BATTEN APPLICATION WALK THROUGH

Accelerated Master of Public Policy

VIDEO RESOURCES

VIDEO RESOURCES

Application Walk Through

What We Look for in Applicants

If you'd like to see the application walk through in video format, use the link on the left to watch a quick five-minute overview of the application portal.

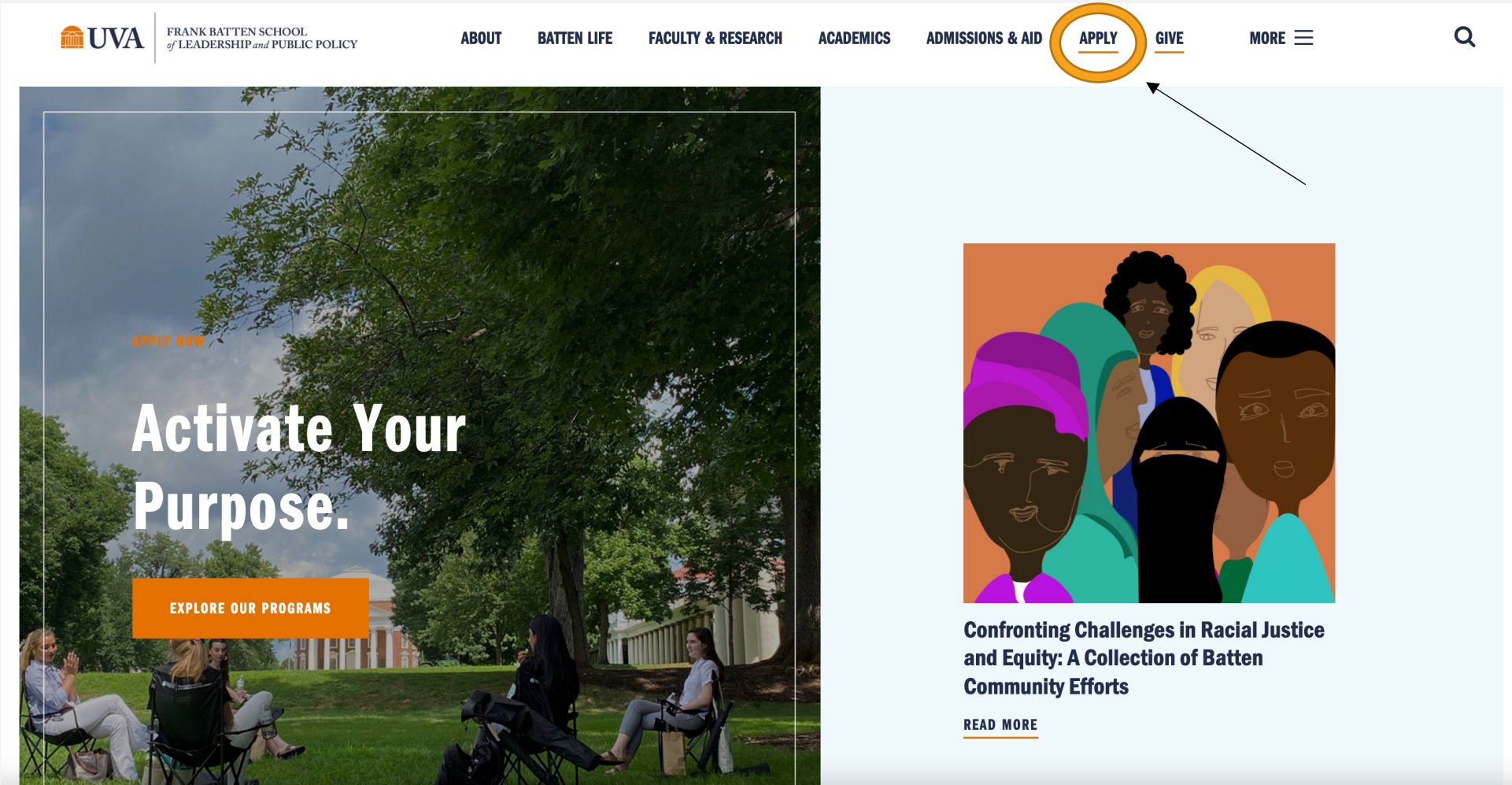
Additionally, the Admissions Office has a ten-minute video highlighting what we look for in applicants that you should watch before beginning an application.

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!

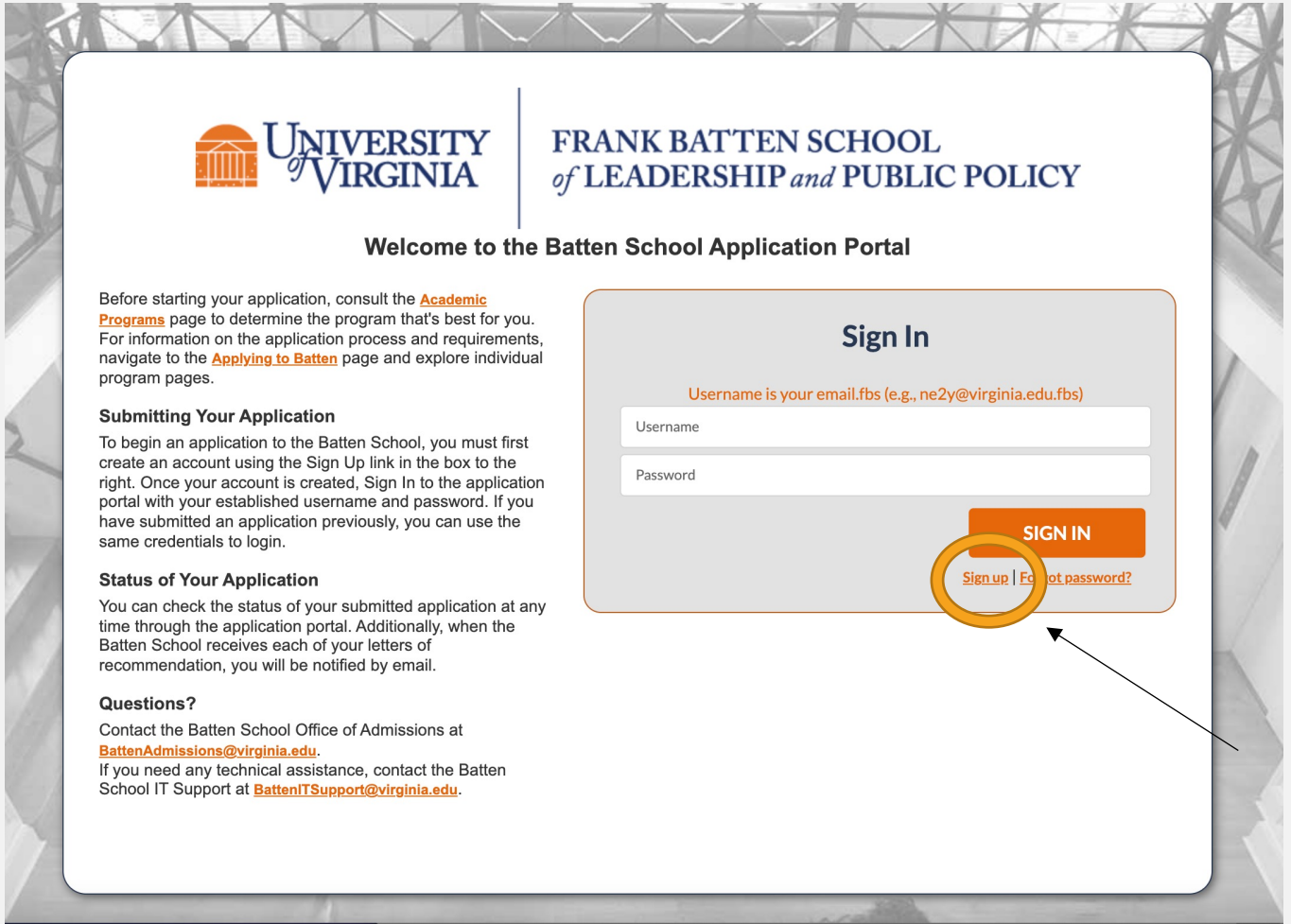
STEP ONE: VISIT OUR WEBSITE

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

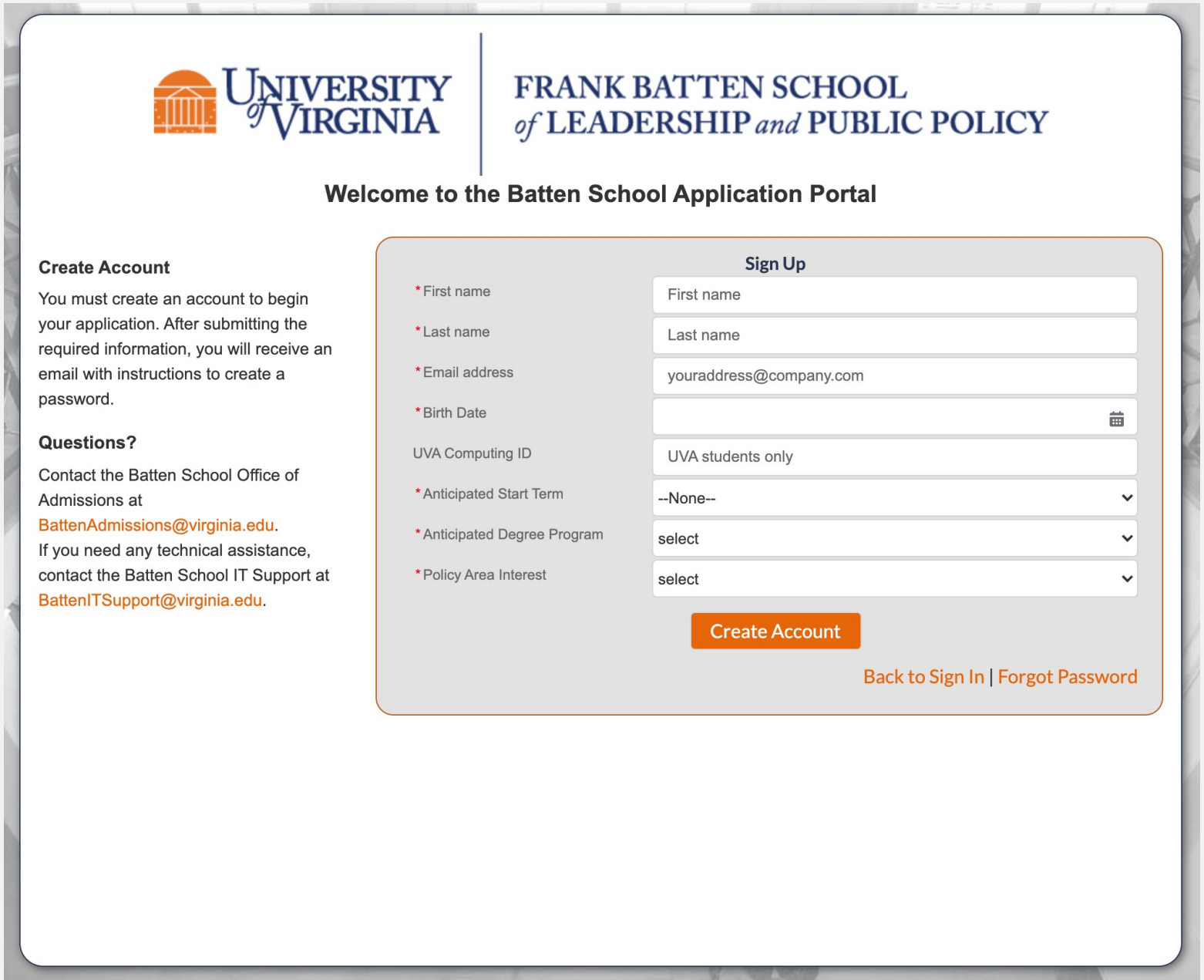


STEP TWO: CREATE AN ACCOUNT

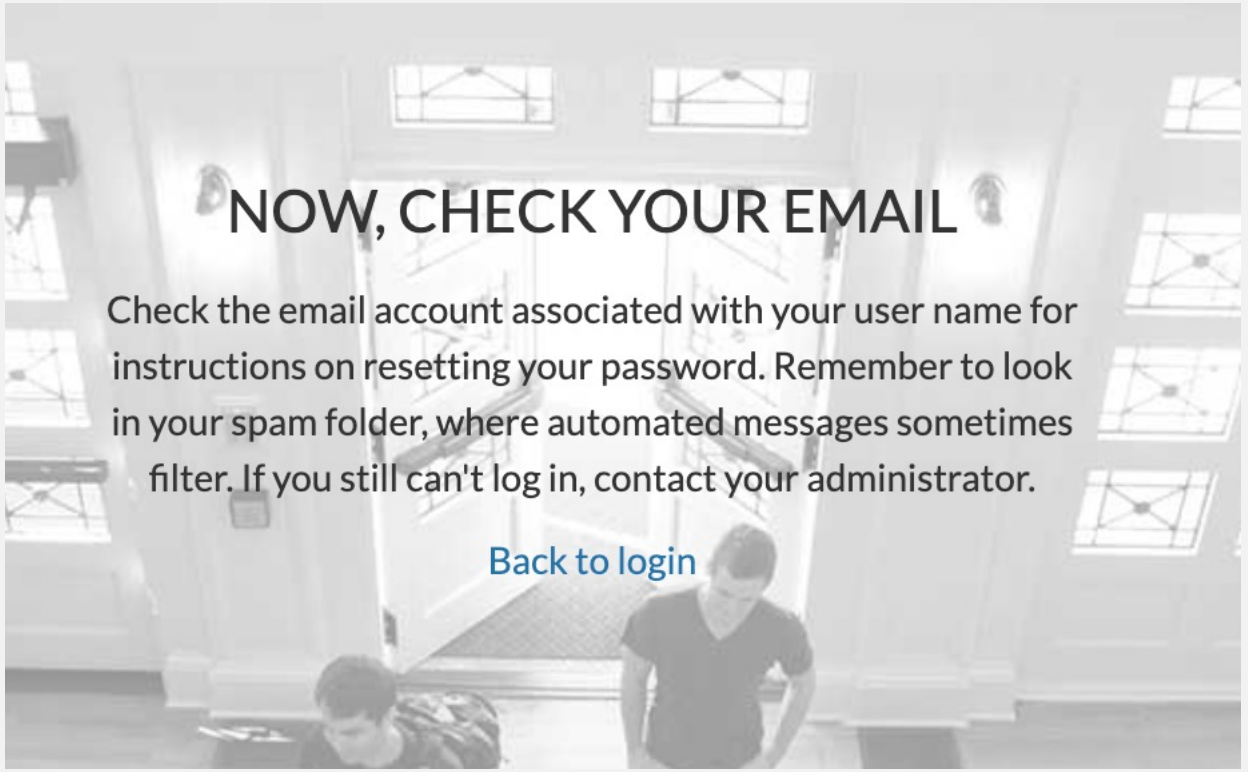
Create an account if you have not previously applied to Batten or made an appointment with a member of the admissions team. All usernames will be your UVA email with .fbs at the end (ex. crl4sn@virginia.edu.fbs).



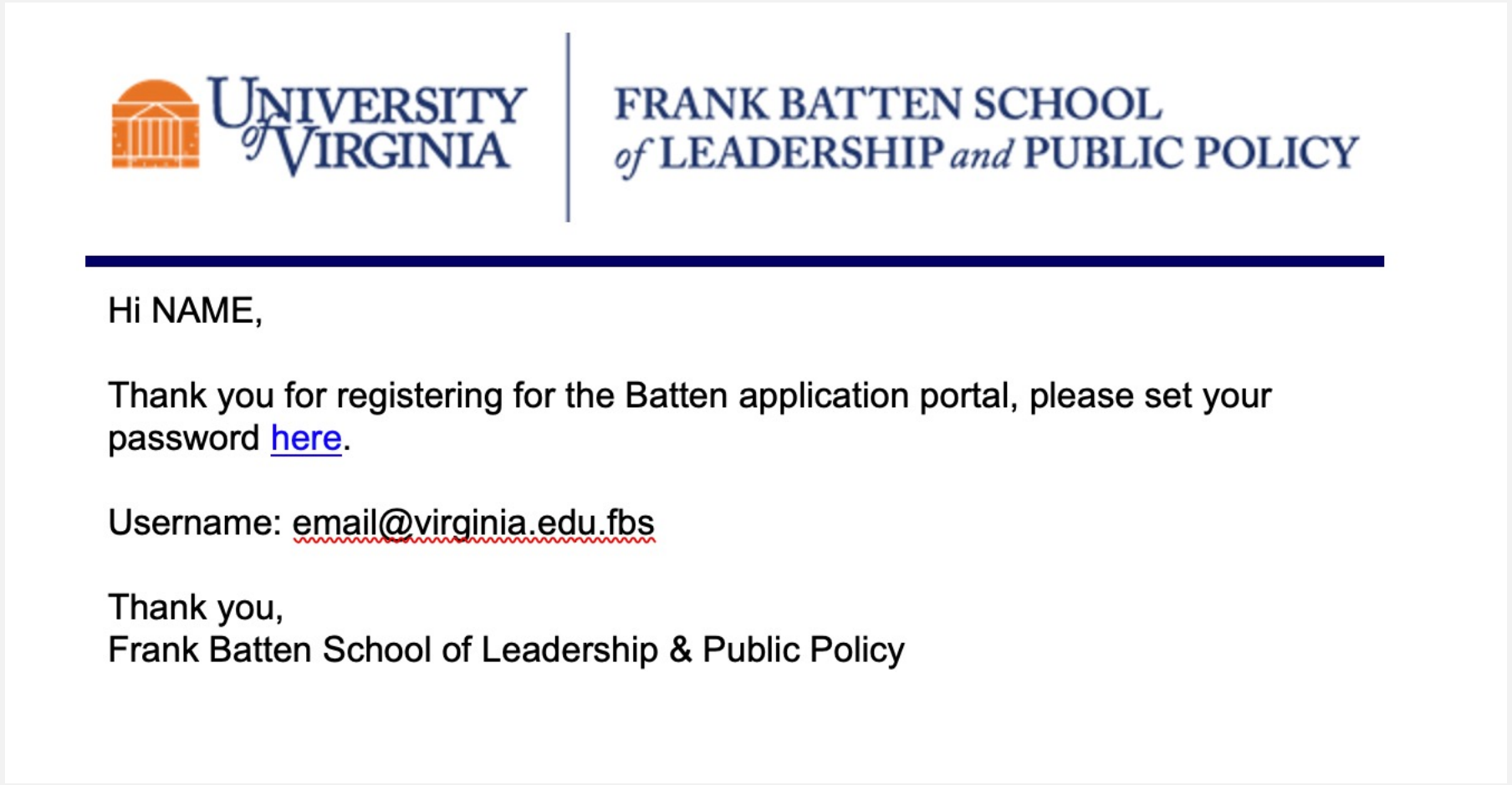
Fill in your personal information and hit "Create Account."



Your account is now created, and you will set a password using the link in your email.



Use this email to create a password and return to the application portal. If you do not receive this e-mail, reach out to BattenITSupport@virginia.edu after checking your spam folder!



UNIVERSITY of VIRGINIA | FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY

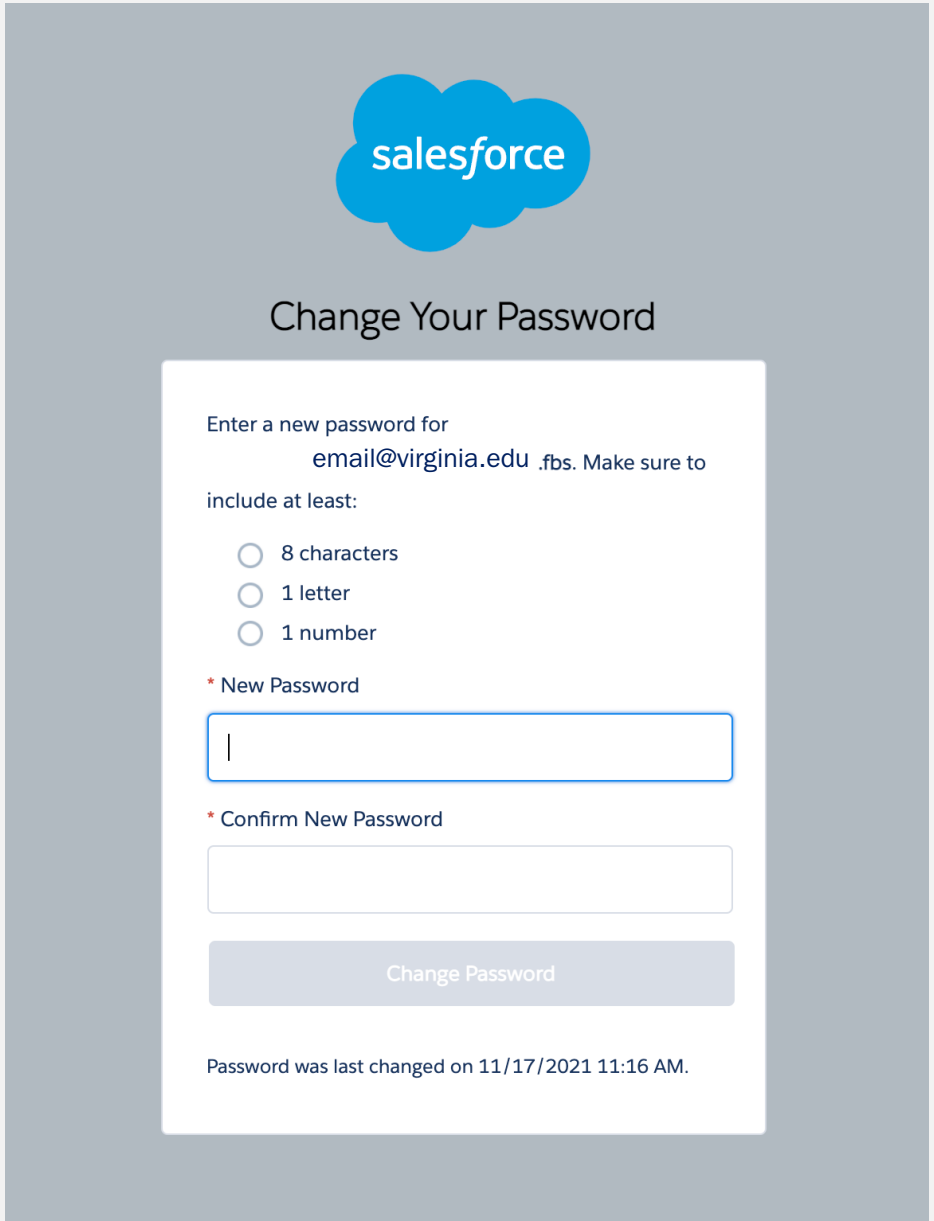
Hi NAME,

Thank you for registering for the Batten application portal, please set your password here.

Username: email@virginia.edu.fbs

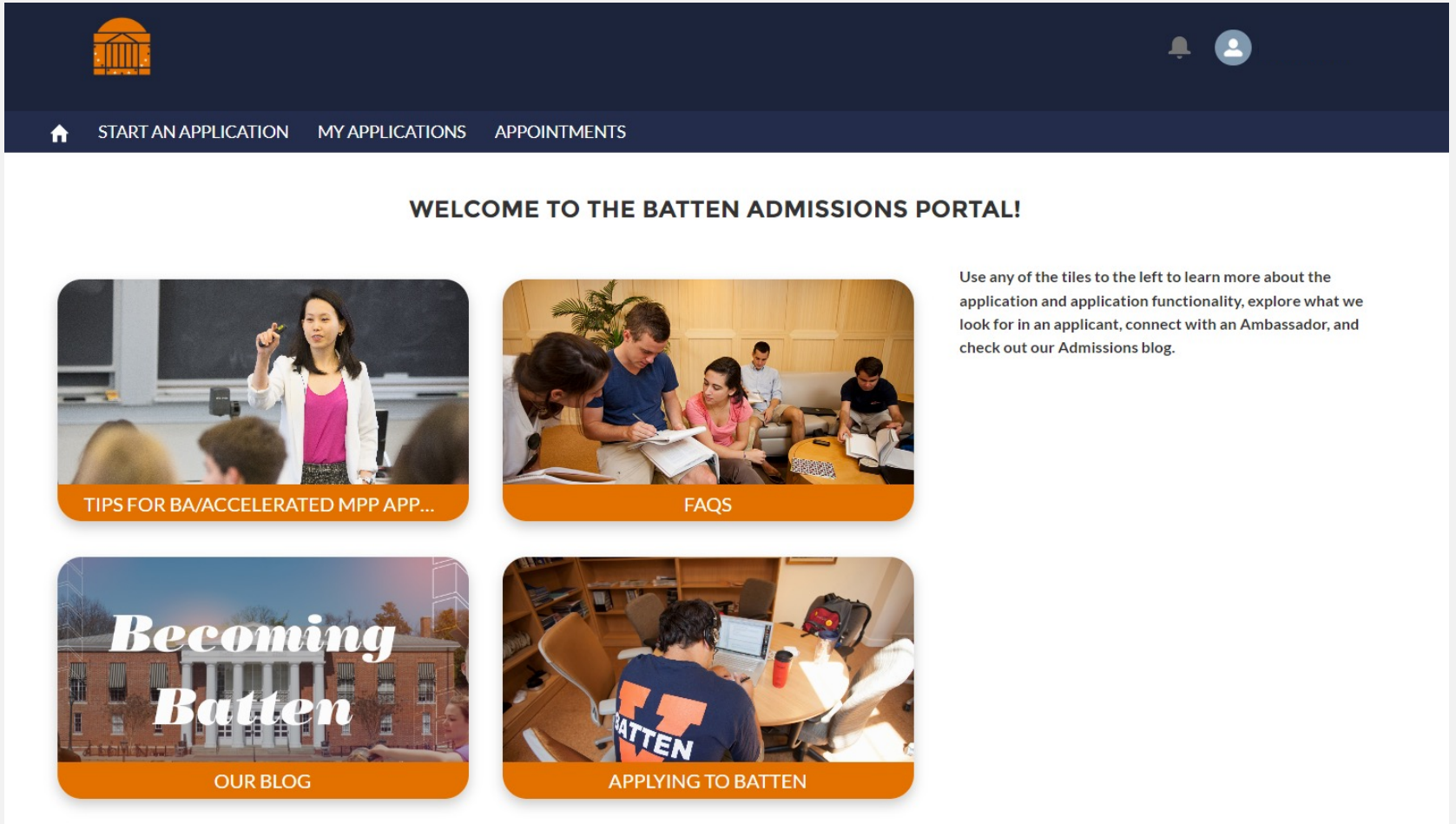
Thank you,
Frank Batten School of Leadership & Public Policy

Create a new password. You will use it to log back into the portal to continue working on your application.



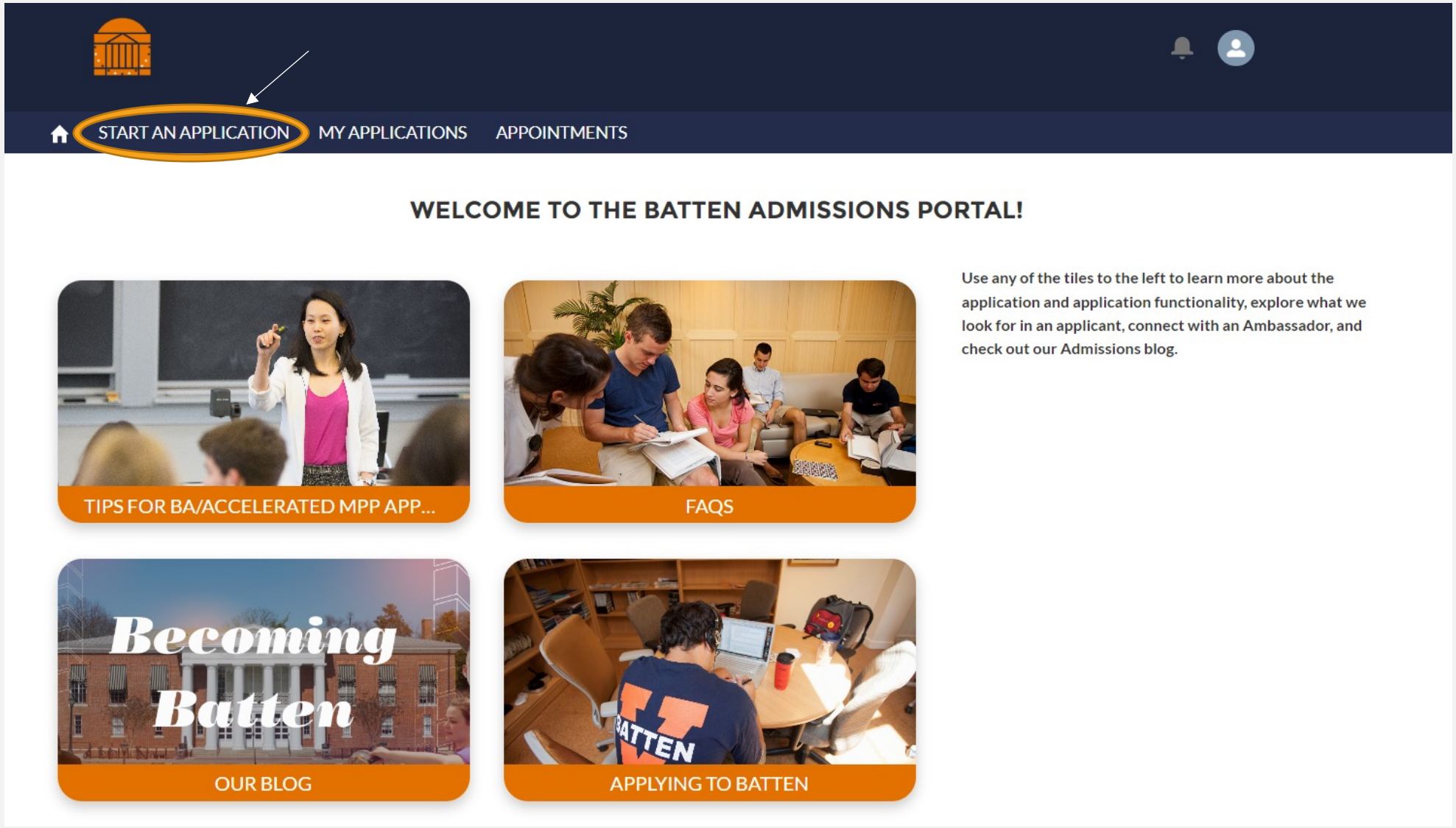
STEP THREE: START A NEW APPLICATION

You have now entered the admissions portal. From here, you can access helpful resources, start a new application, and check the status of your in-progress or submitted application.

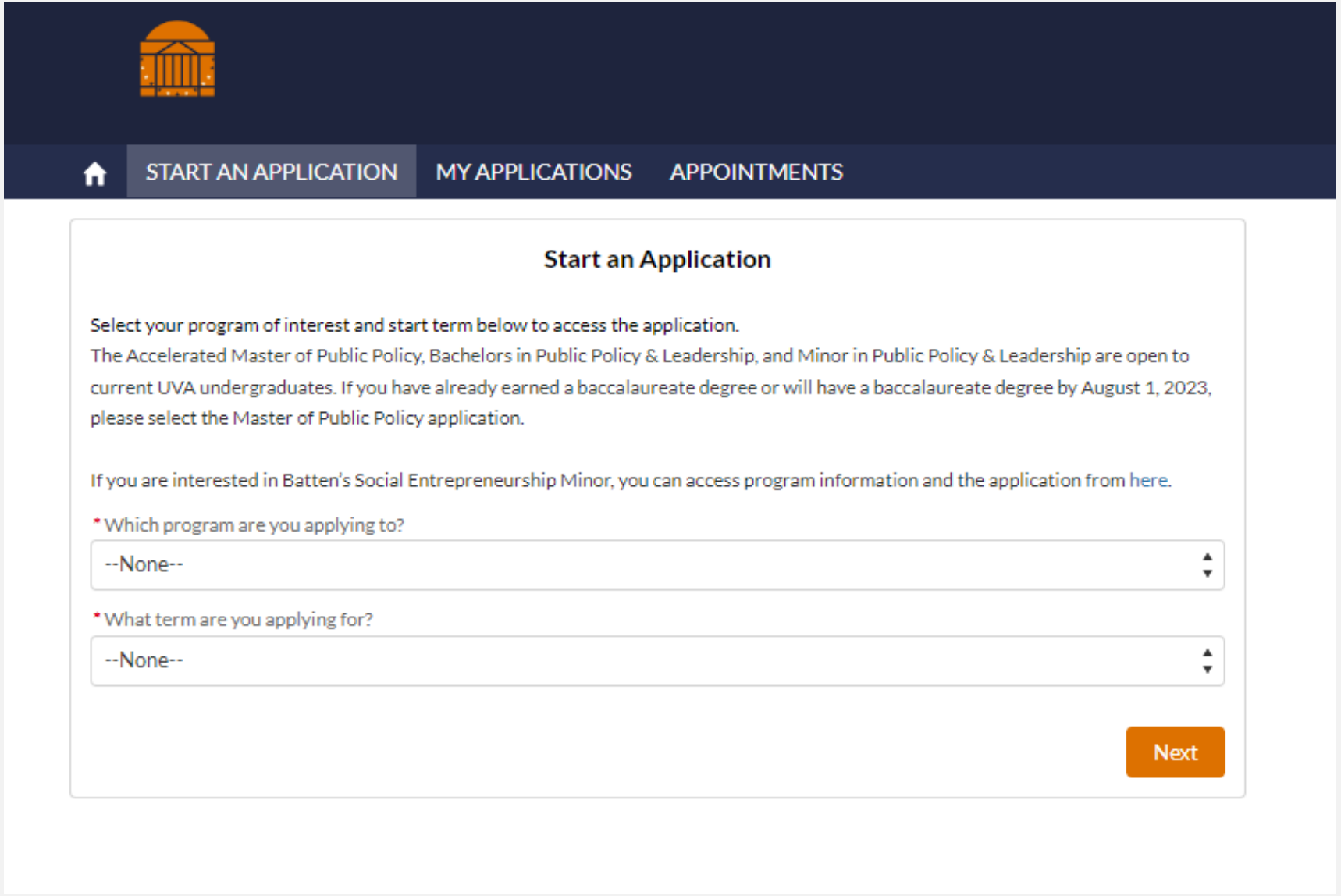


If you have any questions about our programs, you can also make an appointment with the Admissions team directly from this portal.

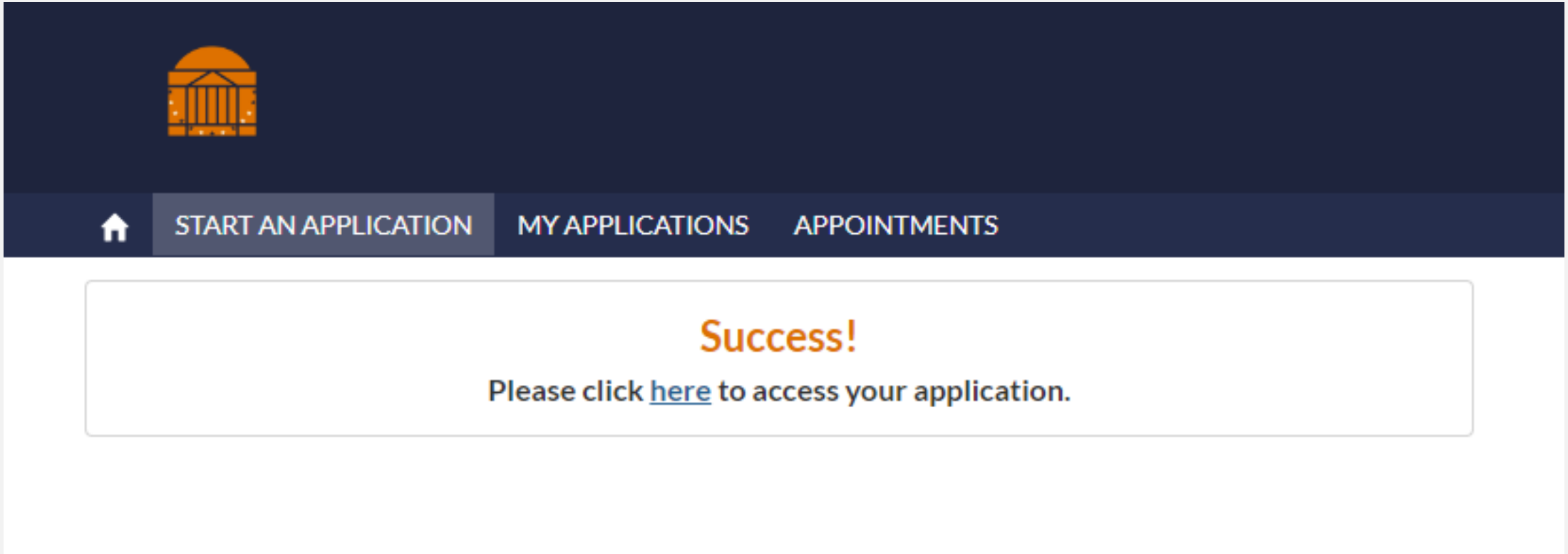
To begin applying for the Accelerated MPP, click on "Start an Application."



Select the Accelerated MPP program and Fall 2023 entry and hit "Next."

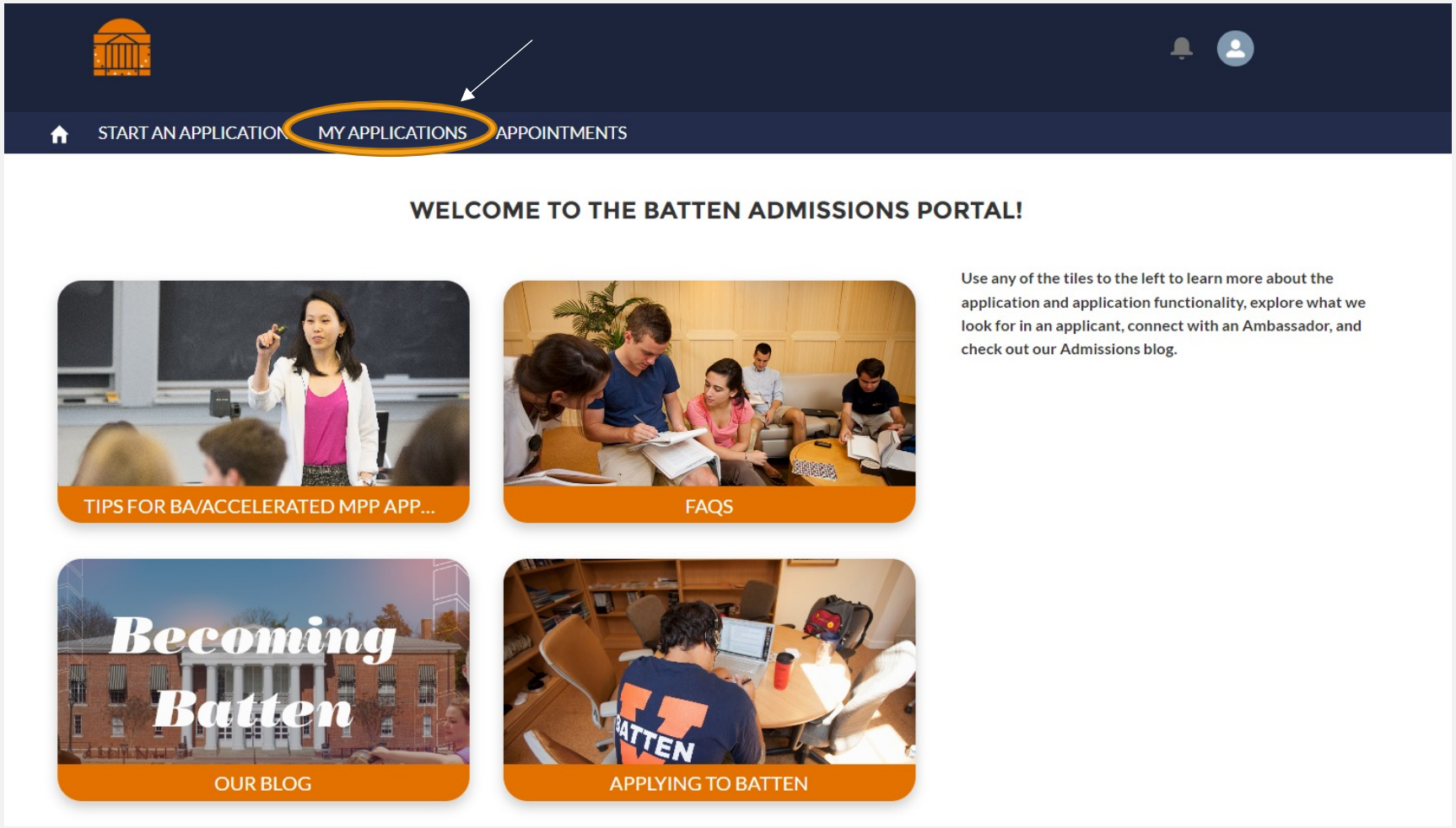


After the system loads, you may begin your application.

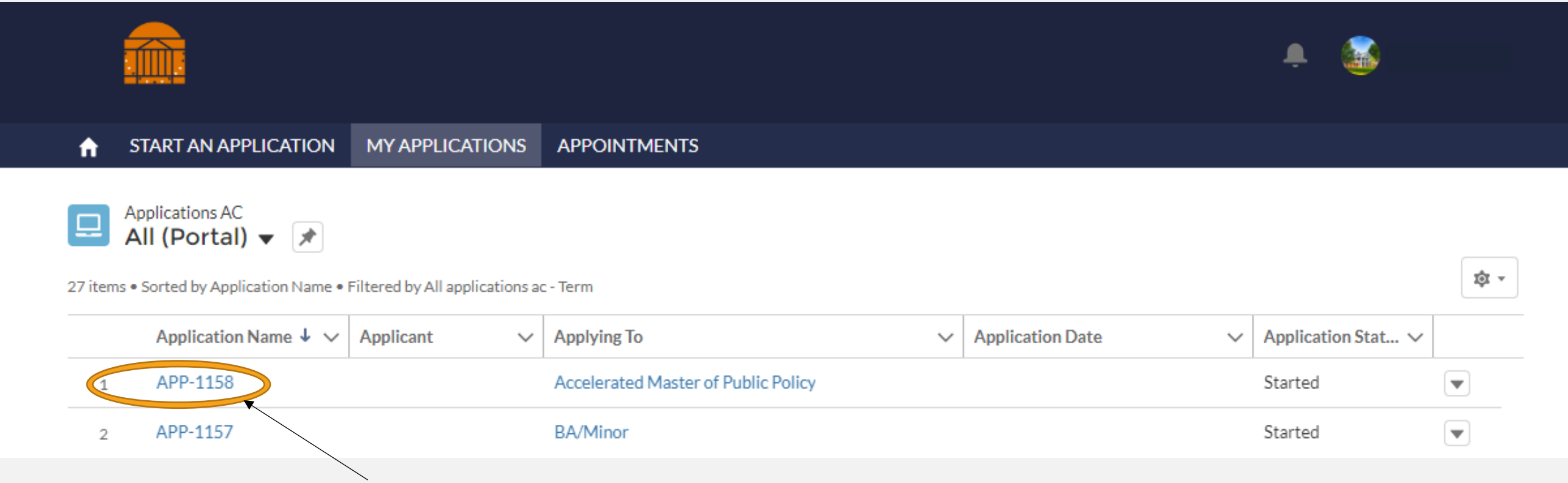


RETURNING TO THE APPLICATION

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



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

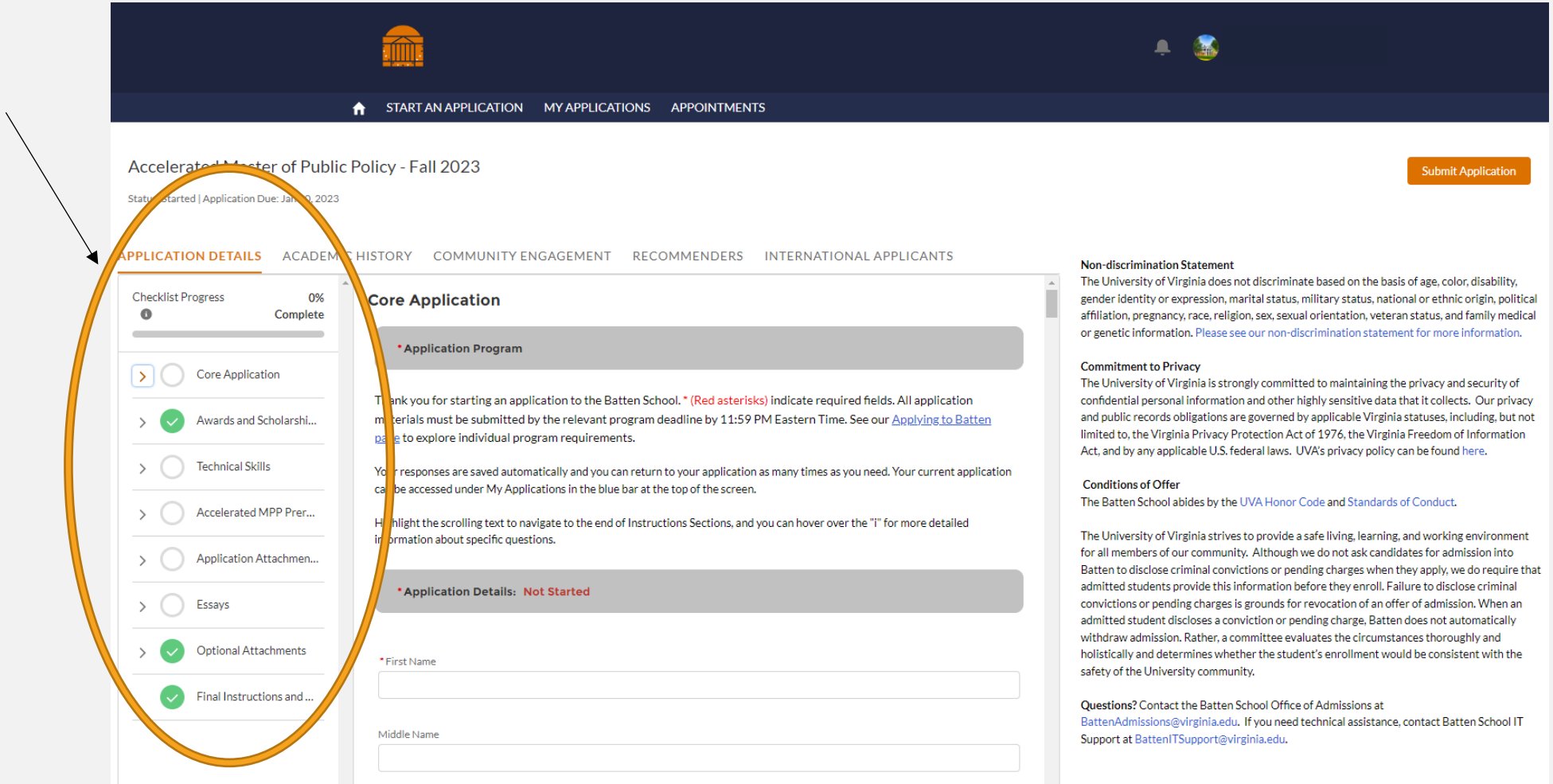


PART TWO: THE APPLICATION

**Note: You do not need to complete the application in one sitting. You can use your account information to log back into the portal as many times as you need to complete the application!*

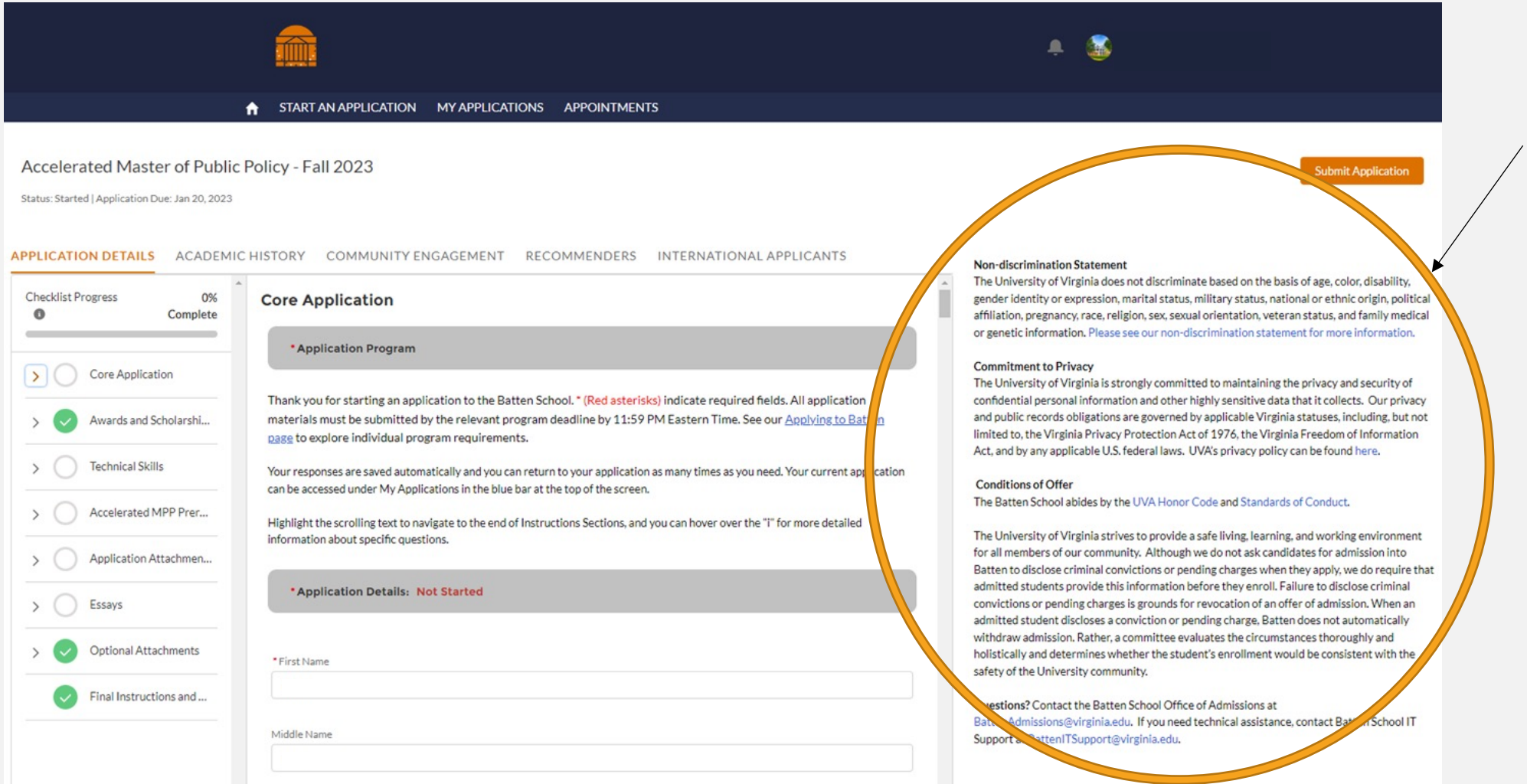
NAVIGATING THE APPLICATION

This is the opening screen of the application. You can use the sidebar navigation to jump back and forth between sections without scrolling.



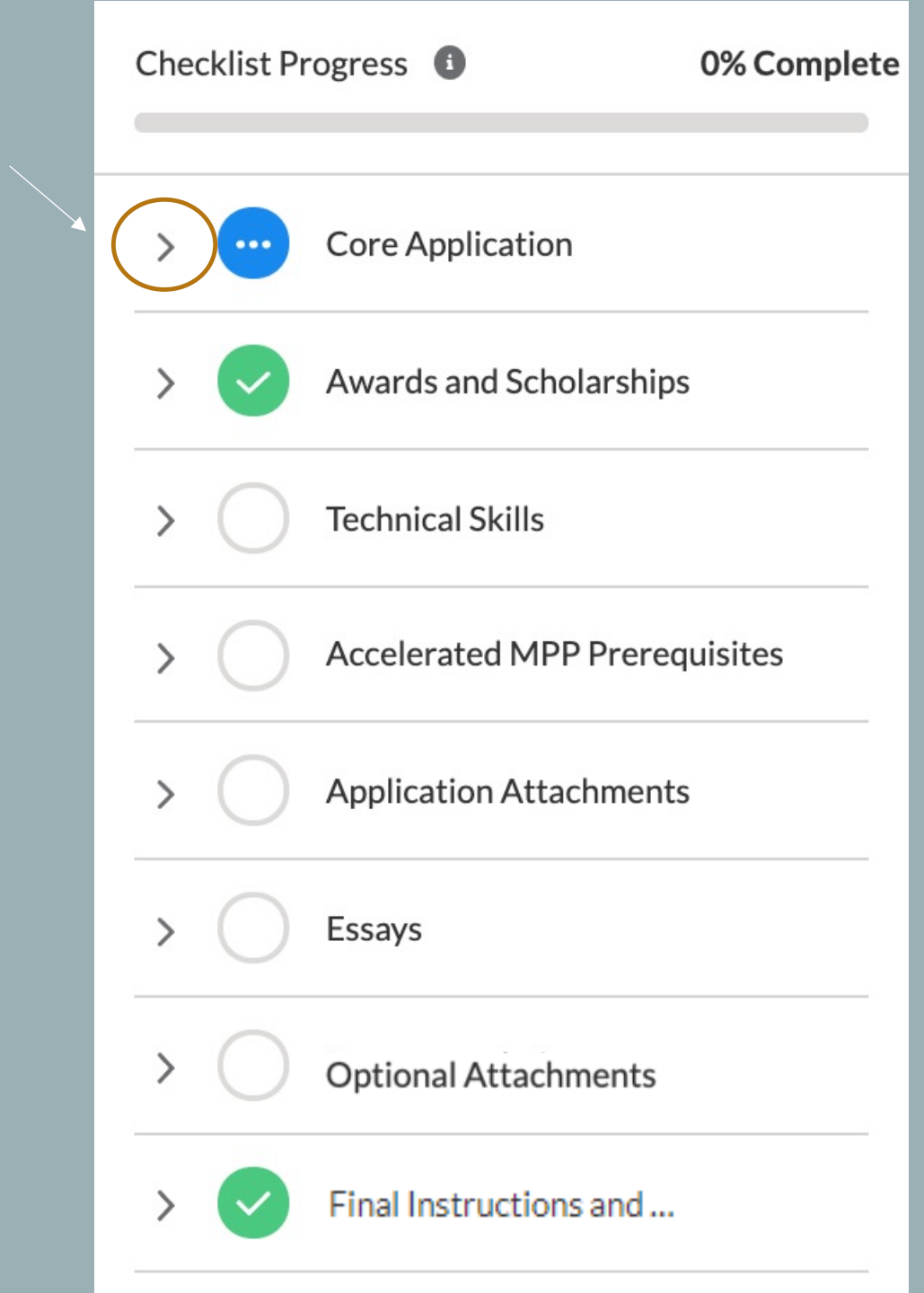
NAVIGATING THE APPLICATION

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



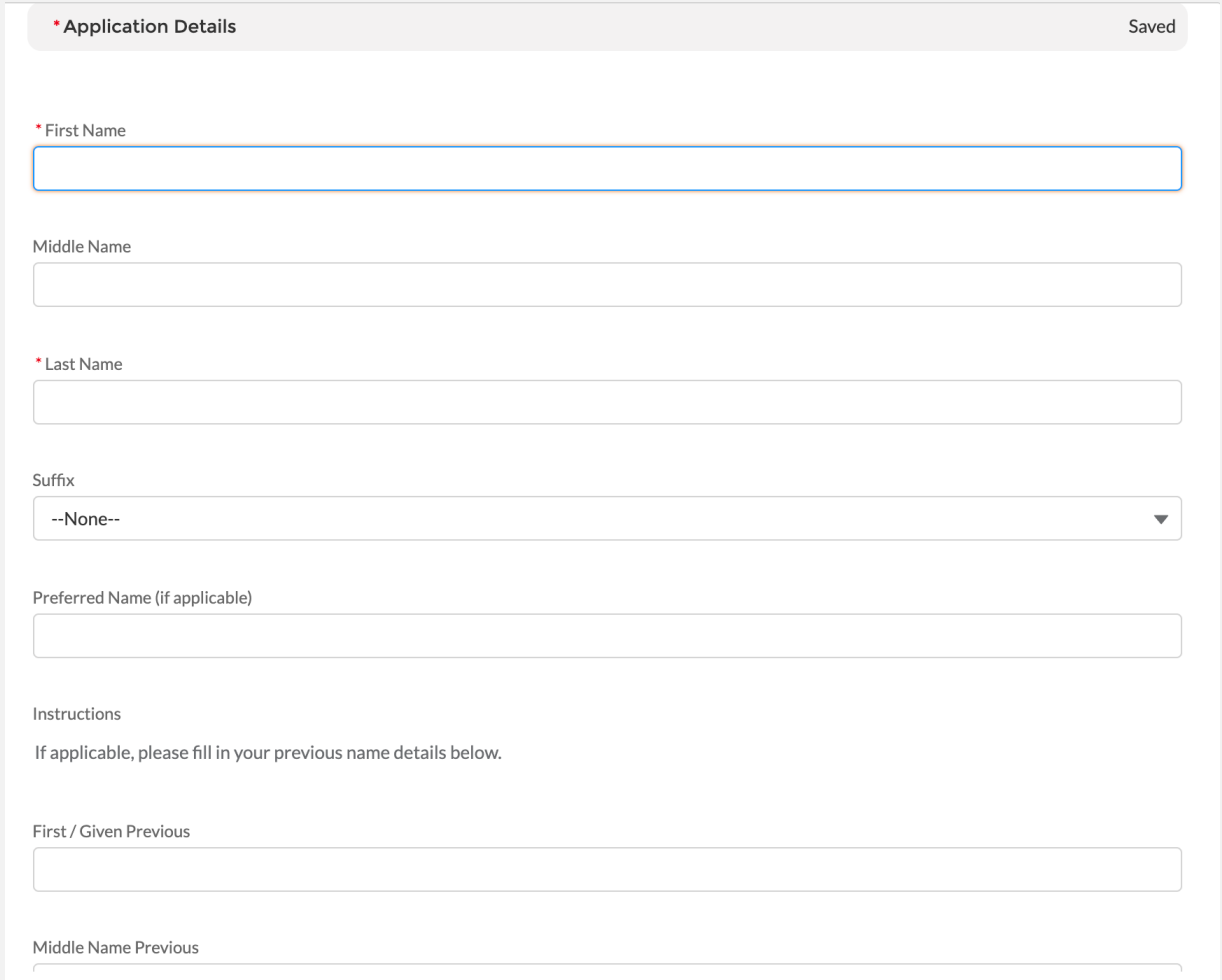
THESE ARE THE SECTIONS OF THE APPLICATION, AND THE DOTS HELP YOU TO TRACK YOUR PROGRESS. THE MAIN SECTION OF THE APPLICATION IS CALLED CORE APPLICATION, AND YOU CAN SEE THE SUBSECTIONS BY USING THE ARROW ON THE LEFT.

- AN OPEN CIRCLE IS A SECTION THAT HAS NOT YET BEEN STARTED.
- A BLUE CIRCLE WITH DOTS INDICATES A SECTION IS MISSING INFORMATION AND IS CURRENTLY BEING SAVED IN THE SYSTEM.
- A GREEN CIRCLE MEANS YOU HAVE COMPLETED ALL REQUIRED INFORMATION FOR THE SECTION.

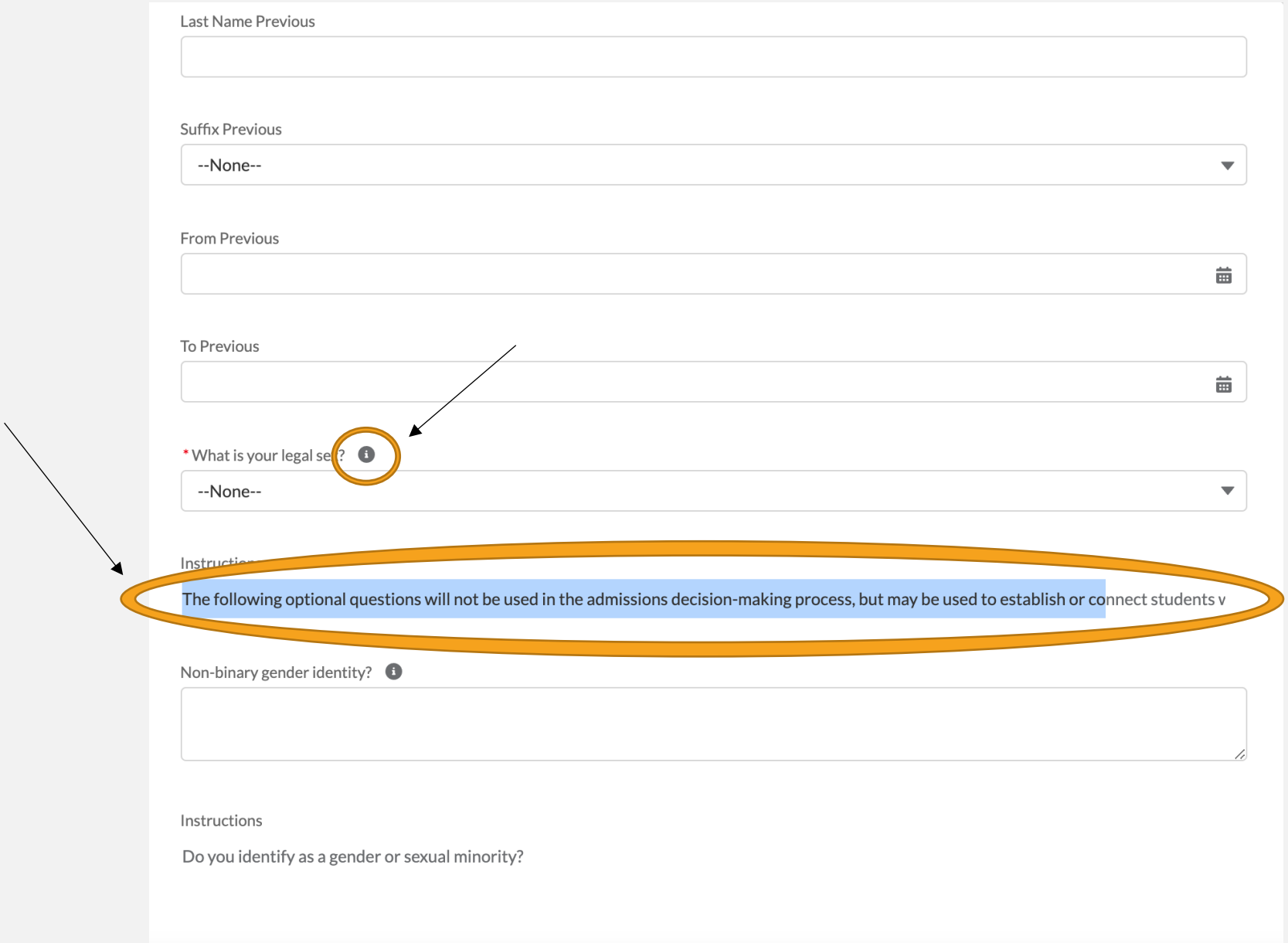


SECTION ONE: CORE APPLICATION

Fill in information for each box that has a red dot next to it. Not all questions are required.



When you come to a section that has 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."



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?

--None--

What is your Secondary Citizenship?

--None--

* Citizenship Status

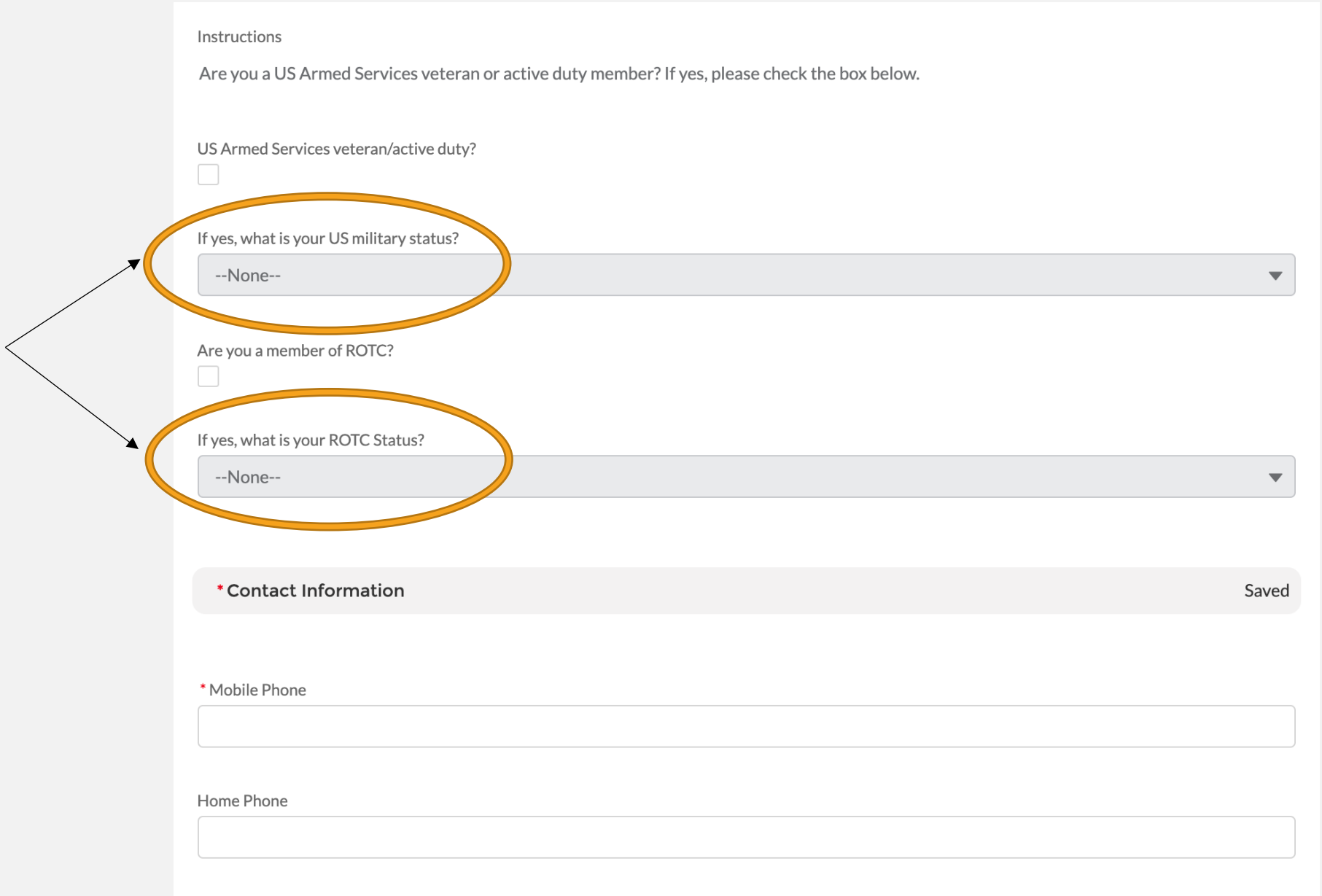
--None--

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.



Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code

Mailing Country

US

Mailing Address Valid End Date

Other Address Type

--None--

Other Street

Other City

Other State/Province

Other Zip/Postal Code

Other Country

* Residency

Saved

* What is your country of legal residence?

--None--

US State of legal Residence

--None--

Virginia county of legal residence

--None--

Language Skills

Saved

What is your primary language?

--None--

Languages you speak,level of proficiency

This information helps us track our engagement with prospective students. You can enter information for up to three people you've met with to discuss Batten, including 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

--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 are required to 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

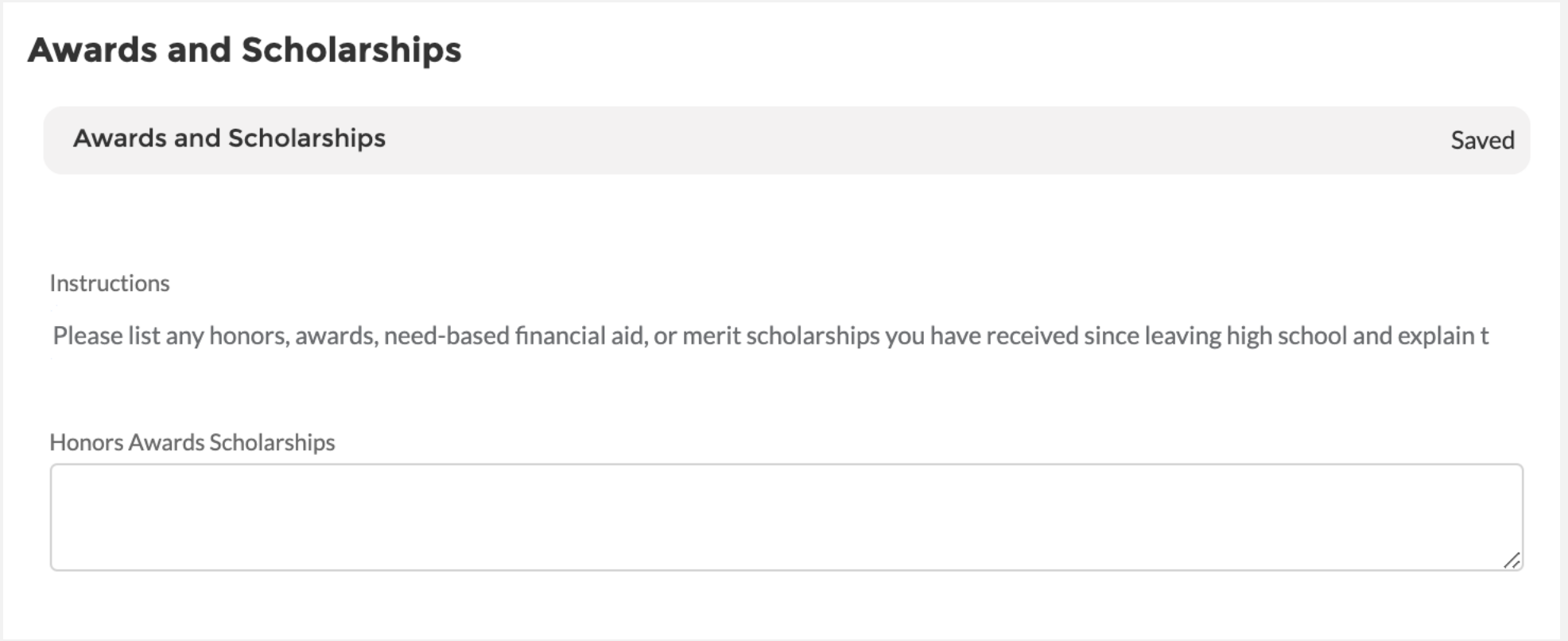
Instructions

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

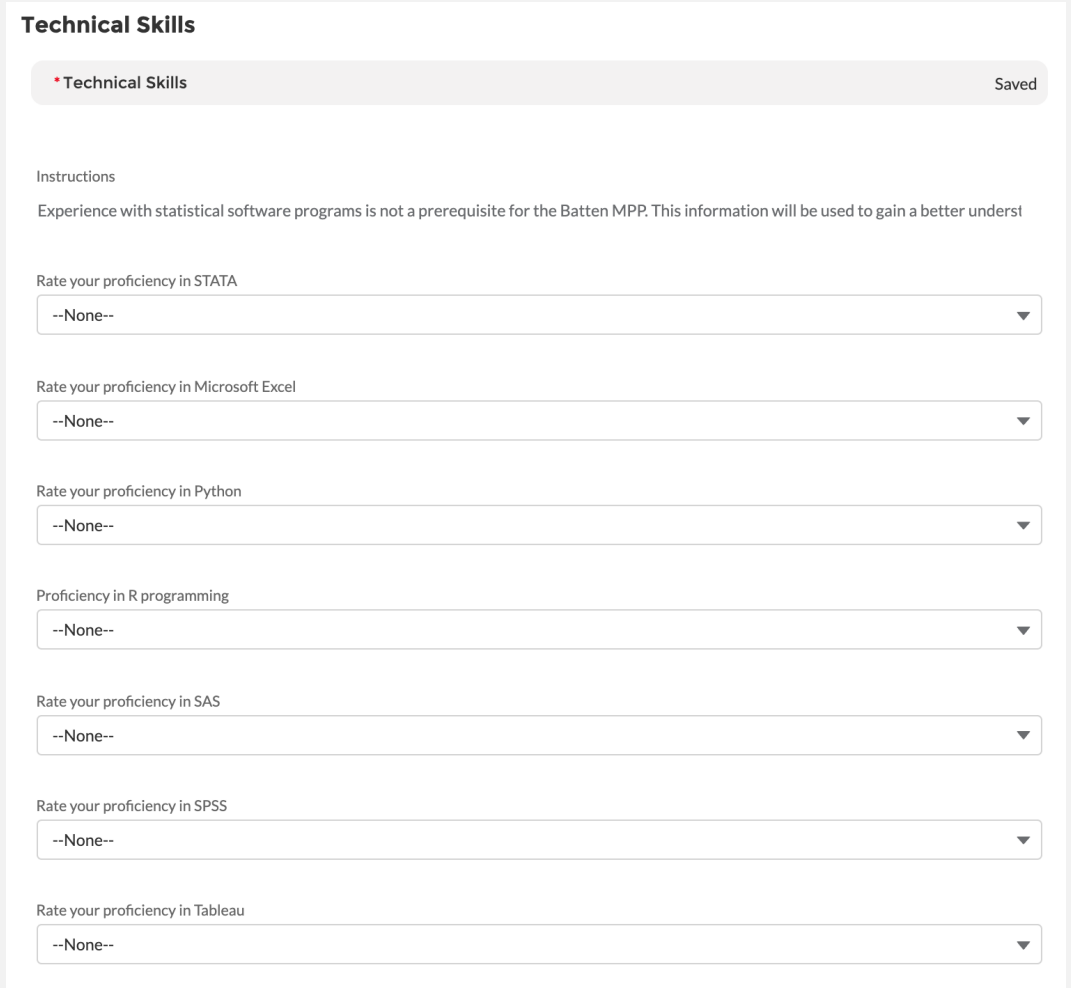
SECTION TWO: AWARDS AND SCHOLARSHIPS

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).



SECTION THREE: TECHNICAL SKILLS

These questions help us understand if prospective students have experience with technical software. Answering "none" to any or all of these questions will not affect the status of your application.



SECTION FOUR: ACCELERATED MPP PREREQUISITES

These questions track an applicant's progress on prerequisites. Prerequisites can be in progress at the point of application, and may be completed by August 1, 2023 without penalty.

Accelerated MPP Prerequisites

* Accelerated MPP Prerequisites — Saved

Instructions

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

Calculus

--None--

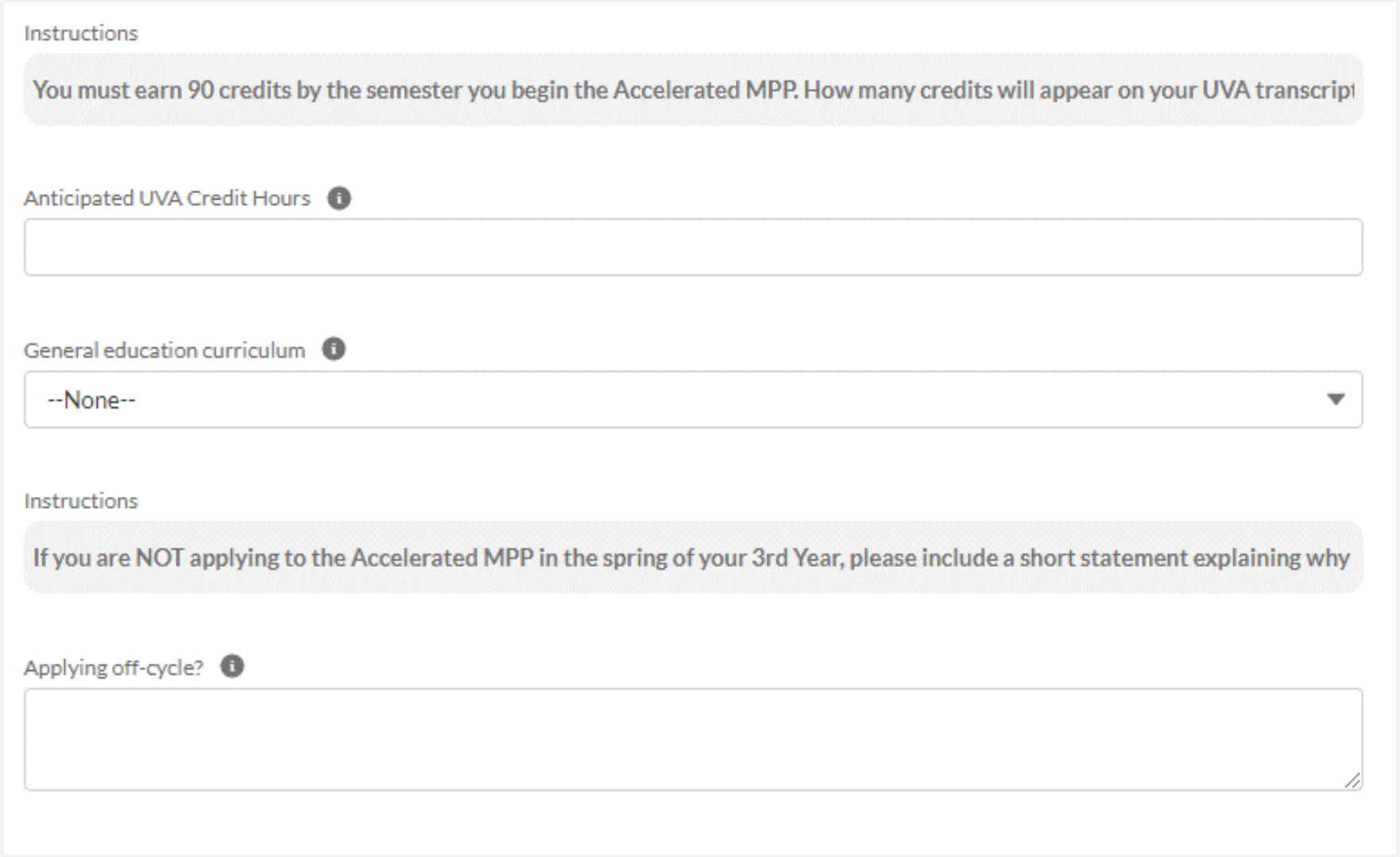
Grade in Calculus Course?

Microeconomics

--None--

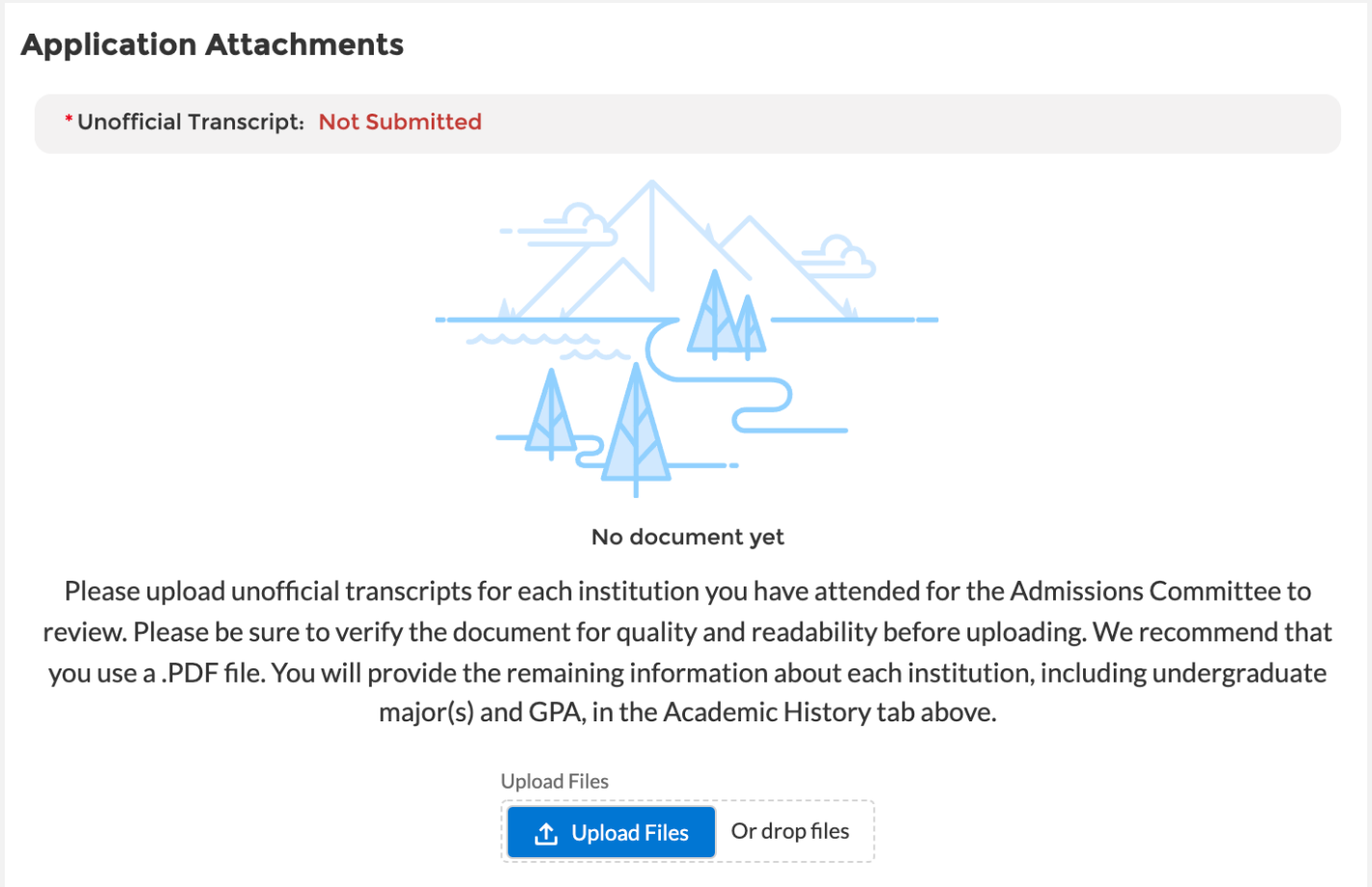
Grade in the Microeconomics course?

Under Anticipated UVA Credit Hours, enter the number of credits you will have earned by Fall 2023.



SECTION FIVE: APPLICATION ATTACHMENTS

In this section, you will upload all unofficial transcript(s) and a resume. We recommend uploading a .doc or .pdf. If you've attended multiple institutions, combine your unofficial transcripts and upload them as one file. Uploaded documents can be reviewed, and if needed, removed and re-uploaded.



Be sure to utilize UVA's Career Center to polish up your resume!

* Resume/CV: Not Submitted

No document yet

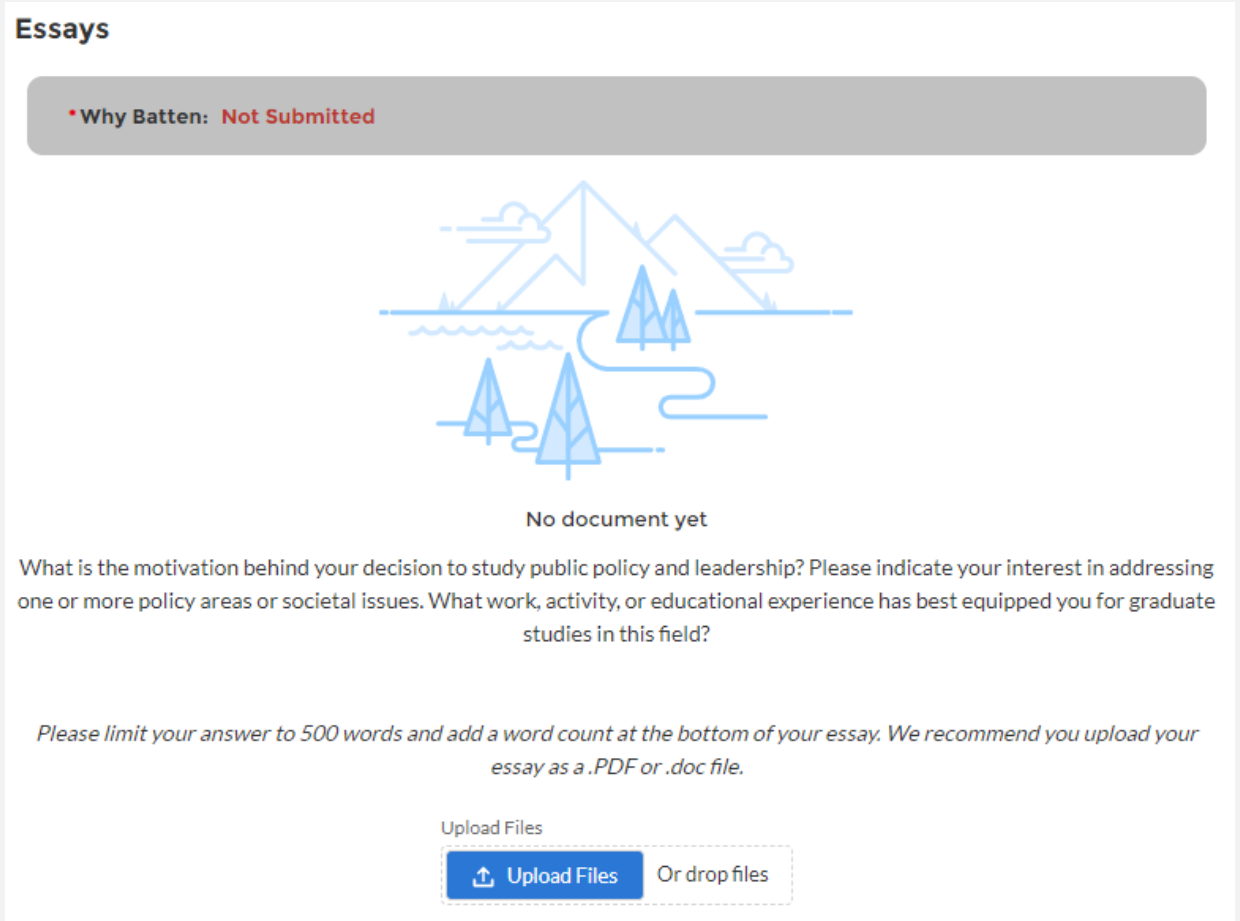
Please upload your Resume or CV here. Please ensure that this document includes, but is not limited to, the following information: leadership roles held, employment history, your interest in one/more policy area or societal issues, relevant internships and jobs and your role(s) in those positions, and 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 SIX: ESSAYS

In this section, you will upload your three essays. We recommend you use a .doc or .pdf. Uploaded documents can be reviewed, and if needed, removed and re-uploaded.



* 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

* **Failures and Setbacks:** Not Submitted

No document yet

Navigating challenge effectively is an important component of leadership. Recount a time when you faced a challenge, setback, or failure. What did you learn from the experience? How can those lessons inform your future success, especially professionally?

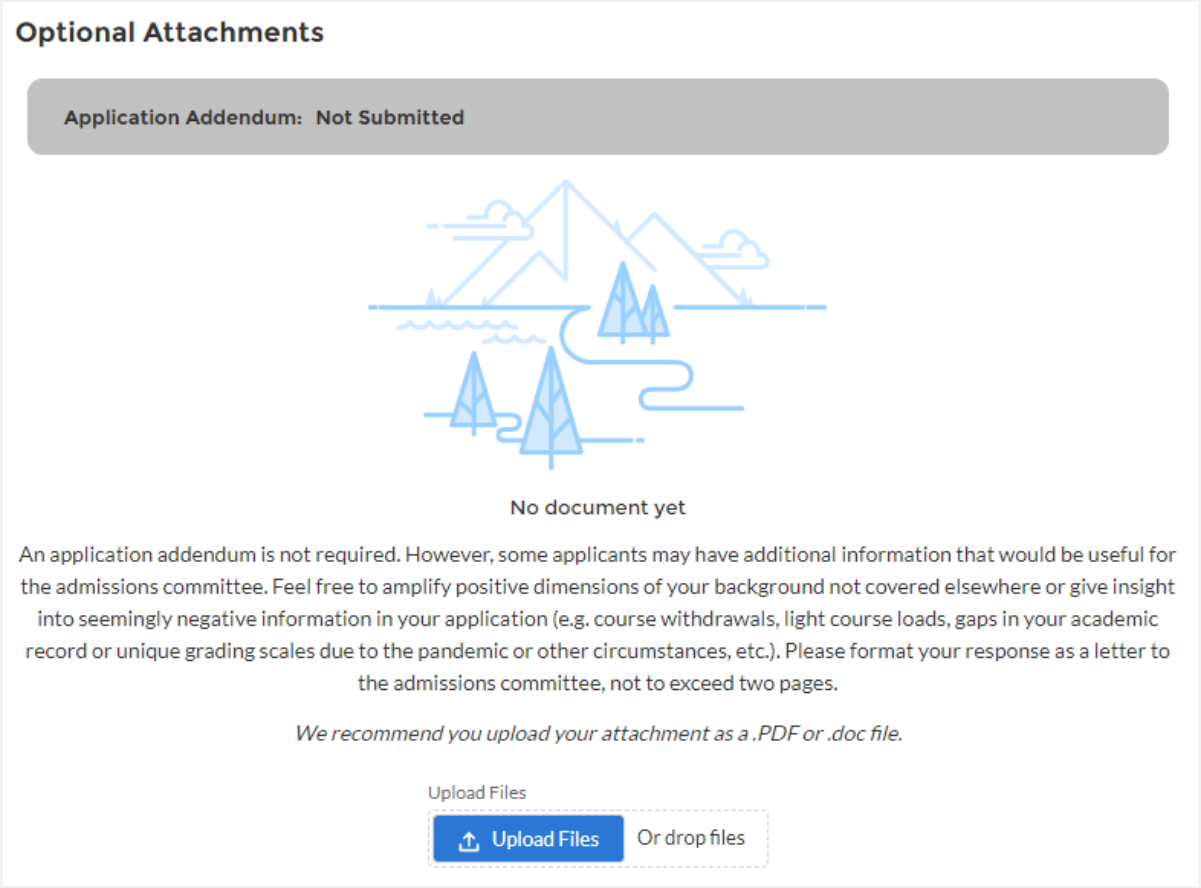
Please limit your answer to 250 words and include a word count at the bottom of your essay.

Upload Files

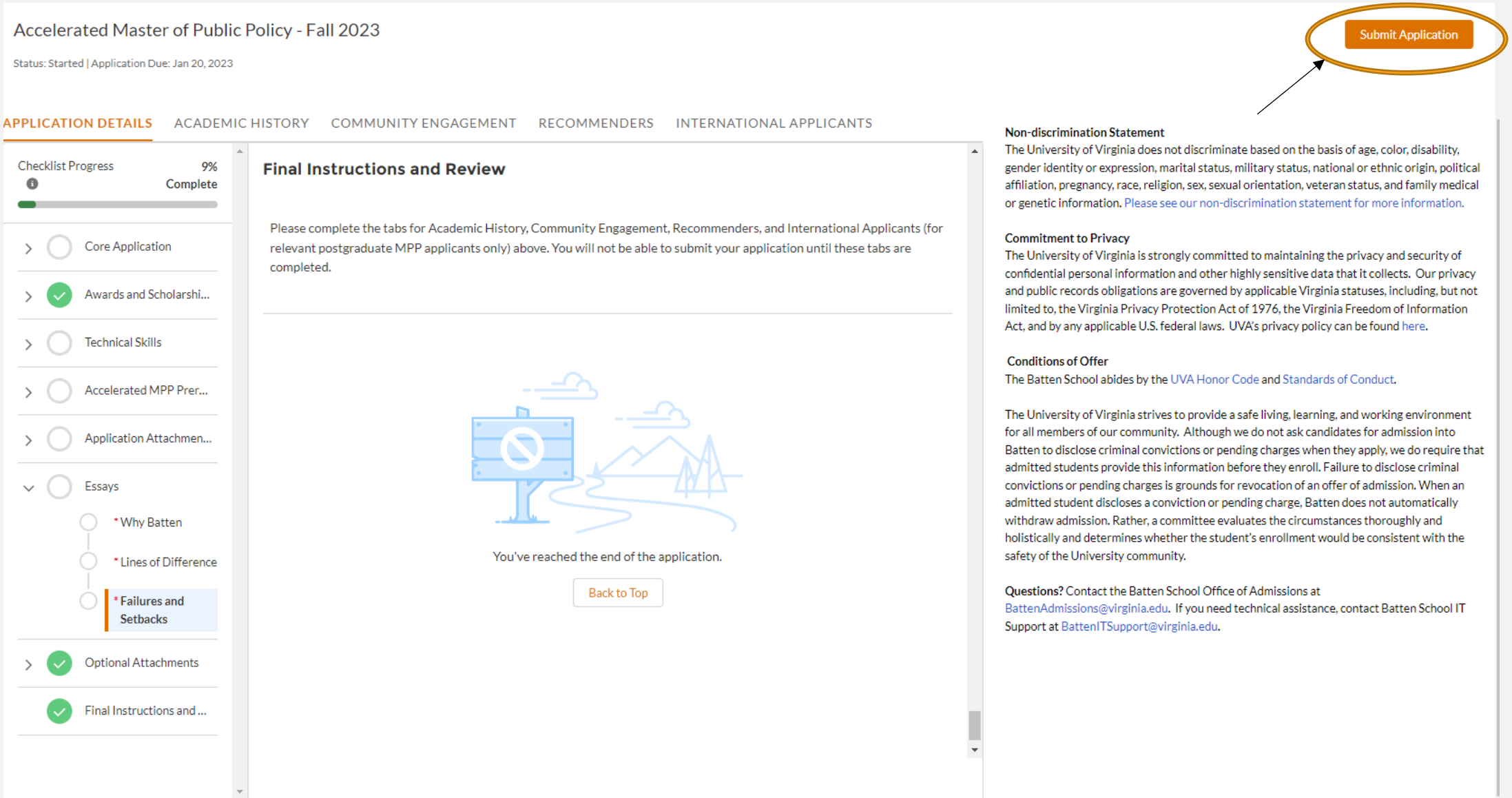
Upload Files Or drop files

SECTION SEVEN: OPTIONAL APPLICATION ADDENDUM

Use this space, if needed, to provide additional information about your application. The addendum should be formatted as a letter to the Admissions Committee and not exceed one page.



You have reached the end of the main application. Now use the tabs at the top to fill in additional information regarding your academics, extracurriculars, and recommenders. Once all your information is in the core application and in the tabs, you will be able to hit submit.

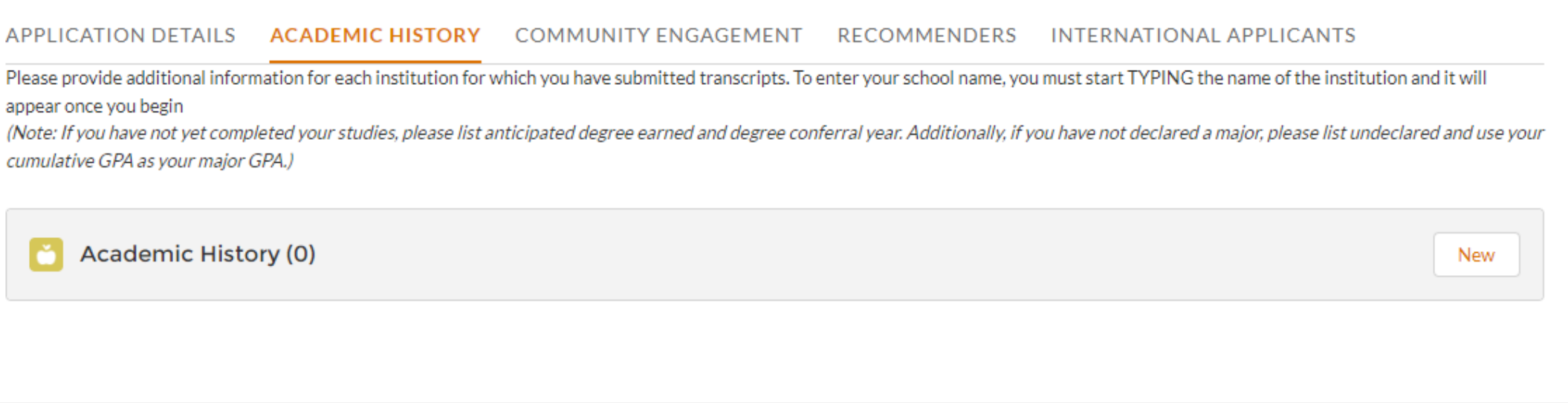


APPLICATION TABS

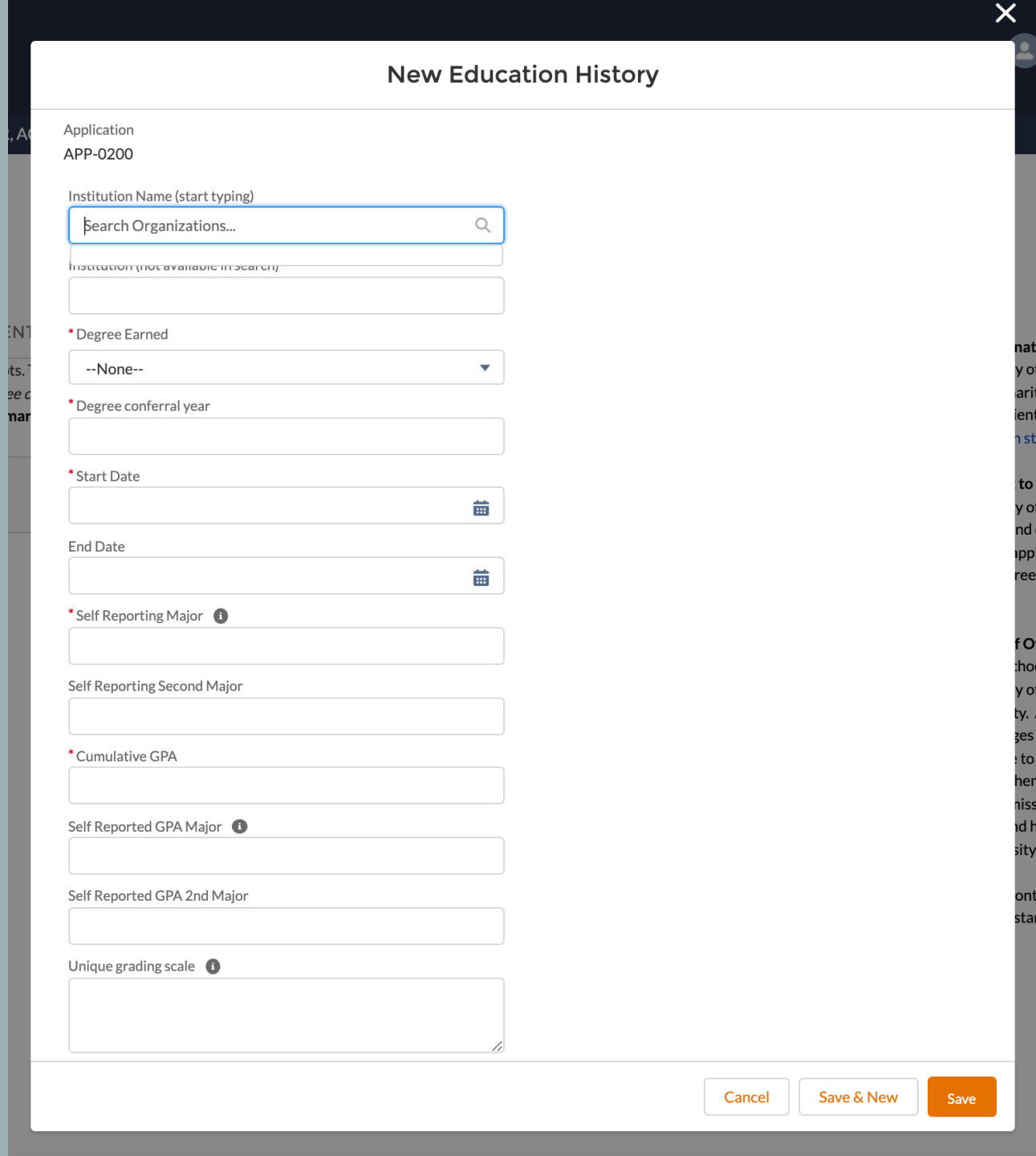
ACADEMIC HISTORY TAB

Once you navigate to this tab, you will see instructions. Provide information for each college/university you have attended.

Note: If you are currently undeclared, list your major as undeclared and give us your cumulative GPA only.



Once you click "New" to start adding information for each institution, you should see the following screen. Most colleges and universities are in our system, so start typing the name of the institution for it to appear. If your school is not listed, skip that question and type the name of the school in the field below. Fill in the rest of the information and hit save.You can exit out of the screen by using the "X." If you have additional schools to report, repeat the process.

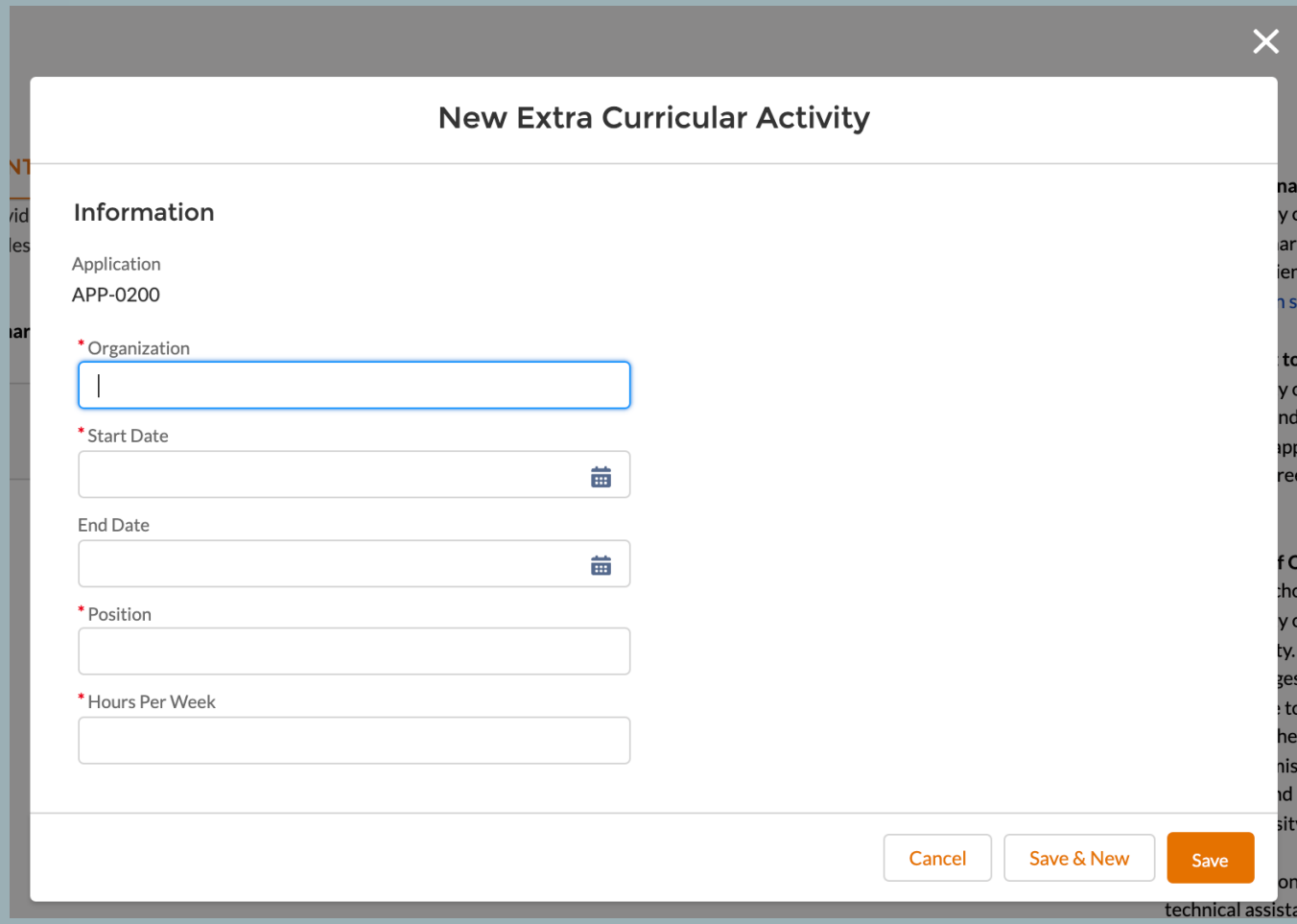


COMMUNITY ENGAGEMENT TAB

Once you navigate to this tab, you will see instructions. 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.

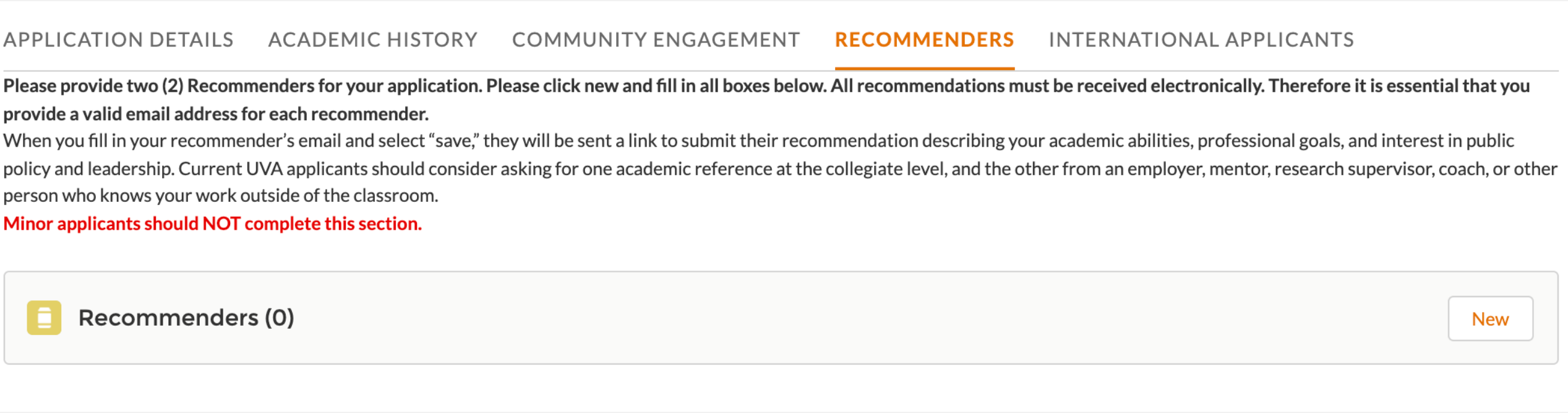
Once you click "New" to start adding information for each activity, you should see the following screen. Be sure to include the name of each organization, your position or title, the hours per week you were involved with that organization, and the start and end dates for those activities. If you are still engaged with that activity, 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.



RECOMMENDERS TAB

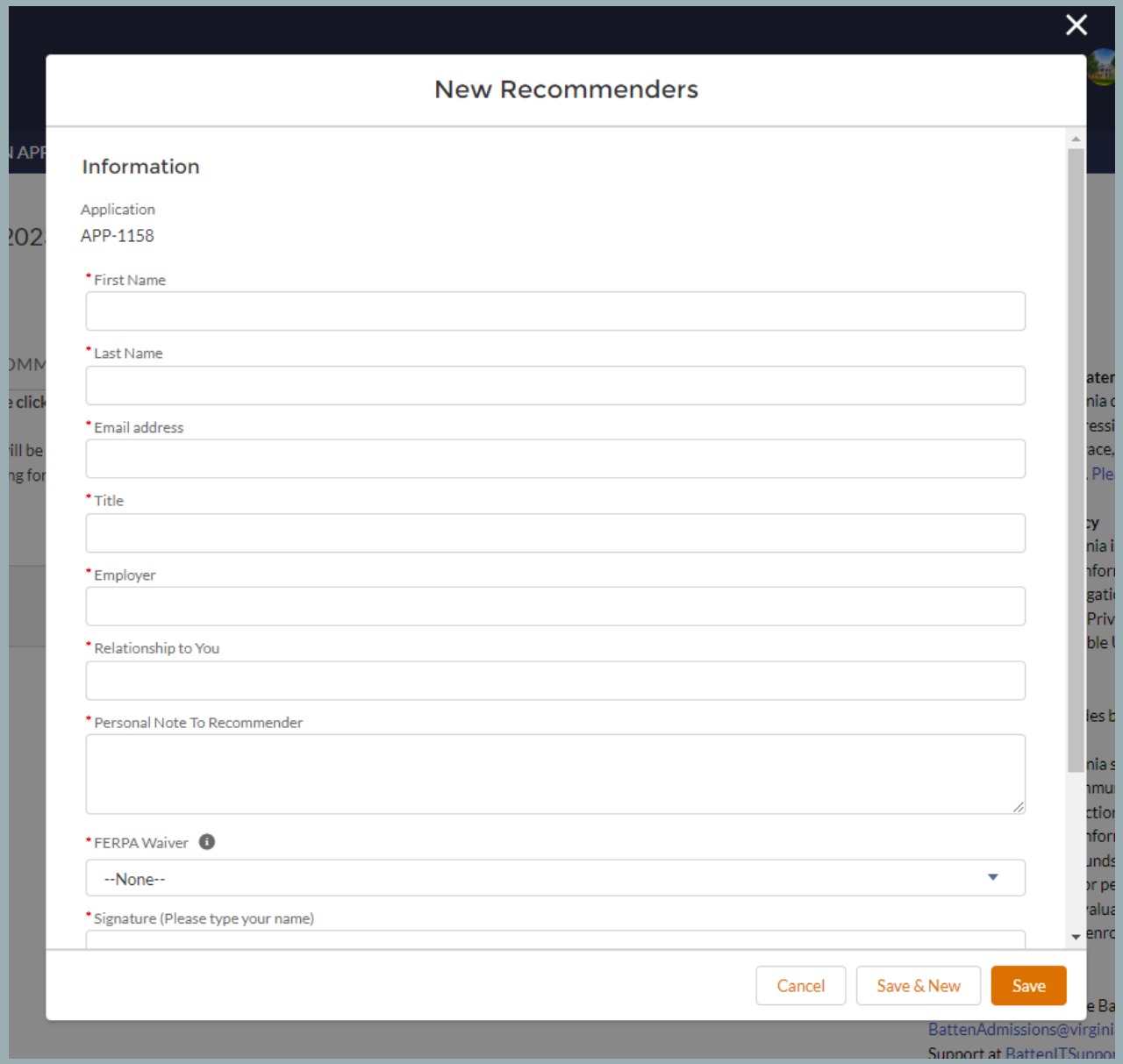
Once you navigate to this tab, you will see instructions. Provide information for each of your recommenders.

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



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 which will be included in the email recommenders receive from our system.

We recommend waiving your right to review recommendation materials under FERPA. Most recommenders expect their recommendations will be kept confidential, ensuring we receive the most helpful, truthful, and candid information from them about you.



This is the form your recommenders receive. They have the option to include additional comments and/or attach a traditional letter of recommendation if they wish.

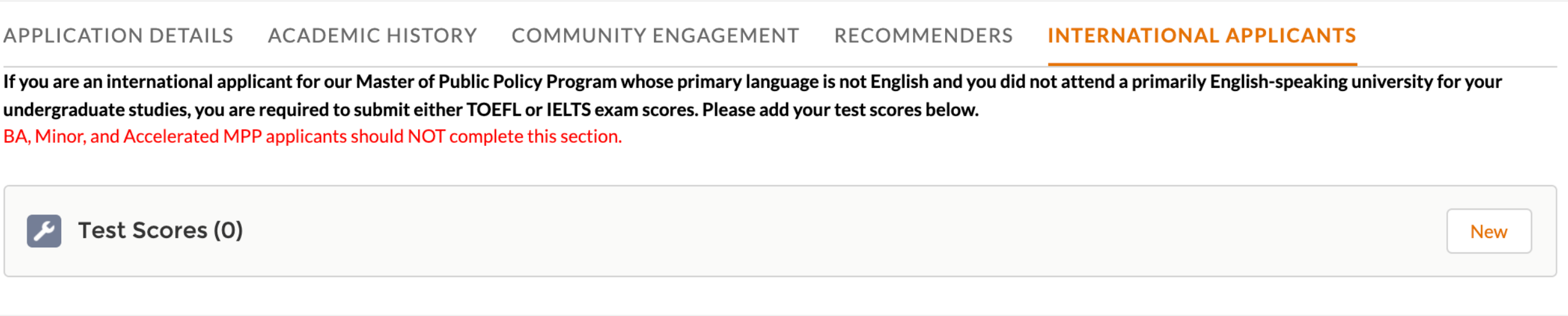
Ratings

How do you 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 5-20%)	Exceptional (top 1-5%)	Cannot Evaluate Applicant
Academic Performance *	○	○	○	○	○	○
Professional Performance *	○	○	○	○	○	○
Intellectual Promise *	○	○	○	○	○	○
Quantitative Aptitude *	○	○	○	○	○	○
Motivation to Study Policy or Professional Vision *	○	○	○	○	○	○
Critical Thinking and Analysis *	○	○	○	○	○	○
Leadership *	○	○	○	○	○	○
Resilience and Adaptability *	○	○	○	○	○	○
Communication *	○	○	○	○	○	○
Team Skills *	○	○	○	○	○	○
Intercultural Competence *	○	○	○	○	○	○

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 5-20%)	Exceptional (top 1-5%)
Overall Assessment *	○	○	○	○	○

DO NOT COMPLETE THE INTERNATIONAL STUDENT TAB

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