IU Admissions Staff Contacts

• Anita Sale, 274-1861, aasale@iupui.edu
• Monica Henry, 274-2071, mlhenry@iupui.edu
• Email for applicant questions
gapiupui@iupui.edu
Office of International Affairs
Admissions Staff Contacts

- Kelly Sumner, 274-0108, kelketho@iupui.edu
- Joslyn Britten, 278-3164, jpbritte@iupui.edu
- Irina Kuznetsov, 274-2159, irkuznet@iu.edu
- General email: oiagrad@iupui.edu
Workshop Outline

• Completing the Graduate eApp
• Processing Applications
  • One.IU apps
  • eApp Administrative Center/Summary
  • Action List and eDocs
  • Specifics for International Applicants
• Processing Decisions
• IUPUI Request Tracking System (RTS)
• What If Scenarios & Post-Matriculation Tasks
Nomenclature: University’s Alphabet Soup

- OIA..................................................Office of International Affairs
- eApp........................................... electronic graduate application
- UGS.................................................University Graduate School
- FCA................................................Foreign Credential Analysis
- TOEFL........................................Test of English as Foreign Language
- IELTS........................................International English Language Testing System
- GINT........................................International graduate applicant/student code in SIS
- GRAD........................................Domestic, Permanent Resident, Refugee, Asylee, or Undocumented graduate applicant/student code in SIS
- SIS..................................................Student Information System
- eDoc........................................electronic form used to pass info from department to department
- EAP.................................................English for Academic Purposes
- ESL.................................................English as a Second Language
- GRE.................................................Graduate Records Exam
- PhD................................................Doctor of Philosophy degree
- MS..................................................Master’s of Science degree
Department How-To-Apply Web Pages

• Important to list specific step-by-step instructions on what to select on the Graduate eApp (i.e. Program/Plan, Term, etc.)
  • Specifically says “Admissions”
  • Outlines specific steps in timeline, bullet points, or click through lists
  • Contains FAQs
  • Easy-to-find contact information, especially phone, email, and mailing address
• Example:
  – http://nursing.iupui.edu/graduate/programs/msn/index.shtml
Department **How-To-Apply Web Pages**

**How to Apply**

Ready to apply to one of IU School of Nursing’s graduate programs? First, the “Purpose” dropdown menu below tells us whether or not you're seeking a degree. From the Program dropdown menu, choose the program you're interested in then submit the form.

Information tailored to your program of interest will appear. Scroll down to read the steps you'll need to follow in order to apply. You will notice that the application is included in these steps. The online application is the only method of applying for our graduate programs.

**Admissions Questions**

Center for Academic Affairs  
(317) 274-2806

**Program Information**

Nikki Benbow, Graduate Advisor for Doctoral Programs  
nholdcro@iu.edu  
Call 317-274-2806 to make an appointment.

**Mailing Address**

c/o Center for Academic Affairs  
600 Barnhill Drive, NU 147  
Indianapolis, IN 46202-5107

**Deadlines**

**Fall Entry**

- Applications available online: Anytime
- Deadline to apply: March 15, 2018
- Interviews for qualified applicants: late March
- Notifications sent to students: Admission decision notification: late April; program begins in August

**Step One**

Contact the graduate advisor for doctoral programs

If you are interested in the DNP program, please contact Nikki Benbow, graduate advisor for the IU School of Nursing doctoral programs, 317-274-2806 or nholdcro@iu.edu about your interest in the program.

**Step Two**

Complete and submit the degree-seeking DNP University application

In order to apply to the DNP program, you will need to complete a degree-seeking university application. [Complete the degree seeking application now.](#)

**Step Three**

Create and submit the admission packet

Applicants will submit the online DNP application and provide the following required supporting materials.
Where Applicants go to Complete Grad/Professional School eApp
Where Applicants go to Complete Grad/Professional School eApp

Admissions

Graduate Programs
About IUPUI
Visit IUPUI
How to Apply
Tuition & Fees
Testing
Financial Support
Graduate Non-Degree Program

How to Apply

Though graduate admissions at IUPUI are decentralized, all programs use the same application.

Begin your application for graduate or professional school at IUPUI »

Additional Application Help

You can use the following presentation to learn more about different components of the application.

Preparing for Graduate School (PPT)

For many students, writing a powerful personal statement is one of the most difficult parts of the graduate school application. The presentation below offers a few things to think about as you’re sitting down to write.

Writing the Personal Statement (PPT)
Where International Applicants can go for instructions on the application process

Follow these steps to apply to IUPUI as an international graduate

You should apply for graduate status if you will have received a bachelor's degree (or its equivalent) in the United States or another country by the time you enroll at IUPUI, and if you are pursuing a master's, Ph.D., or professional degree.

Graduate Admissions at IUPUI

Masters, doctoral, and professional program initial admissions decisions are made by the schools. All applications, admissions, and financial aid is handled by the individual departments.

Application Process

1. Verify Admission Requirements and Procedures for your Program
2. Submit the Online Application
3. Submit Your Supporting Documents to Your Department
4. Receive Decision from Your Department
5. Submit Additional Documents for OIA Final Review
6. Receive Admission Letter from OIA

international.iupui.edu/admissions/
Where Applicants go to Complete Grad/Professional School eApp

Create new guest account

Don’t have a guest logon? Click the button below to create a new guest account and begin an application for admission. Please Note: this guest account will work for all IU campus applications.

Logon

Or, click the button below if you already have a guest-id or IU network-id. You can change an application that you’ve started, review an application that you’ve already submitted, or begin a new application.

Logon with guest/network-id

Forgot your guest account passphrase?

ATTENTION SAFARI AND CHROME USERS: Please allow popups and enable third-party cookies to assure the payment system screens behave correctly for submission of your application.

OR Directly to the GradEApp
Completing Grad/Professional School eApp

- Create new guest account, OR…
- If they are a current student (or applicant / employee) they can logon with their existing username and password - Logon with guest/network-ID
- Applicant should store their username and password in a SAFE place
- Allows applicant to save and log back in at a later date to complete the application
- Ability to copy an existing application
- We recommend that YOU create an application
Completing Grad/Professional School eApp

Online Graduate And Professional Admissions Application - Select an Application

Your applications

Here are the Admissions applications you have entered. You can modify applications that are not yet submitted and review submitted applications. You may copy applications to a different program. Please note that you are not able to copy a Degree Seeking application to a Non-Degree application, you must begin a new application for when applying under a different degree-seeking status.

<table>
<thead>
<tr>
<th>Career</th>
<th>Program</th>
<th>Term</th>
<th>Application Number</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>IU Medical School</td>
<td></td>
<td>IU000073555</td>
<td>In progress</td>
<td>Modify, Copy, Delete</td>
</tr>
<tr>
<td>Dentist</td>
<td>Dentistry Professional</td>
<td></td>
<td>IU001160627</td>
<td>In progress</td>
<td>Modify, Copy, Delete</td>
</tr>
<tr>
<td>Graduate</td>
<td>Kelley Business of Medicine MBA (Physician Only)</td>
<td>Fall 2013</td>
<td>IU001172320</td>
<td>In progress</td>
<td>Modify, Copy, Delete</td>
</tr>
<tr>
<td>Graduate</td>
<td>Kelley Business of Medicine MBA (Physician Only)</td>
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<td>IU001139814</td>
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<td>Modify, Copy, Delete</td>
</tr>
<tr>
<td>Graduate</td>
<td>IBMG Program for PhD Study</td>
<td></td>
<td>IU001227862</td>
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<td>Modify, Copy, Delete</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td></td>
<td>IU001223170</td>
<td>In progress</td>
<td>Modify, Copy, Delete</td>
</tr>
</tbody>
</table>

Click to create a new application for IUPUI at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

Questions?  Technical problem?
Completing Grad/Professional School eApp

Online Graduate And Professional Admissions Application - Application Selection

Application Selection

In order to provide you with the correct graduate application, please respond to the following questions:

What is your country of citizenship? 
Select...

If you are NOT a US citizen, what is your intended visa type or immigration status for this period of study?
Select...

What are your current academic intentions?

- To apply to a degree (Master's, PhD, professional) or graduate certificate program
- To apply to a graduate non-degree program for one of the following reasons:
  - To explore courses for future enrollment in a graduate/professional degree program
  - To take continuing education courses for licensing
  - For DNP prep
  - For Personal/Professional enrichment

Questions determine if applicant is “Domestic” or “International”

Questions determine if applicant is “Degree Seeking” or “Non-Degree Seeking”
Completing Grad/Professional School eApp

- Tabs should be completed in the order seen
- Department Information tab is dependent on what is entered in the Application Information tab
- *Indicates required field
“Recruitment Categories” no longer result in an automatic fee waiver.
Completing Grad/Professional School eApp

Prior Misconduct

• If applicant selects “Yes” and does not provide required information – this can delay their admission (if admitted) or result in application cancellation

• Program must contact Monica if “Yes” is selected, before admission
Completing Grad/Professional School eApp

Application Information

Ensure your applicants know what program / plan to select and term!

- **Intended Program and Plan**
  - What type of degree do you intend to pursue? *Masters*
  - Academic Program: *Anthropology MA*
  - Academic Plan: *Applied Anthropology MA*
  - Are you applying to a dual degree program? *Yes* / *No*

- **Term**
  - When do you wish to enroll in classes? *Select...*
Completing Grad/Professional School eApp

Application Information

- Test Information section ~ Codes for the IUPUI Campus
- TOEFL - 1325
  - Missing scores – check IU Box (https://iu.box.com/IUPUITranscripts)
  - ETS can also verify the scores if an unofficial copy of the score report is received from the student
    - ETS, 609-683-2008, toeflnews@ets.org
- GMAC - 1325 on the GMAT application
- GRE - 1325 on the GRE application
- MCAT - 129 on the AMCAS application
- DAT - 30 on the DAT application
- LSAT - 1325 on the LSDAS application
Completing Grad/Professional School eApp

**Application Information**

- **Fee Waiver Form** (Attach to eDoc)
  - New Coupon Code! See IU Box – Fee Waiver Coupon Code folder – updated monthly
  - No fee waivers for international students
    - Departments can pay full fee via iStart
  - No REFUNDS!
  - Consider a Fee “Sale” – free for a week
  - [http://graduate.iupui.edu/doc/forms/pmt_for_domestic-dept-approved-fee-waiver.pdf](http://graduate.iupui.edu/doc/forms/pmt_for_domestic-dept-approved-fee-waiver.pdf)
Completing Grad/Professional School eApp

Application Information

Fee Waiver

It is rare that applicants receive a fee waiver. Applicants may ask for consideration that their application fee be waived. The request for a waiver will be reviewed and the applicant will be notified if they need to pay the application fee. If so, they will be given specific instructions how to pay the application fee and their application/admission will be ‘on hold’ until the applicant has satisfied the application fee.

If you have received a departmental coupon code, please enter it here:


< Previous Page  Save  Next Page >
Pay an Application Fee for an International Applicant

• If you would like to pay the application fee for an international student, you may do so via iStart—istart.iu.edu

• Go to https://istart.iu.edu

• Click on Administrative Services for University Departments, then enter your CAS login
Pay an Application Fee for an International Applicant

Click on the Admissions menu, then click on Submit Authorization for Departmental Payment of Application fee

Note: You must tell applicants to STOP once the eApp is complete and before they submit and pay.
Completing Grad/Professional School eApp

- This is where you collect program specific information
  - Recommendations (1 to 3)
  - Personal Statement upload
  - Additional Questions (external link that you provide)
  - Additional Uploads (up to 4)
- Uploads will be attached to the eDoc in Workflow
Completing Grad/Professional School eApp

- Submitting the application
- Errors?
- No errors = Affirmation Statement
Completing Grad/Professional School eApp

- Choose payment method
Completing Grad/Professional School eApp

- Choose payment method
- Submit Affirmation Statements must be checked
Completing Grad/Professional School eApp

- Choose payment method
- Submit Affirmation Statements must be checked
- Sign and date
Completing Grad/Professional School eApp

• **ATTENTION SAFARI AND CHROME USERS:** Please allow popups and enable third-party cookies to assure the payment system screens behave correctly for submission of your application.

• If applicant receives an error message and program did not receive the application, email payment receipt to Graduate Admissions: **gapiupui@iupui.edu**
Annual Maintenance

- February Call for Requests
  - Change of Terms available on drop list
  - Addition or Deletion of Programs/Plans
  - New or change to Required Uploads
  - Change to External Document Links
- Summer Implementation
One.IU.edu

- Sorting/searching for eApps/eDocs in One.IU
- Action List, Request Tracking, and eApp Users

Images:
- eApp Administrative Center (All IU Campuses)
- Document Search Kuali Rice (All IU Campuses)
- Action List Kuali Rice (All IU Campuses)
- Problem Report SIS (All IU Campuses)
- Request Tracking System (IUPUI Indianapolis)
- Add/Remove User Access Request eDoc (IUB, IUPUI)
One.IU.edu

- Sorting/searching for eApps/eDocs in One.IU
- Action List, Request Tracking, and eApp Users
### eApp Administrative Summary

#### IU eApp Administrative Summary

**Filters / Selectors**

- **Campus:** IUPUI
- **Career:** GRAD
- **App Status:** All
- **Pay Status:** All
- **Admit Type:** Select
- **Acad Obj:** Select
- **Application Nbr:**
- **Name:**

**Search...**  **Print Pdf**

#### List

<table>
<thead>
<tr>
<th>App Nbr</th>
<th>Applicant Name</th>
<th>Birth dt</th>
<th>E-mail Addr</th>
<th>Campus</th>
<th>Career</th>
<th>App Center</th>
<th>Prog Cd</th>
<th>Term</th>
<th>Admit Type</th>
<th>Acad Obj</th>
<th>Create Dt</th>
<th>Submit Dur</th>
<th>App Status</th>
<th>Pay Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IU001758447</td>
<td>Hernandez, Anjelica</td>
<td>07/20/1991</td>
<td><a href="mailto:anjelicahernandez3@gmail.com">anjelicahernandez3@gmail.com</a></td>
<td>IUPUI</td>
<td>GRAD</td>
<td>GRAD</td>
<td>SHRS5</td>
<td>4165</td>
<td>Degree-seeking</td>
<td>GCND9</td>
<td>09/04/2015</td>
<td>In-Progress</td>
<td>In-Progress</td>
<td>Credit Card</td>
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<tr>
<td>IU001750293</td>
<td>Hernandez-Perez, Marimar</td>
<td>08/16/1981</td>
<td><a href="mailto:mh46@iu.edu">mh46@iu.edu</a></td>
<td>IUPUI</td>
<td>GRAD</td>
<td>GRAD</td>
<td>GCND9</td>
<td>4158</td>
<td>Non-degree</td>
<td></td>
<td>08/26/2015</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION:**

- The screen is a form with filters to search for applications by various criteria such as campus, career, app status, and more.
- The search results are listed with applicant names, birth dates, email addresses, and other relevant details.
- The app status and pay status are highlighted with circles.
eApp Administrative Summary

- Quickest way to search is by App ID # (don’t change anything else)
- If searching by name, change ‘App Status’ to ‘ALL’. Wildcards can be used (*)
- This allows you to go into an un-submitted or submitted application and look at an error the student may have
eApp Administrative Summary

-- Go to ‘Read Only View’ to see the actual application

Administrative Detail - eApp

Detail for Application I0002254389

Appl Nbr: I0002254389
Status: Unknown
App ID: IUNI-GRAD-GRAD-DEG-MASTER-V10
Create ID: aasse
App Fce: 80.00
Cr Card Resp: 
Cr Card Refund Dt: 

App Group: ADM-GRAD
Last Update: aasse
Submit Dt: 
E-Mail Addr: aasse@ipui.edu
Cr Card Status:
Cr Card Rsit Msg: 
Cr Card Conf ID: 

Name: Sale, Anita Adams
Last Update Dt: 10/13/2017 10:54:05
Pay Click Dt: 
Institution: IUINIA

Actions

View PDF  Download All Docs  Combine All Docs
Read Only View  Submit Application
Delete Application  Return
eApp Administrative Summary

Read-only view allows you to go into an application to help the applicant troubleshoot problems.
One.IU.edu

- Sorting/searching for eApps/eDocs in One.IU
- Action List, Request Tracking, and eApp Users
eDoc Workflow

- This is the Action List where documents awaiting your approval reside until you take action.
- Add the “Last Approved Date” if you like to work on older to newer documents in your action list.
**E Doc Workflow**

- Quick access to the Route Log here without opening the individual eDoc.

---

### Action List

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Action Requested</th>
<th>Last Approved Date</th>
<th>Actions</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>61046827</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MPO76-GCCHG I0002197951 IUNA-GCHD9</td>
<td>APPROVE</td>
<td>03:04 PM 05/11/2017</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>64922624</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MPO76-GCCHG I000221743 IUNA-INFOS</td>
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<td>02:10 PM 10/13/2017</td>
<td>NONE</td>
<td></td>
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<td>65934513</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MPO76-GCCHG I0002249659 IUNA-DUPAS</td>
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<td>03:28 PM 10/16/2017</td>
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<td>62873188</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MPO76-GCCHG I0002238513 IUNA-GCHD9</td>
<td>APPROVE</td>
<td>02:30 PM 10/02/2017</td>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>
eDoc Workflow

- Access your old eDocs after they have left your action list in the Outbox.

Table:

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Action Requested</th>
<th>Last Approved Date</th>
<th>Actions</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MUPHIL 1002197951 IJINN-CHNI9</td>
<td>APPROVE</td>
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</tr>
<tr>
<td>64486994</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MUPHIL 1002221743 IJINN-INFO5</td>
<td>APPROVE</td>
<td>02:10 PM 10/13/2017</td>
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</tr>
<tr>
<td>65924519</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MUPHIL 1002249959 IJINN-BUPAS</td>
<td>APPROVE</td>
<td>03:28 PM 10/16/2017</td>
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<td></td>
</tr>
<tr>
<td>63579266</td>
<td>Graduate Admissions Application</td>
<td>Graduate Admissions Application - MUPHIL 1002293113 IJINN-GCHN9</td>
<td>APPROVE</td>
<td>02:30 PM 10/02/2017</td>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>
eDoc Workflow

- Outbox looks just like the Action List. You can open documents but not take any action.
**eDoc Workflow**

- Change Action List Preferences here
eDoc Workflow

- Preferences: Change, add, remove columns on Action List
## eDoc Workflow

- **Preferences:** Email Notifications for eApp eDocs

### Email Notification Preferences

<table>
<thead>
<tr>
<th></th>
<th>Receive Primary Delegate Emails</th>
<th>Receive Secondary Delegate Emails</th>
<th>Default Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Type</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notification</strong></td>
<td>Complete</td>
<td>Approve</td>
<td>Acknowledge</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Send Email Notifications For:**
  - Complete
  - Approve
  - Acknowledge
  - FYI
eDoc Workflow

- Preferences: Highlight in color by Route Status (Recommend “Final”)

```
<table>
<thead>
<tr>
<th>Route Status</th>
<th>Saved</th>
<th>Initiated</th>
<th>Disapproved</th>
<th>Enroute</th>
<th>Approved</th>
<th>Final</th>
<th>Processed</th>
<th>Exception</th>
<th>Canceled</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

The final status is highlighted in black.
One.IU.edu

- Sorting/searching for eApps/eDocs in One.IU
- Action List, Request Tracking, and eApp Users
eDoc Workflow

- Document Search App

**sis.adm.nonugrdapp** entered in “Document Type” then **TAB out** to expand the search window.
**eDoc Workflow**

- “Document Search” tab
  - Search using UID or IU App Number

![Basic Search Form](image-url)
eDoc Workflow

You can click the star in a recent search and it will transfer the document type to the search window. I have a search for App # and ID #.
eDoc Workflow

- Search Results look like this. Enter the eDoc by clicking on the Document ID number at the left.
- Because we searched on ID # we got all eDocs for this applicant. If you search on App # you will get only that one.
eApp eDoc

- **Suspense Files**
  - eApp error with SIS (see example below)
    - Has to be corrected manually by Graduate Office
    - OIA will manually correct for GINT applicants

- DO NOT “Take Action” until Suspense message no longer shows
eApp eDoc

- Opening an eDoc from Document Search
  - IU Application #
  - Employee ID # = University ID
    » Might not show at first if in Suspense
# eApp eDoc

- **Graduate eApplication Routing**

## Graduate eApplication Routing

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th>Watson, Jr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>IN - IUPUI</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>INFO - Sch of Informatics &amp; Computing</td>
</tr>
<tr>
<td><strong>Career</strong></td>
<td>GRAD - Graduate</td>
</tr>
<tr>
<td><strong>Application Center</strong></td>
<td>GRAD - GRAD Admissions</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>INFOS - Informatics</td>
</tr>
<tr>
<td><strong>Plan</strong></td>
<td>INFOHM5 - Health Informatics M5</td>
</tr>
<tr>
<td><strong>Subplan</strong></td>
<td>Subplan ...</td>
</tr>
<tr>
<td><strong>Admit Term</strong></td>
<td>Spring 2014</td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>Action...</td>
</tr>
<tr>
<td><strong>Reason</strong></td>
<td>Reason...</td>
</tr>
<tr>
<td><strong>Residency</strong></td>
<td>Residency...</td>
</tr>
<tr>
<td><strong>Original Application</strong></td>
<td><a href="#">Download PDF</a>, <a href="#">Download All Documents</a></td>
</tr>
</tbody>
</table>

[save], [take action], [close], [remove from workflow], [copy], [resubmit]
eApp eDoc

• Graduate eApplication Routing
eApp eDoc

- Graduate eApplication Routing
- Printing/Saving App
  - “Download PDF” = just eApp
  - “Download All Documents” = eApp, all files applicant uploaded, and recommendations received

Graduate eApplication Routing

<table>
<thead>
<tr>
<th>Name</th>
<th>Watson, Jr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>IN - IUPUI</td>
</tr>
<tr>
<td>School</td>
<td>INFO - Sch of Informatics &amp; Con</td>
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<tr>
<td>Career</td>
<td>GRAD - Graduate</td>
</tr>
<tr>
<td>Application Center</td>
<td>GRAD - GRAD Admissions</td>
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<td>Program</td>
<td>INFO5 - Informatics</td>
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<tr>
<td>Plan</td>
<td>INFOHMS - Health Inform</td>
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<tr>
<td>Subplan</td>
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<tr>
<td>Admit Term</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Action</td>
<td>Action...</td>
</tr>
<tr>
<td>Reason</td>
<td>Reason...</td>
</tr>
<tr>
<td>Residency</td>
<td>Residency...</td>
</tr>
<tr>
<td>Original Application</td>
<td>Download PDF</td>
</tr>
<tr>
<td></td>
<td>Download All Documents</td>
</tr>
</tbody>
</table>
eApp eDoc

• Buttons on eDoc

  – **Save** (saves changes but eDoc stays in your Action List)
  – **Take Action** (routes eDoc to next node = leaves action list)
  – **Close** (closes eDoc without saving changes)
  – **Remove from Workflow** ( Cancels Application; No way to retrieve eDoc again)(This should never be used!)
  – **Copy** (Used by Graduate Office only)
  – **Resubmit** (routes eDoc back to original node)
eApp eDoc

• Recommendations
eApp eDoc

Recommendations

– Resending recommendations requests
  » “Resend” on eApp eDoc

  » “Resend” button on also on Applicant’s “Your Applications” page after logon
eApp eDoc

Uploads
  – Shows Applicant’s uploads
eApp eDoc

Notes

• Utilizing “Notes” as an application processor to communicate with Graduate Office or to post notes in regard to the application

• If an application is routed back to you, check the “Notes” for the reason
eApp eDoc

Attachments

• You are able to upload documents to eApp eDoc
• If not able to attach
  – May be in “Acknowledge” node
  – “Acknowledge” then sends to “Approval” node
eApp eDoc

Route Log – shows the current location of the eDoc
eApp eDoc

• “FYI” Notifications
  • Can be set-up to go to certain users as a courtesy after the eDoc is “Final” and written to SIS
    – Can also be disabled in Preferences
One.IU.edu

• Sorting/searching for eApps/eDocs in One.IU
• Action List, Request Tracking, and eApp Users
International Admissions
EAP for Admission Purposes

• NEW Policy, effective immediately
• Local non-native English speakers can use EAP test to prove English proficiency for admission
• NOT for F-1/J-1 students, NOT for students currently enrolled in the PIE or ELS programs
• Referral form must be completed by the department and given to the applicant, which he/she will take to the Testing Center
• Applicants must test into G513 or higher
PIE Conditional Admission

- For applicants who do NOT meet English proficiency requirements but are otherwise academically admissible (can do an FCA at this stage, just note in comments that applicant is PIE prospect)
- Process is completely “behind the scenes”—no SIS coding, OIA is not involved in the process
- “Conditional Admission” offer letter from dept, combined with admission and an I-20 from PIE
- After applicant completes PIE Level 7, department will issue new offer letter and initiate regular admission process
- Contact oiagrad@iupui for more details and sample language
Requesting an FCA via iStart for International Student

Enter the UID in Student University ID and click Find
Requesting an FCA via iStart for International Student

Click on International Admission Checklist
Requesting an FCA via iStart for International Student

Click on E-Form: Request Graduate Foreign Credential Analysis.

Complete e-form and submit.
View FCA Results for International Students

You will get an email to let you know the FCA has been completed. You can click on the link in the email or come here to view all of your department’s FCA results.
Request an FCA for Domestic Students with Foreign Credentials

Results will be emailed to you as a PDF.
Routing the eDoc
Verification

• Once you are ready to route the eDoc, verify that the following are correct:
  • Program/Plan
  • Admit Term
  • All required documents are attached
  • Action
  • Reason
Admission Decisions and Reasons

- Admit
  - Fully Qualified
  - Missing Final Transcript
- Applicant Withdrawal
  - After Admission – Not Applicable
  - Before Admission
- DO NOT USE, effective October 1, 2016: Conditional Admit – Offer letter can only list “conditions of continued enrollment” School/Dept. responsibility to track with an NSI or other method
More Decisions and Reasons

- **Defer Decision** *(change admit term to the deferred semester)*
  - Delay Fall (or Spring, or Summer) transcript/grade
  - Requesting Additional Information
  - Waiting on Test Scores
  - The Graduate Office or OIA will change semester in SIS and route the eDoc back to your Action List

- **Deny**
  - Better Qualified Candidates
  - Failed to Complete Application
  - Fraudulent Credentials
  - Late application
  - Low Standardized Test Scores
  - Not Eligible to Major
  - Poor Academic Performance

- **Defer Enrollment** – Not applicable, Change admit term instead
Language for University Graduate School Program Admission Letters: Recommended for Admission

- Students should be notified that they are being *recommended* for admission by the department.

  The Graduate School (& OIA for international students) determines a student’s admission status

- Example of language for admission letters:

  “The Graduate Admissions Committee of the IUPUI Department of *Defense Against the Dark Arts* has recently met to consider your application for admission to the *M.S. in Defensive Magical Theory* program. I am pleased to inform you that the Committee has recommended your admission to the University Graduate School. You will receive a final decision on your admission once the Graduate School performs a verification of your credentials.”
Language for **International Student Admission Letters:**

**Recommended for Admission**

- For *International* students, it is important to emphasize that students should wait to make travel plans until they receive confirmation from OIA.

- **Required addition to the admission letter for all GINT:**

Note: The Office of International Affairs (OIA) will conduct a final review of your application to determine that all institutional and USCIS (U.S. Citizenship and Immigration Service) requirements have been met. Please do not apply for a visa or make travel plans until you receive an official confirmation of admission and visa documents (if applicable).
New Language for ALL Admission Letters: Conditions for Continued Enrollment

• There is a new policy regarding the use of the word “conditional” admissions. We are now using the phrase conditions for continued enrollment.

• Examples of language for admission letters:

**Example 1: Missing Final Transcript**
In order to continue your enrollment in the Master of Science in Canister Design program past your first semester, you must submit a final transcript from Monsters University as a condition of your continued enrollment. You will be unable to register for the next term until this condition has been met.
New Language for ALL Admission Letters: Conditions for Continued Enrollment

Example 2: Three Graduate-Level Courses with a B or Higher
You are required to complete three graduate-level courses (including one core course) with a grade of at least a “B” as a condition of your continued enrollment past your first year. You will be unable to register for your second year of coursework in the Doctor of Philosophy in Scaring program until this condition has been fulfilled.

Example 3: Low GPA
As a condition of your continued enrollment, you will be required to achieve at least a 3.0 GPA by the end of your first year of study in the Master of Science in Monstrosities program. You will be unable to register for your second year of coursework until this condition has been met.
Uploading Documents to eDocs
INTERNATIONAL ONLY (All Programs)

- Offer Letter MUST be first upload due to iStart requirement.
- Drop off original documents to OIA (if applicable)
  - Academic records and **original envelopes**
  - Official TOEFL or IELTS score reports
  - Financial and immigration documents
# Uploading Documents to eDocs

## UGS Programs

<table>
<thead>
<tr>
<th>Upload</th>
<th>Domestic Career (GRAD)</th>
<th>International Career (GINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation for Admission Letter</td>
<td>Attach to eDoc</td>
<td>Must be first attachment in eDoc</td>
</tr>
<tr>
<td>Transcript</td>
<td>Final official version showing conferral of degree attached to eDoc OR Official without degree and Missing Transcript Hold placed.</td>
<td>Final official version showing conferral of degree attached to eDoc OR OIA may place hold for missing transcript.</td>
</tr>
<tr>
<td>Justification for below 3.0</td>
<td></td>
<td>Attach letter to eDoc</td>
</tr>
<tr>
<td>FCA</td>
<td>Attach if degree from foreign school.</td>
<td>Attach to eDoc</td>
</tr>
<tr>
<td>Proof of English Proficiency</td>
<td>If English not native language</td>
<td>Attach to eDoc</td>
</tr>
<tr>
<td>Visa Documentation (if applicable)</td>
<td>Attach if Permanent Resident, Political Asylee, Refugee, Undocumented (This may change)</td>
<td></td>
</tr>
<tr>
<td>Fee Waiver form (if applicable)</td>
<td>Attach to eDoc</td>
<td>(See Int’l Fee Waiver Process)</td>
</tr>
</tbody>
</table>
# Uploading Documents to eDocs

## Professional/Independent Schools

<table>
<thead>
<tr>
<th>Upload</th>
<th>Domestic Career (GRAD)</th>
<th>International Career (GINT)</th>
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</thead>
<tbody>
<tr>
<td>Recommendation for Admission Letter</td>
<td></td>
<td>Must be first attachment in eDoc</td>
</tr>
<tr>
<td>FCA</td>
<td></td>
<td>Attach to eDoc/ Not required</td>
</tr>
<tr>
<td>Visa Documentation (if applicable)</td>
<td>Attach if Permanent Resident, Political Asylee, Refugee, Undocumented</td>
<td></td>
</tr>
<tr>
<td>Fee Waiver form (if applicable)</td>
<td>Attach to eDoc</td>
<td>(See Int’l Fee Waiver Process)</td>
</tr>
</tbody>
</table>
E-App Actions

• No need to code residency – we will handle this for you!
  • International students are all coded non-resident, and appeals must go through the Registrar
  • “US citizens or permanent residents who are 21 years of age or emancipated are eligible for resident student status after they have been physically present in Indiana for twelve consecutive months (prior to the first day of classes) without the predominant purpose of education”
• After loading the decision and reason, you will normally want to hit ‘Take Action’
  • “Resubmit” can be used to route an application to another department after changing the program/plan to the correct department
  • Please do not use “Remove from Workflow” as this cancels the application
If you are Missing Transcripts

• Graduate Office – Transcript Tracking
• IU Box
  • https://iu.box.com/IUPUITranscripts
Test Score Look-up

• SIS
  • “Administrative Center” -> “Academics 2” tab -> “View Test Scores”
    – Click “View All” to see all scores posted
    – “Data Srce” Column
      » ETS = official
      » SLF = self-reported
  • Home -> “Student Admissions” -> “External Test Score Processing” -> “Academic Test Summary”

• IUIE Report
Test Score Look-up

• SIS – Test Score Lookup
  • “Administrative Center” -> “Academics 2” tab -> “View Test Scores”

• English for Academic Purposes (EAP) Placement Test
  • Most frequently used placement codes (EN310) are 002, 024, 025, and 028.
“What if…” Scenarios

- Applicant Applies to Wrong Program, or
- Denied for PhD but eligible for MS
  - Cannot change if “Career” is different
“What if…” Scenarios

- Applied twice due to technical glitch
  - Request application fee refund through Anita
  - May need to delete second application
- Applied to wrong career or campus
  - Will have to re-apply
  - No refund available
When SHOULD a new application be created for a current student?

- Each CAMPUS should have a unique application
- Each CAREER should have a unique application (GRD1, GRAD, MED, DENT, LAW)
- Each piece of ‘paper’ (e.g. diploma) that will be received by the student should have a new application
- No enrollment 12+ months – see the Graduate / Professional Program Update Form – Forms Page [http://graduate.iupui.edu/forms/index.shtml](http://graduate.iupui.edu/forms/index.shtml)
- No enrollment 24+ months = new Grad eApp
One.IU.edu

- Sorting/searching for eApps/eDocs in One.IU
- Action List, Request Tracking, and eApp Users
IUPUI Request Tracking System (RTS)

Our faculty members are committed to providing excellent programs to our graduate students. The Graduate Office at IUPUI is committed to supporting you.

All tenured or tenure-track IUPUI faculty members automatically receive membership to IUPUI’s graduate faculty. Learn more about membership to graduate faculty »

As an IUPUI graduate faculty member, you have the power to influence the academic programs and courses offered to graduate students at IUPUI. Contribute to the curriculum »

IUPUI policies provide clarity and guidance for academic procedures and improve quality and efficiency. Inform yourself »
IUPUI Request Tracking System (RTS)

Please logon in order to send a request to the IUPUI Graduate Office.

Not all IU account holders may logon. If you cannot logon, please contact the IUPUI Graduate Office and request access.

To report technical problems, please contact HELPnet Technology Services.

This site uses the IU Central Authentication System. For additional information, see IU CAS.
IUPUI Request Tracking System (RTS)

- Submit requests for:
  - Defer Enrollment
  - Withdraw App – After Decision
  - Term Activate
  - Attach final transcript to remove hold
  - Others

- For International applicants, send requests to oiagrad@iupui.edu
IUIE Reports

- All reports available in Master Catalog
- Selected reports set up in My Catalog, Shared Folders, Univ Grad School for Departments
- Decrease need for manual data entry and SIS lookups
- Use the Search feature in the upper right hand corner!
Use IUIE when you need:

• “Appls – Current Rows” - University ID, IU App Number and/or Workflow Document Number & Status

• “GRE Test Scores” - Official GRE Scores

• “eApplication Recommendation Report” - Recommendation status

• Other examples in “University Graduate School for Departments” handout – email us if you need access!

• RSVP Today for our October 30th IUIE workshops!
eApplication Coversheet

- Available in PDF format, one page per applicant (see below) or in Excel format for use in your own document

Name: 
Other Name: 

DOB: 15-APR-79  Ethnicity: NR-Alien
Gender: M  Citizenship: China

Program: Grad Sch-Medicine
Plan: Indpls Biomed Open Ph.D

GRE Scores: D  V  Q  AW  NV  NQ
1 12-JUL-02  570  780  0.0  0  0
2

TOEFL:
1  27-APR-13  25  IBTRE
2  27-APR-13  25  IBTWR

Email: gongjihong@yahoo.com
Phone:

Term: 4148 Fall 2014

Recommendations:
1  
2  
3  

Educational History:

<table>
<thead>
<tr>
<th>Institution</th>
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<th>Date To</th>
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<th>GPA</th>
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<td>CHN - Bachelor's in</td>
<td>9999999999</td>
<td></td>
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</table>
English Proficiency Requirements

- EAP test exempt IF TOEFL iBT score of 100 or higher, OR IELTS score of 7.5 or higher are. **OIA admissions letter will indicate if s/he is required to take this test.**
- Spring 2016 – students have the ability to take the EAP twice within the first two weeks of a term with guidance from their graduate program director
- Written approval from the IUPUI Graduate Office is no longer required!
- Results of the 2nd exam stand!
- The English courses begin the 3rd week of classes to allow for scoring of the EAP examinations and for students to get registered in any required English courses.
- Reminder sent to programs at the beginning of every semester
Department Followup - Post Matriculation
Missing Final Transcript – UGS Programs Only

- It is the Department’s responsibility to follow up with the student to have an official, final transcript showing conferral of Bachelor’s degree sent to the Department in order to register for the 2nd semester of classes.
- A high-definition color scan of the front and back of all pages of the final transcript should be sent via RTS to the Graduate Office to release the hold. Official electronic transcripts must have all parts printed and scanned and sent via RTS, as they usually expire and cannot be forwarded.
Thank you!

• See us if you need Workflow updates!
• Look for our evaluation!