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.
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 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
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!

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.

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 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 Bachelor of Arts in Public Policy & Leadership, click on “Start an Application.”
Select “Bachelor of Arts in Public Policy & Leadership program only” and Fall 2023 entry and hit “Next.”

NOTE: If you would like to be considered for both the BA and Minor in Public Policy & Leadership, select “BA/Minor combined application”
After the system loads, you may begin your application.

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

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Applicant</th>
<th>Applying To</th>
<th>Application Date</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP-1158</td>
<td></td>
<td>Bachelor of Public Policy and Leadership</td>
<td></td>
<td>Started</td>
</tr>
</tbody>
</table>
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!
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.

Non-discrimination Statement
The University of Virginia does not discriminate based on the basis of age, color, disability, gender identity or expression, marital status, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, and family medical or genetic information. Please see the 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 any applicable U.S. federal laws. UVa’s privacy policy can be found here.

Conditions of Offer
The University of Virginia reserves the right to provide a safe, learning, and working environment for all members of our community. Although we do not ask candidates for admission into the Batten School to disclose criminal convictions or pending charges when they apply, we require that admitted students provide this information before they enroll. If a candidate discloses a conviction or pending charge, Batten does not automatically withdraw admission. Rather, a committee evaluates the circumstances thoroughly and holistically and determines whether the student's enrollment would be consistent with the safety of the University community.

For more information, contact the Batten School Office of Admissions at 434.924.2218. If you need technical assistance, contact Batten School IT Support at 434.924.2777.
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**

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

<table>
<thead>
<tr>
<th><em>Application Details</em></th>
<th>Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>--None--</td>
<td></td>
</tr>
<tr>
<td>Preferred Name (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td></td>
</tr>
<tr>
<td>If applicable, please fill in your previous name details below.</td>
<td></td>
</tr>
<tr>
<td>First / Given Previous</td>
<td></td>
</tr>
<tr>
<td>Middle Name Previous</td>
<td></td>
</tr>
</tbody>
</table>
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.”

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

- Non-binary gender identity?
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
Questions that appear “grayed out” are dependent on the answer to the previous question. Depending on how you answer that question, that question will be available for you to answer.
Other City

Other State/Province

Other Zip/Postal Code

Other Country

* Residency

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

US State of legal Residence
  --None--

Virginia county of legal residence
  --None--

Language Skills

What is your primary language?
  --None--

Languages you speak, level of proficiency
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.
Relationship to UVA/Batten #3

UVA Connections

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

Batten Family member connection
--None--

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

UVA Family member connection
--None--
Answering “yes” to the academic disciplinary history question will not automatically discount your application from consideration. You can use the optional application addendum to explain further if needed. As noted by the policy statements on the right, students are required to 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).
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.

<table>
<thead>
<tr>
<th>BA Prerequisites</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microeconomics</strong></td>
<td></td>
</tr>
<tr>
<td>Grade in Microeconomics course?</td>
<td></td>
</tr>
<tr>
<td><strong>Social Psychology</strong></td>
<td></td>
</tr>
<tr>
<td>Grade in Social Psychology course?</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Public Policy</strong></td>
<td></td>
</tr>
<tr>
<td>Grade in Introduction to Public Policy?</td>
<td></td>
</tr>
</tbody>
</table>
Under Anticipated UVA Credit Hours, enter the number of credits you will have earned by Fall 2023.

Instructions

You must earn 60 credits by the semester you begin the Batten BA. How many credits will appear on your UVA transcript by this date?

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 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.

Application Attachments

* Unofficial Transcript: Not Submitted

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

**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 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 Or drop files
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.*
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.

An application addendum is not required. 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 or unique grading scales due to the pandemic or other circumstances, etc.). Please format your response as a letter to the admissions committee, not to exceed two pages.

We recommend you upload your attachment as a .PDF or .doc file.
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.
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.
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.
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 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.