IUPUI Graduate Office

Purdue Admissions
Deep Dive Workshop 2020
Purdue Admissions Staff Contacts

• For Purdue Policy, WebAdMIT Training Help
  – Katina Reedy, 274-4865, reedyk@iu.edu

• To add new programs, update existing Q4s
  – Monica Henry, 278-2071, mlhenry@iupui.edu
Office of International Affairs
Admissions Staff Contacts

- Amanda Holder, 274-0108, amholde@iupui.edu
- Joslyn Britten, 278-3164, jpbritte@iupui.edu
- Melissa Wagner-Reese, 274-2159, melwagn@ju.edu
- General email: OIAgrad@iupui.edu
Applicant Help Center

- For applicants with technical difficulties in the application
  - Email: graduate.indiana@liaisoncas.com
  - Phone: 617-729-2866
  - Chat: Live Chat support located in Applicant Help Center

- Program-related questions should be answered by you
  - Deadlines, requirements, submission materials, etc.
WebAdMIT Support

• For program users to get help with the backend of the IU Grad CAS
  – Email: webadmitsupport@liaisonedu.com
  – Phone: 857-304-2020
  – Help Center
When to contact WebAdMIT Support

- Request invitation codes
- Questions about data appearing in WebAdMIT
- Confirm an applicant submitted their payment
- Questions about an Application Status
- Questions about applicant portal functionality
- Technical issues with application or WebAdMIT
When to contact the IU Core Team

• Questions about program settings
• Questions about internal IU processes and workflow
• Enhancement requests to the applicant, configuration and WebAdMIT portals
• Request Coupon Codes
• Approval of new programs
• Email questions to gradcas@iu.edu
• Indiana University Graduate CAS FAQ
• WebAdMIT Sandbox (test environment)
Workshop Outline

• How-To-Apply pages
• Completing the *new* IU Grad CAS application
• Processing Applications in WebAdMIT
  – Admission Requirements
  – Processing Decisions
  – Tools to Assist with Admissions
• Post-Matriculation Student Needs
• International Admissions
### Nomenclature: University’s Alphabet Soup

**Decision codes**
- Used to record admissions decisions for each applicant, tied to local status

**Designation**
- Each application of an individual program and term

**EAP**
- English for Academic Purposes

**ESL**
- English as a Second Language

**FCA**
- Foreign Credential Analysis

**GINT**
- International graduate applicant/student code in SIS

**GRAD**
- Domestic, Permanent Resident, Refugee, Asylee, DACA, or undocumented graduate applicant/student code in SIS

**ICT**
- Temporary Intercampus Transfer

**IELTS**
- International English Language Testing System

**IU Graduate CAS**
- IU graduate application

**Local Status**
- Codes created/customized by WebAdMIT users to track applicants in each stage of the admissions process, tied to decision codes

**MS**
- Master’s of Science degree

**OIA**
- Office of International Affairs

**PhD**
- Doctor of Philosophy degree

**PU WL**
- Purdue University, West Lafayette

**Quadrant 4 (Q4)**
- Program Materials section of the application

**SIS**
- Student Information System (PeopleSoft)

**TOEFL**
- Test of English as a Foreign Language

**WebAdMIT**
- Backend of the IU Graduate CAS, where program users review applications and process admission decisions
I DON'T KNOW MY PROGRAM'S REQUIREMENTS

AND AT THIS POINT I'M AFRAID TO ASK
Department **How-To-Apply** Web Pages

- Important to list specific step-by-step instructions on what to select on the IU Grad CAS (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**
  - List all program requirements: GRE scores, GPA, prerequisites needed for admission
Department **How-To-Apply** Web Pages

- Example: See [Chemistry How to Apply](#)

- Use deep links to have programs on the IUPUI campus pre-filtered or link directly to the Graduate Office How-To-Apply page for both CAS Cycles

  This will help prevent applicants from applying to the wrong campus!
Admissions Best Practices

• Create a succinct Q4
  – Give applicants what they need to know on the tab they need to know it!
    • Keep track of your requirements (# of recommendations, required documents)
  – Update home/branding page and deadline at any time
    • Know your programs’ open & close dates to assist applicants

• Email templates make it easy to communicate with applicants & those “In Progress”
  – Set up in WebAdMIT to stay in touch
New in Admissions

- **Deep links** - a URL that sends applicants to the “Add a Program” page with IUPUI programs pre-filtered

- Overlapping Cycles - 2 application portals (and URLs) / WebAdMIT cycles (cycle switcher)

<table>
<thead>
<tr>
<th>CAS Cycle Name</th>
<th>Terms Applicants can Apply For in the CAS</th>
<th>Open/Close dates for the CAS cycle</th>
<th>Website Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>4199, 4202, 4205, 4208 Winter/Spring/Summer/Fall</td>
<td>Opened September 3, 2019 Closes October 30, 2020</td>
<td>Direct application link: <a href="https://iugraduate.liaisoncas.com">https://iugraduate.liaisoncas.com</a> IUPUI Graduate Office <a href="https://graduate.iupui.edu/admissions/apply.html">https://graduate.iupui.edu/admissions/apply.html</a></td>
</tr>
<tr>
<td>2020-2021</td>
<td>4209, 4212, 4215, 4218 Winter/Spring/Summer/Fall</td>
<td>Opened February 5, 2020 Closes November 1, 2021</td>
<td>Direct link: <a href="https://iugraduate2021.liaisoncas.com">https://iugraduate2021.liaisoncas.com</a> IUPUI Graduate Office <a href="https://graduate.iupui.edu/admissions/apply.html">https://graduate.iupui.edu/admissions/apply.html</a></td>
</tr>
</tbody>
</table>
IU GRADUATE CAS APPLICATION
BEFORE IMPLEMENTATION

AFTER IMPLEMENTATION
IU Grad CAS Application
lives at graduate.iupui.edu
Applicants select the term and will be directed to correct CAS Cycle deep link.
Question: Who has created a test application to see the applicant view?

You can create a test application in Sandbox.
IU Grad CAS Application

Welcome to Indiana University Graduate CAS

COVID-19 Updates

New users will need to create account

Applicants can select different cycle

Click here for COVID-19 updates and FAQs related to your application.

Thank you for your interest in pursuing graduate or professional studies at Indiana University, or affiliated Purdue University studies offered at IUPUI. We look forward to working with you to make your academic and professional aspirations possible. With these login credentials, you can apply to any graduate or professional program within our system.

As you prepare to apply, we encourage you to visit the website of your program of interest and review the requirements and deadlines. If you have previously applied to one of our campuses using this application system, use the same login and email address to avoid duplicate records. Creating multiple profiles can lead to delays in processing your application.

If you are applying for Winter 2020, Spring 2021, Summer 2021 or Fall 2021 click here.
Completing the IU Grad CAS Application

• Create new account, OR logon with existing IU Grad CAS account
• Applicant should store their username and password in a SAFE place
  – Can reset password if needed
• Allows applicant to save and log back in at a later date to complete the application
• Ability to apply to multiple programs/Q4s at one time
• Not able to make changes or switch out uploads for required materials after submission
  – Must contact Applicant Support if changes need to be made
Searching for Programs

Applicants can use the search bar at the top of the Add Program page to find specific programs.

Filter by additional fields: Campus, School, Start Term, etc.
Adding a Program

Select program
Adding a Program

Applicants will need to select the correct PROGRAM and TERM when applying

*Can add additional language to your How to Apply page for clarity*

<table>
<thead>
<tr>
<th>Add</th>
<th>Program Name</th>
<th>Degree</th>
<th>Start Term</th>
<th>Start Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Graduate Non-Degree</td>
<td>Non-Degree</td>
<td>Fall</td>
<td>2020</td>
</tr>
</tbody>
</table>

What program are they applying to?
What Term and Year?
Adding a Program

Click the **+** to add a program

Click to move to the application

---

<table>
<thead>
<tr>
<th>Add</th>
<th>Program Name</th>
<th>Degree</th>
<th>Start Term</th>
<th>Start Year</th>
<th>School</th>
<th>Delivery</th>
<th>Deadline Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>IUPUI</td>
<td>Business of Medicine Non-degree Graduate</td>
<td>Non-Degree</td>
<td>Summer</td>
<td>2020</td>
<td>Kelley School of Business at IUPUI</td>
<td>On Campus</td>
<td>05/01/2020</td>
</tr>
<tr>
<td></td>
<td>Business of Medicine Non-degree Graduate</td>
<td>Non-Degree</td>
<td>Fall</td>
<td>2020</td>
<td>Kelley School of Business at IUPUI</td>
<td>On Campus</td>
<td>09/01/2020</td>
</tr>
<tr>
<td></td>
<td>Graduate Non-Degree</td>
<td>Non-Degree</td>
<td>Summer</td>
<td>2020</td>
<td>University Graduate School</td>
<td>On Campus</td>
<td>Rolling</td>
</tr>
<tr>
<td></td>
<td>Graduate Non-Degree</td>
<td>Non-Degree</td>
<td>Fall</td>
<td>2020</td>
<td>University Graduate School</td>
<td>On Campus</td>
<td>Rolling</td>
</tr>
</tbody>
</table>
Prior Misconduct Disclosures

- **If applicant selects “Yes” to any prior conduct question, the Program MUST contact Katina 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.

We will tell you if a newly submitted applicant needs to be reviewed by Prior Misconduct committee (report run weekly).
Test Scores in the Application

- **ETS Testing Service**
  - IUPUI school code for all ETS tests is **1325**
  - Includes TOEFL, GRE, GMAT, LSAT, CGFNS
  - Score verification 609-683-2008, toeflnews@ets.org
  - Updates regarding test site closures available on ETS website:
    - TOEFL Updates
    - GRE Updates

- **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**
Adding Test Scores

Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you’re completing all requirements. Click here for more information.

Once you submit your application, you cannot edit previously entered tests. You can add new tests and update planned tests.

I Am Not Adding Any Standardized Tests

Add Test Score
Coupon Codes

- Dept submits request form found on our website under IU Grad CAS FAQ
  - Request more codes than you need “in batch,” only billed for used codes
  - Unused codes expire at end of CAS Cycle
  - Billed for used codes
- Fee Waiver not possible after submission
- Consider a Fee “Sale” – free app fee for a week, set fee to $0 for specified date range
Admissions

• No REFUNDS! (exception for technical issues)
  – Please let your applicants know this
  – Do not refer applicants to us unless there is a known technical problem
  – We will contact Liaison if a refund is warranted
Completing the Program Materials Section

- In this section, applicants complete requirements specific to your program
  - Recommendations
  - Additional Questions
  - Personal Statement upload
  - Additional Uploads (CV, certification)

- Open/Deadline date
  - Open Date: the date your program is available to applicants in the IU Grad CAS
  - Deadline: the date the program closes to applicants
    - You can request invitation codes or change the deadline at any time
  - Display Deadline: the deadline that appears to applicants, can be different than the date the application will close
Grad School is the place where dreams come true.
WebAdMIT OVERVIEW
One.IU.edu

- Tools for Admissions Personnel
  - WebAdMIT – find your applicants! The backend of the IU Graduate CAS replaces the Action List in One.IU
Forms for Departmental Use

• Helpful forms for WebAdMIT
  – **Add A New Q4 in WebAdMIT**: If you have an approved new program or plan, fill out a request form to add the Q4
  – **Request fee waiver codes**
  – **Request invitation codes for closed programs**
WebAdMIT Basics

- WebAdMIT is a **shared** space
  - The majority of the Management tools are an “open but trusted” model and can be edited by those in the Director of Admissions work group
  - Expectation that users are only accessing, editing, and inactivating tools which specifically pertain to their programs in WebAdMIT

- Please **DO NOT** edit a management tool you did not create! Will impact other programs’ processing
  - See the [UniCAS Configure Software User Agreement](#)
Tracking Applicants

Workflow in WebAdMIT is driven by the following statuses, and in this sequence:

1. **Application Status** – system generated
2. **Local Status** – created by WebAdMIT users in the departments, the IUPUI Graduate Office, and OIA to track applicants through internal processes
3. **Decision Codes** – admissions decision (tied to Local Status)
Not using local statuses to pull lists in WebAdMIT

Creating program-specific local statuses to pull applicant lists and track progress
Application Status

1. In Progress – applicant has not paid/not ready for processing
2. **Received** – an applicant has completed all required fields/uploads and submitted the application and paid the fee. Any required and outstanding recommendations are missing (if applicable).
3. **Complete** – all required recommendations have arrived for these applicants (if applicable) and they have paid the application fee.
4. On Hold
5. Undelivered
6. **Manual** - Manual designations – added by you – allow an applicant to be assigned a new designation within WebAdMIT. The applicant will see both their original designation and new designation in the Applicant Portal.

![Designations by Application Status](chart.png)
Application Status

1. **In Progress** – applicant has not paid/not ready for processing
2. **Received** – an applicant has completed all required fields/uploads and submitted the application and paid the fee. Any required and outstanding recommendations are missing (if applicable).
3. **Complete** – all required recommendations have arrived for these applicants (if applicable) and they have paid the application fee.
4. **On Hold**
5. **Undelivered**
6. **Manual** - Manual designations – added by you – allow an applicant to be assigned a new designation within WebAdMIT. The applicant will see both their original designation and new designation in the Applicant Portal.

Please DO NOT try to admit/deny/withdraw applicants that are “**In Progress**” – they have not paid! Can use a local status you created and tied to internal review.
Applicant Lists

- Use Applicant Lists to find your newly submitted applications or to process existing applicants.
Applicant Lists

• These lists were created for you:

  1. Received and Completed Application Status
     • If you want to distinguish between those applications you have reviewed and are moving through your internal review process from those that are newly submitted, you must apply an internal review Local Status that represents where this applicant is in your application review process

  2. Program / Term Change Local Status (+ Manual Designation)
     • Update to the appropriate internal review Local Status that represents where this applicant is in your application review process (i.e., Purdue – Recommend for Admission)

  3. Returned to Department Local Status
     • Look in the Notes section in Applicant’s page to determine why the application was returned
     • Update with the appropriate Local Status to route back to the central office
Applicant Lists

• To create a new list, go to Applicant Lists > List Manager
  – Lists are DYNAMIC and will update depending on whether an app is in progress/complete/received, local status change, etc.
    • Application Status
    • Local Status
    • Decision Codes
    • Application fields (GPA, responses to questions)
  – Based on the criteria set by YOU
  – Use “Control” + F (find) to locate fields in the criteria list
New Applicant Field List

This list, named "MEE – FCA Pending", will not appear on the toolbar.

These settings can be seen by myself and the following work groups:

Included applicants will match all or any of the following rules:

Select Field for Query:
- Accounting MSA Fa 20 Questions: Prerequisites
- Accounting MSA Sp 20 Questions: Prerequisites
- Accounting MSA Su 20 Questions: Prerequisites
- Addiction Neuroscience PhD Fa 20 Questions: Additional information (optional)
- Addiction Neuroscience PhD Fa 20 Questions: Educational background
- Addiction Neuroscience PhD Fa 20 Questions: Faculty mentor preference
- Addiction Neuroscience PhD Fa 20 Questions: How did you hear about us?
New Applicant Field List

This list, named **MEE – FCA Pending**, will not appear on the toolbar.

These settings can be seen by myself and the following work groups:

Included applicants will match **all** of the following rules:

```
Local Status  equals  MEE - FCA Pending
```

[Submit]  [Return to List Manager]
Local Status

• WebAdMIT is built around Local Statuses that are tied to Decision Codes for each applicant – create as many as you like!

  o Process your Action Lists during your admissions cycle by updating/adding Local Statuses
  o Add internal review Local Status for processing Received and Complete applications

<table>
<thead>
<tr>
<th>Added by</th>
<th>Local Status</th>
<th>Decision Code</th>
<th>Pulled by</th>
<th>SIS Final?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Various local statuses created by program staff to customize the internal application workflow or Internal Review</td>
<td>Internal Review</td>
<td>Program</td>
<td>Not final</td>
</tr>
<tr>
<td>Program 1</td>
<td>Program/Term Change (Manual Designation required)</td>
<td>Internal Review</td>
<td>Program 2</td>
<td>Not final</td>
</tr>
<tr>
<td>Program</td>
<td>Deny</td>
<td>Deny (SIS: DENY)</td>
<td>SIS - Batch</td>
<td>Final</td>
</tr>
<tr>
<td>Program</td>
<td>Applicant Withdraw</td>
<td>Applicant Withdrawn (SIS: WAPP/WBFR)</td>
<td>SIS - Batch</td>
<td>Final</td>
</tr>
<tr>
<td>Program</td>
<td>Recommend for Admission</td>
<td>Enroute</td>
<td>Central Graduate Office</td>
<td>Not final</td>
</tr>
<tr>
<td>Program</td>
<td>Recommend for Admissions - Term Started</td>
<td>Enroute</td>
<td>Central Graduate Office</td>
<td>Not final</td>
</tr>
<tr>
<td>Program</td>
<td>Defer - next CAS Cycle (same term next year)</td>
<td>Deferred - next CAS Cycle</td>
<td>Program</td>
<td>Not final</td>
</tr>
<tr>
<td>Central Admissions Office</td>
<td>Return to Department</td>
<td>Enroute</td>
<td>Program</td>
<td>Not final</td>
</tr>
</tbody>
</table>
Local Status

• All Local Statuses created by your program should be tied to the Decision Code of “Internal Review”
  
  o Decision codes of Deny, Admit, or Applicant Withdraw will cause a Local Status to write to SIS – these local statuses have already been created
  
  o Do **NOT** edit a Local Status you did not create

• Use the accepted naming convention
  
  o Example: “ECE – Faculty Committee Review”

<table>
<thead>
<tr>
<th>Local Status Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>BME-Defer processing/move to next term</td>
</tr>
<tr>
<td>BME-Application missing documents/incomplete</td>
</tr>
<tr>
<td>ECE - In Committee Review</td>
</tr>
<tr>
<td>ECE - Application missing documents/incomplete</td>
</tr>
</tbody>
</table>
Creating a New Local Status

Decision Code = Internal Review

Programs = select YOUR programs only
DO NOT check all
How to Change an Applicant’s Local Status

- You must add/change local status to move an application through the admissions process (internally and/or to central grad office)
- This equates to “Take Action” in the Kuali workflow system
- Your Action List (and the action list of the Graduate Office and OIA) depends on it!
How to Change an Applicant’s Local Status

- Navigate to the Applicant Details page via Search or Applicant Lists
- Go to the Designations panel
- Use the drop down and select appropriate Local Status
Question:
When creating a new local status for your program, what decision code should you tie it to?

Answer:
Internal Review!
Search for Applicants

Hint: Search for applicants to your program in a date range, designation, application status, CAS ID.
Search for Applicants

Hint: Search for applicants to your program in a date range, designation, application status, CAS ID

These aren't the applicants you're looking for

Search  Reset Criteria
Viewing the Applicant Details Page

Harry James Potter

Can view all sections of the app from one page!

Panels collapse/expand
### Custom Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>University ID</td>
<td></td>
</tr>
<tr>
<td>App Center</td>
<td>GINT</td>
</tr>
<tr>
<td>SIS Admit Term</td>
<td>4208</td>
</tr>
<tr>
<td>IELTS Date</td>
<td>10/14/2019</td>
</tr>
<tr>
<td>IELTS Reading</td>
<td>7.00</td>
</tr>
<tr>
<td>IELTS Writing</td>
<td>6.50</td>
</tr>
<tr>
<td>IELTS Listening</td>
<td>7.50</td>
</tr>
<tr>
<td>IELTS Speaking</td>
<td>6.50</td>
</tr>
<tr>
<td>IELTS Overall Band Score</td>
<td>7.00</td>
</tr>
</tbody>
</table>

### Contact Information

- **Name:** Harry James Potter
- **Address:** No. 4 Privet Drive, Cupboard Under the Stairs, Little Whinging, Surrey, GU3 01483, UK
- **Email:** quidditchseeker@hogwarts.edu
- **Phone Numbers:**
  - Home: +12345678910
  - Mobile: +12309876541

### Designations

- [Select Designations]

### Scoring

- [Select Scoring]

### Assignments

- [Select Assignments]

### Interviews

- [Select Interviews]

### Documents

- [Select Documents]
Applicant Header

• The Applicant Header shows the UID and App Center (GRAD or GINT)
  • Also found in Custom Fields
• May be delayed if applicant has to go through Suspense
  • Typically clears Suspense and applicant goes into SIS within 2-3 days
  • If blank more than a week, contact Graduate Office (domestic) or OIA (international)
Documents

In this section you will find:

– Full Application PDF
– Applicant uploads
– Required department uploads

Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt

Description: [ ] [Choose File] No file chosen
Documents

Go to Applications tab under Documents on application page to see the full application pdf.

- Can save full PDF for your records
- Full PDF includes:
  - Application
  - Unofficial Transcripts uploaded by applicant
  - Behavior Disclosure (if submitted)
  - Documents uploaded by applicant: Personal Statement, CV, etc.
### Documents

**Uploads from the department**

- Under “Admissions Uploaded Documents” tab
- This is where you can upload any documents for OIA/Grad Office review, your internal processing
- Limit of 8 files

**To upload:**
Choose file, name it, click “Upload File”
Recommendations

Find under Evaluations

- See if they’re Completed or still needed
- Can download/save/print PDF of the recommendation
- PDF includes form and/or letter (depending on the type selected in your Q4)
Notes

• Utilize “Notes” to communicate with Graduate Office or to post notes in regard to the application
  – Director of Admissions and Application Processor workgroups has Notes function
• If an application is routed back to you, check the Notes for the reason
• *Please add a note to BACKDATE admission for applications approved after the start of classes
How to Request Systems Access - DART form

• Your school’s Data Access Coordinator has the ability to request access for new users to be added to WebAdMIT using the DART form
  – Engineering & Technology: Valerie Lim Diemer
  – Science: Joe Thompson

• At this time Monica Henry is processing all requests for WebAdMIT that come through DART
  – Please be patient!
ADMISSION REQUIREMENTS

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI GRADUATE OFFICE
ONE DOES NOT SIMPLY PROCESS AN APPLICATION

WITHOUT ATTACHING REQUIRED DOCUMENTS
# Required Documents for Admission

<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 application</td>
<td>Must be first attachment in application</td>
</tr>
<tr>
<td>Transmittal Form</td>
<td></td>
<td>Attach transmittal to application</td>
</tr>
<tr>
<td>Transcript</td>
<td>Final official version showing conferral of degree attached to application OR Official without degree and Missing Transcript Hold placed. -ALL transcripts needed</td>
<td>Final official version showing conferral of degree attached to application OR OIA may place hold for missing transcript. -ALL transcripts needed</td>
</tr>
<tr>
<td>Justification for below 3.0</td>
<td></td>
<td>Attach letter to application</td>
</tr>
<tr>
<td>FCA</td>
<td>Attach if degree from foreign school</td>
<td>Attach to application</td>
</tr>
<tr>
<td>Proof of English Proficiency</td>
<td>If English not native language</td>
<td>Attach to application</td>
</tr>
<tr>
<td>Graduate School Form 27</td>
<td></td>
<td>Attach for dual BS/MS students</td>
</tr>
</tbody>
</table>

*Please upload all documents as a PDF file*
Unofficial Transcripts

• Transcript uploaded by applicant, scan of official transcript = not official

• Unofficial transcripts CAN be used at time of admission
  • Missing transcript hold will be added to their SIS account

• Attach transcripts from all universities listed on the application

Please scan in high resolution and color!
Official Transcripts

- To remove Missing Transcript Hold, the Official Final transcripts must be sent to the correct office
  - GRAD: Official transcripts to Graduate Office
    - Transmittal sheet or UID should be included with each official transcript.
  - 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
If you cannot find a Transcript

- Graduate Office – Transcript Tracking
- **IU Box**
- If your student definitely requested a transcript which cannot be found, call Katina to look in the undergraduate OnBase files. We occasionally find them there. Please check the above Box file first.
Official Diplomas

• **Purdue requires** that we have verified the official undergraduate diploma for international students
  – OIA only requires the provisional certificate for international students

• Transcript hold will be placed at admission to start 1 year out
  – To have this hold released, international students will need to bring their official undergraduate diploma into the Graduate Office for us to verify and scan
English Proficiency

- ALL international and domestic non-native English speakers must provide proof of English proficiency

<table>
<thead>
<tr>
<th>Test</th>
<th>Total Score</th>
<th>Reading</th>
<th>Listening</th>
<th>Speaking</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (iBT) School Code: 1325</td>
<td>80</td>
<td>19</td>
<td>14</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>IELTS</td>
<td>Overall Band Score: 6.5</td>
<td>6.5</td>
<td>6.0</td>
<td>6.0</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Must meet total and all sub-section scores.

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>IUPUI Program for Intensive English (PIE)</td>
<td>Level 7 all Purdue programs</td>
<td></td>
</tr>
<tr>
<td>Degree from an English-speaking Country</td>
<td>Completed Bachelor's degree or higher from one of these designated countries (both lists) within the last 36 months</td>
<td></td>
</tr>
</tbody>
</table>
# English Proficiency

Bachelor’s degree or higher conferred in **last 36 months** from one of the following English-speaking countries:

<table>
<thead>
<tr>
<th>Countries Where English is an Official Language</th>
<th>Countries Where English is the Predominant Native Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Botswana</td>
<td>• Anguilla</td>
</tr>
<tr>
<td>• Gambia</td>
<td>• Antigua</td>
</tr>
<tr>
<td>• Ghana</td>
<td>• Australia</td>
</tr>
<tr>
<td>• Kenya</td>
<td>• Bahamas</td>
</tr>
<tr>
<td>• Lesotho</td>
<td>• Barbados</td>
</tr>
<tr>
<td>• Liberia</td>
<td>• Barbuda</td>
</tr>
<tr>
<td>• Malawi</td>
<td>• Belize</td>
</tr>
<tr>
<td>• Namibia</td>
<td>• Bermuda</td>
</tr>
<tr>
<td>• Nigeria</td>
<td>• British Virgin Islands</td>
</tr>
<tr>
<td>• Philippines</td>
<td>• Canada</td>
</tr>
<tr>
<td>• Sierra Leone</td>
<td>• Dominica</td>
</tr>
<tr>
<td>• Singapore</td>
<td>• Grand Cayman Islands</td>
</tr>
<tr>
<td>• Swaziland</td>
<td>• Grenada</td>
</tr>
<tr>
<td>• Tanzania</td>
<td>• Guyana</td>
</tr>
<tr>
<td>• Uganda</td>
<td></td>
</tr>
<tr>
<td>• Zambia</td>
<td></td>
</tr>
<tr>
<td>• Zimbabwe</td>
<td></td>
</tr>
</tbody>
</table>

- Anguilla
- Antigua
- Australia
- Bahamas
- Barbados
- Barbuda
- Belize
- Bermuda
- British Virgin Islands
- Canada
- Dominica
- Grand Cayman Islands
- Grenada
- Guyana

- Irish Republic
- Jamaica
- Montserrat
- New Zealand
- Saint Kitts and Nevis
- St. Lucia
- St. Vincent & the Grenadines
- Tobago
- Trinidad
- Turks and Caicos Islands
- United Kingdom: England, Northern Ireland, Scotland, and Wales
- United States of America (except Puerto Rico)
Program for Intensive English (PIE)

- 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)
  - PIE is offering an online option for summer 2020, see their website for more information
Ready to Admit?

• Once you are ready to process an admission, verify that the following are correct:
  - Designation - Program/Plan/Admit Term
  - Application status is not “In Progress”
  - All required documents are attached (See Cheat Sheet)
  - Change Local Status to **Purdue – Recommend for Admission**

• This will move the application to a list pulled by the Graduate Office
Other Admission Decisions

These additional local statuses have already been set up

- **Applicant Withdrawn**
  - Before Admission ONLY
  **Will write to SIS overnight**
  - After Admission – request withdraw through RTS (domestic), or email OIA (international)

- **Deny**
  - Change the local status to “Deny”
  **Will write to SIS overnight**
  - Do not create a separate Deny decision
Defer Decision

- Before admission only
  - Manual Designation: If term is in same cycle, update the local status for the first program to Program/Term Change and add the new program/term designation manually using Add Designation
    - Change local status to Purdue - Recommend for Admission when ready to process
    - If moving to next CAS cycle, have applicant reapply and utilize a coupon code
  - Purdue programs can only defer one time on an application, or will need to reapply
Program/Term Change

Manual Designation

1. Can be used to update term and program within SAME CAS Cycle
2. Makes most sense when it is the same program and you are updating term!
3. You have to have permissions to manage both designations to do this.
4. You will always apply the Local Status of Program/Term Change to original designation
   - Process the newly added manual designation as Purdue - Recommend for Admission when ready
   - ** We recommend applicants complete the new designation (Q4), because only limited application data will be available if you use this option
Program/Term Change

Manual Designation

What if there’s no designation for a specific term?

• If you need to move/defer an applicant before admission to a term that is not in WebAdMIT, add a note to the applicant’s page noting what term they should be admitted to
  – For Domestic students: email the Graduate Office or submit an RTS request
  – For International students: email OIAgrad@iupui.edu for guidance about the term change and cc Katina

• If you expect this to happen again, best practice is to create a Q4 for the term that is not available in WebAdMIT
Defer Enrollment

**Not applicable in the application**

- Submit request via RTS after action was taken

- Purdue students can defer one time per application
  - Reapply if deferred once already
  - Reapply if did not defer in original admit term
  - Reapply if application is more than one year old (based on submission date)

- If you want to track a deferred applicant after admission, create a new local status to fit the process (internal review decision code)

- **NOTE:** Due to the unprecedented situation of COVID-19, applicants who need to defer from summer 2020 to fall 2020 are able to defer one additional time after the deferral to fall

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 1-2 terms and need to be term activated in order to enroll.
Residency

• 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
When should a new application be created for a current student?

- New Career: Applications cannot transfer between CAMPUSES or CAREERS (GRD1, GRAD, MED, DENT, LAW)

- Each piece of ‘paper’ must have a new Grad App
  - Example: adding Certificate to MS, MS to PhD

- No enrollment 3+ terms = new Application
  - GINT no enrollment 3+ terms = new Application
  - Purdue students can only sit out 1-2 semesters and then must reapply
STUDENT RECORDS

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI GRADUATE OFFICE
STUDENT RECORDS

STUDENT RECORDS EVERYWHERE
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.

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

• Submit requests for:
  • Defer Enrollment (matriculated but never enrolled)
  • Withdraw App – After Admission (application final)
  • Term Activate (1-2 terms out only)
    – If a student is not enrolled for 3+ terms, they MUST reapply to the program
  • Attach final transcript to remove hold
  • Other – Any request to change a student account in any way

• For International applicants, all requests to update a student record should be sent to OIAgrad@iupui.edu and copy Katina
Department Follow up - 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 Follow up - Post Matriculation

Missing Transcript Holds

• 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.

• Via RTS, 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, including email.

• 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.
AdRx

**Purdue Graduate School Admission Letter**

- Advising Records (AdRx) is the IU enterprise solution for advising notes
- Locate a student’s PU GS admission letter for your files
  - Find app in One.IU
  - After signing in, you can search for a student using their name, username, or UID
AdRx
Purdue Graduate School Admission Letter

- Click on the student’s name
  - Under their name and photo (left side) you will see Quick Links
  - Under OnBase, click “View Documents”
AdRx

Purdue Graduate School Admission Letter

• Admission letter files – one will include the Purdue Graduate School letter
AdRx

• Need access to AdRx?
  – Complete the [access request form](#) found on the IUPUI Graduate Office website under Faculty & Staff Resources > Guides and Job Aids
OFFICE OF INTERNATIONAL AFFAIRS

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI GRADUATE OFFICE
International Application Guidelines and Requirements

Graduate Application Term:
- Winter 2019, Spring 2020, Summer 2020, Fall 2020
- Winter 2020, Spring 2021, Summer 2021, Fall 2021

Masters or Ph.D Student

Apply for graduate student 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. Your first step is to talk to the academic department that offers your program.

Learn how to apply as a graduate student »

Visiting Student

If you want to take graduate courses but you do not want to earn a degree, you are considered a visiting student. Some visiting students come for personal enrichment. Others may be enrolled at another institution, but wish to come for short-term study then return to their home institution.

Learn how to apply as a visiting graduate student »

Visit the OIA website
Where International Applicants can go for instructions on the application process

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

International Graduate Student How to Apply
Pay an Application Fee for an International Applicant

- Provide applicant with Coupon Code – No Form in Atlas to complete

- OIA will process departmental chargebacks for coupon codes only if the student used it to submit their application.

- These chargebacks will be processed once a quarter.

- Please notify OIAgrad@iupui.edu before providing a coupon code for deferring applications/decisions.
Requesting an FCA via Atlas for International Student

What to Know: 2 Types

- FCA – GINT (1)
- Domestic FCA – GRAD (4)

What is Required: Upload

- Copies of all academic transcripts/degree certificates
- IELTS/TOEFL scores if applicable
- Paper Application (downloaded WA PDF)
Requesting an FCA via Atlas for International Student

What if I can’t find a student in the List?

Email: amholde@iupui.edu
Requesting an FCA via Atlas for International Student
Requesting an FCA via Atlas for International Student

Graduate Application Checklist

Admission Completed

This applicant has been admitted and the admission materials (and I-20 if applicable) have been mailed to the student.

Thank you for applying to IUPUI! Now that you have filled out an application, you can use this page to submit additional materials and check what items have been received by our office.

Documents

- DOCUMENT CREATED ON 03/18/2019
  Academic Records

Complete Your Application

- OPTIONAL
  Submit Official Academic Records

- APPROVED
  Submit English Proficiency

- APPROVED
  Submit Financial Support Agreement

- APPROVED
  Submit Financial Documentation

- APPROVED
  Request Graduate Foreign Credential Analysis
Requesting an FCA via Atlas for International Student

Request Graduate Foreign Credential Analysis

(*) Information Required

Instructions: Please complete the information below and submit this form. If you have any questions or comments regarding this form, please contact us at oia@iupui.edu or 317-274-7000.

In order for OIA to produce the Foreign Credential Analysis (FCA), we must have ALL of the following:

- Transcripts/diplomas/certificates for all post-secondary education
- International Graduate & Professional Application

If applicable, please also upload:

- TOEFL/IELTS test score reports

Application Information

CLIENT RECORD:

Last Name

First Name

Middle Name

University ID
Requesting an FCA via Atlas for International Student

**Departmental Information**

Department: *

Name of Staff/Faculty Member Requesting FCA: *

Department Contact Email: *

Department Contact Phone Extension: *

9-9999

**Upload Academic Documents**

Please scan and upload the student's academic records combined as a single pdf per school/degree. Examples: transcripts, diplomas, certificates.

School/Degree #1: *

[Select File]

School/Degree #2: *

[Select File]

School/Degree #3: *

[Select File]
Requesting an FCA via Atlas for International Student

If applicant has more than three schools/degrees, please upload all remaining academic records here:

- Select File

Upload eApp PDF
Please upload the student’s e-App in pdf format: *

- Select File

Upload English Proficiency Score Report
If the applicant's official test scores are in SIS, you do not need to upload anything here.

Please upload English proficiency test score reports in pdf format:

- Select File

Additional Comments:

- Save Defaults  Save Draft  Submit
Requesting an FCA via Atlas

*Turnaround Time:
Normal Processing Time is 2 Weeks, during February and March processing times can be longer

Domestic FCA Request:
- Upload all required documents
- English proficiency still required
- Email oiagrad@iupui.edu once you have submitted the request
- Finished report is emailed back to dept. contact
OIA : Admissions

Admission : Immigration
• Pre-Admission
• English Proficiency
• Applications
• Initial I-20s
• SEVIS Transfers
• A11 Holds
OIAgrad@iupui.edu

Student Services : Immigration
• Post-Admission
• OPT/CPT
• Class Loads/Schedules
• Work Authorization
• Health Insurance/Housing
• Orientation
iadvisor@iupui.edu

Residency/Tuition - Registrar Office
REACHING THE END

OF THE ADMISSIONS WORKSHOP
Thank you for coming!

Contact us:

Graduate Office
reedyk@iu.edu

Office of International Affairs
OIAgrad@iupui.edu

WebAdMIT Support
Email: webadmitsupport@liaisonedu.com
Phone: 857-304-2020