TargetX Salesforce

Graduate Application

Graduate Studies (application questions) unmgrad@unm.edu
EM Admissions apply@unm.edu
GEO International Admissions goglobal@unm.edu

UNM GRADUATE STUDIES

Objectives

- Review applications
- Request supplemental material from an applicant
- Create Reviewer Groups and assign applications for review
- Update Recommendation requirement

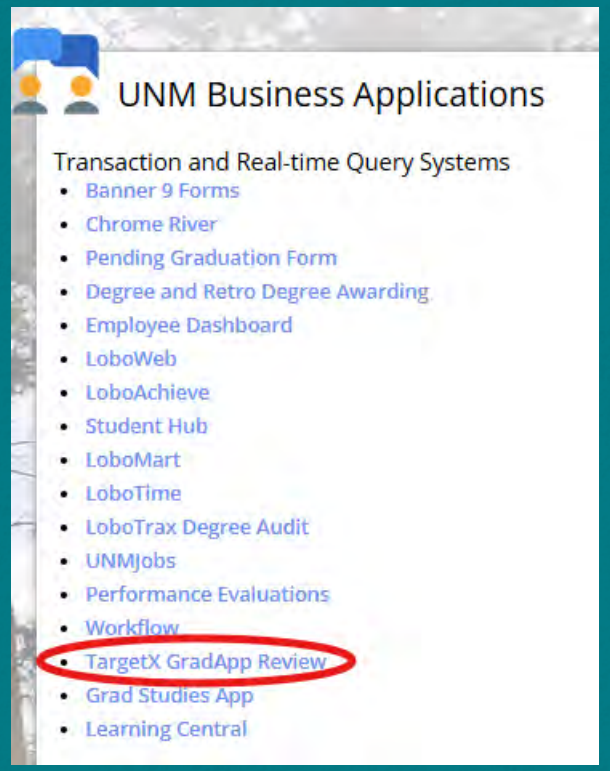
GRADUATE STUDIES

Agenda

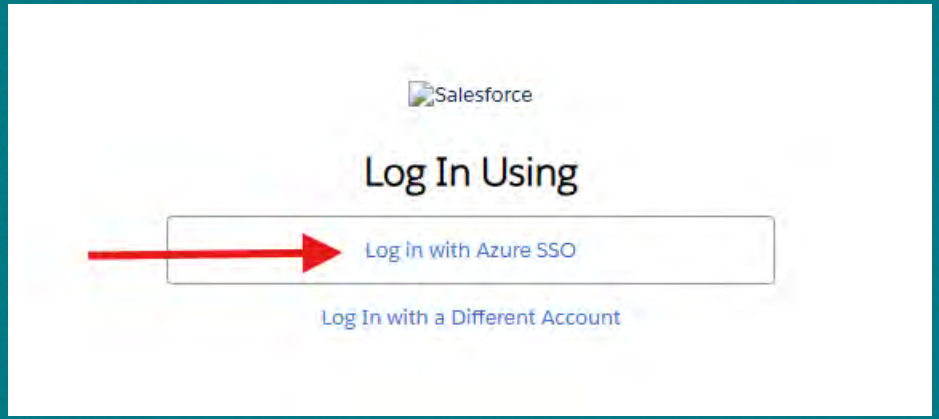
- Logging in
- Get the look & feel
- Customization
- Accessing videos/tutorials
- New features/abilities
- See the applicant perspective
- Questions?

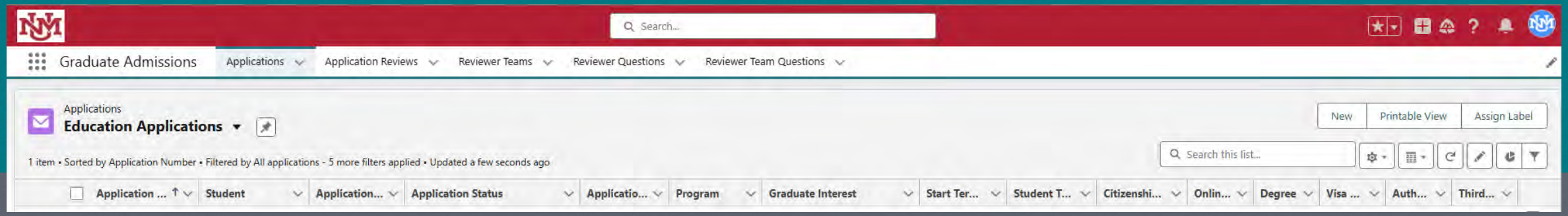
GRADUATE STUDIES

Login via MyUNM SSO



If prompted to, click: "Log in with Azure SSO" (login with NetID and password).





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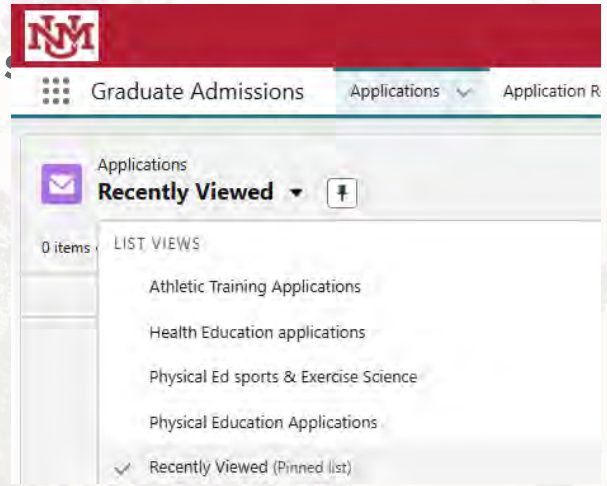
Multiple programs

You can use the "pin" icon to come back to the same list each time you login.



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New features to highlight

- You're able to upload Letters of Recommendation if you receive them directly.
- You're able to add a recommender or nudge a recommender.
- You can request supplemental material from the applicant.

GRADUATE STUDIES

Training Videos

Training Videos

Faculty/Staff Resources

- Social Justice and Anti-Racism Resources for Graduate Education
- Holistic Program Review
- Program Assessment
- Mentoring Resources
- Thesis and Dissertation Committee Instructions
- Graduate Faculty and Directors
- Graduate Studies NET
- Create or Update Graduate Advisors or Degree Listings on the Grad Studies Website
- Create or Update Program Application Instructions on the Grad Studies Website
- Gradforms Report of Examination
- WRGP Program Application

TargetX Graduate Application (Grad App) Trainings

Apply Now Information

Apply Now

Graduate Studies does not process applications for admission. The Dean of Graduate Studies must approve petitions for waivers or exceptions to admissions requirements. Individual graduate programs have specific requirements for admissions, as well as different deadlines. Before applying, be sure to review the departmental **requirements and instructions**. All questions about the admission process itself should be directed to the **Office of Admission**, the **International Admissions Office** (for international applicants), and to the **graduate advisor** in the graduate program to which you are applying.

To apply for admission, begin by selecting the Apply Now button below and the Sign-up link at the bottom of the next page to create your username and password. An email with your username and a link to create your password will be sent to the email address you provide. This username and password is so that you can return to work on your application over several sessions. Your information is transmitted through a secured server and is not reviewed for admission until you submit your application.

When you have completed your application and are ready to submit it, you will be required to pay an application fee ($60 for domestic applications, $70 for international applications) via credit card online. No application will be processed until the correct application fee is paid.
Please carefully read the instructions that appear throughout the application pages. You can only submit your application one time. Please go here for information about undocumented application requirements.

Email: unmgrad@unm.edu. For international admissions, email: goglobal@unm.edu

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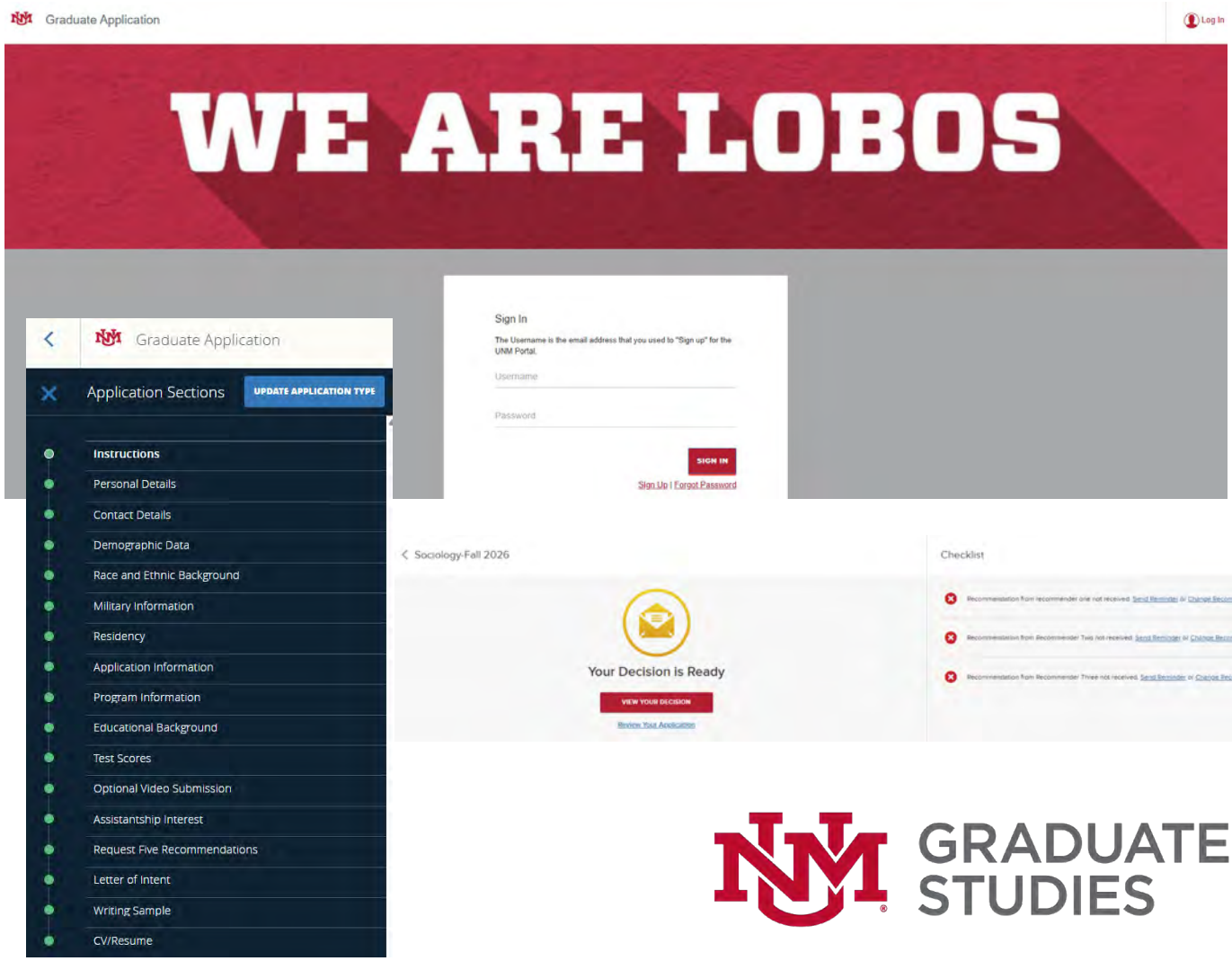
Applicant view



GRADUATE STUDIES

Office/Drop-in Hours

Wednesday June 11, 11-Noon
Teams

Office/Drop-in Hours

Monday June 16, 9-10am
Teams

Training Review

Tuesday June 24, 10-2:30pm
Teams
Drop-in: Wednesday June 25, 2:30-3:30
Teams

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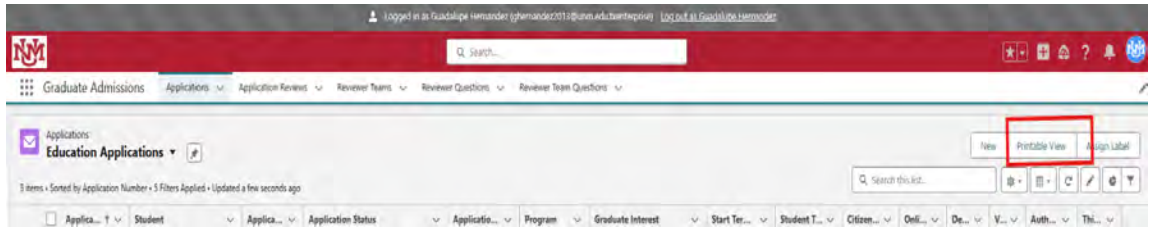
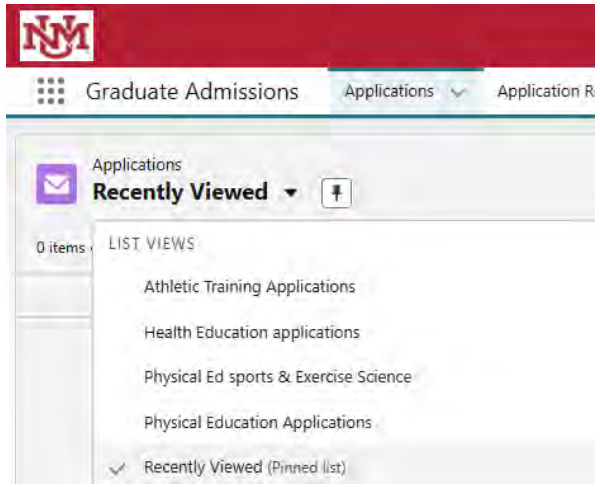
Tips…

- You can get a printable list of your applications.





- Applicant answered they're being readmitted by mistake, and you need the materials to review? You can add a Supplemental Form and email the applicant asking them for the number of recommenders (name and email) needed; then add them to the application.

- Not seeing all your applications? Change your List View and "pin" the one you want to display each time you come back.

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