

BATTEN APPLICATION WALK THROUGH

Minor in Public Policy and Leadership

VIDEO RESOURCES

VIDEO RESOURCES

[Application Walk Through](#)

[What We Look for in Applicants](#)

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.

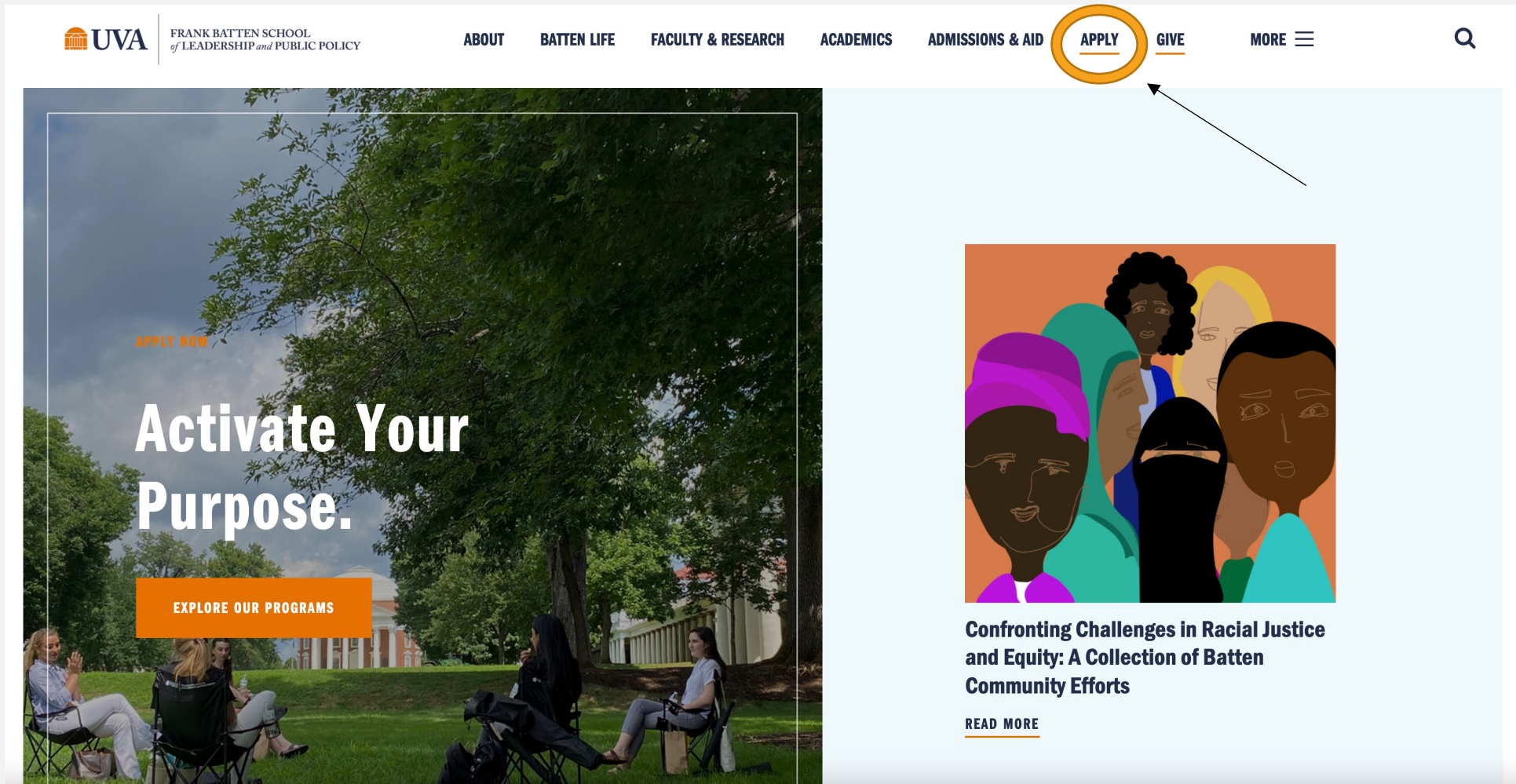
Additionally, the Admissions Office has a ten-minute video highlighting what we look for in applicants that you should watch before beginning an application.

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

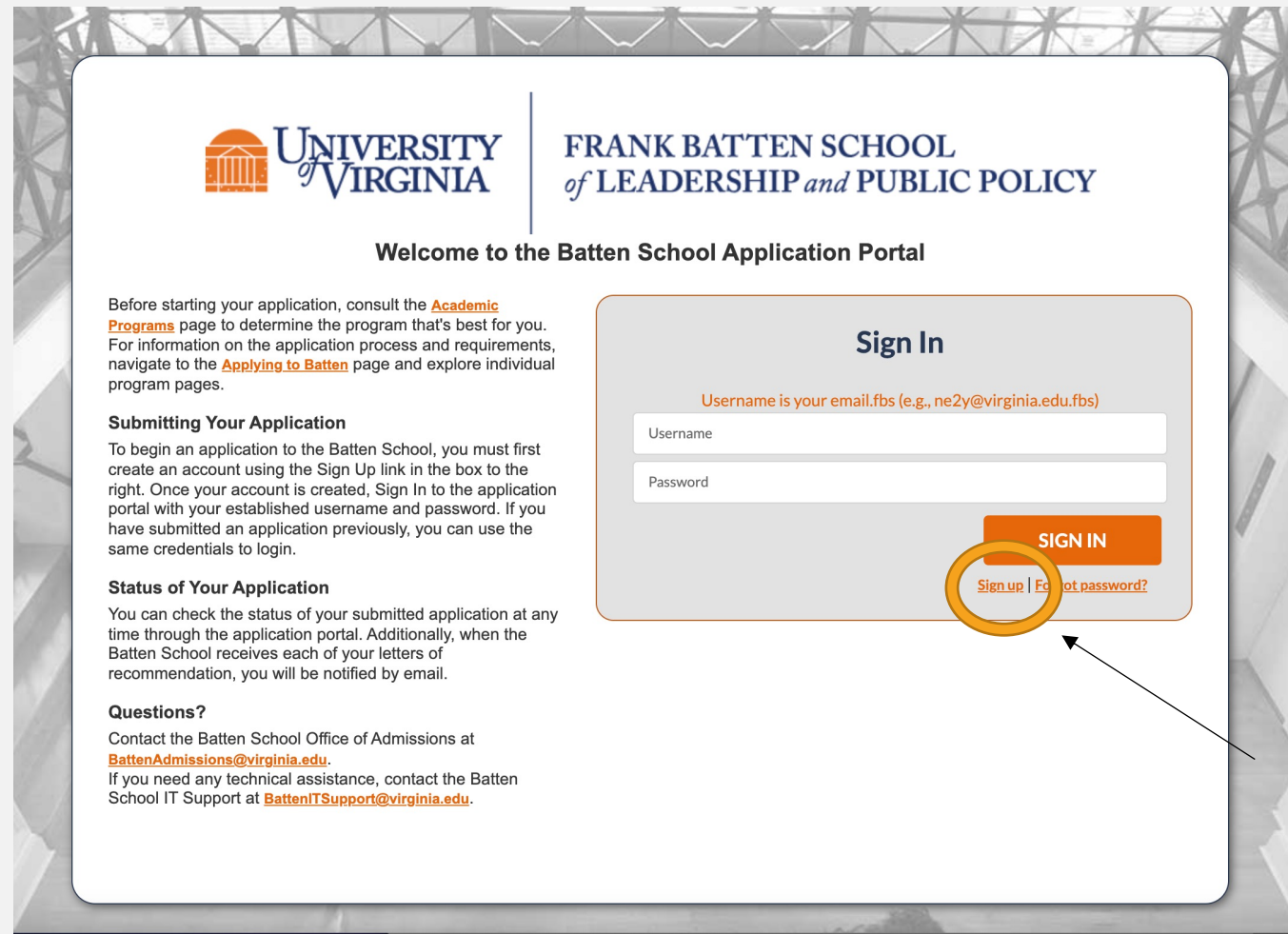
To start your application, visit batten.virginia.edu and hit **APPLY** in the top right corner.



The screenshot shows the website's navigation bar with the following items: UVA logo, FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY, ABOUT, BATTEN LIFE, FACULTY & RESEARCH, ACADEMICS, ADMISSIONS & AID, **APPLY** (highlighted with an orange circle and an arrow), GIVE, and MORE. Below the navigation bar is a large banner image of a grassy area with trees and people sitting in chairs. The banner contains the text "APPLY NOW", "Activate Your Purpose.", and "EXPLORE OUR PROGRAMS". To the right of the banner is a light blue sidebar containing an illustration of diverse people's faces and a link titled "Confronting Challenges in Racial Justice and Equity: A Collection of Batten Community Efforts" with a "READ MORE" link below it.

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. All usernames will be your UVA email with .fbs at the end (ex. crl4sn@virginia.edu.fbs).



The screenshot displays the Frank Batten School Application Portal. At the top left is the University of Virginia logo, and at the top right is the text "FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY". Below this is the heading "Welcome to the Batten School Application Portal".

On the left side, there are four sections of text:

- Before starting your application...** A paragraph advising users to consult the [Academic Programs](#) page and the [Applying to Batten](#) page.
- Submitting Your Application** A paragraph explaining the account creation process and login instructions.
- Status of Your Application** A paragraph about checking application status and receiving notifications.
- Questions?** A paragraph providing contact information for the Batten School Office of Admissions and IT Support.

On the right side, there is a "Sign In" form with the following elements:

- A heading "Sign In".
- A note: "Username is your email.fbs (e.g., ne2y@virginia.edu.fbs)".
- A "Username" input field.
- A "Password" input field.
- A blue "SIGN IN" button.
- Links for "[Sign up](#)" and "[Forgot password?](#)".

A yellow circle highlights the "Sign up" link, and a black arrow points from the right edge of the image towards it.

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

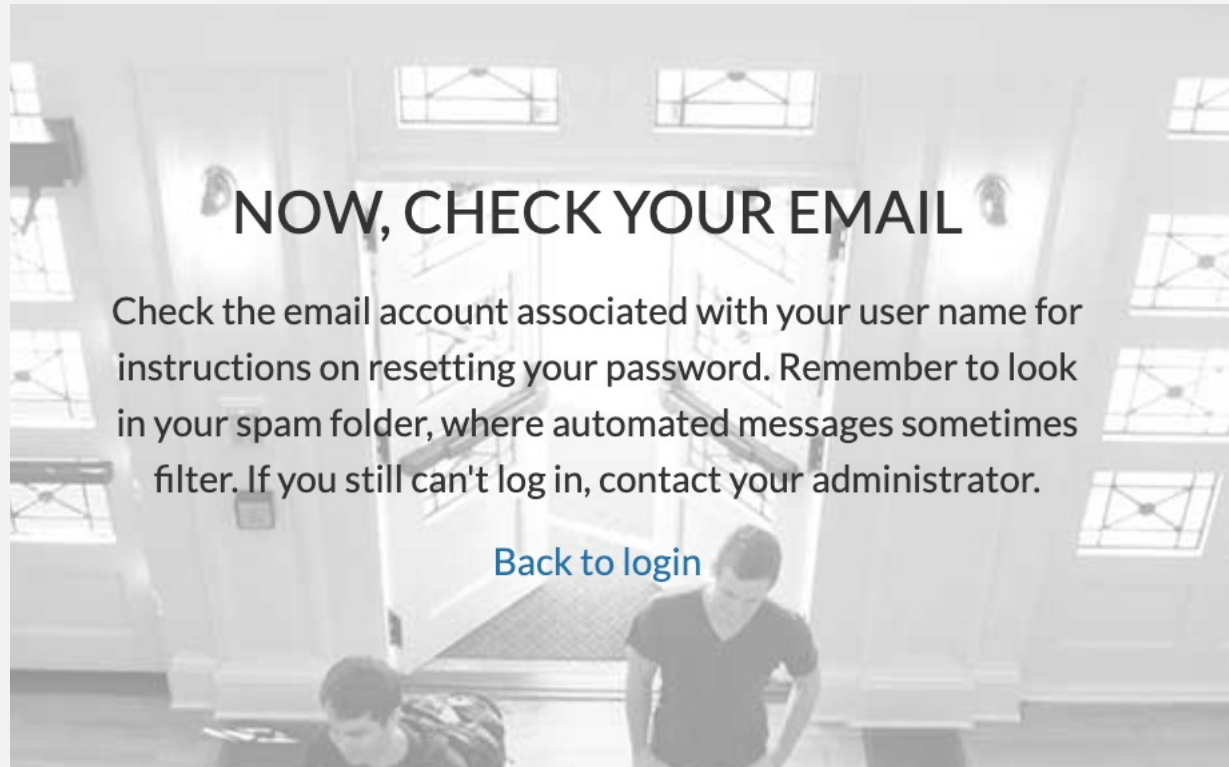
Sign Up

* First name	<input type="text" value="First name"/>
* Last name	<input type="text" value="Last name"/>
* Email address	<input type="text" value="youraddress@company.com"/>
* Birth Date	<input type="text" value=""/>
UVA Computing ID	<input type="text" value="UVA students only"/>
* Anticipated Start Term	<input type="text" value="--None--"/>
* Anticipated Degree Program	<input type="text" value="select"/>
* Policy Area Interest	<input type="text" value="select"/>

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.



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



UNIVERSITY
of VIRGINIA

FRANK BATTEN SCHOOL
of LEADERSHIP *and* PUBLIC POLICY

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.

The screenshot shows the Batten Applicant Portal dashboard. At the top is a dark blue navigation bar with the Batten logo on the left, a notification bell, and a user profile icon labeled 'TEST ACC...' on the right. Below the navigation bar is a white header with a home icon and menu items: 'BA, MINOR, ACCELERATED MPP APPLICATIONS', 'POST GRAD MPP APPLICATIONS', and 'APPOINTMENTS'. The main content area features a white background with the heading 'WELCOME TO BATTEN APPLICANT PORTAL!' centered. To the right of the tiles is a text block: 'Use any of the tiles to the left to learn more about the application and application functionality, explore what we look for in an applicant, connect with an Ambassador, and check out our Admissions blog.' On the left, there are six orange-tinted tiles arranged in a 3x2 grid. Each tile contains a photograph and a text label at the bottom: 'WHAT WE LOOK FOR IN APPLICANTS' (a woman in a white lab coat), 'FAQS' (a group of students in a meeting), 'OUR BLOG' (a building with the text 'Becoming Batten'), 'APPLYING TO BATTEN' (a student at a computer), 'CONNECT WITH AN AMBASSADOR' (a group of graduates with balloons), and 'APPLICATION WALKTHROUGHS' (students in a classroom).

WELCOME TO BATTEN APPLICANT PORTAL!

Use any of the tiles to the left to learn more about the application and application functionality, explore what we look for in an applicant, connect with an Ambassador, and check out our Admissions blog.

WHAT WE LOOK FOR IN APPLICANTS

FAQS

Becoming Batten

OUR BLOG

APPLYING TO BATTEN

CONNECT WITH AN AMBASSADOR

APPLICATION WALKTHROUGHS

If you have any questions about our programs, you can make an appointment with the Admissions team directly from this new portal.



WELCOME TO BATTEN APPLICANT PORTAL!



WHAT WE LOOK FOR IN APPLICANTS



FAQS



OUR BLOG



APPLYING TO BATTEN



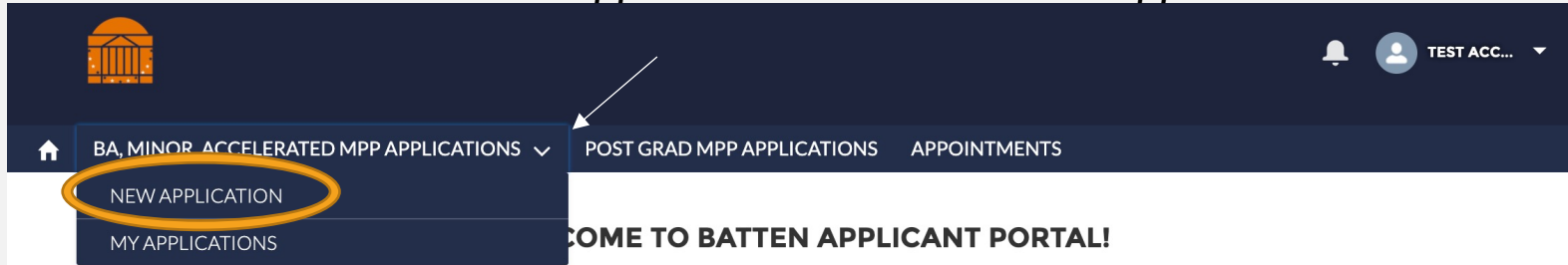
CONNECT WITH AN AMBASSADOR



APPLICATION WALKTHROUGHS

Use any of the tiles to the left to learn more about the application and application functionality, explore what we look for in an applicant, connect with an Ambassador, and check out our Admissions blog.


Since you are applying for the undergraduate minor, click the arrow next to “BA, Minor, Accelerated MPP Applications” and select “New Application.”





The screenshot shows the top navigation bar of the Batten Applicant Portal. The main menu includes 'BA, MINOR ACCELERATED MPP APPLICATIONS', 'POST GRAD MPP APPLICATIONS', and 'APPOINTMENTS'. A dropdown menu is open under 'BA, MINOR ACCELERATED MPP APPLICATIONS', with 'NEW APPLICATION' circled in orange. An arrow points to the dropdown arrow next to the main menu item. The user account is 'TEST ACC...'.


WELCOME TO BATTEN APPLICANT PORTAL!


Use any of the tiles to the left to learn more about the application and application functionality, explore what we look for in an applicant, connect with an Ambassador, and check out our Admissions blog.


- 

WHAT WE LOOK FOR IN APPLICANTS
- 

FAQS
- 

OUR BLOG
- 

APPLYING TO BATTEN
- 

CONNECT WITH AN AMBASSADOR
- 

APPLICATION WALKTHROUGHS

Select the Minor program and Fall 2022 entry and hit “Next.”



BA, MINOR, ACCELERATED MPP APPLICATIONS ▾

POST GRAD MPP APPLICATIONS

APPOINTMENTS

Start an Application

Select your program of interest and start term below to access the application.

The Accelerated Master of Public Policy, Bachelors in Public Policy & Leadership, and Minor in Public Policy & Leadership are open to current UVA undergraduates. If you have already earned a baccalaureate degree, please select the Post Grad MPP Application tab above to apply.

If you are interested in Batten’s Social Entrepreneurship Minor, you can access program information and the application from [here](#).

* Which program are you applying to?

--None--



* What term are you applying for?

--None--



Next

After the system loads, you may begin your application.



BA, MINOR, ACCELERATED MPP APPLICATIONS ▾

POST GRAD MPP APPLICATIONS

APPOINTMENTS

Success!

Please click [here](#) to access your application.

RETURNING TO THE APPLICATION

Once you begin an application you can return to it any time by selecting “My Applications.”

The screenshot shows the Batten Applicant Portal interface. At the top, there is a dark blue navigation bar with the university logo on the left and a user profile icon labeled "TEST ACC..." on the right. Below the logo, a dropdown menu is open, showing three options: "NEW APPLICATION", "MY APPLICATIONS" (which is circled in orange), and "BA, MINOR, ACCELERATED MPP APPLICATIONS". To the right of this menu are links for "POST GRAD MPP APPLICATIONS" and "APPOINTMENTS". Below the navigation bar, the main content area features a heading "WELCOME TO BATTEN APPLICANT PORTAL!". To the right of this heading is a paragraph of text: "Use any of the tiles to the left to learn more about the application and application functionality, explore what we look for in an applicant, connect with an Ambassador, and check out our Admissions blog." Below the heading and text are six content tiles arranged in a 3x2 grid. Each tile has a photograph at the top and a title at the bottom. The tiles are: 1. "WHAT WE LOOK FOR IN APPLICANTS" (a woman pointing at a chalkboard), 2. "FAQS" (a group of students studying), 3. "OUR BLOG" (a building with the text "Becoming Batten"), 4. "APPLYING TO BATTEN" (a student working on a laptop), 5. "CONNECT WITH AN AMBASSADOR" (a group of graduates with balloons), and 6. "APPLICATION WALKTHROUGHS" (students in a classroom setting).

To return to an application, select the Application Number on the left side of the screen.



TEST ACC... ▾



BA, MINOR, ACCELERATED MPP APPLICATIONS ▾

POST GRAD MPP APPLICATIONS

APPOINTMENTS



Applications AC

Recently Viewed ▾



2 items



	Applic... ▾	Applicant ▾	Applying To ▾	App... ▾	Term ▾	App... ▾	App... ▾	App... ▾	App... ▾	Pre... ▾	
1	APP-0210		Public Policy and Leadership Minor		Fall 2022	Started					▾
2	APP-0200		Bachelor of Public Policy and Leadership		Fall 2022	Started					▾

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.

Public Policy and Leadership Minor - Fall 2022

Status: Started

Submit Application

APPLICATION DETAILS | ACADEMIC HISTORY | COMMUNITY ENGAGEMENT | RECOMMENDERS | INTERNATIONAL APPLICANTS

Checklist Progress 0% Complete

Core Application

- Core Application
- Awards and Scholarships
- Minor Prerequisites
- Application Attachments
- Essays
- Optional Attachments

Application Program

Thank you for starting an application to the Batten School. * (Red asterisks) indicate required fields, everything else is optional. All application materials must be submitted by the relevant program deadline by 11:59 PM Eastern Time. See our [Applying to Batten page](#) to explore individual program requirements. Highlight the scrolling text to navigate to the end of Instructions sections, and hover over the "i" for more detailed information about specific questions. Your responses are saved automatically and you can return to your application as many times as you need. Your current application can be accessed under My Applications in the blue bar at the top of the screen.

Application Details

* First Name

Middle Name

* Last Name

Suffix

--None--

Non-discrimination Statement
The University of Virginia does not discriminate based on the basis of age, color, disability, gender identity or expression, marital status, military status, national or ethnic origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, and family medical or genetic information. [Please see our non-discrimination statement for more information.](#)

Commitment to Privacy
The University of Virginia is strongly committed to maintaining the privacy and security of confidential personal information and other highly sensitive data that it collects. Our privacy and public records obligations are governed by applicable Virginia statutes, including, but not limited to, the Virginia Privacy Protection Act of 1976, the Virginia Freedom of Information Act, and by any applicable U.S. federal laws. UVA's privacy policy can be found [here](#).

Conditions of Offer
The Batten School abides by the [UVA Honor Code](#) and [Standards of Conduct](#). The University of Virginia strives to provide a safe living, learning, and working environment for all members of our community. Although we do not ask candidates for admission into Batten to disclose criminal convictions or pending charges when they apply, we do require that admitted students provide this information before they enroll. Failure to disclose criminal convictions or pending charges is grounds for revocation of an offer of admission. When an admitted student discloses a conviction or pending charge, Batten does not automatically withdraw admission. Rather, a committee that represents varied interests evaluates the circumstances thoroughly and holistically and determines whether the student's enrollment would be consistent with the safety of the University community.

Questions? Contact the Batten School Office of Admissions at BattenAdmissions@virginia.edu. If you need technical assistance, contact Batten School IT Support at BattenITSupport@virginia.edu.

NAVIGATING THE APPLICATION

The information on the right side of the screen reflect privacy and policy statements from the Admissions Office.

Public Policy and Leadership Minor - Fall 2022

Status: Started

Submit Application

APPLICATION DETAILS ACADEMIC HISTORY COMMUNITY ENGAGEMENT RECOMMENDERS INTERNATIONAL APPLICANTS

Checklist Progress 0% Complete

- Core Application
- Awards and Scholarships
- Minor Prerequisites
- Application Attachments
- Essays
- Optional Attachments

Core Application

Application Program

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Application Details Saved

* First Name

Middle Name

* Last Name

Suffix

--None--

Non-discrimination Statement

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Questions?

Contact the Batten School Office of Admissions at BattenAdmissions@virginia.edu. If you need technical assistance, contact Batten School IT Support at BattenITSupport@virginia.edu.

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.

Checklist Progress ⓘ

0% Complete

- > ○ Core Application
- > ✓ Awards and Scholarships
- > ○ Minor Prerequisites
- > ○ Application Attachments
- > ○ Essays
- > ✓ Optional Attachments

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.

* Application Details Saved

* First Name

Middle Name

* Last Name

Suffix

Preferred Name (if applicable)

Instructions
If applicable, please fill in your previous name details below.

First / Given Previous

Middle Name Previous

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.”

Last Name Previous

Suffix Previous

From Previous

To Previous

*What is your legal sex? i

Instructions

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

Non-binary gender identity? i

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



Use the calendar icon to select dates.



Birth Country

Birth State

Birth City

* What is your Primary Citizenship?

What is your Secondary Citizenship?

* Citizenship Status

Type of Visa 

First-generation college student? 

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.

Instructions

Are you a US Armed Services veteran or active duty member? If yes, please check the box below.

US Armed Services veteran/active duty?

If yes, what is your US military status?

--None--

Are you a member of ROTC?

If yes, what is your ROTC Status?

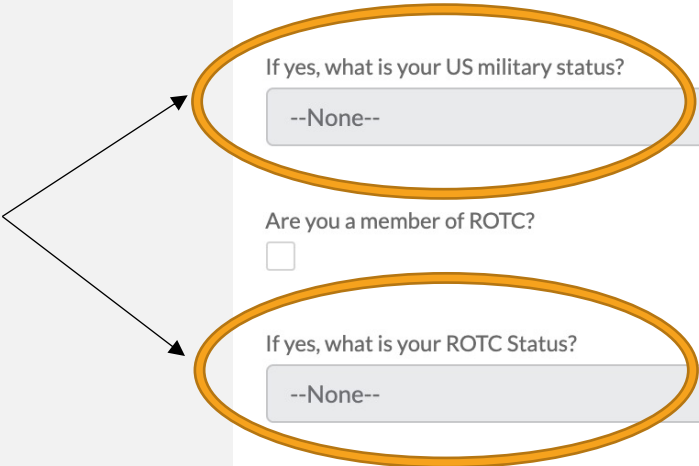
--None--

* Contact Information

Saved

* Mobile Phone

Home Phone



Mailing Street

Mailing City

Mailing State/Province


Mailing Zip/Postal Code

Mailing Country

Mailing Address Valid End Date



Other Address Type



Other Street

Other City

Other State/Province

Other Zip/Postal Code

Other Country

*** Residency**

Saved

*What is your country of legal residence?

US State of legal Residence

Virginia county of legal residence

Language Skills

Saved

What is your primary language?

Languages you speak, level of proficiency 

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.

The screenshot displays a web application interface. At the top, there are five tabs: 'APPLICATION DETAILS', 'ACADEMIC HISTORY', 'COMMUNITY ENGAGEMENT', 'RECOMMENDERS', and 'INTERNATIONAL APPLICANTS'. The 'ACADEMIC HISTORY' and 'COMMUNITY ENGAGEMENT' tabs are circled in orange. Below the tabs, on the left, is a 'Checklist Progress' section showing '0% Complete' and a list of application components: 'Core Application', 'Awards and Scholarships', 'Minor Prerequisites', 'Application Attachments', and 'Essays'. The main content area on the right contains several sections: a grey bar with the text '* Academic History - Use tab above' and a 'Saved' status; a section titled 'Education History (0)' with a refresh button circled in orange; another grey bar with the text '* Work History & Community Engagement - Use tab above' and a 'Saved' status; and a section titled 'Extra Curricular Activities (0)' with another refresh button circled in orange. Arrows point from the circled tabs to the corresponding grey bars.

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.

Interactions with Batten Saved

Instructions
This optional section allows us to track our engagement with prospective students. Answering no to these questions or leaving portions blank will not impact you

Have you visited the Batten School? ⓘ

--None--

Instructions
Please list below anyone who you've spoken to or interacted with regarding the Batten School

Contact #1 ⓘ

Relationship to UVA/Batten #1 ⓘ

Contact #2 ⓘ

Relationship to UVA/Batten #2 ⓘ

Contact #3 

Relationship to UVA/Batten #3 

UVA Connections

Saved

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

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

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.

*** Disciplinary History and Honor Code**

Saved

Instructions

Are you currently under investigation for or have you ever been the subject of an academic or non-academic disciplinary action, or bee

*** Disciplinary Action**

--None--

If yes, please describe your infraction

Instructions

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 t

*** Honor Code Agreement** 

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

Awards and Scholarships

Saved

Instructions

Please list any honors, awards, need-based financial aid, or merit scholarships you have received since leaving high school and explain t

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

* Minor Prerequisites

Saved

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 the 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? 

SECTION FOUR: APPLICATION ATTACHMENTS

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

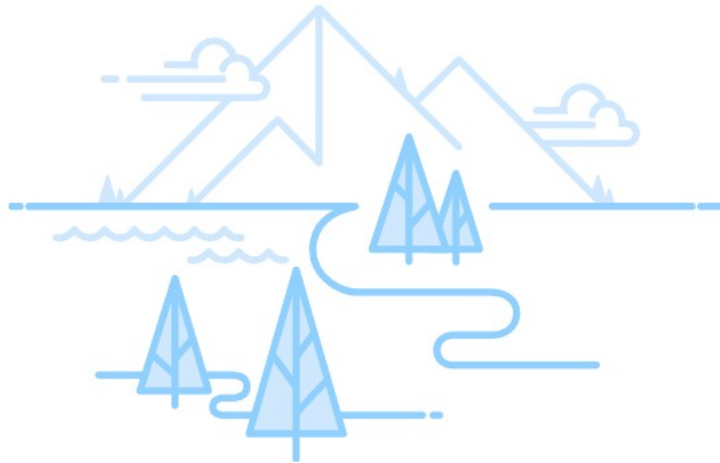
Please upload unofficial transcripts for each institution you have attended for the Admissions Committee to review. Please be sure to verify the document for quality and readability before uploading. We recommend that you use a .PDF file. You will provide the remaining information about each institution,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

Upload Files

 Upload Files Or drop files

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



Upload Files

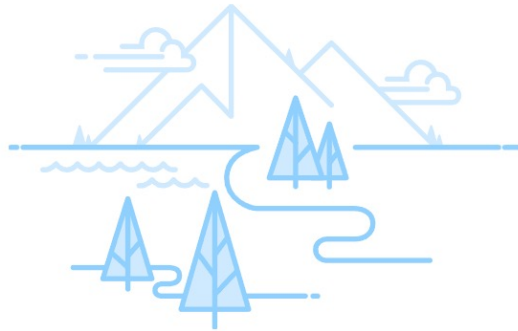
Or drop files

SECTION FIVE: ESSAYS

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.

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

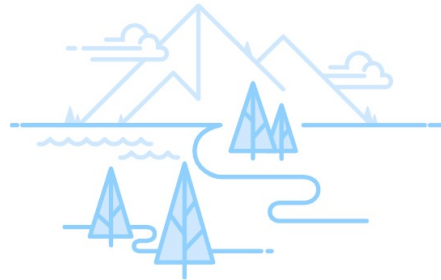
 Upload Files Or drop files

SECTION SIX: OPTIONAL APPLICATION ADDENDUM

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



No document yet

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.

Upload Files



Upload Files

Or drop files

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.

Public Policy and Leadership Minor - Fall 2022

Status: Started

APPLICATION DETAILS ACADEMIC HISTORY COMMUNITY ENGAGEMENT RECOMMENDERS INTERNATIONAL APPLICANTS

Checklist Progress ⓘ 0% Complete

- > Core Application
- > Awards and Scholarships
- ∨ Minor Prerequisites
 - * Minor Prerequisites
- > Application Attachments
- ∨ Essays
 - * Why Batten
- ∨ Optional Attachments
 - Application Addendum

No document yet

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.

Upload Files

Or drop files

You've reached the end of the application.

Non-discrimination Statement
The University of Virginia does not discriminate based on the basis of age, color, disability, gender identity or expression, marital status, military status, national or ethnic origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, and family medical or genetic information. [Please see our non-discrimination statement for more information.](#)

Commitment to Privacy
The University of Virginia is strongly committed to maintaining the privacy and security of confidential personal information and other highly sensitive data that it collects. Our privacy and public records obligations are governed by applicable Virginia statutes, including, but not limited to, the Virginia Privacy Protection Act of 1976, the Virginia Freedom of Information Act, and by any applicable U.S. federal laws. UVA's privacy policy can be found [here](#).

Conditions of Offer
The Batten School abides by the [UVA Honor Code](#) and [Standards of Conduct](#). The University of Virginia strives to provide a safe living, learning, and working environment for all members of our community. Although we do not ask candidates for admission into Batten to disclose criminal convictions or pending charges when they apply, we do require that admitted students provide this information before they enroll. Failure to disclose criminal convictions or pending charges is grounds for revocation of an offer of admission. When an admitted student discloses a conviction or pending charge, Batten does not automatically withdraw admission. Rather, a committee that represents varied interests evaluates the circumstances thoroughly and holistically and determines whether the student's enrollment would be consistent with the safety of the University community.

Questions? Contact the Batten School Office of Admissions at BattenAdmissions@virginia.edu. If you need technical assistance, contact Batten School IT Support at BattenITSupport@virginia.edu.

APPLICATION TABS

ACADEMIC HISTORY TAB

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.

APPLICATION DETAILS **ACADEMIC HISTORY** COMMUNITY ENGAGEMENT RECOMMENDERS INTERNATIONAL APPLICANTS

Please provide additional information for each institution for which you have submitted transcripts. To enter your school name, you must start TYPING the name of the institution and it will appear once you begin

(Note: If you have not yet completed your studies, please list anticipated degree earned and degree conferral year. Additionally, if you have not declared a major, please list undeclared and use your cumulative GPA as your major GPA.)

Once completed, please return to the Application Details tab and hit refresh for the section to mark as complete.



Academic History (0)

New

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.

New Education History

Application
APP-0200

Institution Name (start typing)

Institution (not available in search)

* Degree Earned

--None--

* Degree conferral year

* Start Date

End Date

* Self Reporting Major i

Self Reporting Second Major

* Cumulative GPA

Self Reported GPA Major i

Self Reported GPA 2nd Major

Unique grading scale i

CancelSave & NewSave

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.

APPLICATION DETAILS ACADEMIC HISTORY **COMMUNITY ENGAGEMENT** RECOMMENDERS INTERNATIONAL APPLICANTS

Use this space to showcase the activities from your resume you most wish to highlight. Please provide the title, organization, and dates of service for all relevant job, volunteer, and extracurricular activities. 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.

Once completed, please return to the Application Details tab and hit refresh for the section to mark as complete.



Community Activities (0)

New

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.

New Extra Curricular Activity

Information

Application
APP-0200

* Organization

* Start Date

End Date

* Position

* Hours Per Week

Cancel Save & New Save

RECOMMENDERS TAB

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

APPLICATION DETAILS ACADEMIC HISTORY COMMUNITY ENGAGEMENT **RECOMMENDERS** INTERNATIONAL 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.



Recommenders (0)

New

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.

APPLICATION DETAILS ACADEMIC HISTORY COMMUNITY ENGAGEMENT RECOMMENDERS **INTERNATIONAL APPLICANTS**

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.



Test Scores (0)

New