BATTEN APPLICATION
WALK THROUGH

Bachelor of Arts 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.
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. 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.”
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. 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.
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 major, click the arrow next to “BA, Minor, Accelerated MPP Applications” and select “New Application.”
Select the BA 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.
*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 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.

* Application Details

* 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.”

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* What is your legal sex?  
--None--

Instructions

The following optional questions will not be used in the admissions decision-making process, but may be used to establish or connect students.
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                             Chosen
American Indian or Alaska Native
Asian
Black or African American
Hispanic or Latino

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.
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.
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.
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).
SECTION THREE: BA 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.

**BA Prerequisites**

**Microeconomics**

--None--

Grade in the Microeconomics course?

**Social Psychology**

--None--

Grade in Social Psychology course?

**Introduction to Public Policy**

--None--

Grade in Introduction to Public Policy?
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 major 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.
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
In this section, you will upload your essays. The two questions are listed within this section. 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.

**Why Batten:** Not Submitted

No document yet

What is the motivation behind your decision to pursue the Batten BA? Please indicate your interest in addressing one or more policy areas or societal issues. What work, activity, or educational experience has best equipped you for studying leadership and public policy?

*Please limit your answer to 250 words and add a word count at the bottom of your essay. We recommend you upload your essay as a .PDF or .doc file.*
Lines of Difference: Not Submitted

No document yet

One of our aims is to enhance students' ability to lead in a diverse and divided world. Tell us about a time you had to work across lines of difference to improve some outcome.

Please limit your answer to 250 words and add a word count at the bottom of your essay. We recommend you upload your essay as a .PDF or .doc file.
Similar to Academic History and Work Experience & Community Engagement, this section requires 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.
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 .docx 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.

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.
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.
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.

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.
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.
Once you navigate to this tab, you will see instructions for this section. You should provide information for each recommender you wish to use.

Note: Once you fill in recommender information, they will be prompted to begin a recommendation for you. We suggest you do this early to give recommenders time to complete the form.

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.
Once you click “New” to start adding information for each recommender, you should see the following screen. Be sure to include the name, title, and employer of each recommender, as well as a valid email address. If you wish, you can also include a brief message to your recommender in the email they will receive from our system.

Consider waiving the right to review your recommendation with the FERPA Waiver question. The general assumption is that recs are confidential, and both your recommender and the Admissions Committee will give the most weight to one that provides the most honest and qualified assessment possible.

Once your information is filled in, you can return to the main page and refresh the section to see your recommenders listed.
Recommenders will receive the following form. They will also have the opportunity to attach additional comments or a traditional letter of recommendation to the form if they wish.
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.

Test Scores (0)