Purdue Admissions 2017
Agenda

- Nomenclature
- Graduate Admissions Communication
- The Prospective Applicant
- The IUPUI Graduate eApp
- English Proficiency Options
- Foreign Credential Analysis (FCA)
- Conditional Admission ➔ Conditions of Continued Enrollment
- Processing Applications
- PU Admission Letters in Slate
- EAP – English for Academic Purposes
- After Admission
- Questions/Additional Resources
Purdue IUPUI Admissions Staff Contacts

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Nomenclature: University’s alphabet soup

- OIA.................................................................Office of International Affairs
- eApp..............................................................electronic graduate application
- PU, WL.........................................................Purdue University, West Lafayette
- 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
Graduate Admissions
Communication

Defines communication responsibilities for depts. and the Graduate Office
Prospective Applicants

Include detailed instructions for your applicants on your website to help reduce the number of applicants asking through email & phone.

- Give specific deadlines for domestic and international applicants
- Minimum TOEFL and GRE scores,
- Required materials, etc.

This is especially important as each department has their own process and some require supplemental materials

The Graduate Office is unable to provide specifics for each program and responding to these inquiries is a departmental responsibility.
Prospective Applicants

Examples of good application instructions

- http://psych.iupui.edu/graduate/admissions/application
- http://grad.medicine.iu.edu/how-to-apply/to-the-ph-d-program/

Timely responses to inquiries has a strong effect on departments’ application numbers
Where Applicants go to Complete Graduate School eApp

graduate.iupui.edu
Where Applicants go to Complete Graduate School eApp
Where Applicants go to Complete Graduate School
eApp

Office of International Affairs

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. The online application takes about 30 minutes to complete. If necessary, you can save your work and log back in later to complete it.
4. All applicants use the same application to apply to IUPUI, whether they are interested in entering Indiana University programs or Purdue University programs here.

Application Fee

You will need a Visa. MasterCard, Discover card, or American Express to pay the
Completing Graduate 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
Where Applicants go to Complete Graduate School eApp

Online Graduate And Professional Admissions Application

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.

Create new guest account

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.
Create an eApp (or 2 or 5) for yourself

One of the best ways to help applicants with their eApp issues, is to be familiar with what they’re looking at

Creating an application for yourself can be extremely helpful.

• Just don’t submit it unless you want to apply to the program. 😊
Completing Graduate 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.

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<tr>
<th>Career</th>
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</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 Graduate 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” and “Degree Seeking” or “Non-Degree Seeking”
Completing Graduate 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
Prior Misconduct Disclosure

• Found on the “Additional Information” tab

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

• There is a minimum timeframe of 4 to 6 weeks for reviewing criminal activity disclosures once it’s received by the Graduate Prior Conduct Review Team

• Program must contact Monica if “Yes” is selected before processing admission – for more details see http://graduate.iupui.edu/admissions/apply.shtml
We are committed to maintaining a safe learning environment. As part of that commitment, Indiana University requires applicants to disclose if they

- have been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or non-academic reasons at any high school, post-secondary institution, college, or university;
- have been charged with or convicted of a crime (or a foreign legal equivalent) that has not been expunged by a court;
- and/or have engaged in behavior that caused injury to person(s) or personal property (including for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention.

A previous disciplinary action, charge, conviction, or conduct of the sort identified here does not automatically disqualify applicants from admission to IU, but they do require review by the campus admissions committee.

PLEASE NOTE: By submitting your application to Indiana University, you acknowledge and agree that you have a continuing obligation to inform the University of any formal disciplinary action for academic or non-academic reasons at any educational institution; any legal charges and/or convictions (or foreign legal equivalents) that have not been expunged by a court; and/or any behavior that causes injury to person(s) or property which results in some form of discipline or intervention that occurs from now until your enrollment at IU. You must provide updated information to the campus admissions committee prior to class registration or class attendance, whichever is applicable. At that time, the campus admissions committee will review the information provided and may consider whether to delay or rescind your admission to IU.

* Have you been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or non-academic reasons at any high school, post-secondary institution, college, or university?  
  - Yes  
  - No

* Have you ever been charged with or convicted of a crime (or a foreign legal equivalent) that has not been expunged by a court?  
  - Yes  
  - No

* Do you have any currently pending criminal charges (or a foreign legal equivalent) against you?  
  - Yes  
  - No

* Have you engaged in any behavior that caused injury to person(s) or property (including, for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention?  
  - Yes  
  - No

Please provide an explanation here and attach any relevant documentation. Please provide a complete explanation (in English) of the disciplinary action, charges, conviction, or other behavior that caused injury to person(s) or property which resulted in some form of discipline or intervention; the dates and court disposition (court ruling or result), the location (city, state, and country), the impact the incident(s) had on you, and a statement granting your permission to officials at all institutions and agencies to release information needed by IU to substantiate statements made in your application or letter.

Please attach your complete explanation to this application electronically. Please note the campus admissions committee may request additional information from you that additional time may be required to review the information you provide.

If you have questions about your application you may contact the admissions office on the campus to which you are applying.

A response to this question is required.

* Attach documentation

Choose File  No file chosen
Completing Graduate School eApp

Application Information tab

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

Application Information

An * marks a required field.

You may save your responses by clicking the save button at the bottom of the screen. If you log out and intend to return to the application at a later time, please click save prior to logging out to ensure your work up to that point has saved.

When a date is requested, please use Month, Day, Year (mm/dd/yyyy), to input the value. Additionally you may use 01 as the day if you are unsure of an exact date.

Intended Program and Plan

- What type of degree do you intend to pursue? Doctoral/PhD
- Academic Program: Engineering PhD
- Academic Plan: Electrical & Computer Engineering PhD
- Are you applying to a dual degree program? Yes
- Term
  - When do you wish to enroll in classes? Fall 2018
Completing Graduate School eApp

Application Information tab cont’d

• Test Information section ~ Codes for the IUPUI Campus
• TOEFL - 1325
• GRE - R1325 on the GRE application
Admissions

- **Fee Waiver Form** (submit via eDoc attachment)
  - Coupon Code! See Box.IU.edu
    - Fee Waiver Coupon Code folder – updated monthly
- no REFUNDS! (exception for technical issues)
- Recruitment Categories (no longer result in a waiver)
- No fee waiver available for International Applicants
  - Full $65 fee can be paid by department via iStart
  - Advise these applicants to complete, but not submit the app
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:

[Box to enter coupon code]
Fee Waiver Authorization

- The Graduate Office must be able to reconcile payments from the department for applicants using a fee waiver. The application fee is not covered by the university.

- Please attach the “Authorization” for fee waiver form (on the Graduate Office website) to the eDoc prior to submission.
Completing Graduate School eApp

- Submitting the application
- Errors?
- No errors = Affirmation Statement
Completing Graduate School eApp

- Choose payment method
- Submit Affirmation Statements must be checked
- Sign and date
Completing Graduate 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.
International degree-seeking applicants whose native language is not English are required to provide proof of English proficiency in one of the following ways:

Purdue English Proficiency
Purdue English Proficiency

1) Submit a Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Pearson Test of English (PTE)

The minimum Internet-based TOEFL test scores required for admission are the following:

- Writing 18
- Speaking 18
- Listening 14
- Reading 19

- **Total 79** ← IUPUI requirement is higher than WL

The minimum IELTS score is an overall band score of 6.5
Pearson requires overall score of 58

If desired, departments can have higher score requirements
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
Purdue English Proficiency

2. Have a baccalaureate degree or graduate or professional degree within the last 24 months from an institution where English is the primary language of instruction in a country/location where English is the native language.
   – Accredited U.S. degrees
   – IUPUI and WL country lists vary – check with OIA

The completed application must be sent to the Graduate School by the 24 month anniversary of the official degree conferral date.
3. The Graduate School will consider applicants who have (a) enrolled in the following intensive English program and (b) satisfied the exit requirements established for the program as having met the Graduate School’s English proficiency requirement:

- Indiana University-Purdue University Indianapolis (IUPUI) Program for Intensive English (PIE) Exit Requirement: pass all classes with grades of at least B (82%), and pass the PIE Proficiency Exit Test at the Level 7 level.

- These results must be certified, in writing, by the intensive English program faculty to the Office of Graduate Admissions at West Lafayette or the equivalent office at the regional campuses before applicants using this method of establishing English proficiency may be admitted to the Graduate School.

• Check with OIA for more details if you are interested in using this option.
Foreign Credential Analysis (FCA)

For international students, and domestic students with foreign education, a Foreign Credential Analysis (FCA) is required. This is done through the Office of International Affairs’ iStart page.

https://istart.iu.edu

- Use CAS (IU’s Central Authentication Service) to log in.
- We, as staff, will be using the bottom most link:
- Administrative Services for University Departments
Click the Admission dropdown

Use International Admissions Departmental Services to look up your international applicants
Enter your applicant’s Student ID number

Press Enter or click

2000012345
Checklist has the FCA request form, and links for other required materials.

PDF List contains a list of scanned documents for this applicant/student.
The international admissions process is laid out in a helpful checklist.

Many of the items will bring up a help box when clicked.

Click link to submit the FCA request for an international applicant.

Symbol Key available at bottom of list.
Complete the requested application information

E-Form for International FCA Requests

(Domestics have a separate form)
This will be your info

Add applicant’s documentation

Including a PDF of the eApp

English Proficiency?
- If the *official* scores are in SIS, you can skip this

Save Defaults and Save Draft buttons are helpful options
Use View Response to Request for Evaluation link to check the status & results of your FCA requests.

A check mark means the review has been completed.

An arrow means the request has been submitted, but not yet completed.
The completed FCA will have information vital to your admissions committee during their review process

- Saves time as those who are ineligible are clear

While you should get your FCA request in as early as possible, only submit requests for applicants you may want to admit.

No departmental recommendation for admission letter can be sent to an international applicant (or a domestic w/ foreign education) without a completed FCA
To request an FCA for a domestic (U.S. citizen, permanent resident, refugee, political asylee, or undocumented) applicant with foreign education, you will need to use the Domestic Request Graduate Foreign Credential Analysis link.

These results will be emailed to you by OIA. They must be attached to the eDoc at the time of admission.
Permanent Residents

- Read domestic applications carefully to acknowledge permanent residency
- Attach a copy of a student’s permanent residency card to the eDoc prior to taking action
  - Failure to do so will result in delayed processing
- **NOTE**: H-4 and H-1B visa students are GINT
GPA Exceptions

• The minimum GPA accepted by the Graduate School is 3.0
  – Look at the cumulative GPA, not just the applicant’s GPA in the program
• If you are interested in moving forward with the applicant, email the Admissions Coordinator with a “letter of justification” from a faculty member
  – Dr. Blum will review the case
  – Do this BEFORE taking action on the eDoc
3-Year Bachelor Degree Policy

• The Purdue Graduate School does not offer exceptions with applicants who have only three-year diplomas from Indian universities.

• If an applicant has a total of 4 years (or more) of undergraduate work, it is possible that they may be eligible for admission.
Required Language for Admission Letters: Recommended for Admission

• Students should be notified that they are being recommended for admission by the department.
  – The Graduate School (& OIA) 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 Purdue University Graduate School. You will receive a final decision on your admission once the Graduate School performs a verification of your credentials.”
Required Language for 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).
Required Language for Admission Letters: Conditions for Continued Enrollment

• There is updated 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 an official 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.
Required Language for 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.
eApp Workflow

Moving application information from here to there

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<tr>
<th>Campus</th>
<th>IN - IUPUI</th>
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<tbody>
<tr>
<td>School</td>
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<td>Career</td>
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<td>Application Center</td>
<td>GINT - GRAD International Admissions</td>
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<td>Program</td>
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<td>Plan</td>
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<td>Original Application</td>
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Buttons: save, take action, close, remove from workflow, copy, resubmit
eApp Workflow

Different Stops (Nodes) are determined on program needs and if the applicant is domestic or international
One.IU.edu

Sorting/searching for eApps in One.IU

• Action List

• Applications in-progress or recently submitted

• eDoc search
### One.IU

- Ctrl+F in “Action List”

#### Action List

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One.IU

- Sorting/searching for eApps in One.IU
  - Document Search App
One.IU

- “Document Search” tab
  - `sis.adm.nonugrdapp` needs to be entered in “Document Type”
One.IU

Search using UID or IU App Number
One.IU

- Sorting/searching for eApps in One.IU
  - Old eApps found in “Outbox”
    - Can take a while for page to load
One.IU

- Old eApps found in “Outbox”
  - Use ‘Ctrl+F’ to find
One.IU

- Email Notifications for eApps
  - “Preferences” button in “Action List”
eApp eDoc

- "Workflow Preferences"
  - Action List Page Size
  - Refresh Rate
  - Fields shown

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<tr>
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<tr>
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<td>Primary Delegate Filter: Primary Delegates on Action List Page</td>
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<table>
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eApp eDoc

- “Workflow Preferences”
  - Email Notification Preferences

[Image of a table showing document route status colors for actionlist entries and email notification preferences settings]
eApp eDoc

• **Suspense Files**
  
  • eApp error with SIS (see example below)
    – Has to be corrected manually by Graduate Office
    – OIA handles GINT suspense files

  ![IU Admissions Application Image]

  ![Samuel, J IU00 Image]

  ![Graduate eApplication Routing Image]

  • **DO NOT “Take Action” until message no longer shows**
eApp eDoc

- eApp eDoc Overview
  - Document Overview
    - IU Application #
    - Employee ID # = University ID
      » Might not show at first due to Suspense
eApp eDoc

- Graduate eApplication Routing

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<thead>
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<th>Name</th>
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<td>Application Center</td>
<td>GINT - GRAD International Admissions</td>
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<tr>
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<tr>
<td>Original Application</td>
<td>Download PDF, Download All Documents, Combine All Documents</td>
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</table>
eApp eDoc

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

• eApp eDoc Overview
  • “Action Buttons” on eDoc
    – **Save** (saves changes within eDoc but it stays in your Action List)
    – **Take Action** (routes eDoc to next node = leaves your action list)
    – **Close** (closes eDoc)
    – **Remove from Workflow** (Cancels Application; No way to retrieve eDoc again)
      » Duplicate applications
    – **Copy** (Used by Graduate Office only)
    – **Resubmit** (routes eDoc back to original node)
eApp eDoc

- eApp eDoc Overview
  - Recommendations
eApp eDoc

• eApp eDoc Overview
  • Recommendations
    – Resending recommendations requests
      » “Resend” on eApp eDoc
      » “Resend” button on also on Applicant’s “Your Applications” page after logon
eApp eDoc

- eApp eDoc Overview
  - Uploads
    - Shows Applicant’s uploads
• eApp eDoc Overview
  • Notes – Do NOT ignore this section!
    – 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

- eApp eDoc Overview
  - Attachments
    - You are able to upload documents to eApp eDoc
• Click on route log on right side
eApp eDoc

- eApp eDoc Overview
  - Route Log – shows the current location of the eDoc
Missing Transcripts

- Graduate Office – Transcript Tracking
- IU Box
  - [https://iu.box.com/IUPUITranscripts](https://iu.box.com/IUPUITranscripts)
  - Do we have it? Email [gradoff@iupui.edu](mailto:gradoff@iupui.edu) / [oiagrad@iupui.edu](mailto:oiagrad@iupui.edu).
eApp Administrative Center

• You can see where a specific applicant is stuck on the eApp, the payment status, and completion status

• There is a Using the eApp Administrative Center job aid on our website (under Faculty & Staff Resources)
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 application and look at an error the student may have
eApp Administrative Summary

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

• Once you are ready to route the eDoc, verify that the following are correct:
  • Program/Plan
  • Admit Term
  • All Required Items Attached

• **We suggest creating a checklist for yourself in order to ensure that all items have been reviewed**
Admission Decisions and Reasons

Admit
• Fully Qualified
• Missing Final Transcript

Applicant Withdrawal
• After Admission
• Before Admission

NO LONGER USED:
• Conditional Admit
More Decisions and Reasons

• **Defer Decision** (change admit term to the deferred semester)
  • The IUPUI Graduate Office or OIA will change semester in SIS and route the eDoc back to your Action List
  • Purdue applications only good for up to 1 year

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

• Available in PDF format, one page per applicant (see below) or in Excel format for use in your own document
What to attach to the eDoc, essential to everyone:

- Departmental Recommendation for Admission letter
  - Must be first due to OIA / iStart requirement
- Transmittal Form
- Transcripts and Diplomas
  - Can be official or scan of official (unofficial)
  - “Unofficial” does not include student system print outs (except for IUPUI).
What to attach to the eDoc, if applicable:

- FCA for all international applicants
  - Also for domestics with foreign education
- Permanent Residents, Political Asylees, Refugees, Undocumented
  - Must have “visa documentation” included.
- Fee Waiver Form if applicable
- Form GS-27 for BS/MS applicants
Order of eDoc attachments:

**Domestic**

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<td>routing form</td>
</tr>
<tr>
<td>04:52 PM 03/31/2017</td>
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<td>transcript IUPUI</td>
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</table>

*There is no need to attach the application or recommendations*

**International**

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<td>04:08 PM 03/23/2017</td>
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</tr>
<tr>
<td>04:08 PM 03/23/2017</td>
<td></td>
<td>FCA Report</td>
</tr>
</tbody>
</table>
E-App Actions

• No need to code residency – we will handle this for you!

• After loading the decision and reason, you will normally want to hit ‘Take Action’
  • “Resubmit” can be use to route an application to another department after changing the program/plan to the correct department
  • Do not use “Remove from Workflow” as this cancels the application
“What if…” Scenarios

• Applicant Applies to Wrong Program, or

• Denied for PhD but eligible for MS
  • Cannot change if “Career” is different, i.e. Undergrad to Grad
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 or certificate) that will be received by the student should have a new application
- No enrollment 12+ months – Must reapply and be readmitted by department (Purdue rule)
Admissions: All MS & IUPUI-Awarded PhDs

What happens after I?

• Graduate Office processes eDoc and issues Purdue letter via Slate
  • Department should run Slate query to retrieve letters
  • Applicants are sent emails by Slate with admission decision

• GRAD: program/plan loads in SIS

• GINT: continues to OIA for processing
  • OIA will only process 3 terms at a time
    • Ex: Spring 2019 processing will not begin until after Spring 2018 semester begins
Transcripts

- Unofficial = scan of official transcript
  - Cannot use student’s univ. internal system print out
  - IUPUI’s SIS transcripts are acceptable if they are pulled by YOU
  - Anything entered in Slate or uploaded by applicant is considered unofficial (even if you mark it otherwise)

- Unofficial transcripts can be used at time of admission
  - Students will have a missing transcript hold added to their SIS account
  - Have initial semester to submit official final transcript showing degree awarded.

- Attach transcripts from all universities listed on the eApp.
  - Failure to do so will result in delayed processing.

Please scan in high resolution and color!
Official Transcripts

• To remove the Missing Transcript Hold, the Official Final transcripts must be sent to the correct office:
  
  • GRAD: Official transcripts to Graduate Office
    • If you have officials, add a note to the eDoc letting us know they’re on the way.
    • Transmittal sheet should be included with each official transcript.
      • Paperclip these together, do not staple
  
  • GINT: Official transcripts, with original envelopes to OIA
    • Do not send these to the Graduate Office first!
    • Do not use campus mail – make sure to retrieve them after OIA has processed them
Deferrals

- You **MUST** inform the Graduate Office when a decision is made to defer a student.

- We will evaluate a student’s credentials to ensure that they are compliant (i.e. English proficiency) for the requested term and confirm the term change with a Purdue letter in Slate.
To Deny an application,

In IUPUI eAPP, choose **Action** | **DENY**, then **Take Action**.
Withdrawals

(before Graduate School admission)

• In IUPUI eAPP, choose Action: Withdrawal, then Take Action.

(after Graduate School admission)

• Email pugrad@iupui.edu.
  • Withdrawal must be processed in SIS manually
  • Withdrawal impossible if student is registered for courses
Troubleshooting

- **eDocs in suspense**
  - Can take 1-2 days to correct itself
  - Applicant may have submitted multiple identical applications

- **Experiencing bigger issues? Use the SIS Problem Report**
How to submit requests to Graduate Office
IUPUI Request Tracking System (RTS)
Can also be accessed from One.IU.edu
IUPUI Request Tracking System (RTS)
Retrieving your Purdue Admission Letters:
MS & PhDs
https://gradapply.purdue.edu/manage/

Log in with your Purdue Career Account credentials

Don’t have a Purdue Account yet? Email pugrad@iupui.edu

Don’t remember your Purdue Account info? Call iTAP Help Desk at 765-494-4000 to reset your password
On the main log-in page, go to Queries

How to Find Official Admission Letters
## Queries: How to find who/what you’re looking for

### Table of Queries

<table>
<thead>
<tr>
<th>Name</th>
<th>Folder</th>
<th>Population</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Letters</td>
<td>IUPUI Graduate Office</td>
<td>Applications (By Population)</td>
<td>02/10/2016</td>
</tr>
<tr>
<td>Admitted ENGR/TECH</td>
<td>IUPUI Graduate Office</td>
<td>Applications (By Population)</td>
<td>01/22/2016</td>
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<tr>
<td>Applicants by term/year All programs</td>
<td>IUPUI Graduate Office</td>
<td>Applications (By Population)</td>
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<td>By IUPUI Application ID #</td>
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<td>By IUPUI Student ID #</td>
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<td>Deferment Letter</td>
<td>IUPUI Graduate Office</td>
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<td>Applications (By Population)</td>
<td>12/18/2015</td>
</tr>
<tr>
<td>Grad Certificate Decision Letter &amp; Decision Release</td>
<td>IUPUI Graduate Office</td>
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<td>10/16/2015</td>
</tr>
<tr>
<td>IUPUI Decision Release and Decision Letter</td>
<td>IUPUI Graduate Office</td>
<td>Applications (By Population)</td>
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<tr>
<td>Masters to be Admitted</td>
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<td>Need Deferral Decision</td>
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</tr>
<tr>
<td>Pinned Exports/Filters</td>
<td>SYS:Query/Pinned</td>
<td>Applications (By Population)</td>
<td>11/16/2015</td>
</tr>
</tbody>
</table>
We all have Folders to keep our queries together.

Clicking **Include shared queries** will bring up a huge list where you can see what others have set up.
If you don’t already have an “Admission Letters” query set up (in your department’s folder), let us know and we can help.
<table>
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</tr>
</thead>
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</tr>
<tr>
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<td>Denial</td>
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<td>SYS:Query/Pinned</td>
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<td>11/16/2015</td>
</tr>
</tbody>
</table>
You can edit the **Name** of your query, and which **User** and **Folder** it’s in using the Edit at the top of the screen. (This is not something you’ll need to use once the query is set up.)

To change the info the query results provide use **Edit Query**

(This is the one you’ll be using to choose which letters you want)
Hover your mouse here, to have the Edit and Delete icons appear.

Click Edit
To get Admission Letters, we need to find the Decisions that are (IN vs. NOT IN) Admitted.

Choose the date range of admits you want. For only the Admitted Decisions released in January, add dates.

(An End Date is not required)

Then Save.
Once you’ve updated the dates of Admission Letters you need, click the title of your query to go back to its “front page”. Then run query.
Use the Output dropdown bar to choose what to do with your list

Admission Letters for the date range you entered
Use “PDF Document Export”
Use “Export as individual PDFs in a ZIP archive”. There are several options, but this is easiest.

Insert Part doesn’t need to be changed once the query is set up.

Must say:

Admission Letter

Then Export

A file download will start, when you open the ZIP file, a list of your admission letters will be there sorted by last name.
English for Academic Purposes

http://liberalarts.iupui.edu/english/pages/eap-program-folder/index.php
English for Academic Purposes (EAP) Placement Test

If the student has passed the internet-based TOEFL exam with a score of 100 or higher, or IELTS with 7.5 or higher, they are exempt from taking the EAP test.

OIA admissions letter will indicate if s/he is required to take this test.
English for Academic Purposes (EAP) Placement Test

• SIS – Test Score Lookup
  • “Administrative Center” -> “Academics 2” tab -> “View Test Scores”
English for Academic Purposes (EAP) Placement Test

- New test ID codes – same score codes
  - EN401 – Placement Code
  - Most frequently used placement codes (EN401) are 2, 24, 25, and 28.

---

Test Results

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Test ID Description

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<td>Junior</td>
<td>ETS</td>
<td>07/06/2016</td>
</tr>
</tbody>
</table>
English for Academic Purposes (EAP) Placement Test

• Students have the ability to take the EAP twice within the first two weeks with guidance from their graduate program director

• Written approval from the IUPUI Graduate Office is not 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.
English for Academic Purposes (EAP) Placement Test

• For all other non-native English speaking students, the EAP exam is required.

• It is the department’s responsibility to ensure that your international students have taken the test, and enroll (and pass) any courses required by their test score.
After Admission

• Domestic students can view their residency status in SIS in advance of starting class
  – All disputes must be made to the Registrar
• PUIDs are not assigned until the student’s second semester
• If a student forgets their Purdue Career Account password, direct them to Purdue IT help desk at (765) 494-4000
New Student Orientation Page

• Our new Getting Oriented website features links to information about many frequently asked questions. Examples include:
  – Course registration
  – IUPUI account
  – Fellowships & Awards
  – Immunization requirements
  – Billing
  – Other student affairs & activities

http://graduate.iupui.edu/support/orientation.shtml
Orientation Page

Student Life & Support

Getting Oriented

In most cases, your graduate/professional program will offer new student orientation but here are some helpful resources to get you started.

- University Account
- Two-Step Login (Duo)
- Course Registration
- Textbooks
- Billing
- Fellowships & Awards
- Immunization Requirements
- Sexual Harassment Prevention Tutorial
- Campus Safety
- CrimsonCard (Student ID)
- Center for Teaching and Learning
- International Students
- Student Affairs
- Student Organizations
- Child Care
- Housing
- Campus Map & Parking
- Campus Shuttles

SEARCH FOR CLASSES

GET YOUR STUDENT ID

JOIN A STUDENT ORGANIZATION

CONTACT CAMPUS SAFETY ESCORT

LEARN ABOUT HEALTH CLINICS

FIND THINGS TO DO IN INDY
Questions?

IUPUI Graduate Office
University Library
Room 1170
755 W. Michigan Street
Indianapolis, IN 46202
(317) 274-1577
gradoff@iupui.edu

http://graduate.iupui.edu