



UNIVERSITY OF
GEORGIA

Graduate School

Grad Status

Waiver Request System

Instructions for Departmental Users

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Important Keys

The purpose of this document is to provide Grad Status users with instructions for submitting tuition waivers and navigating the environment. Please follow the instructions to become familiar with the process.

The pictograms below are used throughout this workbook to underline points or essential notions.

	Important information
	Good to know
	Risk
	Action to be avoided

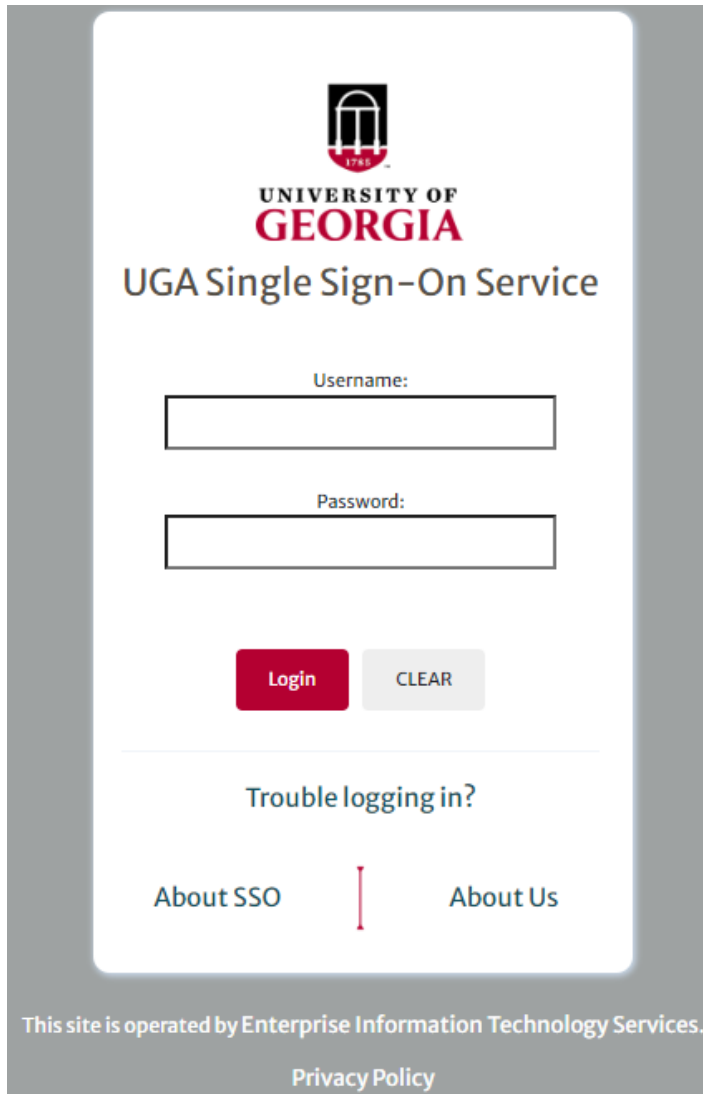
If you need more help or have questions, please contact the Graduate School Business Office at gradfinance@uga.edu.

Accessing the Waiver Request System

To access Grad Status, the waiver request system, go to <https://gradstatus.uga.edu>.

1. Click on the **Log In** button to enter the site. You will be redirected to UGA's Central Authentication Service (CAS) website to enter your MyID credentials.

Central Authentication Service (CAS) Login



The image shows a screenshot of the UGA Single Sign-On Service login page. At the top is the University of Georgia logo, which includes a red and black shield with a white arch and the year 1785. Below the logo, the text "UNIVERSITY OF GEORGIA" is displayed in red and black, followed by "UGA Single Sign-On Service" in black. There are two input fields: "Username:" and "Password:". Below the input fields are two buttons: a red "Login" button and a grey "CLEAR" button. Underneath the buttons is a link that says "Trouble logging in?". At the bottom of the form area are two links: "About SSO" and "About Us", separated by a vertical red line. At the very bottom of the page, it says "This site is operated by Enterprise Information Technology Services." and "Privacy Policy".

2. At this point, enter your UGA MyID and password.

 You must be logged into the Cisco AnyConnect Secure Mobility Client to access Grad Status.

Accessing the Waiver Request Form

1. After CAS authentication, the application will redirect to the Grad Status portal.

Grad Status Graduate School UNIVERSITY OF GEORGIA

Events My Submissions Approvals

Session: 59:26 • UGA ID: [lock icon] Reveal

Name Log Out

Home Forms Applicant Manage

You are successfully logged in. Please use the tabs above to operate the site.

If you have any questions or experience problems with the site, contact the Graduate School office.

If you are trying to review applications for graduate admission, we now use Slate for this purpose.

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2. Click on the **Forms** tab and then click on the **Waiver Request (G104)** or **G104** link. The arrows below show the two locations where you can find the links on the Forms page.

Forms

Search Filter form links below.

G104 G107 G120 G129 G130 G131 G133 G134 G136 G137 G138 G139 G140 G143 G162 G164

Late Filing for Graduation (G139)
Ends: 10/31/2023 11:59 PM

Poster Printing Service Request (G143)
Ends: 12/31/2099 11:59 PM

Request for Change of Degree Objective (G136)
Ends: 12/22/2023 11:59 PM

Request for Leave of Absence from Graduate Enrollment (G133)
Ends: 12/31/2023 11:59 PM

Advisory Committee (G130)
Ends: 01/19/2024 11:59 PM

Application for Admission to Candidacy for Doctoral Degrees (G162)
Ends: 01/19/2024 11:59 PM

Approval Form for Doctoral Dissertation and Final Oral Examination (G164)
Ends: 12/08/2023 11:59 PM

Approval Form for Master's Thesis and Final Oral Examination (for MAL, MUPD, MHP, MLA) (G137)
Ends: 12/15/2023 11:59 PM

Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140)
Ends: 12/08/2023 11:59 PM

Doctoral Commencement Information (G120)
Ends: 10/13/2023 11:59 PM

ETD Submission Approval (G129)
Ends: 12/14/2023 11:59 PM

Excellence in Research Award (G107)
Ends: 11/16/2023 05:00 PM

Graduate Academic Probation Advisement (G131)
Ends: 12/31/2023 11:59 PM

Program of Study (G138)
Ends: 01/19/2024 11:59 PM

Request for Transfer Credit (G134)
Ends: 12/31/2023 11:59 PM

Waiver Request (G104)
Ends: 12/31/2031 11:59 PM

For technical support, please contact gradit@uga.edu.

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2.1. Two tabs are available on the Forms page (Form and Submitted Requests) (see highlighted sections below).

Home Forms Applicant Manage

Waiver Requests

Form Submitted Requests

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

This waiver form is for requesting the addition or removal of a waiver attribute for a student benefiting from assistantship and other waivers.

Instructions on [how to include chartstrings](#).

Instructions on [how to process a waiver policy exception](#).

Attributes: Departmental Assistantship (DPAS), Graduate Fellowship/Health Insurance (GRFL), Graduate School Assistantship (GSAS), Graduate Training Grant (None VIP) (GRTG). The **Graduate Tuition Return Incentive Program (GTRIP)** uses attributes Research Incentive Assistantship (RIAS), Research Training Grant (VIP) (RIAT). Instructions for GTRIP are available [here](#).

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

* At least one chartstring is required. ✕ Delete

Name Format: Last, First Middle * UGA ID No dashes allowed * Department Only your department(s) are listed *
Residency * (Start) Term * Attribute * Assistantship Type *

Add Remove Submit

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.


Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add
553140	*	*	*	*	*							Employee name Employee email address Employee phone number	


+ New form Submit all requests

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2.1.1. By default, you will start on the  tab. Use this tab to enter tuition waiver requests.

2.1.2.  This page has links to instructions for adding chartstrings and the policy waiver exception requests.

Forms Tab

Entering Waiver Request Information

- 1.1. Fill in each text box with the student's name and UGA ID.
- 1.2. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
- 1.3. Select the Add  option for adding a tuition waiver or Remove  to remove a tuition waiver.

Grad Status: Waiver Request System

Form Submitted Requests

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

This waiver form is for requesting the addition or removal of a waiver attribute for a student benefiting from assistantship and other waivers.

Instructions on [how to include chartstrings](#).

Instructions on [how to process a waiver policy exception](#).

Attributes: Departmental Assistantship (DPAS), Graduate Fellowship/Health Insurance (GRFL), Graduate School Assistantship (GSAS), Graduate Training Grant (None VIP) (GRTG).
The **Graduate Tuition Return Incentive Program (GTRIP)** uses attributes Research Incentive Assistantship (RIAS), Research Training Grant (VIP) (RIAT). Instructions for GTRIP are available [here](#).

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

* At least one chartstring is required. Delete

Name UGA ID Department 8

Residency (Start) Term Attribute Assistantship Type Submit

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, the value is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you) + Add
1140	*	*	*	*	*							Employee name Employee email address Employee phone number

[+ New form](#) Submit all requests

For technical support, please contact gradit@uga.edu.

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1

2

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8

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7

9

10



If submitting a new waiver request, select "Add." If you are trying to remove a previously submitted and processed waiver, choose "Remove." See below for significant sections of the tuition waiver form.

1. Useful instructions are shown on the form. Please note that this section is updated as we get more user feedback and questions.
2. **REQUIRED.** A student's name must follow the specified format (Last, First Middle; note that a comma must separate the last name and the middle name is optional). The student's name is validated against the Student Information System (SIS). So, the name must be official.
3. **REQUIRED.** UGA ID of a student must match the student's UGA ID in SIS.
4. **REQUIRED.** Select the department to which you want to submit your request. For most users, the department field will be preselected (most users are assigned to one department only).
5. **REQUIRED.** For each waiver request, you must specify the student's residency. Options include Georgia Residency, Non-Georgia Resident, International, and Undeclared.
6. **REQUIRED.** For each waiver request, a term must be specified.
7. **REQUIRED.** Please refer to the "*how to include chartstrings*" link for detailed

Grad Status: Waiver Request System

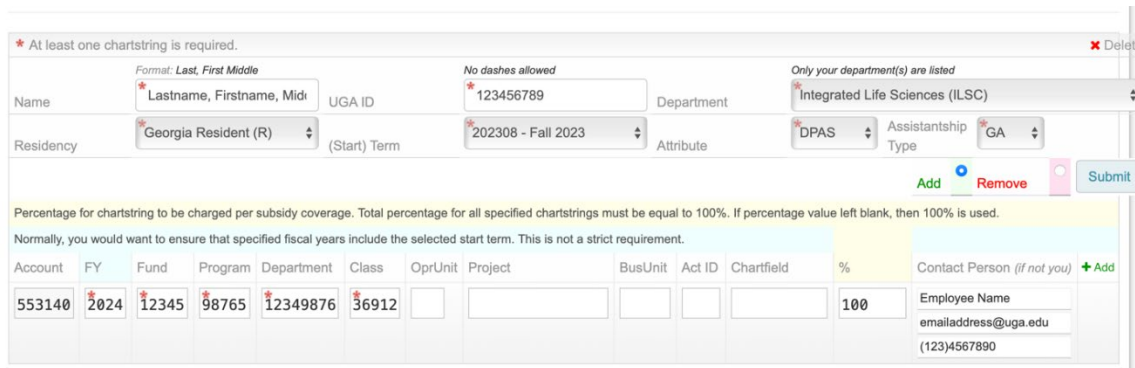
information about each available attribute. It is essential to use the correct attribute.

8. **REQUIRED.** Enter the type of assistantship the student will have: Graduate Assistant (GA), Graduate Laboratory Assistant (GLA), Graduate Research Assistant (GRA), or Graduate Teaching Assistant (GTA). It is important to use the right type. If you need to update the Assistantship Type, you must remove the waiver and re-submit with the correct type selected.
9. **REQUIRED.** Every attribute is either added or removed. Please specify what action must be performed on the requested waiver attribute record. It is essential to set this parameter correctly per each record on the form.
10. **REQUIRED.** During the Fall and Spring semesters, chartstring information must be specified.



Do not use the Undeclared Residency option.

See below for an example of a filled-in form.



The screenshot shows a web form for a waiver request. At the top, a message states: "At least one chartstring is required." The form fields are as follows:

- Name: Lastname, Firstname, Midd (Format: Last, First Middle)
- UGA ID: 123456789 (No dashes allowed)
- Department: Integrated Life Sciences (ILSC) (Only your department(s) are listed)
- Residency: Georgia Resident (R)
- (Start) Term: 202308 - Fall 2023
- Attribute: DPAS
- Assistantship Type: GA

Buttons: Add, Remove, Submit

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)
553140	2024	12345	98765	12349876	36912						100	Employee Name emailaddress@uga.edu (123)4567890

Buttons: + Add

[+ New form](#)

- 1.4. Use [+ New form](#) to add new rows to the form to allow entering multiple waiver requests at one time. Another set of blocks should appear (see below).

Grad Status: Waiver Request System

1.4.1. If you need to remove any created row, use the  button.



If you have a blank or incomplete row, you won't be able to submit the form. All fields and all rows of the form must be filled in.



During the Fall and Spring semesters, departments must enter chartstring information that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. During the Summer, this option will not be available. See the image below for an example of what the G104 Form looks like for a Summer tuition waiver request. Notice that the chartstring section is not available.

Submitting A Request

1. Once you complete all your changes and are ready to submit, click the Submit all requests button.
 - 1.1. Once the request is successfully processed, the system will display a notification in a green popup.

Last, First A new waiver request has been successfully submitted.



It is possible to get a red popup indicating an error message. The system does a lot of validation and business rule checks before a waiver request is saved. There are several different error messages that you might receive back (see samples below). Most error messages should be easy to understand and to fix by correcting the data on the form. Please get in touch with the Graduate School Business Office regarding any error you might get during your submission process that you cannot resolve.

At least one chartstring must be specified.

Student name does not match the name found in the Student Information System.

RIAS requires valid and enabled ProjectID but PROJXY000111111 invalid or disabled.

Graduate Tuition Return Incentive Program (GTRIP) Waivers

The G104 form changes slightly when entering a GTRIP Waiver (see below).

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

* At least one chartstring is required. ✖ Delete

Name <small>Format: Last, First Middle</small> *	UGA ID <small>No dashes allowed</small> *	Department <small>Only your department(s) are listed</small> *	
Residency *	(Start) Term *	Attribute *RIAS	Assistantship Type *GRA
		Project ID RNIHX0001002301	

Add
Remove
Submit

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.

Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you) + Add
553140	*	*	*	*	*							Employee name
												Employee email address
												Employee phone number

+ New form
Submit all requests


1. Besides the usual entries (e.g., Name, UGA ID, etc.), you must enter the Project ID of the sponsored project.



If you receive an error message that states, “RIAS or RIAT requires valid and enabled Project ID but Project ID invalid or disable,” contact the Graduate School Business Office.

Reviewing & Tracking Requests


Submitted Requests Tab

On the  Submitted Requests tab, you can monitor all previously submitted requests for your department. The system allows searching for specific students by UGA ID, Name, Term, Attribute, or All Tasks (Add or Remove).

The screenshot displays the 'Submitted Requests' tab in the Grad Status Waiver Request System. The interface includes a navigation bar with 'Home', 'Forms', 'Applicant', and 'Manage'. Below the navigation bar, there are tabs for 'Form' and 'Submitted Requests'. A message states: 'Below is the list of all latest active waiver requests of your department (Graduate School, Office of) (if any). All requests below have required chartstrings.' A search bar is present with fields for 'UGA ID', 'Name', 'All Terms', 'All Attributes', and 'All Tasks', along with a search button and a dropdown for '50'. A table lists the requests with columns: Name, UGA ID, Attribute and Life Span, Asst Type, Task, Submitted, Status, and Policy Waiver. The table contains one entry: 'Last name, First name 81234567', 'DPAS 201902-201902', 'Remove', '2/14/2019 4:35:19 PM', and 'Completed'. Below the table are buttons for 'Related', 'Chartstrings', and 'Add Policy Waiver'.

The following sections will detail important areas of the Submitted Requests section.

Request Details

To view details on a specific request, click on the  button. See below for significant sections of the detailed view.

Grad Status: Waiver Request System

Waiver Request (G104)
🖨️

Confirmation Code g104202307143d3b8e2456240cfa42cd	Date/Time 7/14/2023 1:38:46 PM	Versions 1	Submitter Requester F Name (email@uga.edu)
Submission Period 1/1/2015 - 12/31/2031 • #33	Department (if used) Graduate School, Office of (GRAD)	Has Parent Submission? No	Academic Year 2023-24
Person (on this submission)	Graduate Coordinator(s) (based on department)	Graduate Coordinator Assistant(s) (based on department)	

Last Name, Student

Name	Last name, First name	UGA ID	81234567	Life Span	202308-202402	Attachments (0) No attachments found.
Department	Graduate School, Office of			Attribute	GSAS	
Residency	Georgia Resident (R)	AY	2023-24	Exemptions	7006 7012	
Status	Completed	In/Out State?	In-State	Asst Type	GRA	
Task	Add					

Chartstrings

Account	FY	Fund	Program	Department	Class	OprUnit	Project ID	BusUnit	Activity	Chartfield	%
553140	2024	12345	24681	11112222	36912						100.000

Exported: Status: Pending • Contact: Requestor Name email@uga.edu 706-123-3456 Chartstring Validated: ✔

7/14/2023 1:38 PM

Submit	Batch	Attribute	Exemption	Complete
7/14/2023 1:38 PM by Requester F Name	7/14/2023 4:05 PM	7/14/2023 4:05 PM by Registrar	7/17/2023 10:00 PM by SYSTEM GRADSTATUS USER	7/17/2023 10:00 PM

1. This section displays the current status of the record. The possible statuses are:

Status	Meaning
Completed	The request has been processed successfully and is complete.
Pending	This status is assigned when a waiver request is initially submitted.
Attribute Processed	This status is assigned when the Registrar's Office has entered the requested attribute.
Exemption Processed	This status is assigned when the Graduate School office has entered a waiver exemption.


2. This field displays the submission date/time and the requester's name.
3. The "Batch" field is populated when the record is sent to the Registrar's Office for processing.
4. The "Attribute" field is populated when the Registrar's Office processes the record by adding/removing a requested waiver attribute and the Graduate School validates the result.
5. The "Exemption" field is populated when a corresponding exemption code is updated for the requested waiver attribute. The Graduate School Business Office performs this action.
6. The "Complete" field is populated when the waiver has been successfully processed.

Related Waiver Requests


To view related information about a specific request, click on the **Related** button. The Related Waiver Requests window opens and displays other waivers the student has had with the option

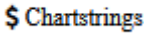
Grad Status: Waiver Request System


to see more detailed information through the  button.

Related Waiver Requests (only for your department(s)) 

81234567 • Lastname, Firstname

Attribute	Life Span	Asst Type	Task	Submitted	Status	Found: 1
GSAS	202308-202402	GA	Add	8/10/2023 10:17:14 AM	Completed	 Latest

To view chartstring information about a specific request, click on . The Waiver Request Chartstring window opens and displays detailed chartstring information. Users can modify chartstring details on this screen.


Waiver Request Chartstrings 


Name	Lastname, Firstname	UGA ID	81234567	Department	Graduate School, Office of (GRAD)
Residency	Georgia Resident (R)	Start Term	202308-202402	Attribute	GSAS
Task	Add	Status	Completed	Asst Type	GRA

At least one chartstring is required. *

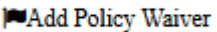
Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.


Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you)	+ Add
553140	2024	12345	24681	00000000	99999						100.000	Requestor Name email@uga.edu 706-123-3456	

Make sure your chartstrings are valid. It is critical that this information is correct and up to date. 

Policy Waiver Request

Click on the  button to view and request an exception to the tuition policy. The Policy Waivers window opens and displays the tuition waiver policy exemption form.

Policy Waivers 

Name	Lastname, Firstname	UGA ID	81234567	Department	Graduate School, Office of (GRAD)
Residency	Georgia Resident (R)	Start Term	202308-202402	Attribute	GSAS
Task	Add	Status	Completed	Asst Type	GA


To be eligible for a tuition waiver, graduate students on assistantship must be appointed for 13.3 - 20 hours per week, be registered for 12 graduate credit hours and be on assistantship from the first day until the last day of each semester. However, exemptions to this policy can be requested from the Dean of the Graduate School. One such exemption is for graduate assistants who meet the requirements for graduation prior to the end of the semester.


By checking the box below, the department confirms through justification and/or supporting documents that the student will meet all requirements for graduation prior to the end of the current semester or wish to separate from the University of Georgia early. As a result, the tuition waiver code will remain in effect for the current semester and the student will be charged only the reduced tuition of \$25.

I Agree

Completion Date

Justification

Policy Waiver Supporting Documents(s) 

1. Read the Policy Waivers terms. If you agree to the term, select the 

checkbox.


2. Enter the student's degree completion date in the Completion Date field.
3. Enter the detailed justification for why the student needs an exception to the tuition waiver policy in the Justification text box.
4. Attach any supporting documentation in the Policy Waiver Supporting Documents(s) box.
5. When you're done, click .

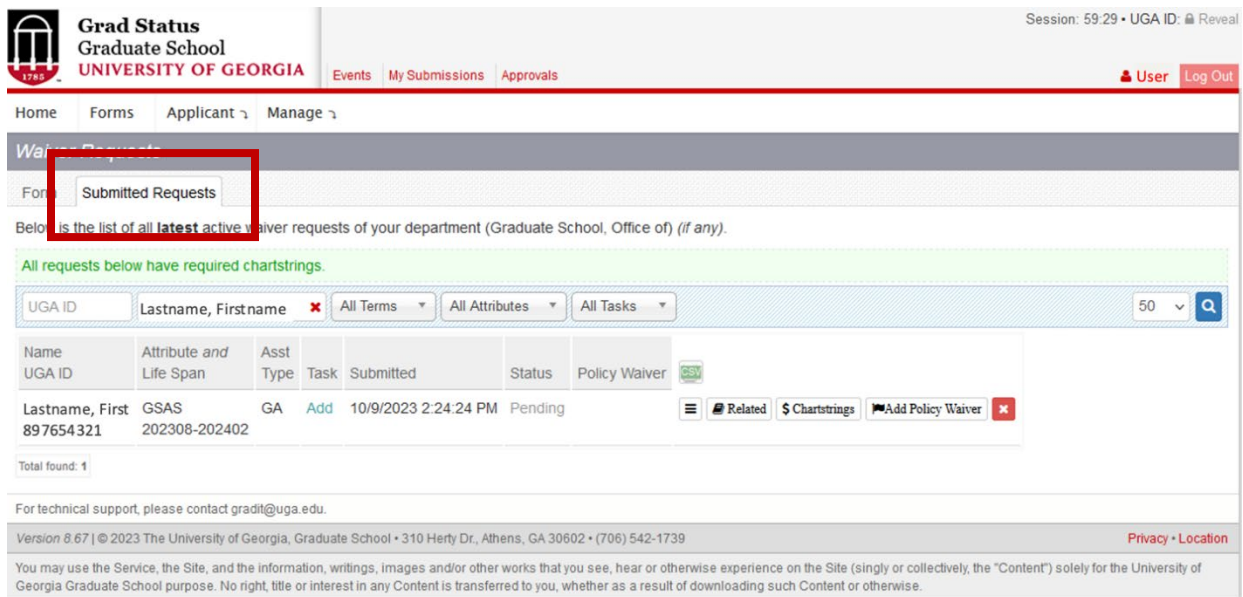


The policy waiver form can only be submitted by the person who requested the tuition waiver for the student.

Deleting Waiver Request

Deleting Waiver Request That Has Not Been Completed

A pending waiver request can be deleted if the request has not been sent to the Registrar's Office for processing. If a waiver request can be deleted, the delete button  is shown.



The screenshot shows the 'Grad Status Graduate School UNIVERSITY OF GEORGIA' interface. The 'Submitted Requests' tab is selected and highlighted with a red box. Below the tab, a message states: 'Below is the list of all latest active waiver requests of your department (Graduate School, Office of) (if any)'. A green banner indicates 'All requests below have required chartstrings'. A search bar contains 'UGA ID', 'Lastname, Firstname', 'All Terms', 'All Attributes', and 'All Tasks'. A table lists one request with the following details:

Name	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Lastname, First 897654321	GSAS 202308-202402	GA	Add	10/9/2023 2:24:24 PM	Pending	

Total found: 1

For technical support, please contact gradit@uga.edu.

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Grad Status: Waiver Request System

To delete the record, click the deletion button and confirm your deletion (see below).

The screenshot shows the 'Waiver Requests' page in the Grad Status system. The page header includes the University of Georgia logo and navigation links. The main content area displays a table of waiver requests. The first row is highlighted, and a 'Delete?' button is visible next to it.

Name	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Lastname, First 897654321	GSAS 202308-202402	GA	Add	10/9/2023 2:24:24 PM	Pending	Related Chartstrings Add Policy Waiver Delete? No Yes

Deleting A Waiver Request That Has Been Completed

To delete already completed tuition waivers, you must submit a Removal request for the waiver.

The following sections detail how to submit a removal request for a completed tuition waiver request.


See below for an example of a completed request on the Submitted Requests tab.

The screenshot shows the 'Waiver Requests' page in the Grad Status system. The page header includes the University of Georgia logo and navigation links. The main content area displays a table of waiver requests. The first row is highlighted, and a 'Delete?' button is visible next to it.

Name	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver
Last name, First name 81234567	DPAS 201902-201902		Add	2/14/2019 4:35:19 PM	Completed	Related Chartstrings Add Policy Waiver

Grad Status: Waiver Request System

To delete the completed request:

- 1.1. Fill in each text box with the student's name and UGA ID.
- 1.2. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
- 1.3. Select the **Remove**  option to remove the tuition waiver.

Please enter the appropriate payroll account chartstring(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. If designating more than one chartstring, please indicate the percentage to be charged to that account.

* At least one chartstring is required. ✕ Delete

Name Format: Last, First Middle * Last name, First name UGA ID No dashes allowed * 81234567 Department Only your department(s) are listed * Graduate School, Office of (GRAD)

Residency * Georgia Resident (R) (Start) Term * 2019 - Spring 2019 Attribute * DPAS Assistantship Type *

Add Remove Submit

* No chartstrings needed when either of the following options is true: a start term is Summer, an attribute is CVAS, or this is a removal request.


+ New form Submit all requests


For technical support, please contact gradit@uga.edu.

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Once the removal request has been completed, you should see a Remove entry for the student on your Submitted Requests tab with a Completed status.

 **Grad Status**
Graduate School
UNIVERSITY OF GEORGIA

Session: 59:43 • UGA ID:  Reveal

Events My Submissions Approvals User Log Out


Home Forms Applicant Manage






Waiver Requests

Form Submitted Requests

Below is the list of all latest active waiver requests of your department (Graduate School, Office of) (if any).

All requests below have required chartstrings.

UGA ID Name All Terms All Attributes All Tasks 50 

Name UGA ID	Attribute and Life Span	Asst Type	Task	Submitted	Status	Policy Waiver	
Last name, First name 81234567	DPAS 201902-201902		Remove	2/14/2019 4:35:19 PM	Completed		  Related  Chartstrings  Add Policy Waiver

Requesting Access to Grad Status

If the Waiver Request is not listed in your options, complete the [GradStatus Access Request Form](#). You will need your UGA MyID, 81X Number, and a list of departments will access in GradStatus.



Departments in Grad Status are different from the Department ID in the OneSource system. To process your request promptly, please use the UGA department name.