold?  
Please select an option



## Biographical Information

### **Ethnicity**

Are you Hispanic / Latino? (That is, a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)

- Yes  
 No

Race (select one or more of the following races)

- African American  
 Native American  
 Asian American  
 Asian/Indian Subcontinent  
 Hispanic/Latino  
 Mexican American/Chicano  
 Native Hawaiian/Pacific Islander  
 Puerto Rican  
 White/Caucasian  
 Other

• Are you a U.S. Armed Services veteran?

- Yes  
 No

• Are you a member of ROTC?

- Yes  
 No

• Are you a first generation college student? A first-generation student is defined as someone whose parent(s) or legal guardian(s) have not completed a bachelor's degree.

- Yes  
 No

• Do you have a spouse, partner, or family member that is a current applicant, student, or alumni at the University of Virginia?

- Yes  
 No

• Do you have a spouse, partner, or family member that is a current applicant, student, or alumni of the Batten School?

- Yes  
 No

**SAVE AND CONTINUE**



# SECTION TWO: CONTACT INFORMATION

## Mailing Address

Country

- United States of America (US) ▼

Street address line 1

- Fill in your permanent or home address here!

Street address line 2

City

- City

State

- Virginia



Zip

- 22901

Mailing address valid for use until what date? If date is unknown, leave blank.

Month

▼ Day

▼ Year

▼ X

## Permanent Address

Is your permanent address the same as your mailing address? If yes, please choose Home from the list below.

- Home ▼

## Contact Info

Telephone

**Please include at least one telephone number below to facilitate our communication with you.  
Use this format for phone w/ area code: (###) ###-####**

Cell Phone

• (123) 466-7988

---

Alternate Phone

---

Work Phone

(123) 466-7988

---

Email

• YourComputingID@virginia.edu

---

**SAVE AND CONTINUE**

## SECTION THREE: VISIT TO BATTEN

*Select “yes” if you have engaged with our office or attended one of our events, including advising appointments, information sessions, one-on-ones with one of our Ambassadors, or another event. Selecting “no” will not hurt your application.*

Visit to Batten

● = REQUIRED

Have you visited the Batten School?

● Yes



SAVE AND CONTINUE

# SECTION FOUR: APPLICATION INFORMATION

*This information helps us to track our engagement with prospective students. You can fill in up to three people you've met with to discuss Batten, including other members of the UVA community, like association deans. Use this spot is to list any honors, awards, need-based financial aid, or merit scholarships you have received. Leaving this blank will not affect your application.*

Application Information

• = REQUIRED

**Please list any honors, awards, need-based financial aid, or merit scholarships you have received since leaving high school and explain the basis of selection (e.g. Dean's List, Questbridge Scholar, Posse Scholar, Blue Ridge Scholar, Rainey Scholar, Echols Scholar, Jefferson Scholar, and/or other research, academic, or travel grants).**

Test

---

**List any current students or alumni of the Batten School, University faculty members, or administrators (if any) with whom you've spoken to or interacted with regarding the Batten School. There is no penalty for not entering contacts in this section, it simply helps us track our engagement.**

Contact #1

---

Contact #2

---

Contact #3

---

SAVE AND CONTINUE

# SECTION FIVE: WORK EXPERIENCE AND COMMUNITY ENGAGEMENT

Use this space to provide a high level overview of 3-4 relevant job, volunteer, internship, and/or extracurricular activities you feel best exhibit your practical leadership, engagement in your community, and/or passion for policy or making an impact. If you do not remember exact dates, please provide an estimate, and if it is a current role, leave the end date blank. (Examples: Resident Advisor, UVA Housing and Residence Life, August 15, 2020 - present; Intern, Center for Economic Analysis, June 1, 2019 - August 31, 2019; Food Server, Aramark, August 24, 2019 - May 1, 2020)

**Please limit any high school activities to 2 submissions**

Title

---

Organization

---

Start Date

Month

▼ Day

▼ Year

▼ X

End Date

Month

▼ Day

▼ Year

▼ X

Estimated Hours Per Week

---



 **ADD WORK EXPERIENCE AND SCHOOL/COMMUNITY ENGAGEMENT**

# SECTION SIX: ACADEMIC HISTORY

**To enter your school name (i.e., University of Virginia), you must start TYPING the name of the institution and it will appear once you begin. Transfer students, please list other institutions attended in addition to the University of Virginia and be sure to include an unofficial transcript from that institution.**

*(Note: If you have not yet completed your studies, please list anticipated degree earned and degree conferral year.)*

School (Please select "Unknown School" if it is not listed)

- University of Virginia (Charlottesville, VA)

Degree Earned

- Bachelor of Arts ▼

Degree Conferral Year

2023

Start Date (Please provide an estimated date)

- Aug ▼ 20 ▼ 2019 ▼ X

End Date (Please provide an estimated date)

- May ▼ 20 ▼ 2023 ▼ X

Major (if you are a current student without a major, enter undeclared)

- Undeclared


Second Major

- Cumulative GPA for degree. (4.00 maximum) ⊕



● GPA for courses in major/concentration. (4.00 maximum; if you are undeclared, list your cumulative GPA) 

GPA for 2nd Major 

Please specify if your school has a unique grading scale 

**Please upload your unofficial transcript here for the Admissions Committee to review. Please be sure to verify the document for quality and readability before uploading.**

Upload Documents

● No file selected 

This field is required.

 **ADD ACADEMIC HISTORY**

Please complete the missing fields.

**SAVE AND CONTINUE**

# SECTION SEVEN: RESUME/CV

Be sure to utilize [UVA's Career Center](#) to polish up your resume!

Resume / CV

● = REQUIRED

**Please upload your Resume or CV here. Please ensure that this document includes, but is not limited to, the following information: leadership roles held, employment history, your interest in one/more policy area or societal issues, relevant internships and jobs and your role(s) in those positions, and roles in relevant school- and community-based organizations.**

*Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.*

Upload your Resume or Curriculum Vitae.

● No file selected



This field is required.

 **ADD ATTACHMENT**

**SAVE AND CONTINUE**

# SECTION EIGHT: MINOR IN PUBLIC POLICY & LEADERSHIP

*These questions are aimed to track an applicant's progress on prerequisites. Students can complete the prerequisites while applying to Batten with no effect on their application status.*

• Did you take the prerequisite Microeconomics (ECON 2010)?

- Yes  
 No

• Are you currently enrolled in Microeconomics (ECON 2010)?

- Yes  
 No

• Did you take the prerequisite Social Psychology (PSYC 2600) or Foundations of Behavioral Science (LPPL 3100)?

- Yes  
 No

• Are you currently enrolled in Social Psychology (PSYC 2600) or Foundations of Behavioral Science (LPPL 3100)?

- Yes  
 No

● Did you take AP Calculus?

Yes

No

● Did you take AP Statistics?

Yes

No

● Did you take AP Microeconomics?

Yes

No

If you are NOT applying to the Minor in the spring of your 2nd Year, please include a short statement explaining why you are interested in pursuing this program on an alternative timeline.



SAVE AND CONTINUE

# SECTION NINE: ESSAY

*Please upload your essay as a .doc or .pdf file!*

Essays

● = REQUIRED

**Why do you want to study the minor in public policy and leadership? In other words, what motivates you to apply to this minor program?**

*Please limit your answer to 250 words and add a word count at the bottom of your essay.*

Upload Document

● No file selected



This field is required.

SAVE AND CONTINUE

# SECTION TEN: OPTIONAL APPLICATION ADDENDUM

Addendum

● = REQUIRED

There is no penalty for not submitting an application addendum. However, some applicants may have additional information that would be useful for the admissions committee. Feel free to amplify positive dimensions of your background not covered elsewhere or give insight into seemingly negative information in your application (e.g. course withdrawals, light course loads, gaps in your academic record, etc.). In particular, you should use this space to detail extenuating circumstances relating to the coronavirus pandemic, including things like your decision regarding Spring 2020 grades (CR/NC vs. letter grades), reduced internship or extracurricular opportunities, or personal hardship. Please format your response as a letter to the admissions committee, not to exceed one page.

Upload Document

No file selected



**SAVE AND CONTINUE**

# SECTION ELEVEN: DISCIPLINARY HISTORY

*Answering “yes” to any of these questions will not automatically discount your application from consideration. You can use the optional application addendum to explain.*

## Disciplinary History

● = REQUIRED

- Have you ever been the subject of an academic or non-academic disciplinary action, or been suspended or expelled from school for any disciplinary or honor code infraction?

Yes  
 No

- Have you ever been convicted of (or is any charge now pending against you for) any violation of federal, state, local or international law? You do not need to report minor traffic violations that did not result in injury to others. Charges related to reckless driving and driving under the influence of alcohol or other drugs are not “minor traffic violations” and must be reported.

Yes  
 No

SAVE AND CONTINUE

# SECTION TWELVE: HONOR CODE & SUBMIT

Honor Code

● = REQUIRED

**Honor Code and Application Agreement:** I understand that as a student at the University of Virginia, I will be participating in the Honor System. I agree to support and abide by the Honor System, which prohibits lying, cheating, and stealing. I understand and accept that the Honor System is administered entirely by student representatives, including investigations, adjudications, and appeal review, and that violations may result in permanent expulsion and revocation of any University degree. I understand that I must notify the Office of Admission in writing if either my mailing or my e-mail address should change.

**Click below to read an explanation of the Honor System or a description of the Honor Committee governing documents.**

Link to Honor Code:

<http://www.virginia.edu/honor/overview/>

Description of Honor Committee governing documents:

<http://www.virginia.edu/honor/governing-documents/>

● Honor Code Agreement

Yes

SAVE AND REVIEW APPLICATION



# REVIEW AND SUBMIT YOUR APPLICATION

## Instructions EDIT

**Before you get started, visit the Batten School admissions website for instructions on the application process.**

## Biographical Information EDIT

● First / Given	Test
Middle Name	Test
● Last / Family	Test
Suffix	No Suffix
<b>Preferred Name (if applicable)</b>	
Preferred Name	Noah

### Previous Name (if applicable)

86% COMPLETE

SUBMIT YOUR APPLICATION

*You can submit your application once all sections are complete and the submit button is orange!*