SIS Graduate Online Application – Tips and Instructions

2017 Application Cycle

We are delighted that you are considering graduate education at the School of International Service, American University. SIS has recently transitioned to an exciting new online application system. To help you navigate through this system, we have prepared the following tips and instructions. If you have questions about the overall application requirements, deadlines, and procedures, please visit the FAQ section of the SIS website.

STARTING THE APPLICATION
Since most schools at AU share the same application system, it is critical that you access the online application link that is unique to SIS at https://applynowsis.american.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx. Always look for sis in the URL to make sure that you are accessing the correct link.

To start an application, you will first be asked to fill out a brief page to create your account. Once your account has been created, you will be directed to the My Account page where you’ll click on Start an Application under Next Steps to proceed.

ABOUT YOUR ACCOUNT
If you have misplaced your password, click on the Forgot your password link to have it reset. You will first be asked to input the answer to your secret question, then your new login credential. If you get locked out of your account after multiple attempts to reset your password, please email sisgrad@american.edu.

If you have misplaced your password AND the answer to your secret question, please email sisgrad@american.edu. Please be sure to always keep your login information in a secure and accessible place.

ABOUT THE APPLICATION AND SUPPLEMENTAL ITEMS
Please note that in the SIS online application system, you will NOT be able to upload any supporting material (e.g. resume, statement of purpose, and transcripts), pay your application fee OR complete any recommendation request form until AFTER you have submitted the application form.
**Saving your application:** You do not have to complete your application in one sitting. Be sure to hit **Save & Continue** at the bottom of the page if you wish to come back.

**Submitting your application:** Your application is not fully submitted until you have completed all required fields on the application **and** paid the application fee. If you are eligible for an application fee waiver, you will be provided a fee waiver/promo code before or during the application and be asked to input that code upon submitting the application form. Once the application is fully submitted, you will see the following screen directing you to upload your supplemental items (e.g. resume, statement, and transcripts) and input your recommenders’ information.

**Submitting Supplemental Items:** When you return to your **My Account** page, you will now see that your application is marked as submitted and that you have 0 out of X number of items that still need to be submitted to complete your application. The number of supplemental items needed depends on your educational background and program of application – fields that you have completed on the application.

*It is important to understand that the Supplemental Items list serves as a checklist for all outstanding items required to complete your application. While the majority of the items on this list are items uploaded by you, the applicant, some are items uploaded by AU upon receipt of them from official sources. For example, you as the applicant are responsible for uploading your resume, statement and unofficial transcripts. AU will upload your official GRE and TOEFL scores when they are received from ETS, your official transcripts when they are received from your university, and official international transcript evaluation (if applicable) when it is received from an approved transcript evaluation agency such as WES, AACRAO or ECE.*

As an applicant, your goal should be to upload as many required items as you can to the Supplemental Items list while knowing that you may not be able to upload everything as dictated by our official document requirements.
**Supplemental Items Continued...**

The supplemental items page will begin with **Recommendation Requests**. Two recommendation letters are required for master’s applicants and three for the PhD. If you indicate that your recommender will submit his/her recommendation online, the system will immediately generate an email alert to the recommender prompting him/her to do so. In the body of this email, your recommender will click on the **Accept the recommendation** link to proceed.

The **Recommendation Requests** view will be updated as the status of your recommendation changes. Any submitted recommendation will have a status of **Completed**. You will also receive an email notification with the update. In addition, you will have the option to **resend or cancel a recommendation before** it is submitted in the event that this becomes necessary.

The rest of your supplemental items section will allow you to upload your resume, statement of purpose, transcripts, applicable test scores, and when applicable, an addendum. Click **here** to view detailed requirements for each of these items. You can also view the **FAQ** section of the SIS website for more information. Any item successfully uploaded by you, the applicant, or AU will be marked as **Received** in this view.

**POST APPLICATION SUBMISSION**

All admissions decisions will be released in the online application portal. Applicants will receive email notifications from the SIS Graduate Enrollment Management office with instructions for how to access decisions online. Questions should be directed to **sisgrad@american.edu** or +1-202-885-1646.

*Updated Fall 2016*