

# GRADUATE ADMISSIONS FREQUENTLY ASKED QUESTIONS

**Q: In the status check site, my file is complete, why am I still considered “pending”?**

**A:** Your file is considered pending from the moment you submit the application until the official decision has been made by the Office of Graduate Admissions.

**Q: In the status check site, my file is complete, what is the next step?**

**A:** Admission to any graduate program is a two-step process, once your file is complete, the program will review it (some will require interviews) and then make an admission recommendation to the Office of Graduate Admissions. Once that recommendation has been made, the Office of Graduate Admissions will review your file and grant an official decision, they will also mail you an official decision letter.

**Q: I went to a few different universities and took only a couple of courses at most of them, do I need to submit those transcripts?**

**A:** Yes, we require an official transcript from every institution you have attended.

**Q: What is the quickest way to get application materials to you?**

**A:** Visit [SouthernCT.edu/gradadmissions/graduate-application.html](http://SouthernCT.edu/gradadmissions/graduate-application.html) to directly upload your application materials and any pertinent documents. Anything you can't directly upload should be mailed to our processing center.

**Q: How do I check my status and upload my documents?**

**A:** Log in to the same site where you applied using the email you used to apply and the password you created upon application.

**Q: I sent in my materials to the processing center, but they aren't showing in the status check portal.**

**A:** Remember that it takes a maximum of 48 business hours for a document to show once it has been received in the mail. The fastest way to have your documents show in your file is to upload them yourself.

**Q: I would like to move my application to a different semester. How do I do this?**

**A:** You may send an email to [graddocs@SouthernCT.edu](mailto:graddocs@SouthernCT.edu) requesting this change. Please note, this MUST be done before the first day of classes for the term in which you originally applied, and it may only be moved forward up to a maximum of one year from the original date of application.

**Q: I would like to change the program for which I applied. Do I need to re-apply?**

**A:** If no official decision has been made on your application, and it is still active, you need only email [graddocs@southernct.edu](mailto:graddocs@southernct.edu) to request the change. Once you have received an official decision from the Office of Graduate Admissions, you will need to reapply.



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