BATTEN APPLICATION WALKTHROUGH

Accelerated Master of Public Policy

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.



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.



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.

Your new University of Virginia - Batten School password 😕 💷

University of Virginia - Batten School fbsadmissions@virginia.edu via zgma8yhkzkcuvz.36-j47reaa.na82.bnc.salesforce.com to me 👻

FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY

Hi Courtney Test,

-

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

Thanks, Frank Batten School of Leadership & Public Policy



Forward

12:35 PM (0 minutes ago) 🛛 🛠 🖌

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2

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.

UNIVERSITY OF VIRGINIA - BATTEN Online Application	1			8
UNIVERSITY VIRGINIA	FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC	C POLICY		
Applications		My Events		Go To 🗸
No Appli Start A	Cations Started		You have not registered for any upcoming events.	

Since you are applying for the Accelerated MPP, select "Start Application" under "Graduate."



Select the Accelerated MPP program and Fall 2021 entry and hit "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.



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.



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.



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			• = REQUIRED
•	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 Suffix Previous Please select an option \sim To previous Month 🗸 Day ✓ Year ~ х From Previous Month 🗸 Day ✓ Year ✓ X

Would you like to report another previous name?

= REQUIRED

• Sex assigned at Birth



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.)?



Birthdate		1002	
Apr	✓ 23	▼ 1992	
Birth Place			
Country			
United States of America	(US)		
City			
Cville			
State			
Virginia		~	
Legal Residence			
What is your country of legal residence	2?		
United States			
If your country of legal residence is the	e United States, what is your state of legal re	sidence?	
VA			
If your state of legal residence is Virgin	ia, what is your county of legal residence?		
Albemarle			



= REQUIRED

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)

YesNo

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?	
--	--



• Are you a member of ROTC?



• 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.

YesNo

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

YesNo

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

YesNo

SAVE AND CONTINUE

SECTION TWO: CONTACT INFORMATION

rica (US)		~
t or home address here!		
	✓ ^{Zip} 22901	
il what date? If date is unknown, leave blank. V Day	✓ Year	~ x
	t or home address here!	rica (US) t or home address here!

Contact Info



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: LANGUAGES SPOKEN

If you do not speak another language, please leave this section blank. No response to this question will not affect your application review.

Languages Spoken

Other than English, please list all the languages you speak and your level of proficiency. ∡ SAVE AND CONTINUE = REQUIRED

SECTION FIVE: 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).	
	² 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	

SECTION SIX: 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

Organization			
Start Date			
Month	✓ Day	✓ Year	~
End Date			
Month	✓ Day	✓ Year	~

+) ADD WORK EXPERIENCE AND SCHOOL/COMMUNITY ENGAGEMENT

SECTION SEVEN: RESUME/CV

Be sure to utilize <u>UVA's Career Center</u> to polish up your resume!

esume / CV		• =
	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: APPLICATION FEE WAIVER

This year, the Batten School is not charging an application fee for all applicants. You do not need to do anything in this section except hit "save and continue."

Application Fee Waiver

We know the global pandemic has presented students with a unique set of challenges as they contemplate their future academic path. In this particular moment, ethical, resilient, solutions-oriented policy leaders are needed more than ever. Batten is committed to fostering an intellectual community that is innovative, inclusive, and equitable. *In this spirit, the application fee has been waived for all applicants to Batten programs for the 2020-21 academic year.*

SAVE AND CONTINUE

= REQUIRED

SECTION NINE: VA STATUS

We do not preference in-state students in the review process. This is an important step if you are admitted into the program to complete to receive in-state tuition in the second year of the program. A second question will appear if you select "yes" to this first question.

VA Status

= REQUIRED

If you believe you qualify for in-state Virginian status, you must apply directly with UVA's Provost's Office using the following link: https://vastatus.virginia.edu/applications-forms-domicile-status. Choose Batten School of Leadership and Public Policy under School Forms and follow the submission guidelines on the form. If you have any questions, please direct them to the contact listed on the form. The Provost's Office will be in communication with the Batten School once they have reviewed your residency application.

We recommend prospective students complete this form at the same time as completing the application. If not, the form should be completed no later than April 15th. This will ensure that you will receive in-state tuition privileges if you decide to enroll at the Batten School.

Do you qualify for Virginia In-State tuition?



SAVE AND CONTINUE

SECTION NINE: VA STATUS, CONTINUED

This second question will only appear if you select "yes" for the first question. Answering "no" will not affect your application status.



SECTION TEN: ACADEMIC HISTORY

Academic History

= REQUIRED

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 EarnedBachelor of Arts			~
Degree Conferral Year 2022			
Start Date (Please provide an estimated da • Aug	te) ~ 1	✓ 2018	✓ X
End Date (Please provide an estimated dat • May	^{e)} ~ 20	✓ 2022	∨ X

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

Second Major

Cumulative GPA for degree. (4.00 maximum)

Academic History

SECTION ELEVEN: TECHNICAL EXPERIENCE

These questions are aimed to understand if prospective students have experience with technical software. Answering "no" to any or all of these questions will not affect the status of your application.

Technical Experience	● = REQUIRED
Experience with statistical software programs is not a prerequisite for the Batten MPP. This information will be used to gain better understanding of proficiency levels for the incoming class. Rate your level of proficiency with the following	
Microsoft Excel Please select an option	*
 R programming Please select an option 	~
STATAPlease select an option	~
 Python Please select an option 	~
sas Please select an option	~
spssPlease select an option	~
Tableau • Please select an option	×

SAVE AND CONTINUE

SECTION TWELVE: ACCELERATED MASTER OF PUBLIC POLICY

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.

Accelerated Ma	ster Of Public Policy		● = REQUIRED
	Prerequisite Coursework		
	• Anticipated number of credits earned by program enrollment in the Fall?	٢	
	Please specify which general education curriculum you are enrolled in. College Curriculum 	~	
	 Have you completed an AP Calculus, Statistics or Microeconomics course? Yes No 		
	 Did you take the prerequisite Microeconomics (ECON 2010)? Yes No 		
	 Are you currently enrolled in Microeconomics (ECON 2010)? Yes No 		

Accelerated Master Of Public Policy

Accelerated Master Of Public Policy

• Have you taken a calculus course not listed above?

YesNo

• Are you currently enrolled in a calculus course?

YesNo

If you are applying to the Accelerated MPP prior to your 3rd Year, please include a short statement explaining why you are interested in pursuing this program on an expedited timeline.

SAVE AND CONTINUE

SECTION THIRTEEN: ESSAYS

Please upload your essays as a .doc or .pdf file!

What is the motivation behind your decision to study policy? What wo experience has best equipped you for graduate studies in leadership a this experience has impacted your personal growth.	ork, activity, or educational and public policy? Please describe how
Please limit your answer to 500 words and include a word count at the botton	n of your essay.
Upload Document	
 No file selected 	命
This field is required.	
One of our aims is to enhance students' ability to lead in a diverse and you had to work across lines of difference to improve some outcome.	l divided world. Tell us about a time
Please limit your answer to 250 words and include a word count at the botton	n of your essay.
Upload Documents	
No file selected	ආ ආ
This field is required.	
Describe a time when you faced a significant failure or setback in som and how you dealt with it.	ething you were trying to accomplish
Please limit your answer to 250 words and include a word count at the bottom	n of your essay.
Upload Documents	
 No file selected 	ф
This field is required.	
	SAVE AND CONTINUE

SECTION FOURTEEN: 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

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SAVE AND CONTINUE

SECTION FIFTEEN: RECOMMENDATIONS

Recommendations	• = REQUIRED
CHANGE RECOMMENDER Please provide two (2) recommenders for your application. All recommendations must be submitted electronically, so it is essential you provide a valid email address for each reference. When you fill in your recommender's email and select "save," they will be sent a link to submit their letter describing your academic abilities, readiness for graduate study, professional goals, and interest in public policy and leadership. Consider asking for one academic reference at the collegiate level, and the other from an employer, mentor, research supervisor, coach, or other person who knows your work outside of the classroom. When Batten receives each of your recommendations, you will be notified by email.	
• First Name	
• Last Name	
• Email Address	
Phone	
Personal Note To Recommender	
• Title	
• Employer	
Relationship to You	
SAVE AND CONTINUE	

SECTION SIXTEEN: 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 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 No SAVE AND CONTINUE

SECTION SEVENTEEN: 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

SAVE AND REVIEW APPLICATION

REVIEW AND SUBMIT YOUR APPLICATION

C	Review Your Application		University of Virginia - Batten
Instructions		EDIT	
<u>Before you get start</u> instructions on the a	ed, visit the Batten School admissions website for application process.		86 % COMPLETE
Biographical Information	1	I EDIT	
• First / Given	Test		SUBMIT YOUR APPLICATION
Middle Name	Test		
• Last / Family	Test		
Suffix	No Suffix		
Preferred Name (if a	pplicable)		
Preferred Name	Noah		
Previous Name (if ap	pplicable)		

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