IU Admissions Staff Contacts

• Anita Sale, 274-1861, aasale@iupui.edu
• Monica Henry, 278-2071, mlhenry@iupui.edu
• Email for applicant questions
gapiupui@iupui.edu
Office of International Affairs
Admissions Staff Contacts

- (Assistant Director) - TBD
- Joslyn Britten, 278-3164, jpbritte@iupui.edu
- (Graduate Credentials Analyst) - TBD
- General email: oiagrad@iupui.edu
Workshop Outline

• Status of the **new** Graduate eApp (#cantcomesoonenough)
• How-To-Apply pages
• Completing the Graduate eApp
• Processing Applications
  – Specifics for International Applicants
• Processing Decisions
• Tools to Assist with Admissions
• Post-Matriculation Student Needs
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, DACA, 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
- ICT…………………………………………….Temporary Intercampus Transfer
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” or “How to Apply”
  • Outlines specific steps in timeline, bullet points, or click through lists and includes FAQs
  • Easy-to-find contact information, especially phone, email, and mailing address for transcripts
Department How-To-Apply Web Pages

- Example: See School of Nursing How to Apply
  https://nursing.iupui.edu/graduate/apply.shtml

- If you have a non-degree program, include a screen shot of the program & plan to select on the non-degree application

- Our website is entirely new...if you have links to us, check to make sure they work
Graduate/Professional School
the eApp lives at graduate.iupui.edu
Grad/Professional School eApp

IUPUI Graduate Office

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

Tips to applying

International applicants should visit our IUPUI Office of International Affairs website for detailed instructions on how to apply to a graduate or professional program.

International application process

International applicants and non-native speakers of English may be required to take a test to demonstrate English proficiency and meet graduate or professional admission requirements.

Right click this button to copy the link to add to your “How to Apply” web page.
Right click this button to copy the link to add to your “How to Apply” web page.

Link to this button for your international applicants.
Where International Applicants can go for instructions on the application process

http://international.iupui.edu/admissions/how-apply/graduate/index.html
Completing Grad/Professional School eApp

- Create new guest account, OR...
- Logon with guest/network-ID
- Applicant should store their username and password in a SAFE place (UITS can reset if lost)
- Allows applicant to save and log back in at a later date to complete the application
- Ability to copy an existing application (cannot copy from non-degree to degree/vice versa)
- No changes or new uploads after submission
- **We recommend that YOU create an application**
Completing Grad/Professional School eApp

Online Graduate And Professional Admissions Application - Select an Application

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>Graduate</td>
<td>-IBMG Program for PhD Study</td>
<td>Fall 2019</td>
<td>IU002415249</td>
<td>In progress</td>
<td>Modify</td>
</tr>
<tr>
<td>Graduate</td>
<td>Computer Science (Purdue University)</td>
<td>Summer 2019</td>
<td>IU002417633</td>
<td>In progress</td>
<td>Modify</td>
</tr>
<tr>
<td>Graduate</td>
<td>Social Work Pre-Doc</td>
<td></td>
<td>IU002408364</td>
<td>In progress</td>
<td>Modify</td>
</tr>
<tr>
<td>Graduate</td>
<td>Grad Non-Degree</td>
<td>Fall 2018</td>
<td>IU002393408</td>
<td>In progress</td>
<td>Modify</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.

- Links to our programs list which links to your website
- Creates an email to gapiupui@iupui.edu
- Links to UITS contact info to reset logon credentials
Completing Grad/Professional School eApp

Online Graduate And Professional Admissions Application - 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 Master’s degree
- To apply to a PhD/Doctoral program
- To apply to a Professional degree program (Law JD, Med MD, Dent DDS)
- To apply to a Graduate Certificate
- To apply to take graduate courses as an IU temporary intercampus transfer student
- To apply to a graduate non-degree program

Examples of reasons to pursue graduate non-degree studies include:
- 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

*If you plan to take undergraduate courses ONLY (such as pre-requisites for a graduate program) you should apply to the Undergraduate Non-Degree program.

Continue

Determines if Domestic or International
Determine if degree-seeking or non-degree
Completing Grad/Professional School eApp

- Tabs should be completed in the order seen
- Department Information and Payment tabs are dependent on what is entered in the Application Information tab
- * Indicates required field
Completing Grad/Professional School eApp

- “Recruitment Categories” no longer result in an automatic fee waiver, although they remain in the application for your recruitment efforts.
Completing Grad/Professional School eApp

If applicant selects “Yes” to any PRIOR CONDUCT question, the Program must contact Anita to confirm before any offer of admission. This should be done well in advance of taking action. The only exception is yes to #1 where it was purely academic probation or expulsion.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been subject to formal disciplinary action?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(including for example, but not limited to, suspension or expulsion)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for academic or non-academic reasons at any high school, post-secondary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>institution, college, or university?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been charged with or convicted of a crime (or a foreign</td>
<td></td>
<td></td>
</tr>
<tr>
<td>legal equivalent) that has not been expunged by a court?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any currently pending criminal charges (or a foreign legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>equivalent) against you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you engaged in any behavior that caused injury to any person(s) or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>property (including, for example, but not limited to, vandalism or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>behavior that led to a restraining order against you) which resulted in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>some form of discipline or intervention?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing Grad/Professional School eApp

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...

Important: check available terms regularly and call Anita with changes. Terms are available by PROGRAM code only, not plan-specific.
Tips with Education and Employment

• Applicant needs to include all schooling since high school in the education section
  • Unofficial transcripts (UGS Programs) can be used for initial application; Official needed for admission
• Blank “To” date in employment means you are still there
Completing Grad/Professional School eApp

Application Information

- **ETS Testing Service**
  - IUPUI school code for all ETS tests is **1325**
  - Includes TOEFL, GRE, GMAT, LAST, CGFNS
  - Score verification 609-683-2008, toeflnews@ets.org

- **MCAT**
  - IUPUI school code **129**

- **DAT**
  - IUPUI school code is **30**

- **Make sure your How to Apply page addresses required tests/scores and gives school codes above**
Completing Grad/Professional School eApp

- Instruct students to skip the Testing section if you have no required tests (if they start to add a score, it will become required to submit – use “delete”).

Test Information

Please enter the tests you have taken or will take including all subscores and composite scores. You must have the testing agency send scores directly to IUPUI.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Component</th>
<th>Score</th>
<th>Date (mm/dd/yyyy)</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE</td>
<td>Select...</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

Invalid test: GRE. Test name, test component and date fields are required.
Completing Grad/Professional School eApp

Fee Waiver

- Form found on our website under Forms – Fac/Staff
  - [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)
- See IU Box – Fee Waiver Coupon Code folder – updated monthly (email Anita if you need the link)
- Fee Waiver not possible after submission.
- Consider a Fee “Sale” – free app fee for a week
  - Grad Office can set fee to $0 for specified date range; we’ll bill you “post-sale”
- No fee waiver code used for International students
  - Departments can pay full fee via iStart
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:

[Input field for coupon code]
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

**Department Information Tab**

- 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

- Choose payment method

Payment Method

How will you be paying your application fees?
- Credit Card
- E-Check

Affirmation Statement

I certify that I am the applicant and that all statements on this application are correct and complete, including a list of all schools attended. I understand that

- withholding pertinent information requested on this application;
- giving false or incomplete information, and/or
- failing to disclose disciplinary action or criminal activity, as outlined in the "Criminal Activity Disclosure" section of this application.

constitutes grounds for immediate withdrawal of my application from further consideration and cancellation of my admission and/or registration. I understand that providing false information could also impact the classification of tuition residency status for fee-paying purposes and scholarship eligibility.

General Affirmation: I affirm that I have read and understood the statement above.

IU will need official transcripts from all colleges and universities you have attended. Official transcripts should be sent to IU following the directions on the Web site of the department/program to which you are applying.

Transcripts: I affirm that I have read and understood the statement above.

Note: Application fee payments are not refundable. By submitting this application, the applicant understands and agrees.

Refund Policy: I affirm that I have read and understood the statement above.

Student comment:

Type your full legal name:

Obo-Wan Kenobi

Today's date:

09/26/2016  (mm/dd/yyyy)
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

Submit & Pay Fee

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.

Check My Application

If your application contains any errors, they will be listed below. All errors must be corrected before your application can be submitted.

<table>
<thead>
<tr>
<th>Page</th>
<th>Question</th>
<th>Error Message</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Information</td>
<td>When do you wish to enroll in classes?</td>
<td>You must select a term to enroll in classes.</td>
<td>FIX</td>
</tr>
<tr>
<td>Department Information</td>
<td>Request a recommendation</td>
<td>A response to this question is required. This program requires at least 3 recommendations.</td>
<td>FIX</td>
</tr>
<tr>
<td>Affirmation Statement</td>
<td>How will you be paying your application fees?</td>
<td>A response to this question is required.</td>
<td>FIX</td>
</tr>
<tr>
<td>Affirmation Statement</td>
<td>* General Affirmation: I affirm that I have read and understood the statement above.</td>
<td>Acknowledgement of the affirmation is required.</td>
<td>FIX</td>
</tr>
<tr>
<td>Affirmation Statement</td>
<td>* Transcripts: I affirm that I have read and understood the statement above.</td>
<td>Acknowledgement of the affirmation is required.</td>
<td>FIX</td>
</tr>
<tr>
<td>Affirmation Statement</td>
<td>* Refund Policy: I affirm that I have read and understood the statement above.</td>
<td>Acknowledgement of the refund affirmation is required.</td>
<td>FIX</td>
</tr>
<tr>
<td>Affirmation Statement</td>
<td>Type your full legal name:</td>
<td>A response to this question is required.</td>
<td>FIX</td>
</tr>
<tr>
<td>Affirmation Statement</td>
<td>Today's date:</td>
<td>A response to this question is required.</td>
<td>FIX</td>
</tr>
</tbody>
</table>
Completing Grad/Professional School eApp

Submit & Pay Fee

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.

Application Fee

Your fee for this application is: $60.00.

Submit

You can pay for this admission application with a credit card. Note: your application will not be considered until the application fee has been paid.

Click the button below to submit your application and pay fee.
If you do not have a PayPal account, you will have the option to check out as a guest with a credit or debit card.

The button to click to pay is the PayPal gold button. This is a payment system to pay with credit and debit cards. You do not need a PayPal account.
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
One.IU.edu

- Tools for Admissions Personnel
One.IU.edu

- Tools for Admissions Personnel
- eApp Admin Center – Find eApps
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(Last): hernandez

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>Appl Center</th>
<th>Prog Cd</th>
<th>Term</th>
<th>Admit Type</th>
<th>Acad Obj</th>
<th>CreateDt</th>
<th>SubmitDt</th>
<th>App Status</th>
<th>Pay Status</th>
<th>Credit Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>07/20/1991</td>
<td><a href="mailto:hernandez@iu.edu.com">hernandez@iu.edu.com</a></td>
<td>IUPUI</td>
<td>GRAD</td>
<td>GRAD SHRS5</td>
<td>4165</td>
<td>Term</td>
<td>Degree-seeking</td>
<td>GCND9</td>
<td>09/04/2015</td>
<td>08/26/2015</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/16/1981</td>
<td><a href="mailto:hernandez@iu.edu.com">hernandez@iu.edu.com</a></td>
<td>IUPUI</td>
<td>GRAD</td>
<td>GRAD GCND9</td>
<td>4158</td>
<td>Term</td>
<td>Non-degree</td>
<td>YSG</td>
<td>08/26/15</td>
<td>08/28/2015</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hint: Search for all applicants to your program for a date range, submitted and not submitted.
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 (*)

• Trouble finding an application? Try searching on email, birth date, or program code with date range.
eApp Administrative Summary

-- Go to ‘Read Only View’ to see the actual application
Read-only view allows you to go into the actual application to help the applicant troubleshoot problems.
One.IU.edu

- Tools for Admissions Personnel
- Action List – eDocs that need your attention
eDoc Workflow

- This is the Action List where documents awaiting your action reside until you take action.
eDoc Workflow

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

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

Hint: if Outbox does not show, check the box in preferences.
eDoc Workflow

- Outbox looks just like the Action List
- You can open documents, filter, sort
- You can even delete items from Outbox
eDoc Workflow

• If your Action List does not look like this, you have not been playing with your Preferences!
eDoc Workflow

- Choose settings that help you the most

If you don’t like the page to refresh, change refresh rate to “0”

Increase page size if you handle hundreds of documents

Add or remove columns from the Action List view

Add Outbox here
eDoc Workflow

- More settings in Preferences

<table>
<thead>
<tr>
<th>Document Route Status Colors for Actionlist Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
</tr>
<tr>
<td><img src="red" alt="" /></td>
</tr>
</tbody>
</table>

Color code based on Route Status to make documents stand out

<table>
<thead>
<tr>
<th>Email Notification Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Primary Delegate Emails</td>
</tr>
<tr>
<td>Receive Secondary Delegate Emails</td>
</tr>
<tr>
<td>Default Email Notification</td>
</tr>
</tbody>
</table>

Set Email preferences for all or specific document types

Document Type Notifications

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Notification Preference</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGS, Add, Remove, User, Request, Doctype</td>
<td>Immediate</td>
<td>delete</td>
</tr>
</tbody>
</table>

Send Email Notifications For

- Complete
- Approve
- Acknowledge
- FYI
One.IU.edu

- Tools for Admissions Personnel
- Document Search: Finding submitted eApps

- eApp Administrative Center
  (All IU Campuses)
  ★★★★☆ (1)  i  💖

- Document Search
  Kuali Rice (All IU Campuses)
  ★★★★☆ (1)  i  💖

- Action List
  Kuali Rice (All IU Campuses)
  ★★★☆☆ (22)  i  💖

- Problem Report
  SIS (All IU Campuses)
  ★★★★☆ (0)  i  💖

- Request Tracking System
  (IUPUI Indianapolis)
  ★★★★☆ (1)  i  💖

- Add/Remove User Access Request - eDoc
  eDoc (IUB, IUPUI)
  ★★★★☆ (0)  i  💖
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 Doc ID, UID or IU App Number
eDoc Workflow

- Once you have searched with this document type, click the star in a recent search and it will create a “favorite” for this search type.

- Go one step further and create a bookmark from the link to your favorite
**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.

Go straight to Route Log here
eApp eDoc

• Suspense Files have eApp errors with SIS
  • Has to be corrected manually by Graduate Office or OIA

• DO NOT “Take Action” until Suspense message no longer shows

• Do a Problem Report if more than 4-5 days
eApp eDoc

- eDocs in your Action List:
  - You can change Plan Code, Subplan, and Term
  - Program can be changed within your school
    - i.e., NURS5 to NURS6
  - Program change to another school (within same career), must resubmit to move to their action list
eApp eDoc

- Printing/Saving App
  - “Download PDF” = just eApp
  - “Download All Documents” = eApp, all files uploaded and submitted recommendations in a **zip file**
  - “Combine All Documents” = everything in one PDF
eApp eDoc

- **Save** (saves changes; 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)(There are some instances where this should be used; we will instruct you)
- **Copy** (Used by Graduate Office only)
- **Resubmit** (routes eDoc back to original node) (If you change the Program Code on eDoc, you need to Resubmit to move to the right action list)
eApp eDoc

Recommendations

Add a new recommender

Send another request to recommender

Update a recommender’s email address
eApp eDoc

Uploads
  – Shows Applicant’s uploads
eApp eDoc

Notes

• Utilize “Notes” 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

• NEW: Please add a note to BACKDATE admission for eDocs approved after the start of classes
eApp eDoc

Attachments

• You are able to upload documents to eApp eDoc
• If you are not able to add an attachment
  – May be in “Acknowledge” node
  – Must be in “Approval” node to upload
  – Also try reopening the document – cannot add or save when inactive

Don’t forget to save
eApp eDoc

Route Log – shows the current location of the eDoc

- Actions Taken
- Where the eDoc resides presently
- Where the eDoc has to go before becoming final
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

- Tools for Admissions Personnel
- Add/Remove User Access Request
One.IU.edu

• Add/Remove User Access Request
  – Used anytime someone leaves/changes responsibilities or is new to a role in Graduate Administrative Systems

Add/Remove User Access for University Graduate School Administrative Systems

**Submit one form per person, unless the person you are adding is replacing someone. In that case, check both the "Add" and "Remove" boxes and enter the person to be added AND the person to be removed on the same form.**

What would you like to do?

- Add — Do They Replace a Person Being Removed? ○ Yes ○ No ○ Clear
- Remove

Campus*: **Select your campus**

School/Department*: (If "Other" please select "Other" in this dropdown box)

ADD: Enter information for person to add.**FERPA and Acceptable Use Policy compliance will be checked prior to addition.**

- First Name* ____________________________
- Last Name* ____________________________
- userid* _______________________________

REMOVE: Enter information for person to remove

- First Name* ____________________________
- Last Name* ____________________________
- userid* _______________________________
One.IU.edu

- Add/Remove User Access Request

All Programs eApp eDoc Functions

UGS-only Progression Functions

Every request should have a descriptive justification

Fellowships

Contact for Bulletin Changes

What do they need access to or to be removed from?

- Awards and Fellowships
  - UGS Fellowships & Awards Canvas Course
  - Bulletin
  - Will be a bulletin contact eApp
    - Admin Center
    - Will be an approver for the eApp
    - eApp Training Completed
    - Contact Judy Pest (Bloomington) or Anita Sale (IUPUI) if you are unsure or have not completed the training. eApp approval access will not be granted until training is complete
  - Master's eDoc Approver
    - Application and Recommendation for Advanced Degree
  - Ph.D. eDoc Approver
    - Commencement Participation Application (coming to IUPUI soon)
    - Defense Announcement
    - Nomination of Research Committee
    - Nomination to Candidacy
  - Exception Approver
    - Secretary Recorder
    - DGS
    - Clear

Enter a brief justification for this request
EAP for Admission Purposes

• 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 (See Cheat Sheet)
  • 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**
  • Delay Fall (or Spring, or Summer) transcript/grade
  • Requesting Additional Information
  • Waiting on Test Scores
  • Procedure:
    • Leave original admit term in eDoc
    • Add a note in the notes section of the term you are changing to
    • The Graduate Office or OIA will change semester in SIS and route the eDoc back to your Action List
More Decisions and Reasons

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

- **Defer Enrollment** – Not applicable on the eDoc
  Change admit term instead before taking action or make request via RTS after action was taken

  - Definitions:
    - **Defer Enrollment** - students who were admitted but *never enrolled* and wish to start at a later term.
    - **Term activation** - *previously enrolled* students who skip one or more terms and need to be term activated in order to enroll.
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 ______ has recently met to consider your application for admission to the M.S. in ______ 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.”

• The Graduate Office does not notify students of this final decision.
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

• Policy regarding the use of the word “conditional” admission: 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 ______ program* past your first semester, you must submit a final transcript from ______ *University* as a condition of your continued enrollment. You will be unable to register for your second 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 ______* 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 ______* program. You will be unable to register for your second year of coursework until this condition has been met.
# 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>Attach letter to eDoc</td>
<td></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 (change in policy)</td>
<td>No longer required to 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>
# Uploading Documents to eDocs

## Professional/Independent Schools

<table>
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<td></td>
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</tr>
<tr>
<td>FCA</td>
<td></td>
<td>Attach to eDoc/ Not required</td>
</tr>
<tr>
<td>Visa Documentation (change in policy)</td>
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<td></td>
</tr>
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<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”
  - Note: All applicant questions about residency should be directed to the Office of the Registrar
E-App Actions

• After selecting the decision and reason, and uploading all required documents, click ‘Take Action’

• eDoc will leave your action list and move to the next node, usually the Graduate Office.
If you cannot find a Transcript

• Graduate Office – Transcript Tracking
• IU Box
  • https://iu.box.com/IUPUITranscripts
• If your student definitely requested a transcript which cannot be found, call Anita to look in the undergraduate OnBase files. We occasionally find them there. Please check the above Box file first.
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 - PLTIN
  - 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
  • If GINT, please notify oiagrad@iupui.edu before changing and resubmitting
“What if…” Scenarios

• 2 apps submitted due to technical glitch
  • Request application fee refund through Anita
  • May need to delete second application

• Applied to wrong program or campus or did not disclose prior conduct
  • Will have to re-apply
  • No refund available
“What if…” Scenarios

Started program with no enrollment for 12-24 months, must complete the Graduate/Professional Update Form: http://go.iu.edu/27R3

Check out our new form

New Online form replaces the old PDF.

- Form comes directly to Anita via email after submission
- Anita will forward the form email to the department for advising/approval
- Department will submit to Grad Office via RTS to request term activation
When SHOULD a new application be created for a current student?

• Applications cannot transfer between CAMPUSES or CAREERS (GRD1, GRAD, MED, DENT, LAW) – New Grad eApp required
• Each piece of ‘paper’ (e.g. diploma) must have a new Grad eApp
• No enrollment 24+ months = new Grad eApp
• GINT no enrollment 12+ months = new Grad eApp!
One.IU.edu

- Tools for Admissions Personnel
- Request Tracking System
Our faculty members are committed to providing excellent programs to our graduate students. The Graduate Office at IUPUI is committed to supporting you.

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

All tenured or tenure-track IUPUI faculty members

Request Tracking System (RTS)

IUPUI graduate admissions staff and recruiters can count on timely service by utilizing the Request Tracking System (RTS).

Submit your request
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.

Logon

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

Submit requests for:

- **Defer Enrollment** (matriculated but never enrolled)
- **Withdraw App – After Admission** (eDoc final)
- **Term Activate** (if less than 12 months no form needed but have student complete Grad Update Form if more than 1 yr)
- **Attach final transcript to remove hold**
- **Other** – Any request to change a student account in any way

*For International applicants, send requests to oiagrad@iupui.edu*
Even though not "required" field, Program Code assigns the request to the right people in Grad Office – codes are being updated now – PLEASE USE
Please try to be specific on the “Type of Request” as in busy times we prioritize based on the type.

If you get an email that says a request is closed I have completed the request. If you get a notice of an email added, it means I need something from you to complete the request.
IUIE Reports

- All reports available in Master Catalog
- Request access to 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 to find existing reports
- Complete the Metadata form for access to data
Use IUIE when you need:

- “Appls – Current Rows” - University ID, IU App Number and/or Workflow Document Number & Status (check for FINAL status on admit)
- “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!
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 Biomd Open Ph.D

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

TOEFL: Date  Total Score  Format
1  27-APR-13  25  IBTRE
2  27-APR-13  25  IBTWK

Recommendations:
1  ____________________________
   ____________________________

Email: ____________________________
Phone: ____________________________

Term: 4148  Fall 2014

Organizations:
1  Peking University Health Science Center [Beijing] 01-SEP-06  15-JUL-09  CHN  -  Master's Degree  9999999999
2  Capital Medical University [Beijing] 01-SEP-97  15-JUL-02  CHN  -  Bachelor's in  9999999999

INdiana UniverSitY
Department Followup - Post Matriculation

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.**
• Beginning 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 2\textsuperscript{nd} exam stand!
• The English courses begin the 3\textsuperscript{rd} 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

- It is the Department’s responsibility to follow up with the student to have an official, final transcript showing conferral of Bachelor’s degree in order to register for the 2nd semester of classes.

- Send a high-definition color scan of the front and back of paper transcripts, and Official electronic transcripts must have all parts printed to PDF and sent via RTS.

- Students who graduated from an IU school will still need to have their department pull an unofficial transcript showing the degree and submit it to us via RTS to remove hold.
New Forms for Departmental Use

• eApp forms that are not on our website
  – If you have an approved new program or plan, fill out an eApp request form found here
  – If you have multiple fee waivers on the same accounts, we have a bulk fee waiver form found here
    • [http://graduate.iupui.edu/doc/forms/fee-waiver-form.pdf](http://graduate.iupui.edu/doc/forms/fee-waiver-form.pdf)
Thank you!

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