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 and hit APPLY in the top right corner.
Create an account if you have not previously applied to Batten or made an appointment with a member of the admissions team.
Fill in your personal information and hit “Create Account.”
Your account is now created, and you will create a new password using the link in your email.
Use this email to create a new password and return to the application portal.

Hi Courtney Test,

Please click here to set a password for University of Virginia - Batten School.

Thanks,
Frank Batten School of Leadership & Public Policy
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.
Since you are applying for the minor, select “Start Application” under “Undergraduate.”
Select the minor program and Fall 2021 entry and hit “Start 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.

<table>
<thead>
<tr>
<th>My Applications</th>
<th>My Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>86%</strong> MINOR IN PUBLIC POLICY &amp; LEADERSHIP APPLICATION</td>
<td></td>
</tr>
<tr>
<td><strong>71%</strong> BACHELOR OF PUBLIC POLICY AND LEADERSHIP APPLICATION</td>
<td></td>
</tr>
<tr>
<td><strong>54%</strong> ACCELERATED MASTER OF PUBLIC POLICY APPLICATION</td>
<td></td>
</tr>
<tr>
<td><strong>100%</strong> MASTER OF PUBLIC POLICY APPLICATION</td>
<td>You have not registered for any upcoming events.</td>
</tr>
</tbody>
</table>
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!
This is the opening screen of the application. You can use the sidebar navigation to jump back and forth between sections without scrolling.
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.
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.

<table>
<thead>
<tr>
<th>Biographical Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First / Given</td>
</tr>
<tr>
<td>Test</td>
</tr>
<tr>
<td>Middle Name</td>
</tr>
<tr>
<td>Test</td>
</tr>
<tr>
<td>Last / Family</td>
</tr>
<tr>
<td>Test</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Preferred Name (if applicable)</td>
</tr>
<tr>
<td>Preferred Name</td>
</tr>
<tr>
<td>Noah</td>
</tr>
<tr>
<td>Previous Name (if applicable)</td>
</tr>
<tr>
<td>First / Given Previous</td>
</tr>
<tr>
<td>Middle Name Previous</td>
</tr>
<tr>
<td>Last Name Previous</td>
</tr>
<tr>
<td><strong>Biographical Information</strong></td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
</tbody>
</table>

**Previous Name (if applicable)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First / Given Previous</td>
<td></td>
</tr>
<tr>
<td>Middle Name Previous</td>
<td></td>
</tr>
<tr>
<td>Last Name Previous</td>
<td></td>
</tr>
</tbody>
</table>

**Suffix Previous**

- **Please select an option**

**To previous**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
</tbody>
</table>

**From previous**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
</tbody>
</table>

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
  - 23
  - 1992

- **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
Biographical Information

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
- Yes

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
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

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
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.
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 to list any honors, awards, need-based financial aid, or merit scholarships you have received. Leaving this blank will not affect your application.
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**

<table>
<thead>
<tr>
<th>Title</th>
<th>Organization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Estimated Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td>Year</td>
</tr>
</tbody>
</table>

ADD WORK EXPERIENCE AND SCHOOL/COMMUNITY ENGAGEMENT
### SECTION SIX: ACADEMIC HISTORY

**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.)*

<table>
<thead>
<tr>
<th>School (Please select &quot;Unknown School&quot; if it is not listed)</th>
<th>University of Virginia (Charlottesville, VA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Earned</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>Degree Conferral Year</td>
<td>2023</td>
</tr>
<tr>
<td>Start Date (Please provide an estimated date)</td>
<td>Aug 20</td>
</tr>
<tr>
<td>End Date (Please provide an estimated date)</td>
<td>May 20</td>
</tr>
<tr>
<td>Major (If you are a current student without a major, enter undeclared)</td>
<td>Undeclared</td>
</tr>
<tr>
<td>Second Major</td>
<td>Cumulative GPA for degree. (4.00 maximum)</td>
</tr>
</tbody>
</table>
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.
Be sure to utilize UVA’s Career Center to polish up your resume!
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.
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.
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.
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

- 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
Honor Code

**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/](http://www.virginia.edu/honor/overview/)

- Honor Code Agreement

- [ ] Yes

[Save and Review Application]
REVIEW AND SUBMIT YOUR APPLICATION

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

Biographical Information

- First / Given: Test
- Middle Name: Test
- Last / Family: Test
- Suffix: No Suffix

Preferred Name (if applicable)
Preferred Name: Noah

Previous Name (if applicable)

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