Information for All Administrators

- Administrator’s Frequently Asked Questions (FAQ)
- Changes for the 2019-2020 Academic Cycle
- Creating an ApplyTexas Account (PDF)
- Completing a Two Year Application (PDF)
- Completing a Four Year Application (PDF)
- ApplyTexas Software Quality Assurance and Deployment Policies
- List of mutually defined school codes
- Changes for the 2018-2019 Academic Cycle
- Essay Prompts for the 2018-2019 Cycle
- NEW: Quick and Easy for Applications - 2019-2020 (v9.0)
- NEW: Quick and Easy Readme 2019-2020

Admissions Application Administrative Menu

Search for Admissions Applications
- search by application ID
- search by last name, first name, date of birth
- search by semester and application status within a date range
- search by semester and school or school/major within a date range

Search for Admissions Payments
Administrative Tools for The University of Texas Rio Grande Valley

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Admissions Executive (UPDATE) Functions Menu
- general application information
- manage majors
- custom questions
- graduate application custom essays

Admissions Application Counts
- total app counts for your institution
- total app counts for all institutions
- top 10 other schools applied to

Request Transmission of Admissions Applications

Admissions Online Payment Processing (UPDATE)

Manage Authorizations (UPDATE)

Main Contact
Dr. Maggie Hinojosa
(956) 465-2388 | maggie.hinojosa@brgv.edu

Alternate Contact
No alternate admissions administrative contact information provided.
Send a request to the Applytexas Team

Specify Application Type:

- Admissions
- Scholarship

make a request

The ApplyTexas Advisory Committee discusses and votes on changes to the ApplyTexas application. To make a suggestion or to request a change, please use this form.

To contact the ApplyTexas Advisory Committee via email, click here.
Application Counts

*NEW* -- Go to the [ApplyTexas Counts site](https://www.applytexas.org) to view freshman counts by Region, Institution, School District, and High School.

**Select Total App Counts to View**

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Summer I ▼ 1990 ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select an Option:</td>
<td>View counts for your institution ▼</td>
</tr>
</tbody>
</table>

[view counts]

**View top ten other schools applied to**
(Your institution’s applicant numbers only)

For assistance with this feature, please contact the ApplyTexas Help Desk.
Transmission Request for Applications

You are about to request that all submitted admissions applications for UTRGV be processed and sent to the EDI server for delivery. We have re-engineered our processes to be more convenient for you and to enable this transmission. However, while we were able to make transmissions much more convenient to your schedule, our technology does not enable us to make them instantaneous.

It is important to note several things about the amount of time that may lapse before you receive the documents:

It may take several minutes for the processing to run on our end to send your applications to the server. The exact amount of time will fluctuate based on the machine usage on our campus.

The EDI server is set to send out documents 3 times an hour. Your envelope will wait on the EDI server until the next time the EDI server's process runs to transmit data.

If your institution's EDI transmission setting is set for "on demand" they will be sent the next time the EDI server cycles through a transmit time. However, if your institution has set their EDI preferences for a specific time of day, then the data will be held until that time of day.

Lastly, it is important to realize that all data on the EDI server gets sent when any gets sent. So, if there are any transcripts pending for your institution, they will be sent at the same time as the application data that you request.
THANK YOU FOR YOUR TIME AND ATTENTION

- Questions?