

# BATTEN APPLICATION WALK THROUGH

Bachelor of Arts 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](https://batten.virginia.edu) and hit **APPLY** in the top right corner.

**UVA** FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY

[ABOUT](#) [BATTEN LIFE](#) [FACULTY & RESEARCH](#) [ACADEMICS](#) [ADMISSIONS & AID](#) [APPLY](#) [GIVE](#) [MORE](#)

**APPLY NOW**

## Activate Your Purpose.

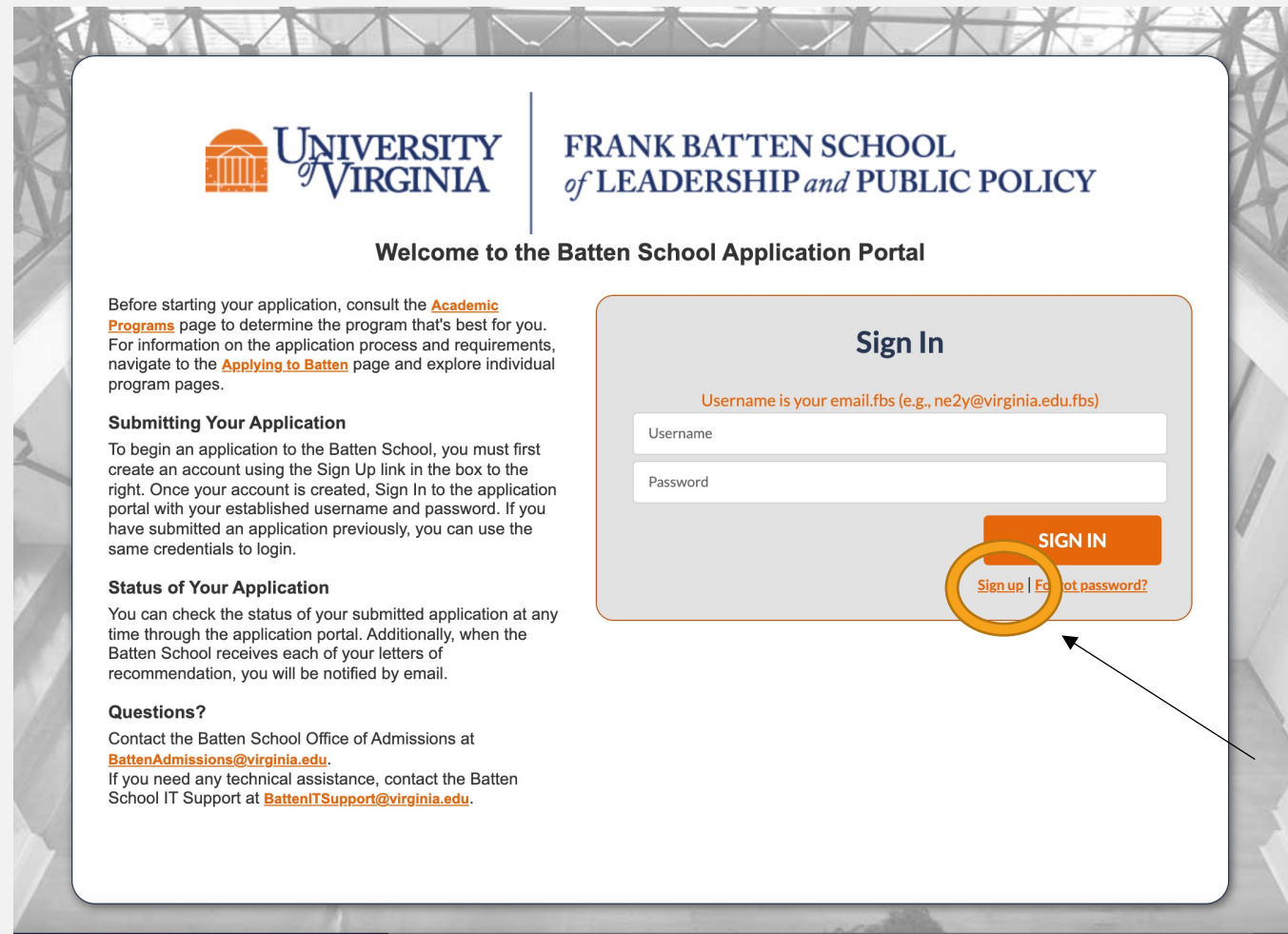
[EXPLORE OUR PROGRAMS](#)

### Confronting Challenges in Racial Justice and Equity: A Collection of Batten Community Efforts

[READ MORE](#)

# 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](mailto: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 Admissions Office ([BattenAdmissions@virginia.edu](mailto:BattenAdmissions@virginia.edu)) and IT Support ([BattenITSupport@virginia.edu](mailto:BattenITSupport@virginia.edu)).

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

- Header: "Sign In"
- Instruction: "Username is your email.fbs (e.g., [ne2y@virginia.edu.fbs](mailto:ne2y@virginia.edu.fbs))"
- Input fields for "Username" and "Password".
- A "SIGN IN" button.
- Links for "Sign up" and "Forgot password?".

A yellow circle highlights the "Sign up" link, and an arrow points from the bottom right 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](mailto:BattenAdmissions@virginia.edu).  
If you need any technical assistance, contact the Batten School IT Support at [BattenITSupport@virginia.edu](mailto:BattenITSupport@virginia.edu).

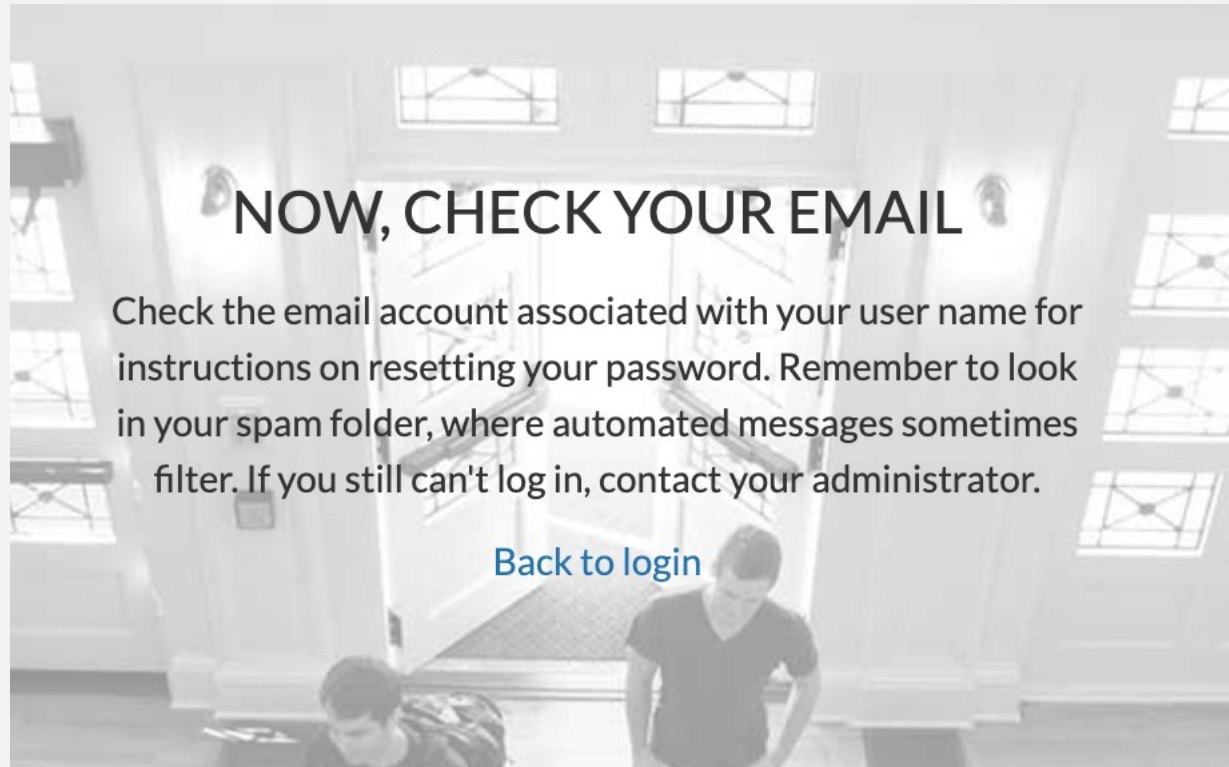
#### Sign Up

* 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

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Hi NAME,

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

Username: [email@virginia.edu.fbs](mailto: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 'WELCOME TO BATTEN APPLICANT PORTAL!' heading. 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.' The dashboard contains six interactive tiles: 'WHAT WE LOOK FOR IN APPLICANTS' (a woman in a classroom), 'FAQS' (students in a study group), 'OUR BLOG' (a building with the text 'Becoming Batten'), 'APPLYING TO BATTEN' (a student at a computer), 'CONNECT WITH AN AMBASSADOR' (graduates with balloons), and 'APPLICATION WALKTHROUGHS' (students in a lecture hall).

**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

*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

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.



OUR BLOG



APPLYING TO BATTEN

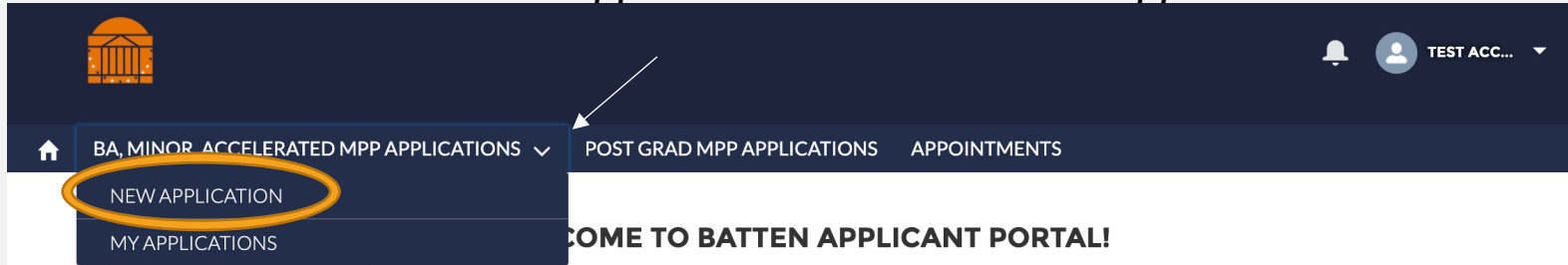


CONNECT WITH AN AMBASSADOR



APPLICATION WALKTHROUGHS


Since you are applying for the undergraduate major, 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', showing 'NEW APPLICATION' (circled in orange) and 'MY APPLICATIONS'. An arrow points to the dropdown arrow next to the main menu item.


### 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 BA 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

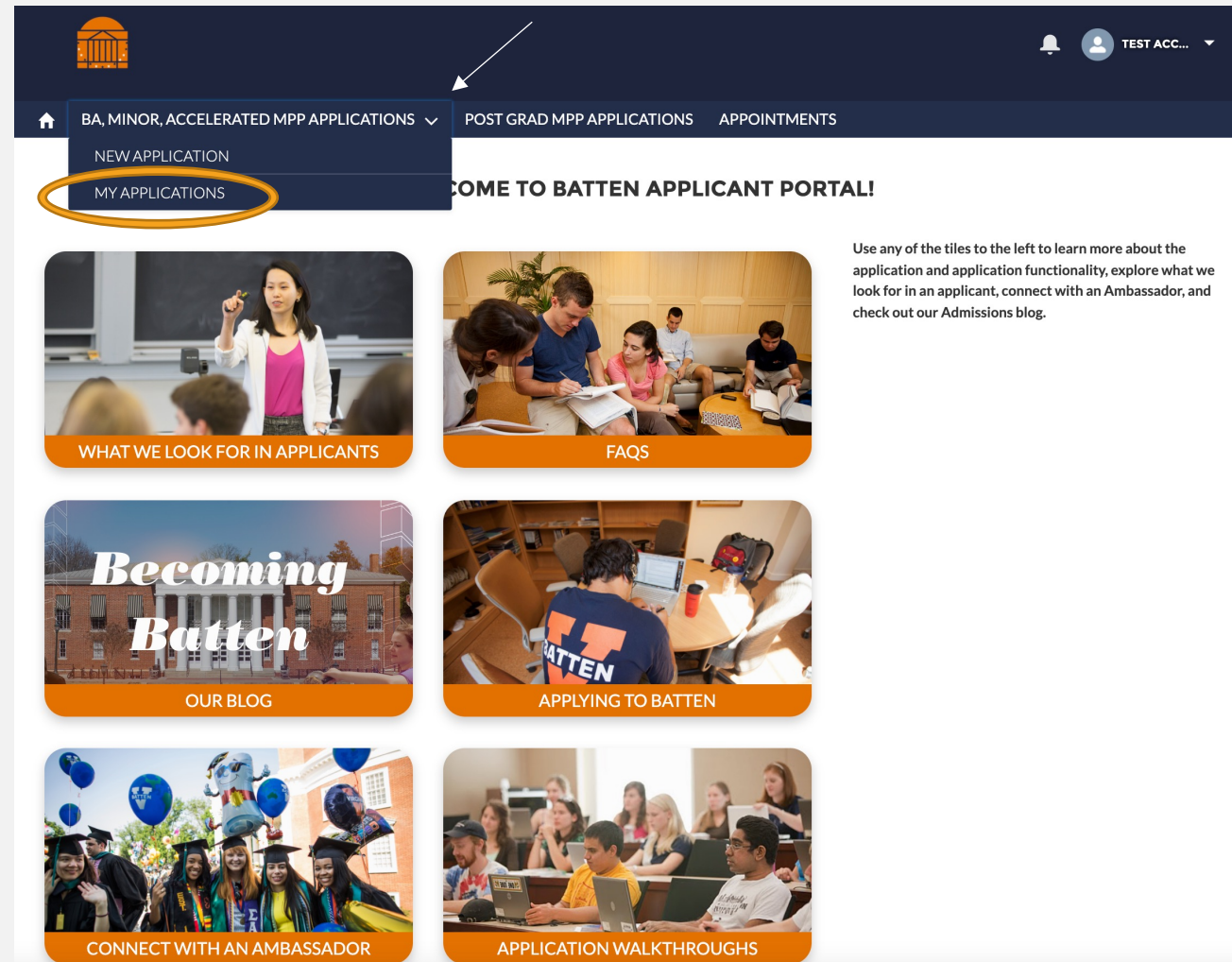
APPOINTMENTS

**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 image shows a screenshot of the Batten Applicant Portal. 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 navigation bar, a dropdown menu is open, showing three options: "NEW APPLICATION", "MY APPLICATIONS" (which is circled in orange), and "POST GRAD MPP APPLICATIONS". To the right of the dropdown, the text "APPOINTMENTS" is visible. Below the navigation bar, the main content area features a heading "WELCOME TO BATTEN APPLICANT PORTAL!". To the right of this heading, there 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 this text, there are six content tiles arranged in a 3x2 grid. Each tile has a photograph and a title: 1. "WHAT WE LOOK FOR IN APPLICANTS" with a photo of a woman pointing at a chalkboard. 2. "FAQS" with a photo of students studying together. 3. "OUR BLOG" with a photo of a building and the text "Becoming Batten". 4. "APPLYING TO BATTEN" with a photo of a student working at a computer. 5. "CONNECT WITH AN AMBASSADOR" with a photo of graduates with balloons. 6. "APPLICATION WALKTHROUGHS" with a photo of students in a classroom setting.



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



1 item



	Applica... ▾	Applicant ▾	Applying To ▾	App... ▾	Term ▾	App... ▾	App... ▾	App... ▾	App... ▾	Pre... ▾	
1	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.*

**Bachelor of Public Policy and Leadership - Fall 2022** Submit Application

Status: Started

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

Checklist Progress 0% Complete

- >  Core Application
- >  Awards and Scholarships
- >  BA Prerequisites
- >  Application Attachments
- >  Essays
- >  Recommendations
- >  Optional Attachments

### Core Application

**\* 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 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** Saved

**\* First Name**

Middle Name

**\* Last Name**

#### 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](mailto:BattenAdmissions@virginia.edu). If you need technical assistance, contact Batten School IT Support at [BattenITSupport@virginia.edu](mailto:BattenITSupport@virginia.edu).

# NAVIGATING THE APPLICATION

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

The screenshot displays the application interface for the Bachelor of Public Policy and Leadership - Fall 2022. The top navigation bar includes the university logo and user account information (TEST ACC...). The main content area is divided into several sections:

- Checklist Progress:** Shows 0% completion for the Core Application, with other sections like Awards and Scholarships, BA Prerequisites, Application Attachments, Essays, Recommendations, and Optional Attachments.
- Core Application:** Contains a 'Non-discrimination Statement' and a 'Commitment to Privacy' section, both highlighted with a red circle. The 'Non-discrimination Statement' text reads: "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." The 'Commitment to Privacy' text reads: "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:** States that the Batten School abides by the UVA Honor Code and Standards of Conduct, and that failure to disclose criminal convictions or pending charges is grounds for revocation of an offer of admission.

The user's name, Leistensnider, is visible in the form fields under the 'Application Details' section.


Checklist Progress



0% Complete



>  Core Application


>  Awards and Scholarships

>  BA Prerequisites

>  Application Attachments

>  Essays

>  Recommendations

>  Optional Attachments

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** 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?

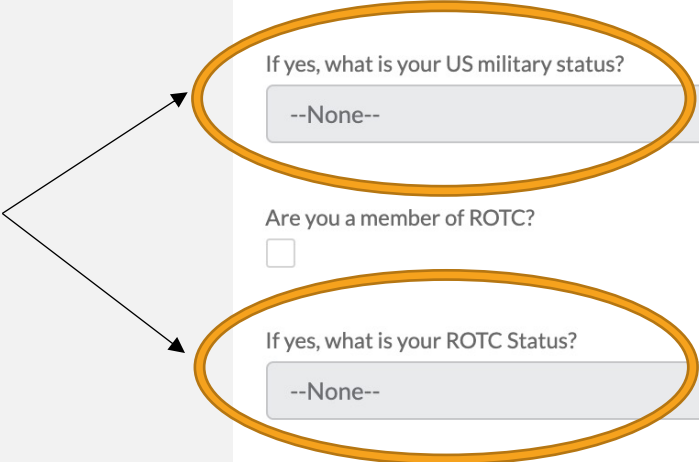
--None--

\* 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 the 'APPLICATION DETAILS' section of an application. At the top, there are four tabs: 'ACADEMIC HISTORY', 'COMMUNITY ENGAGEMENT', 'RECOMMENDERS', and 'INTERNATIONAL APPLICANTS'. The 'ACADEMIC HISTORY' and 'COMMUNITY ENGAGEMENT' tabs are circled in orange. Below the tabs, a 'Checklist Progress' bar shows '0% Complete'. A sidebar on the left lists application sections: 'Core Application', 'Awards and Scholarships', 'BA Prerequisites', and 'Application Attachments'. The main content area shows two sections: 'Education History (0)' and 'Extra Curricular Activities (0)'. Both sections have a refresh button circled in orange. A message at the top of the main content area reads '\* Academic History - Use tab above' and '\* Work History & Community Engagement - Use tab above', both marked as 'Saved'.

*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: 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**

• BA 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? ⓘ

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 

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.

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

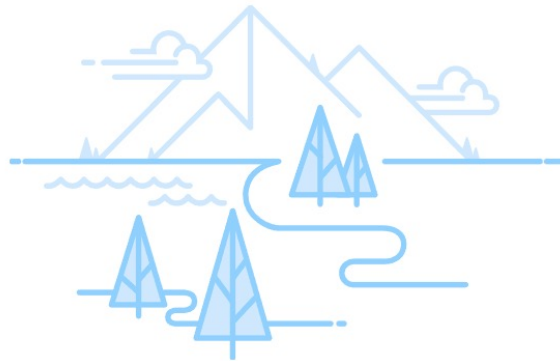
Or drop files

# SECTION FIVE: ESSAYS

*In this section, you will upload your 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.*

## Essays

\* Why Batten: **Not Submitted**



No document yet

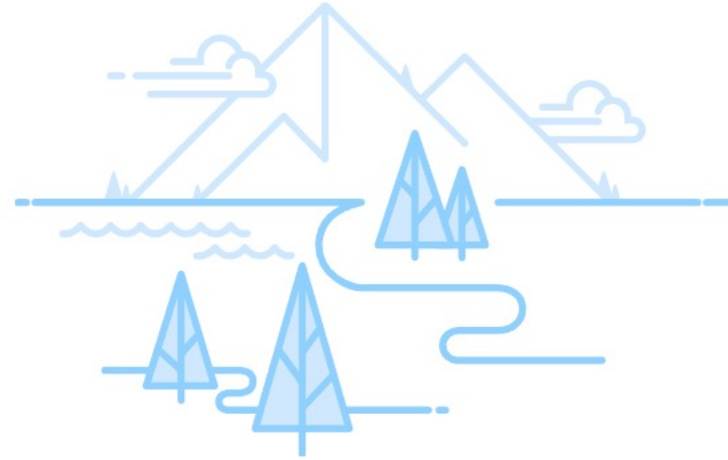
What is the motivation behind your decision to pursue the Batten BA? Please indicate your interest in addressing one or more policy areas or societal issues. What work, activity, or educational experience has best equipped you for studying leadership and public policy?

*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.*

Upload Files

 Upload Files Or drop files

\* 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.*

Upload Files



Upload Files

Or drop files

# SECTION SIX: RECOMMENDATIONS

*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.*


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

Checklist Progress ⓘ 0% Complete

- > ⋮ Core Application
- > ✓ Awards and Scholarships
- > ○ BA Prerequisites

### Recommendations

\* Recommendations - Use Tab above Saved

📁 **Recommenders (0)** 

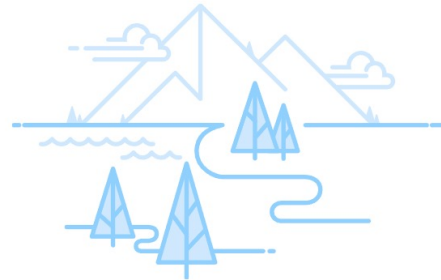


# SECTION SEVEN: OPTIONAL APPLICATION ADDENDUM

*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

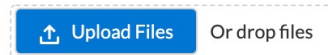


No document yet

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



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.

Bachelor of Public Policy and Leadership - Fall 2022

Status: Started

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

Checklist Progress ⓘ 0% Complete

- > ... Core Application
- > ✓ Awards and Scholarships
- > ○ BA Prerequisites
- > ○ Application Attachments
- > ○ Essays
- > ○ Recommendations
- > ✓ Optional Attachments


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](mailto:BattenAdmissions@virginia.edu). If you need technical assistance, contact Batten School IT Support at [BattenITSupport@virginia.edu](mailto: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

Cancel Save & New Save

# 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.**

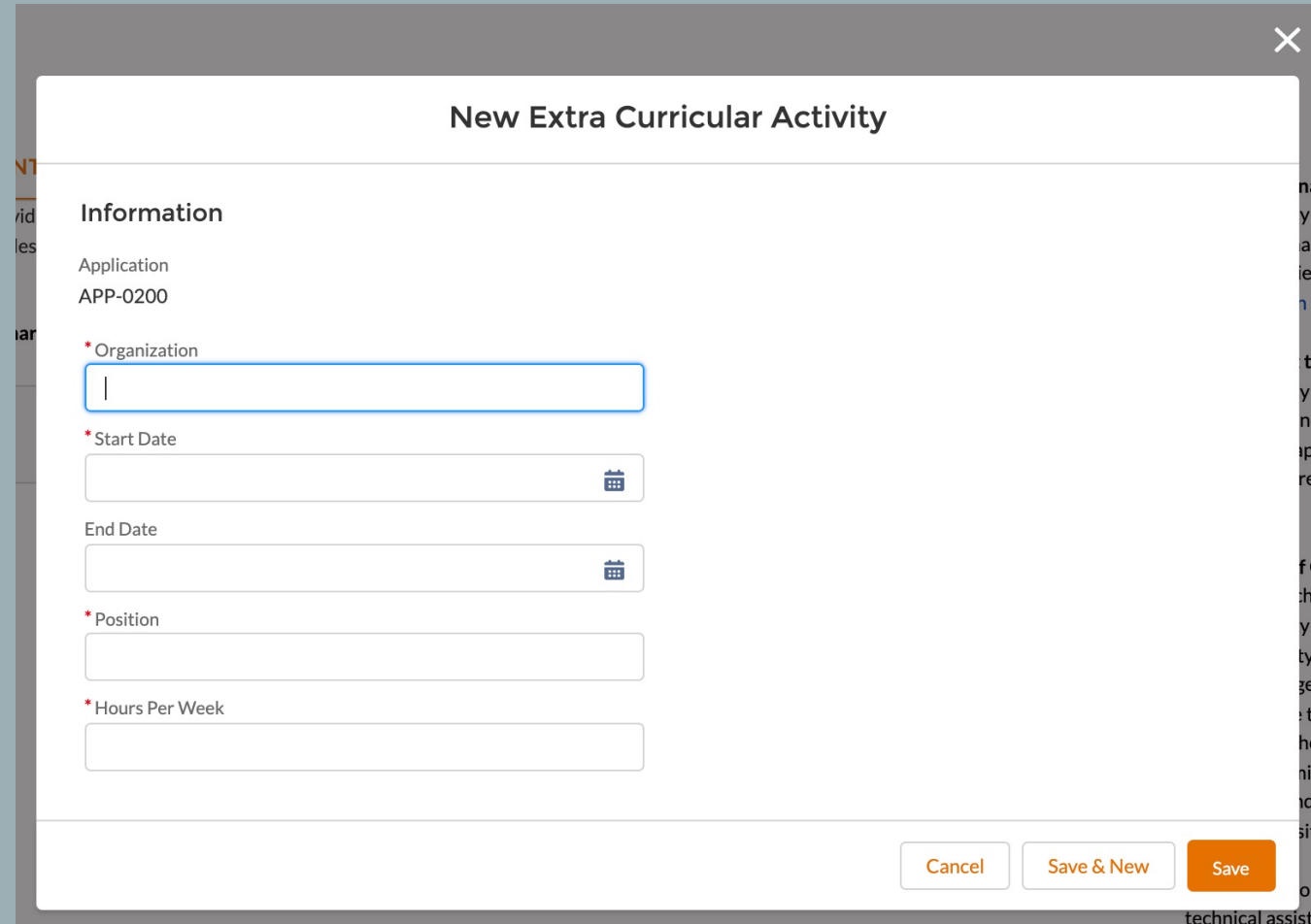


Community Activities (0)

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.



The screenshot shows a web form titled "New Extra Curricular Activity" with a close button (X) in the top right corner. The form is divided into an "Information" section and a bottom action bar. The "Information" section contains the following fields:

- Application:** APP-0200
- \* Organization:** A text input field with a vertical cursor.
- \* Start Date:** A date picker field with a calendar icon.
- End Date:** A date picker field with a calendar icon.
- \* Position:** A text input field.
- \* Hours Per Week:** A text input field.

The bottom action bar contains three buttons: "Cancel", "Save & New", and "Save".

# RECOMMENDERS TAB

*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.*

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



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.

### New Recommenders

**Information**

Application  
APP-0211

\* First Name

\* Last Name

\* Email address

\* Title

\* Employer

\* Relationship to You

\* Personal Note To Recommender

\* FERPA Waiver ⓘ

\* Signature (Please type your name)

\* Date

*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.*

### Ratings

How do rate this applicant compared to peers or other students you've encountered:  
**(note: if you have no basis for comparison, then make no selection)**

	Below Average	Average	Above Average	Well Above Average (top 10-20%)	Exceptional (top 1-5%)
Academic Achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual Promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantitative Aptitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation to Study Policy or Professional Vision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical Thinking and Analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resilience and Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication and Team Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intercultural Competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Intercultural Competence refers to a person's ability to adapt or engage effectively within and across lines of difference*

	Below Average	Average	Above Average	Well Above Average (top 10-20%)	Exceptional (top 1-5%)
<b>Overall Assessment *</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# 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