2024 REU SUMMER PROGRAM ADMISSIONS PROCESS

DEADLINE - MAY 1ST

The following documents are included in this packet. Please email Jessica Pitt at ilpitt@tamu.edu if you would like these documents sent to you electronically.

- Example of the UIN email the students will receive to activate their AIS (Applicant Information System)
- Example of AIS Checklist and list of required documents
- Application for Admissions Fee Waiver. For new programs, you may submit an application fee waiver form
 for your department, please complete the form and send the signed document via campus mail attention
 Jessica Pitt or email a signed pdf or jpg document to jlpitt@tamu.edu.

Step by step instructions for completing the online Admissions Slate Application will be available at a later date.

Department responsibility:

- 1) Provide Admissions with a list of participating students (do not include current TAMU students they will not submit this application. REU is for undergraduate students. Students who have earned a degree will not be allowed to participate in the REU program), email to Jessica Pitt, ipitt@tamu.edu.
- 2) Slate Application link: will be provided later
- 3) Submit Admissions Fee Waiver if the program is new or the waiver has expired (valid for 5 years). Admissions will notify a department if a renewal is needed. International student application fees must be paid by the student or department. Contact the Admissions Fee Office: Delayne Nichols denichols@tamu.edu with interdepartmental transfer information. The International application fee is \$90.
 This is only for the application fee. For any information regarding student tuition and fees, please contact Student Business Services.
- 4) Forward any college transcripts to Admissions that the students are unable to upload on their AIS.
- 5) The Office of Admissions will notify the department when all applications are complete and the students have been admitted. Students will not be admitted until all the students within the corresponding program have submitted the required documents and are complete. Updates will be sent weekly notifying the program contact of the status of their REU program unless no changes have been made.

Student responsibility: Currently Enrolled TAMU students do not need to submit this application.

- Complete Slate Application
 Additional questions have been added regarding conduct. It is a system rule that all students must answer the
 questions and any student that answers in the affirmative will have to go through a review process to see if their
 application will be accepted. Please see the questions on the following page. The Slate Application closes
 May 1st.
- Student will receive UIN/AIS email and the student will be responsible for setting up the account as outlined in the email. Student will receive the email within 24 to 48 hours of submitting the application and the application being processed.
- Once AIS (<u>Applicant Information System (AIS)</u>) is activated, the student should upload the following required documents by the <u>May 1st deadline</u>:
 - A. <u>Current college transcript</u>: The college transcript must include the student's name, the name of the institution the student is currently attending, and the total amount of earned credits. Unofficial or official college transcripts should be uploaded through AIS. Please note, degree audits or program evaluations are not acceptable for the REU program.

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DEADLINE - MAY 1ST

- B. <u>Bacterial meningitis immunization record:</u> Vaccination date must be on or after (05/28/2019) to be considered valid for the 2023 Summer REU program. DO NOT USE Med+Proctor to upload proof of bacterial meningitis vaccination. <u>Please upload a valid vaccination record through AIS</u>. The record must include the student's name, date of birth, and Physician or Clinic information.
- C. <u>Residency documents:</u> Students will receive an email, once the application is processed, if any residency documents (Permanent Resident card, I485, or Core Residency Questionnaire) are required.
- 4) AIS provides the students with a checklist of required documents to complete the application.
- 5) Selective Service questions should be directed to Financial Aid, financialaid@tamu.edu or (979) 845-3236.
- 6) International students can contact International Student Services at isss@tamu.edu or 979-845-1824 regarding additional requirements.

Contacts:

Primary: Jessica Pitt: 979-458-5149 jlpitt@tamu.edu

Secondary: Marietta James 979-458-5157 mccjames@tamu.edu

Campus Mail: TAMU MS 0200

Or General Services Complex, Suite 1601 if hand delivering documents

Beginning Summer 2019 Application Questions pertaining to conduct:

Have you been convicted of a crime involving acts of violence or sexual misconduct including, but not limited to, criminal homicide: murder or nonnegligent manslaughter: sexual assualt: rape, fondling, incest, or statutory rape; robbery; aggravated assault: arson: simple assualt: destruction/damage/vandalis m of property; domestic violence; dating violence; or stalking? (juvenile adjudications are not

> Do you have any past substantiated or pending conduct charges involving acts of violence or sexual misconduct including, but not limited to, criminal

required to be reported)

2 homicide: murder or nonnegligent manslaughter; sexual assualt: rape, fondling, incest, or statutory rape; robbery; aggravated assault; arson; simple assualt; destruction/damage/vandalis m of property; domestic violence; dating violence; or

stalking?

No

Previous Institutional Conduct

Have you been expelled or suspended from an postsecondary institution?

N

APPLICATION FOR ADMISSION FEE WAIVER FOR SPONSORED SUMMER PROGRAMS

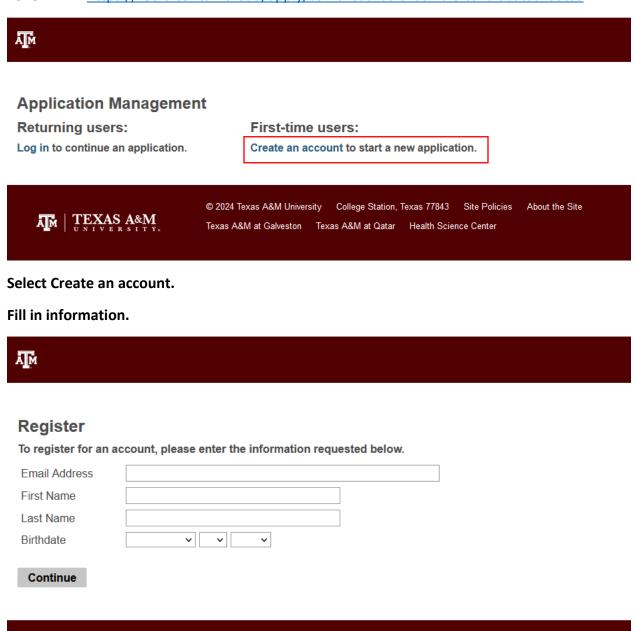
The application fee may be waived for those U S citizens or permanent residents who are approved participants in programs that meet the following criteria.

- 1) The program is recognized by the campus and receives financial support from the University or an outside agency which includes payment of the participant's tuition, fees and living expenses.
- 2) The purpose of the program includes the advancement of specific, university-wide goals or objectives.
- Program participants enroll for the summer session only on a nondegree basis. Program participants who wish to continue their enrollment after the end of the program must apply for admission and pay the application fee by the closing dates posted in the undergraduate application.
- 4) The program coordinator includes, with this form, written request for the waiver of the fee to Admissions Processing, which includes evidence that the program meets the above requirements. This request should be received by May 1 of the year of initial participation.
- 5) The program coordinator will collect approved applications for admission along with official transcripts of the highest and latest work completed by each applicant. The applications with supporting transcripts will be submitted to Admissions Processing in a single group by the May 1 closing date. Every attempt will be made to assure the applications are processed within the period prior to the first summer class day.
- A signed copy of these requirements by the program coordinator and the Assistant Provost for Enrollment or the Director of Admissions will constitute the official establishment of a waiver of the application fee for this program. This signed document will include an initiation and termination (or renewal) date.

Program Coordinator (print))		
Signature:			
Program Title:			
Campus Address:	,	Campus Telephone:	
Initiation Date:		Termination/Renewal Date:(5 years or less)	
Recommended Approval:	Yes	No	
Executive Director of Admi	ssions	Date	

Return to Jessica Pitt. MS 0200.

Follow link: https://recruiter.tamu.edu/apply/?sr=52e08766-3100-40fe-b94d-360e9a138c5a



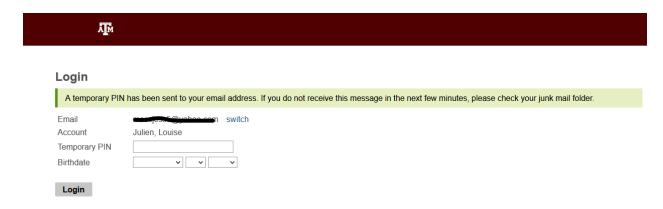
You will receive an email with a temporary pin. You will be asked to enter that pin and your DOB to create a password.

TEXAS A&M

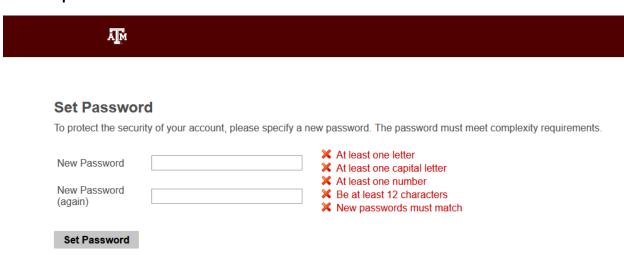
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Texas A&M at Galveston Texas A&M at Qatar Health Science Center

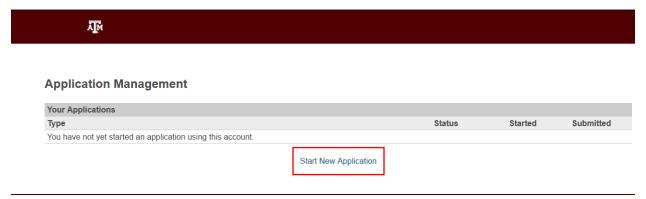
About the Site



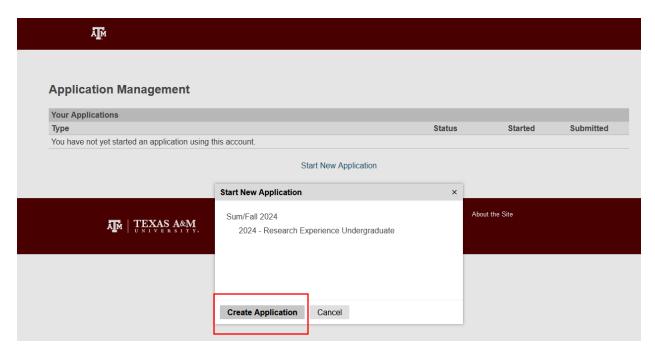
Create a password.



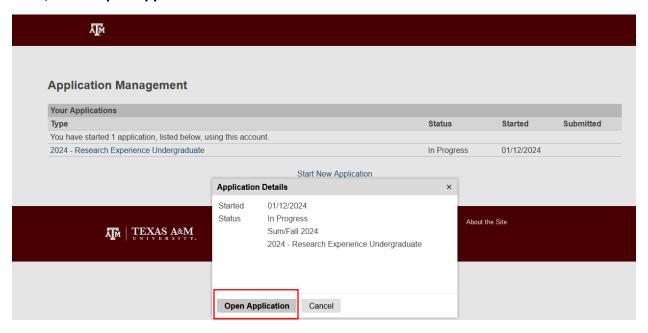
Once your account has been created, you will see this page. Please select Start New Application.



A window will Pop Up. Please select Create Application.



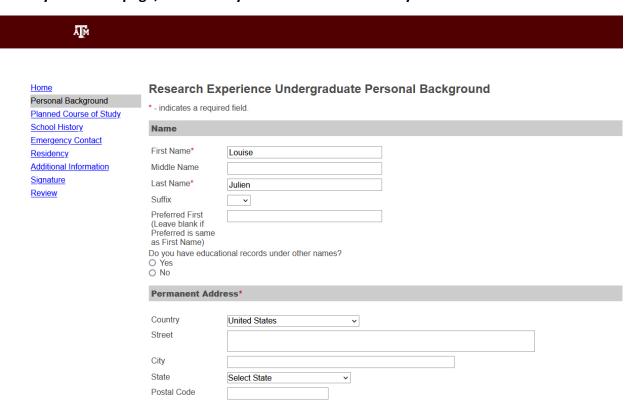
Then, select Open Application.



All * asterisk fields are mandatory to fill out. You will go each page listed on the left.

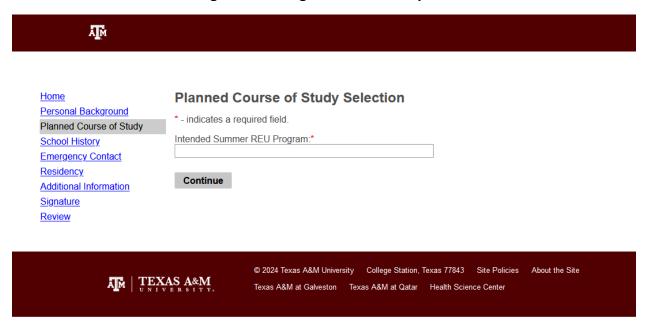
Home
Personal Background
Planned Course of Study
School History
Emergency Contact
Residency
Additional Information
Signature
Review

When you finish a page, it will take you to the next one once you select Continue.

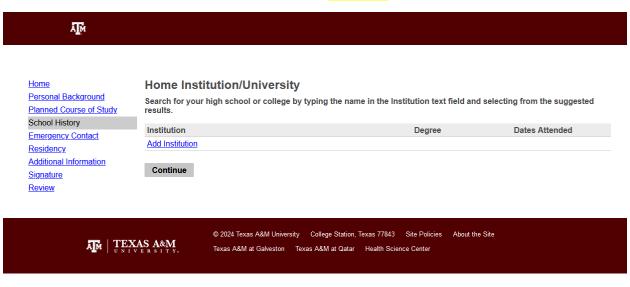


Local/Mailing A	Address			
Country	United States v			
Street				
City				
State	Select State v			
Postal Code				
Email Address				
Current Email*				
Phone Number	rs —			
Mobile*				
Daytime				
Biographical II	nformation			
Sex	▼			
Birthdate*	January v 2 v 2003 v			
Social Security Number				
Citizenship Inf	ormation			
Citizenship*	v			
Dual Citizenship	<u> </u>			
Ethnicity Info	rmation			
Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions.				
Are you Hispanic O Hispanic or La O Not Hispanic o	tino			
be a member:* ☐ American India ☐ Asian (O) ☐ Black or Africa	ar answer to the prior question, please check <i>one or more</i> of the following groups in which you consider yourself to an or Alaska Native (I) In American (B) an or Other Pacific Islander (N)			
Continue				

Please enter the intended Program and Program Contact or Sponsor.



Please only add the college or university you are currently attending.



Provide Emergency Contact Information.



<u>Home</u> **Emergency Contact** Personal Background **Emergency Contact First Name*** Planned Course of Study School History Emergency Contact Last Name* **Emergency Contact** Residency Additional Information Your relationship with the Emergency Contact **Signature** Review Emergency Contact Email Address* Emergency Contact Phone Number* Continue

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Fill out Residency Information.



<u>Home</u> Residency Personal Background * - indicates a required field. Planned Course of Study Are you a U.S. Citizen?* School History O Yes **Emergency Contact** O No Residency Are you a resident of Texas? * **Additional Information** <u>Signature</u> Review Have you resided in Texas for the 12 months prior to enrollment?* O No I have graduated or will graduate from a Texas high school or received my GED certificate in Texas.* I resided in Texas for 36 months leading up to graduation.* Continue

Answer Additional Information.



Home Personal Background Planned Course of Study School History Emergency Contact Residency Additional Information Signature Review	Additional Information
	* - indicates a required field.
	Criminal Background * Have you been convicted of a crime involving acts of violence or sexual misconduct including, but not limited to criminal homicide: murder or non-negligent manslaughter; sexual assault: rape, fondling, incest, or statutory rape; robbery; aggravated assault; arson simple assault; destruction/damage/vandalism of property; domestic violence; dating violence; or stalking (juvenile adjudications are not required to be reported)? O Yes No
	Conduct Charge* Have you been expelled or suspended from any postsecondary institution? O Yes No
	Pending Conduct Charge* Do you have any past substantiated or pending conduct charges involving acts of violence or sexual misconduct, including, but not limited to, criminal homicide: murder or non-negligent manslaughter; sexual assault: rape, fondling, incest, or statutory rape; robbery; aggravated assault; arson; simple assault; destruction/damage/vandalism of property; domestic violence; dating violence; or stalking? O Yes No
	Academic Suspension* Are you currently on academic suspension from a college or university? O Yes No

Section 552.114 of the Texas Government Code designates applicant information as confidential and requires educational institutions funded by the State of Texas to obtain permission from you prior to releasing any applicant information. By providing your authorization, Texas A&M will be able to share your directory information with businesses and organizations that provide services to students such as the Texas A&M Mother's Clubs, housing providers, and bookstores. If you choose to release your applicant information, then this decision will remain valid until the first day of classes for the semester in which you are enrolled. Once the semester has started, the Family Educational Rights and Privacy Act (FERPA) will govern the disclosure of your directory information.

Do you wish to allow Texas A&M University to release your directory information?*

O Yes

O No

The Office of Admissions and other university offices (for example, Registrar, Financial Aid, Business Office) prefer to communicate with applicants and current students electronically (email and texting) in order to provide timely information. Text messages will typically provide important information about deadlines, status updates, or when you need to act. You can always opt out of receiving text messages at any time.

I agree to receive text messages.*

O Yes
O No

Please be advised that Texas A&M offers many programs that lead to an occupational license as defined under Texas Occupations Code 58.001. Licensing authorities may have guidelines concerning prior criminal convictions that would make an individual ineligible for issuance of a given license. Applicants are encouraged to review all eligibility requirements related to degrees resulting in a license. Note the following:

- An individual who has been convicted of an offense may be ineligible for issuance of an occupational license.
- Licensing authorities must establish and make available guidelines explaining why a particular offense is considered a basis
 for ineligibility for a particular license and other criterion that may affect the decision to grant or withhold a license.
- Local or county licensing authorities may establish additional guidelines related to criminal history. Applicants should contact
 their local or county licensing authority for more information.
- An individual has the right to request a criminal history evaluation letter regarding their eligibility for a license issued under Texas Occupations Code 53.102.

Questions related to eligibility requirements should be directed to the individual licensing authorities.

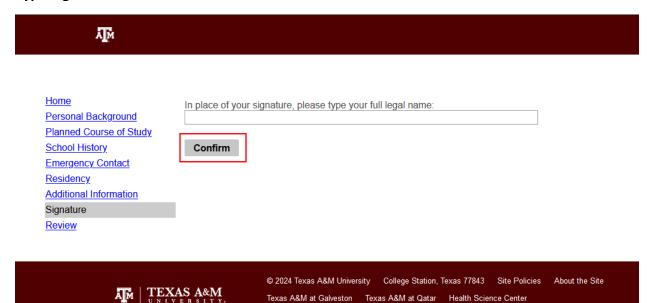
Please acknowledge by entering your initials in the text box.*

I certify that the information on this application is complete and correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules and regulations of Texas A&M University. Selecting the box below indicates that I have read and agree to the certification statement.*

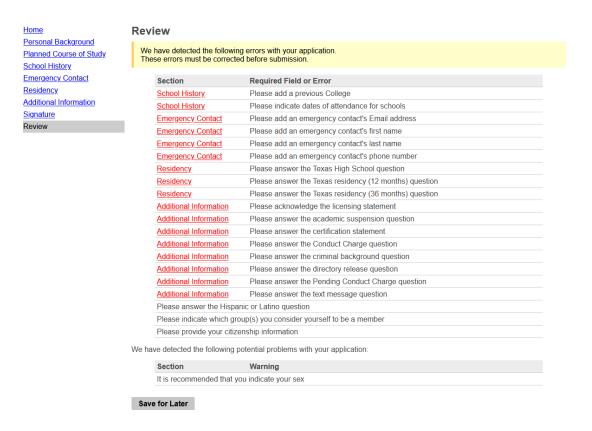
O I Agree

Continue

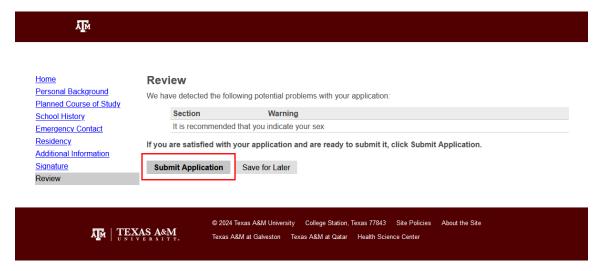
Type Signature and Confirm.



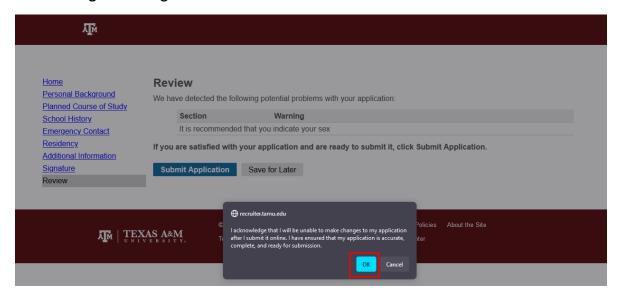
If any asterisked items were missed, you will be prompted to go back and fill out information before you can submit.



Once the sections are complete and you have typed a signature, submit the application.



Acknowledge no changes can be made after submission.



Application Submitted Page:

- You will receive an email with your UIN and instructions for setting up your NetID and gaining AIS (Applicant Information Portal (https://applicant.tamu.edu/) access within 48-72 hours after submitting your application.
- You will use your AIS portal to submit your college transcript and proof of bacterial meningitis vaccination.
 - The transcript must have your name, the name of the institution you are attending, and the total number of credits earned.
 - To be considered valid for Summer 2024 the bacterial meningitis vaccination must be administered on or after 28-MAY-2019. Please do not use

Med+Proctor. You will upload your vaccination record through AIS as immunization record.

• If you have any questions about your application, please submit a question through your Applicant Information Portal (https://applicant.tamu.edu/). Please do not contact the Aggieland Admissions Center.



Application Status for Louise Julien

Your application has been submitted!

If you have questions about your application please login to the applicant.tamu.edu portal and submit a request under contact us, or email the Aggieland Admissions Center.

If you have questions about your specific program please contact the advisor that you've been working with for your specific program. If you need to contact us regarding your application, provide your name and this reference number: 564910691.

If you have questions about your application please login to the applicant.tamu.edu portal and submit a request under contact us, or email the Aggieland Admissions

If you have questions about your specific program please contact the advisor that you've been working with for your specific program.

Account Tools: Change Email Address Change Password Logout



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Student's Name Student's Address

Dear Student

On behalf of the faculty and administration, we are pleased that you are considering Texas A&M University to further your education. The purpose of this communication is to acknowledge receipt of your application for admission, provide you with your Texas A&M issued Universal Identification Number (UIN), and prompt you to activate your NetID. Your UIN is a unique number which will be used to identify your application credentials and other permanent university records.

Your Universal Identification Number (UIN) is:

0000000

- Use your UIN now to activate your NetID at http://applicant.tamu.edu by clicking Activate NetID. Your NetID will allow you to monitor the progress of your application on the Applicant Information System (AIS), so be sure to make note of your NetID.
- AIS is the primary method of communication between you and the Office of Admissions. It is critical that you monitor the
 status of your file regularly throughout the application processvia AIS at http://applicant.tamu.edu. You will be able to
 upload select documents in support of your application. Please view the upload feature under the My Documents tab in AIS for
 additional information. For questions regarding your application and supporting documents, contact our office using the Ask a
 Question function found under the Contact Us tab.
- Roughly 24 hours after creation, your NetID will also allow access to the Howdy Portal at http://howdy.tamu.edu, as well as other online student services at Texas A&M.

NOTE: The application is only one component of a complete file. It is your responsibility to ensure that all required credentials are received by the posted official closing date.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

In compliance with federal law, the following information is maintained and available through the Clery Annual Reports webpage on the Texas A&M University Risk and Compliance website. The Texas A&M University Annual Security Reports and Annual Fire Safety Reports are available and include information on campus safety and security policies and statistics. Policies include: reporting crimes and emergencies, security resources, crime awareness and prevention, security of campus facilities and residence halls, alcohol and drug policies, and fire safety systems for on-campus student housing facilities.

The Texas A&M University Annual Security Reports and the Annual Fire Safety Reports can be found at: http://urc.tamu.edu/clery-act/clery-annual-reports.

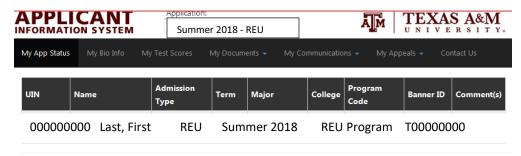
For a paper copy of the reports, please contact the prospective campus as indicated in the following: http://urc.tamu.edu/media/519551/notification_security_fire_reports.pdf.

PLEASE KEEP THIS COMMUNICATION FOR FUTURE REFERENCE.

Admissions Processing Office of Admissions

EXAMPLE OF AIS (APPLICANT INFORMATION SYSTEM) CHECKLIST

The student's AIS page will be similar to the example below:



My App is Incomplete (or Complete, when all documents have been received)

- Documents Required for ADMISSION





- 1. Required documents to complete the application: May 1st Deadline
 - SSB Application Department will supply the link to the student
 - Fee (electronically waived unless applicant is international)
 - Most recent College transcript (provided by the department or uploaded by the student in AIS)
 - Bacterial Meningitis immunization record (uploaded by the student in AIS)
- Documents that <u>may</u> be required for specific students. Admissions will communicate with the students:
 - Permanent Resident card or I485, if applicable (can be uploaded by student)
 - Core residency questionnaire (RQ) if student claims Texas residency and additional information is needed to make a determination (can be uploaded by student)