Guidelines for
GRADUATE ADMISSIONS COMMUNICATION

Due to the decentralized nature of graduate and professional education on the IUPUI campus, our office forwards most applicant inquiries to the corresponding program. We feel that it is in the best interest of the applicant to communicate with one point of contact throughout their journey through the admissions process.

The Graduate Office is responsible for coding residency and confirming that applicants meet minimum admissions standards. We also process requests for deferrals and term activations from our programs. In addition, our office places "Missing Official Transcript" and English for Academic Purposes holds on domestic student accounts, for those in IU and PU Graduate School programs, and removes them once we have acquired the requested materials.

Programs are responsible for informing applicants about:

- Admissions requirements
- Receipt of admission materials and test scores
- Application status/process
- University ID number, Crimson Card, and Residency status
- Indiana University instructions on how to establish an email account and password
- Orientation information
- Deferring enrollment
- Instructions for intercampus transfer requests
- Eligibility for the Midwest Student Exchange Program
- Conditions for continued enrollment

WAYS TO IMPROVE COMMUNICATION

- Ensure that your website has a visible link to your admissions page. Clearly outline your specific deadlines, requirements, and contact information. It can be helpful to create an Admissions FAQ page as well.
- Provide applicants with the number to UITS in your correspondence in case they have issues submitting their application or accessing their student accounts. It is also a good idea to list contact information for the Registrar, Bursar's Office, and Financial Aid.
- In order to remove Missing Transcript holds, IU Graduate School programs should submit requests through the Request Tracking System (RTS). For Purdue programs, please send official transcripts via interoffice mail or drop them off at the Graduate Office as soon as the student's application has been reviewed to prevent delays in registration.
- If you are attempting to find residency information for a group of students, you can run the "Appls – All Rows" IUIE report, (filter based on Admit Term and Program Action ADMT (this means the IUPUI Graduate Office has processed your eApp eDoc) and highlight the Official Residency Code column.

CONTACTS
IU Programs & EAP Information - gradoff@iupui.edu
Purdue Programs - pugrad@iupui.edu

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