BATTEN APPLICATION
WALK THROUGH

Minor in Public Policy and Leadership
VIDEO RESOURCES
If you prefer to see the application walk through in video format, use the link on the left to watch a quick five-minute overview of the new application portal.

Additionally, the Admissions Office has a ten-minute video highlighting what we look for in applicants that you should watch before beginning an application.
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. All usernames will be your UVA email with .fbs at the end (ex. crl4sn@virginia.edu.fbs).
Fill in your personal information and hit “Create Account.”

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. If you need any technical assistance, contact the Batten School IT Support at BattenITSupport@virginia.edu.

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<thead>
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<th>Question</th>
<th>Input</th>
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<tr>
<td>First name</td>
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<td>Email address</td>
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<td>Birth Date</td>
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<td>UVA Computing ID</td>
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<td>Anticipated Start Term</td>
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<td>Anticipated Degree Program</td>
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<td>Policy Area Interest</td>
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Create Account
Back to Sign In | Forgot Password
Your account is now created, and you will set a new password using the link in your email.

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

Back to login
Hi NAME,

Thank you for registering for the Batten application portal, please set your password [here](#).  

Username: email@virginia.edu.fbs

Thank you,
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.

Change Your Password

Enter a new password for email@virginia.edu.fbs. Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Change Password

Password was last changed on 11/17/2021 11:16 AM.
STEP THREE: START A NEW APPLICATION

You have now entered the applicant portal. From here, you can access helpful application resources, view all your applications to Batten, and start a new application.
If you have any questions about our programs, you can make an appointment with the Admissions team directly from this new portal.
Since you are applying for the undergraduate minor, click the arrow next to “BA, Minor, Accelerated MPP Applications” and select “New Application.”
Select the Minor program and Fall 2022 entry and hit “Next.”
After the system loads, you may begin your application.

Success!

Please click here to access your application.
Once you begin an application you can return to it any time by selecting “My Applications.”
To return to an application, select the Application Number on the left side of the screen.
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.
NAVIGATING THE APPLICATION

The information on the right side of the screen reflect privacy and policy statements from the Admissions Office.
THESE ARE THE MAIN SECTIONS OF THE APPLICATION, AND THE DOTS HELP YOU TO TRACK YOUR PROGRESS. THE MAIN SECTION OF THE APPLICATION IS CALLED CORE APPLICATION, AND YOU CAN SEE THE SUBSECTIONS BY USING THE ARROW ON THE LEFT.

- An open circle is a section that has not yet been started.
- A blue circle with dots indicates a section is missing some information and is currently getting saved in the system.
- A green circle means you have included all required information for the section.
SECTION ONE: CORE APPLICATION

You have to fill in information for each box that has a red dot next to it. You do not have to include information for every question.
When you come to a section that has an extended instructions, highlight the text and scroll to the right to see the entire section. You can also get additional information for selected questions by hovering over the “i.”

The following optional questions will not be used in the admissions decision-making process, but may be used to establish or connect students:

Non-binary gender identity?

Instructions
Do you identify as a gender or sexual minority?
Do you identify as a gender or sexual minority?

Identify as a gender/sexual minority? --None--

What are your preferred pronouns?

She/her/hers

Other pronouns

Race (Select all that apply)

Available

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino

Chosen

Are you Hispanic or Latino/a/x? Not Hispanic or Latino

*Birthdate
Birth Country

Birth State

Birth City

* What is your Primary Citizenship?
  --None--

What is your Secondary Citizenship?
  --None--

* Citizenship Status
  --None--

Type of Visa

First-generation college student?
  --None--
Questions that appear “grayed out” are dependent on the answer to the previous question. Depending on how you answer that question, that question will be available for you to answer.
Other City

Other State/Province

Other Zip/Postal Code

Other Country

* Residency

* What is your country of legal residence?
   --None--

US State of legal Residence
   --None--

Virginia county of legal residence
   --None--

Language Skills

What is your primary language?
   --None--

Languages you speak Level of proficiency

Saved
Some questions require you to use the tabs at the top of the application to provide additional information. Once you have filled in the information, be sure to use the refresh button to transfer the data onto the core application and mark the section as complete. More information on the tabs will appear later in this walk through.
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. Answering “no” or leaving contacts blank will not hurt your application.
Contact #3

Relationship to UVA/Batten #3

UVA Connections

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

Batten Family member connection
--None--

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

UVA Family member connection
--None--
Answering “yes” to the academic disciplinary history question will not automatically discount your application from consideration. You can use the optional application addendum to explain further if needed. As noted by the policy statements on the right, students must report criminal convictions if admitted and wish to attend Batten.
SECTION TWO: AWARDS AND SCHOLARSHIPS

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).

Awards and Scholarships

Instructions

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.

Honors Awards Scholarships
SECTION THREE: MINOR PREREQUISITES

These questions are aimed to track an applicant’s progress on prerequisites. Prerequisites can be in progress at the point of application, or may be completed by August 1, 2022 without penalty.

Minor Prerequisites

Instructions

Have you completed or are you currently enrolled in the following prerequisites? Please select the course that satisfies each requirement.

Microeconomics

--None--

Grade in Microeconomics course?

Social Psychology

--None--

Grade in Social Psychology course?
Instructions

What is your anticipated number of credits earned by program enrollment in the Fall?

Anticipated UVA Credit Hours

General education curriculum

--None--

Instructions

If you are NOT applying to the minor in the spring of your 2nd Year, please include a short statement explaining why below.

Applying off-cycle?
In this section, you will upload all unofficial transcript(s) and a resume. We recommend you save your files as a .doc or .pdf. Once you have uploaded your documents, you will be able to review the document within the application itself. If needed, you can remove and reupload a document.

Application Attachments

* Unofficial Transcript: Not Submitted

No document yet

Please upload unofficial transcripts for each institution you have attended for the Admissions Committee to review. Please be sure to verify the document for quality and readability before uploading. We recommend that you use a .PDF file. You will provide the remaining information about each institution, including undergraduate major(s) and GPA, in the Academic History tab above.
Be sure to utilize UVA's Career Center to polish up your resume!

*Resume/CV: Not Submitted

No document yet

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. We recommend you upload a .PDF file to ensure all information and formatting are maintained in the upload.

Upload Files

Or drop files
In this section, you will upload your essay. The question is listed within this section. We recommend you save your files as a .doc or .pdf. Once you have uploaded your document, you will be able to review the document within the application itself. If needed, you can remove and reupload a document.

**Section Five: Essays**

**Why Batten:** Not Submitted

No document yet.

Why do you want to study the minor in public policy and leadership? In other words, how will a minor focused on public policy complement your academic studies and career pursuits?

*Please limit your answer to 400 words and add a word count at the bottom of your essay. We recommend you upload your essay as a .PDF or .doc file.*

Upload Files

[Upload Files]
Use this space, if needed, to provide additional information about your application, including information about the impact of the pandemic on your academic and extracurricular opportunities. The addendum should be formatted as a letter to the Admissions Committee and not exceed one page.

Optional Attachments

Application Addendum: Not Submitted

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 pandemic 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.

*We recommend you upload your attachment as a .PDF or .doc file.*
You have now reached the end of the main application. Please be sure to use the tabs at the top to fill in additional information regarding your academics, extracurricular involvement, and recommenders. Once all your information is in the core application and in the tabs, you will be able to hit submit.
APPLICATION TABS
Once you navigate to this tab, you will see instructions for this section. You should provide information for each college/university you have attended.

*Note: If you are currently undeclared, please be sure to list your major as undeclared and give us your cumulative GPA only.*
Once you click “New” to start adding information for each institution, you should see the following screen. Most colleges and universities are in our system, so start typing the name of the institution for it to appear. If your school is not listed, skip that question and type the name of the school in the field below. Fill in the rest of the information and hit save. You can exit out of the screen by using the “X.” If you have additional schools to report, repeat the process.

Once your information is filled in, you can return to the main page and refresh the section to see your educational institution(s) listed. You will also attach your transcript for each school on the main application page under Application Attachments.
COMMUNITY ENGAGEMENT TAB

Once you navigate to this tab, you will see instructions for this section. You should provide information for each activity you wish to highlight from your resume.

Note: Use this space to highlight top activities, but do not include everything from your resume. If you choose to include information about activities from high school, please limit them to two submissions.
Once you click “New” to start adding information for each activity, you should see the following screen. Be sure to include the name of each organization, your position or title, the hours per week you were involved with that organization, and the start and end dates for those activities. If you are still engaged with that activity, you can leave the end date blank. You are welcome to include information about jobs, internships, volunteering, research, clubs and organizations, sports, and other engagement opportunities. There is no expectation for you to have any policy experience before the program, but if you have you can highlight those opportunities here.

Once your information is filled in, you can return to the main page and refresh the section to see your activities listed. You will also attach your resume on the main application page under Application Attachments.
RECOMMENDERS TAB

Minor applicants should NOT use this tab. It is designed for our Bachelor of Arts, Accelerated MPP, and postgraduate MPP applicants.

Please provide two (2) Recommenders for your application. Please click new and fill in all boxes below. All recommendations must be received electronically. Therefore it is essential that you provide a valid email address for each recommender.

When you fill in your recommender’s email and select “save,” they will be sent a link to submit their recommendation describing your academic abilities, professional goals, and interest in public policy and leadership. Current UVA applicants should 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.

Minor applicants should NOT complete this section.
INTERNATIONAL STUDENT TAB

Current UVA students do NOT need to fill out this section, even if they are international students or if their primary language is not English. This tab is for postgraduate MPP applicants only.

If you are an international applicant for our Master of Public Policy Program whose primary language is not English and you did not attend a primarily English-speaking university for your undergraduate studies, you are required to submit either TOEFL or IELTS exam scores. Please add your test scores below.

BA, Minor, and Accelerated MPP applicants should NOT complete this section.