

# IUPUI Graduate Office University Graduate School

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## IU Admissions Workshop 2020



**INDIANA UNIVERSITY**  
THE UNIVERSITY GRADUATE SCHOOL  
IUPUI GRADUATE OFFICE

# IU Admissions Staff Contacts

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- Monica Henry, 278-2071, [mlhenry@iupui.edu](mailto:mlhenry@iupui.edu)
- Email for applicant questions  
[gapiupui@iupui.edu](mailto:gapiupui@iupui.edu)

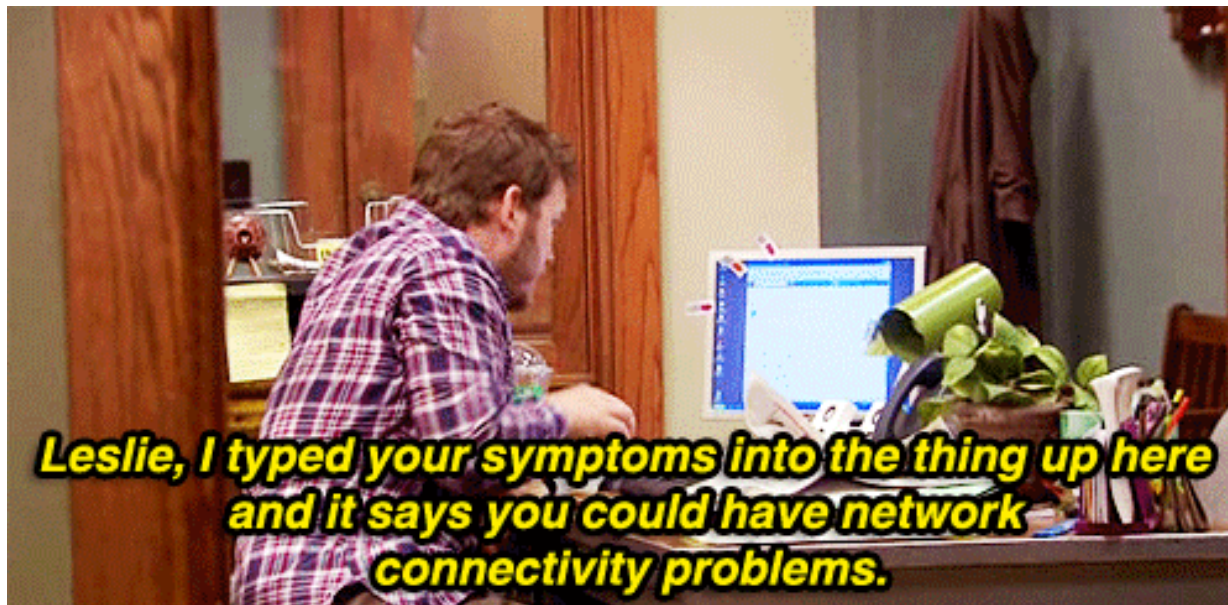


# Office of International Affairs

## Admissions Staff Contacts

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- General email: [oiagrad@iupui.edu](mailto:oiagrad@iupui.edu)

# Technical Difficulties?



# IU Grad CAS Applicant Help Center

- Email: [graduate.indiana@liaisoncas.com](mailto: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](mailto:webadmitsupport@liaisonedu.com)
  - Phone: 857-304-2020
  - [Help Center](#)
  - [Support Form](#)

# WebAdMIT Support

## 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

# WebAdMIT Support

## 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 (online form)
- Approval of new programs
- Email questions to [gradcas@iu.edu](mailto:gradcas@iu.edu)
  - FAQ on Graduate Office Website



# Workshop Outline

- How-To-Apply pages
- Completing the *new* IU Grad CAS application
- Processing Applications
- Processing Decisions
- Tools to Assist with Admissions
- Post-Matriculation Student Needs
- International Admission Requirements

# Nomenclature: University's Alphabet Soup

- OIA.....Office of International Affairs
- IU Grad CAS.....IU graduate application
- Q4.....Program Materials
- 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
- 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 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***

# Department How-To-Apply Web Pages

- Example: [See Sociology How to Apply](#)
- If you have a non-degree program, include a screen shot of the program & plan to select on the non-degree application
- Use deep links to have IUPUI programs pre-filtered or link to the Graduate Office How-To-Apply pages for both CAS Cycles.



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

# IU GRADUATE CAS APPLICATION

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**INDIANA UNIVERSITY**  
THE UNIVERSITY GRADUATE SCHOOL  
IUPUI GRADUATE OFFICE

**BEFORE IMPLEMENTATION**



**AFTER IMPLEMENTATION**

imgflip.com



IUPUI



# IUPUI Graduate Office

ABOUT

APPLICATION &  
ADMISSIONS

ACADEMICS &  
RESEARCH

THESES &  
DISSERTATIONS

STUDENT LIFE &  
SUPPORT

FACULTY & STAFF  
RESOURCES

FORMS

Graduate Programs

Graduate Non-Degree Program

Prospective Student FAQs

About IUPUI

Visit IUPUI

How to Apply

Tuition & Fees

Testing

Midwest Student Exchange  
Program

Financial Support



INDIANA UNIVERSITY

# IU Grad CAS Application



IUPUI



## IUPUI Graduate Office

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Midwest Student  
Exchange Program

Financial Support

[Home](#) / [Application & Admissions](#)

### HOW TO APPLY

Though graduate admissions at IUPUI are decentralized, all programs use the same application. Effective September 3, 2019, IUPUI moved to a new application called the Indiana University Graduate Centralized Application System (CAS) in partnership with Liaison International. This application allows applicants the ability to apply to multiple programs within the Indiana University campus system, including Purdue programs on the IUPUI campus. Please use the [IU Graduate CAS Application](#) to apply.

Select a semester that you wish to apply for, then click "Apply Now". You will be directed to the correct IU Graduate CAS cycle portal. If you have applied in a previous CAS cycle you can utilize the ["Reapplication"](#) feature to save time!

Select a Term to Apply for

Choose a semester

**Apply Now**

From writing a personal statement to gaining letters of recommendations, the IUPUI Graduate Office offers tips to applying to graduate school.

Applicants select the term and will be directed to correct CAS Cycle



INDIANA UNIVERSITY



# IU Grad CAS Application

## Welcome to Indiana University Graduate CAS



[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](#)

Sign in with your username and password below. First time here? Select Create an Account to get started.



Username



Password

Sign In

Create an Account

[Forgot your username or password?](#)

New users will need to create account

Applicants can select different cycle

# Completing IU Grad CAS Application

- Create new account, OR...
- Log on with exiting 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
- No changes or new uploads of required materials after submission
  - Must contact Applicant Support if changes need to be made

# Completing IU Grad CAS Application

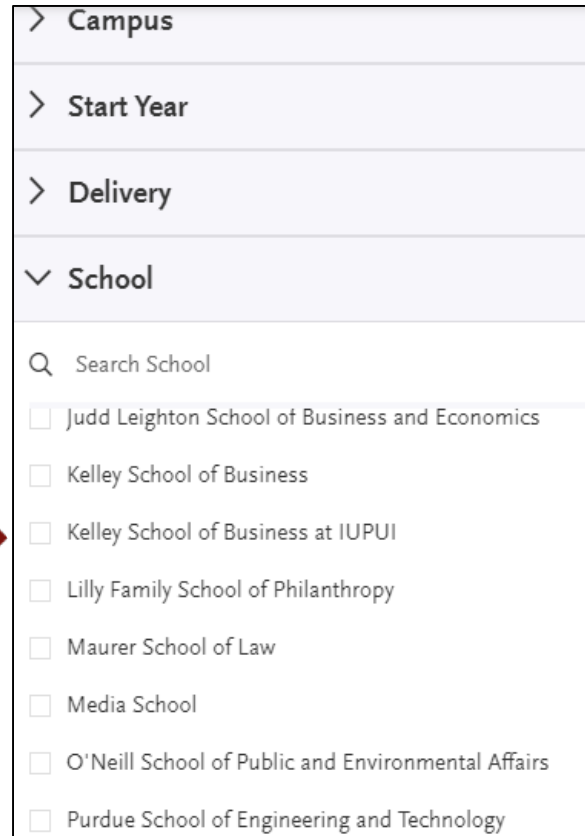
Search for a Program or Organization



Filters

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.



> Campus

> Start Year

> Delivery

▼ School

Q Search School

- ☐ Judd Leighton School of Business and Economics
- ☐ Kelley School of Business
- ☐ Kelley School of Business at IUPUI
- ☐ Lilly Family School of Philanthropy
- ☐ Maurer School of Law
- ☐ Media School
- ☐ O'Neill School of Public and Environmental Affairs
- ☐ Purdue School of Engineering and Technology

# Completing IU Grad CAS Application

## Add Programs

Applicant  
help center

Add Program

Selected Programs

Search for a Program or Organization



Filters

Enter Invitation Code



Showing results for:

✕ Available Programs

✕ IUPUI

[Reset Search](#)

Select  
program

| Add   | Program Name                             | Degree      | Start Term | Start Year | School   | Delivery  | Deadline Display |
|---|--|-------------|------------|------------|--|-----------|------------------|
| IUPUI   |  |             |            |            |  |           |                  |
|    | American Philosophy Graduate Certificate | Certificate | Fall       | 2020       | Indiana University School of Liberal Arts at IUPUI | On Campus | Rolling          |
|  | American Philosophy Graduate Certificate | Certificate | Spring     | 2020       | Indiana University School of Liberal Arts at IUPUI | On Campus | Rolling          |

# Completing the IU Grad CAS Application

[Add Program](#) | [Selected Programs](#)  [Filters](#) [Enter Invitation Code](#)

Showing results for: ☒ Available Programs ☒ IUPUI [Reset Search](#)

| Add   | Program Name                             | Degree     | Start Term | Start Year | School                                       | Delivery  | Deadline Display |
|-------|--|------------|------------|------------|--|-----------|------------------|
| IUPUI |  |            |            |            |  |           |                  |
| +     | Business of Medicine Non-degree Graduate | Non-Degree | Summer     | 2020       | Kelley School of Business at IUPUI           | On Campus | 05/01/2020       |
| +     | Business of Medicine Non-degree Graduate | Non-Degree | Fall       | 2020       | Kelley School of Business at IUPUI           | On Campus | 09/01/2020       |
| +     | Graduate Non-Degree                      | Non-Degree | Summer     | 2020       | University Graduate School                   | On Campus | Rolling          |
| +     | Graduate Non-Degree                      | Non-Degree | Fall       | 2020       | University Graduate School                   | On Campus | Rolling          |
| ✓     | Graduate Non-Degree                      | Non-Degree | Spring     | 2020       | University Graduate School                   | On Campus | Rolling          |
|       | Graduate Non-Degree Social               | Non-Degree | Fall       | 2020       | Indiana University School of Social Sciences | On Campus | Rolling          |

[Continue](#)

Click to move to the application

# Completing the IU Grad CAS Application

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

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

| Add | Program Name        | Degree     | Start Term | Start Year |
|-----|---------------------|------------|------------|------------|
| ✓   | Graduate Non-Degree | Non-Degree | Fall       | 2020       |

What program  
are they  
applying to?

What Term and  
Year?

# Completing the IU Grad CAS Application

- If applicant selects “Yes” to any **PRIOR CONDUCT** question, the Program must contact Sarah to confirm before any offer of admission
- This should be done well in advance of taking action

## Behavior

★ 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 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 any 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 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 upload electronically your complete explanation in the Documents tile in this application. Please note the campus admissions committee may request additional information from you and 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.

★ Please provide an explanation and attach any relevant documentation in the Documents section of the application.

The only exception is yes to #1 where it was **purely academic** probation or expulsion



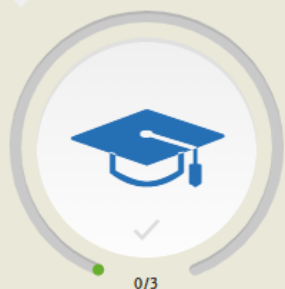
# Completing the IU Grad CAS Application

My Application

Add Program

Submit Application

Check Status



Sections Completed

Colleges Attended

Standardized Tests

GPA Entries

## 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

US DAT

GMAT



# Completing the IU Grad CAS Application

- 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](mailto:toeflnews@ets.org)
  - Updates regarding test site closures available in 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**

# Completing the IU Grad CAS Application

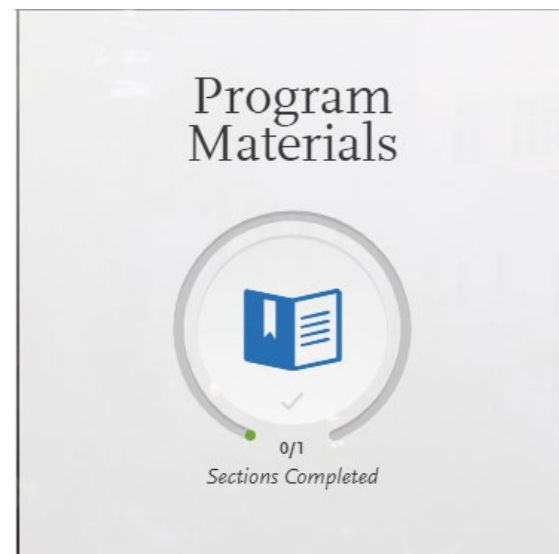
- Coupon Codes

- Form found on our website under IU Grad CAS FAQ
  - Request more codes than you need, only billed for used codes
  - Unused codes expire at end of CAS Cycle
  - Billed quarterly for used codes
- 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”

# Completing the IU Grad CAS Application

## Program Materials Section

- In this section, applicants complete requirements specific to your program
  - Recommendations
  - Additional Questions
  - Personal Statement upload
  - Additional Uploads (CV, Certifications)
- Uploads will be attached to Applicant's Details Page



| Documents                                 |                    |  |  |
|---|--------------------|--|--|
| Applications (1)                          | Transcripts (2)    | Applicant Uploaded Documents Application Level (0) | Applicant Uploaded Documents Program Level (4) |
| Admissions Uploaded Documents (0)         |                    |  |  |
| Document                                  | Type               | Designation  | Received                                       |
| Program Level Applicant Uploaded Document | CV/Resume          | Global Hlth Ldrshp DrPH-Online Fa 20               | Sep 19 2019                                    |
| Program Level Applicant Uploaded Document | Personal Statement | Global Hlth Ldrshp DrPH-Online Fa 20               | Sep 23 2019                                    |
| Program Level Applicant Uploaded Document | Other              | Global Hlth Ldrshp DrPH-Online Fa 20               | Sep 23 2019                                    |
| Program Level Applicant Uploaded Document | Other              | Global Hlth Ldrshp DrPH-Online Fa 20               | Sep 23 2019                                    |

# Completing the IU Grad CAS Application



- 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



# WebAdMIT OVERVIEW

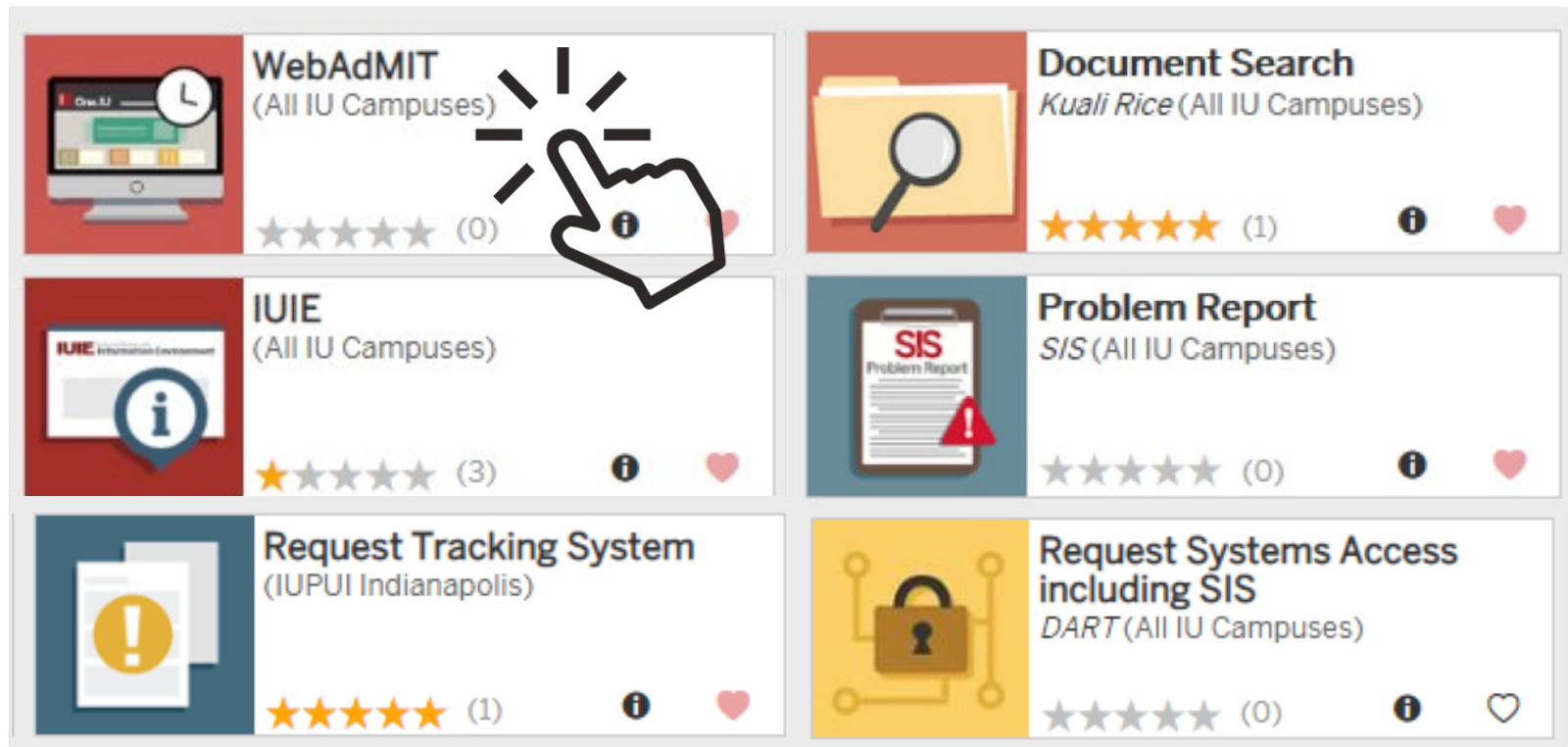
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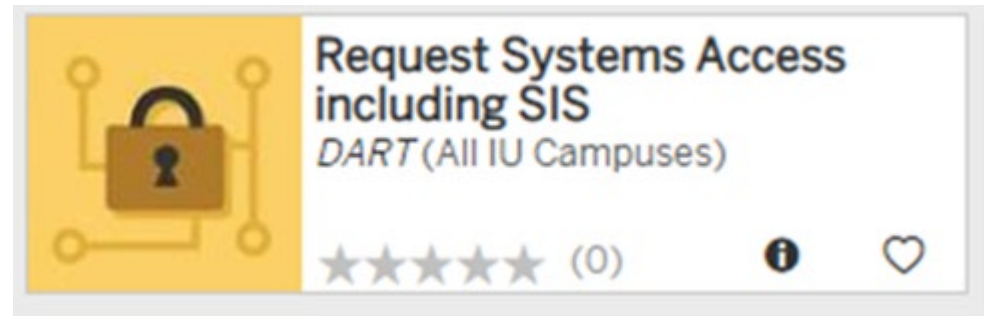
# One.IU.edu

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



# 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
- At this time Monica Henry is processing all requests for WebAdMIT that come through DART
- Please be patient!



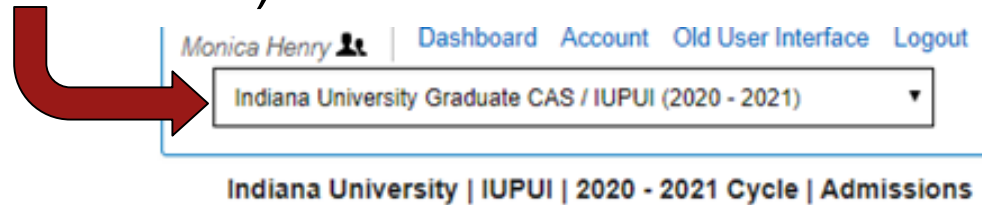
# Forms for Departmental Use

- Helpful forms for WebAdMIT
  - If you have an approved new program or plan, fill out a [request form](#) to add the Q4.
  - Request [fee waiver codes](#) to waive fees for applications.
  - Request [invitation codes](#) for closed programs.



# 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)



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

# 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

# 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 groups
  - 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

| ▼ Management             |
|--------------------------|
| CAS Configuration Portal |
| Custom Fields            |
| Local Status             |
| Requirements             |
| Scoring                  |
| Assignments              |
| Interviewing             |
| Email Templates          |
| Email Addresses          |
| Applicant Header         |

# Using WebAdMIT



Hint: Search for all applicants to your program for a date range, Complete/Receive, In Progress apps

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

Received Applicants

Complete Applicants

On Hold Applicants

Undelivered Applicants

Search Applicants

Active Filters: None  
6655 applicants

Last Name

First Name

Indiana University Graduate CAS ID

State/Province

State of Legal Residence

Email Address

Application Status

Local Status

Decision Code

Designation Submitted Date

Designation

Application Last Changed On

Reviewer

Preferred Phone Number

Search

Reset Criteria

Indiana University Graduate CAS ID

Indiana University | IUPUI | 20

Hide Filters

Sort Results ▼

# WebAdMIT Workflow

## Tracking Applicants

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

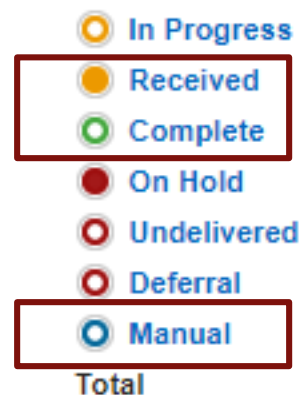
1. **Application Status** – system generated (In Progress → Complete continuum)
2. **Local Status** – created by WebAdMIT users in the departments, the IUPUI Graduate Office, and OIA
3. **Decision Codes** – admissions decision (tied to Local Status)
  - Will write to SIS: Admit, Deny, Applicant Withdraw

# WebAdMIT Workflow

## 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 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



**DO NOT attempt to admit applicants that are “In Progress” – they have not paid!**

# Applicant Lists

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

The screenshot displays the Indiana University Graduate CAS / IUPUI interface. On the left, a vertical navigation menu includes: Applicants, Applicant Lists (highlighted with a red arrow), Reports & Exports, Management, and Help. A red arrow points from the 'Applicant Lists' menu item to a large, semi-transparent red arrow graphic that points to the expanded dropdown menu. The dropdown menu, titled 'Applicant Lists', contains the following options: Received Applicants, Completed Applicants, Program/Term Change, and Return to Department. On the right side of the interface, the header reads 'Indiana University Graduate CAS / IUPUI | 2019 - 2020'. Below this, a section titled 'Designations by Local Status' lists: Designations by Local Status, Designations by Decision, and Designations by Application Status.

# WebAdMIT Workflow

- Required Action Lists (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 NEW you must apply an internal review Local Status that represents where this applicant is in your application review process (or Internal Review Local Status)
  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 (or Internal Review Local Status)
  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



# WebAdMIT Workflow

































- 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

# WebAdMIT Workflow

List Manager

New Field List

New Composite List

| List Name   | Type  | Show on Toolbar |   |
|---|-------|-----------------|---|
|  Received Applicants                    | Field |                 |          |
|  Completed Applicants                   | Field |                 |          |
|  Program/Term Change                    | Field |                 |          |
|  Return to Department                   | Field |                 |          |
|  Missing Recommendations                | Field |                 |          |
|  Copy of Received Applicants            | Field |                 |          |
|  Copy of Missing Recommendations        | Field |                 |          |
|  GradOffice-Recommended for Admission | Field |                 |    |

# WebAdMIT Workflow

**New Applicant Field List**

This list, named , and  appear on the toolbar.

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

Included applicants will match  of the following rules:

- EDUC Complete CERT Application
- EDUC Complete MSSED Application
- EDUC Cond Admit - Missing Final Transcript Hold
- EDUC Downloaded + IR
- EDUC Internal Review

# WebAdMIT Workflow

## Local Statuses









- WebAdMIT is built around Local Statuses that are tied to Decision Codes for each applicant – **create as many as you like!**
  - Process your Action Lists as needed during your admissions cycle by updating/adding new Local Statuses
  - Add Local Status for processing Received and Complete applications

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

# WebAdMIT Workflow

- All Local Statuses created by your program should be tied to the Decision Code of “Internal Review”
  - Decision codes of Deny, Admit, or Applicant Withdraw will cause a Local Statuses to write to SIS – these have already been created
  - Do **NOT** edit a Local Status you did not create
- Use the accepted naming convention
  - Example: “EDUC – Faculty Committee Review”

## Local Status Manager

|   | Title                           | Decision        | Color Code  |
|---|---------------------------------|-----------------|---|
|   | EDUC Complete CERT Application  | Internal Review |   |
|  | EDUC Downloaded + IR            | Internal Review |  |
|  | EDUC Internal Review            | Internal Review |  |
|  | EDUC Complete MSSED Application | Internal Review |  |

# WebAdMIT Workflow

## Creating a New Local Status

1. Enter a Title (e.g. “Committee Review Required”)
2. Verify that the Active check box is selected
3. Select the “Internal Review” Decision Code to apply to the new Local Status
4. **Optional** - Select a Custom Color if you’d like to associate a color with the Local Status (We have coded central office statuses RED)
5. **Optional** - Select an [Email Template](#) to link to this Local Status
6. **Optional** - Enter a Description
7. Select the Programs associated with this Local Status – Only select YOUR programs
8. Click the Create button
9. Now all of the Local Statuses will appear on the Local Status Manager page. To edit a local status, click the pencil icon. Your New Local Status can only be created by those in the Director of Admissions Work Group for your department.

# WebAdMIT Workflow

New Local Status

Title:

EDUC - Faculty Internal Re

☒ Active

Decision Code:

Internal Review

Decision Code =  
Internal Review

Custom Color:

Selected Color Sample

Remove Color



Send Email:

Description:

Application is in  
faculty review

Programs:

- ☐ Economics M.A. & 20
- ☐ Economics PhD Fa 20
- ☒ Educational Leadership Cert Fa 20
- ☒ Educational Leadership Cert Summer 20
- ☒ Educational Leadership UPP MSED Fa 20
- ☒ Educational Leadership UPP MSED Su 20
- ☒ Education Nondegree Graduate Fa 20
- ☒ Education Nondegree Graduate Sp 20
- ☒ Education Nondegree Graduate Su 20
- ☐ Elec and Comp Engr BS/MS Fall 20

Programs = select  
YOUR programs only  
DO NOT check all

Check All

Uncheck All

Create

Return to Local Status Manager

# WebAdMIT Workflow

## How to Update Local Status

- You must add/change local status to move an application through the admissions process (internal and/or campus)
- This equates to “Take Action” in the current Kual workflow system
- Your Action List (and the action list of the Graduate Office and OIA) depends on it!



# WebAdMIT Workflow

## Add / Update Local Status Individually


- 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

Last Indiana University Graduate CAS Update on Nov 3, 2019 at 7:13 PM  
Program Plans:

► Contact Information

▼ Designations

Designations

| Designation                              | Local Status | Decision Code | Application Status   |
|--|--------------|---------------|--|
| Master of Social Work (MSW), Summer 2020 | None         | Unassigned    |  Complete |

# Using WebAdMIT

## Test Applicant

Indiana University Graduate CAS ID

Last Indiana University Graduate CAS Update on Sep 30, 2019 at 2:22 PM

Program Plans:

Add to Clipboard

University ID  
App Center

GRAD

▶ Contact Information

▶ Designations

▶ Scoring

▶ Assignments

▶ Interviews

▶ Documents

▶ Evaluations

▶ Personal Information

▶ Indiana University Graduate CAS Custom Questions

▶ Custom Questions

▶ Custom Fields

Can view all sections of the  
app from one page!

Panels collapse/expand

# Using WebAdMIT

- 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)

Harry James Potter

Indiana University Graduate CAS ID:

Last Indiana University Graduate CAS Update on Feb 7, 2020 at 5:21 PM

Program Plans:

Add to Clipboard

University ID

2000000000

App Center

GINT

# Using WebAdMIT

## Documents

- Full Application PDF
- Applicant uploads
- Department uploads, as needed

▼ Documents


| Applications (1)                  | Transcripts (2) | Applicant Uploaded Documents Application Level (0) | Applicant Uploaded Documents Program Level (2) | Admissions Uploaded Documents (5) |
|-----------------------------------|-----------------|--|--|-----------------------------------|
| Attached Document Name            |                 |  | Upload Date                                    | Uploaded                          |
| justification memo ✖              |                 |  | Nov 13 2019                                    |                                   |
| admit letter ✖                    |                 |  | Nov 13 2019                                    |                                   |
| Georgetown U transcripts ✖        |                 |  | Nov 13 2019                                    |                                   |
| GPA calculation Trinity College ✖ |                 |  | Nov 13 2019                                    |                                   |
| Trinity College transcripts ✖     |                 |  | Nov 13 2019                                    |                                   |

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

Description:   No file chosen

# Documents

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

| ▼ Documents  |                 |  |                              |
|--|-----------------|--|------------------------------|
| Applications (1)   | Transcripts (1) | Applicant Uploaded Documents Application Level (0) | Applicant Uploaded Documents |
| Admissions Uploaded Documents (3)  |                 |  |                              |
| Document   |                 | Designation  |                              |
|  Full Application PDF |                 | Post-MSN Psych-Mental Health NP Fa20               |                              |

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

# Using WebAdMIT

## Department uploads

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

▼ Documents

Applications (1) Transcripts (2) Applicant Uploaded Documents Application Level (0) Applicant Uploaded Documents Program Level (2) **Admissions Uploaded Documents (5)**

| Attached Document Name            | Upload Date | Uploaded |
|-----------------------------------|-------------|----------|
| justification memo ✕              | Nov 13 2019 |          |
| admit letter ✕                    | Nov 13 2019 |          |
| Georgetown U transcripts ✕        | Nov 13 2019 |          |
| GPA calculation Trinity College ✕ | Nov 13 2019 |          |
| Trinity College transcripts ✕     |             |          |

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







Description:   No file chosen

To upload:  
Chose file, name,  
Click “Upload File”

# Using WebAdMIT

## Recommendations – under Evaluations

- Can download/save/print PDF of the recommendation
- Includes form and/or letter (depending on the type selected in your Q4)

| Evaluations   |                               |             |   |               |                      |
|---|-------------------------------|-------------|---|---------------|----------------------|
| Evaluations   |                               |             |   |               |                      |
| Document  | Designation                   | Letter Type | Evaluation Status   | Received Date | Evaluator            |
|  <a href="#">Evaluation</a>  | Human Computer Interaction MS | -           |  Completed   | Feb 03 2020   | Princess Leia        |
|  <a href="#">Evaluation</a>  | Human Computer Interaction MS | -           |  Completed   | Feb 07 2020   | Captain America      |
|  <a href="#">Evaluation</a> | Human Computer Interaction MS | -           |  Completed | Jan 20 2020   | Professor Dumbledore |

# Using WebAdMIT

## Notes

- Utilize “Notes” to communicate with Graduate Office or to post notes in regard to the application
  - Director of Admissions workgroup has Notes function
- If an application is routed back to you, check the “Notes” for the reason
- **NEW:** Please add a note to BACKDATE admission for applications approved after the start of classes

A screenshot of the WebAdMIT interface showing the 'Notes' section. At the top, there is a tab labeled 'Notes' with a downward arrow. Below the tab is a text area containing the text 'Waiting for Admission Letter'. At the bottom of the section is a blue button labeled 'New Note'.

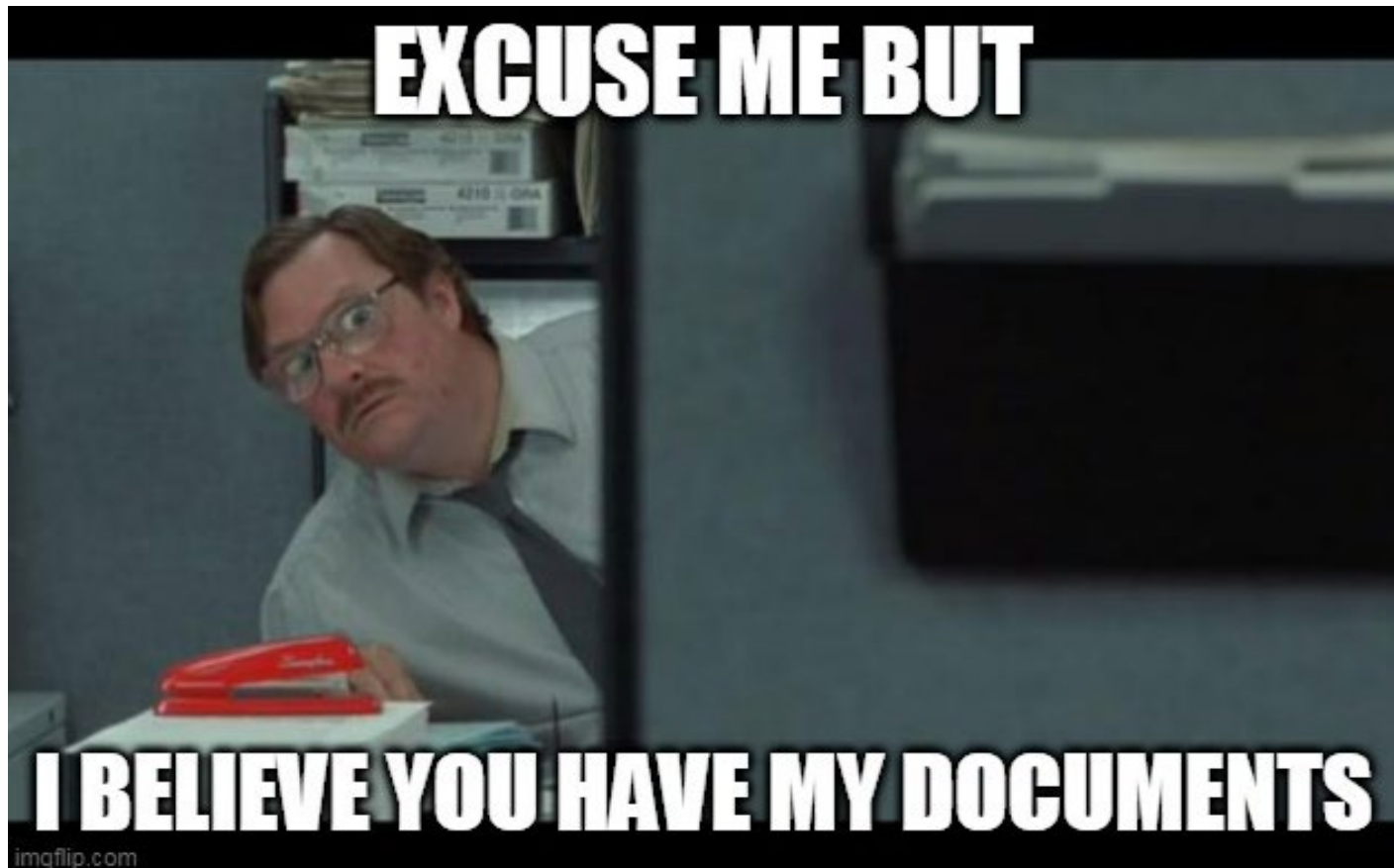


# ADMISSION REQUIREMENTS

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**INDIANA UNIVERSITY**  
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IUPUI GRADUATE OFFICE



# Required Documents for UGS Programs

| Upload                              | Domestic Career (GRAD)  | International Career (GINT)  |
|-------------------------------------|---|--|
| Recommendation for Admission Letter | Attach to application   | Must be first attachment in application  |
| Transcript                          | Final official version showing conferral of degree attached to application OR Official without degree and Missing Transcript Hold placed. | Final official version showing conferral of degree attached to application OR OIA may place hold for missing transcript. |
| Justification for below 3.0         | Attach letter to application  |  |
| FCA                                 | Attach if degree from foreign school.   | Attach to application  |
| Proof of English Proficiency        | If English not native language  | Attach to application  |

# Required Documents for Professional/Independent Schools

| Upload                              | Domestic Career (GRAD) | International Career (GINT)             |
|-------------------------------------|------------------------|---|
| Recommendation for Admission Letter |                        | Must be first attachment in application |
| FCA                                 |                        | Attach to application/ Not required     |

# English Proficiency- UGS Programs

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

| TOEFL (iBT) School Code: 1325             | Total Score:79   |
|---|--|
| IELTS                                     | Overall Band Score: 6.5  |
| IUPUI Program for Intensive English (PIE) | Level 7  |
| Degree from an English-speaking Country   | Completed Bachelor's degree or higher from one of the following <u>designated countries</u> (both lists) |
| EAP                                       | Any code other than 001  |

# English Proficiency- UGS Programs

| Countries Where English is an Official Language   | Countries Where English is the Predominant Native Language   |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Botswana</li> <li>• Gambia</li> <li>• Ghana</li> <li>• Kenya</li> <li>• Lesotho</li> <li>• Liberia</li> <li>• Malawi</li> <li>• Namibia</li> <li>• Nigeria</li> <li>• Philippines</li> <li>• Sierra Leone</li> <li>• Singapore</li> <li>• Swaziland</li> <li>• Tanzania</li> <li>• Uganda</li> <li>• Zambia</li> <li>• Zimbabwe</li> </ul> | <ul style="list-style-type: none"> <li>• Anguilla</li> <li>• Antigua</li> <li>• Australia</li> <li>• Bahamas</li> <li>• Barbados</li> <li>• Barbuda</li> <li>• Belize</li> <li>• Bermuda</li> <li>• British Virgin Islands</li> <li>• Canada</li> <li>• Dominica</li> <li>• Grand Cayman Islands</li> <li>• Grenada</li> <li>• Guyana</li> </ul> | <ul style="list-style-type: none"> <li>• Irish Republic</li> <li>• Jamaica</li> <li>• Montserrat</li> <li>• New Zealand</li> <li>• Saint Kitts and Nevis</li> <li>• St. Lucia</li> <li>• St. Vincent &amp; the Grenadines</li> <li>• Tobago</li> <li>• Trinidad</li> <li>• Turks and Caicos Islands</li> <li>• United Kingdom: England, Northern Ireland, Scotland, and Wales</li> <li>• United States of America (except Puerto Rico)</li> </ul> |

# 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



# Transcripts- UGS Programs

- Unofficial = scan of official transcript, transcript uploaded by applicant
  - A student's internal system print out is unofficial
- Unofficial transcripts CAN be used at time of admission
  - Students will have a missing transcript hold added to their SIS account
  - Have one additional semester to submit official final transcript showing their degree awarded
  - **It is the department's responsibility to ensure students submit official final transcripts – they will not be able to graduate**
- Attach transcripts from all universities listed on the application

Please scan in high resolution and color!

# Official Transcripts- UGS Programs

- To remove the Missing Transcript Hold, the Official Final transcripts must be sent to the correct office
  - GRAD: Official transcripts to Graduate Office via RTS
    - Transmittal email or envelope should be scanned with each official transcript if recipient is not listed on transcript.
    - IUPUI's SIS transcripts are acceptable if they are pulled by YOU
  - 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
  - <https://iu.box.com/IUPUITranscripts>
- If your student definitely requested a transcript which cannot be found, contact Sarah to look in the undergraduate OnBase files. We occasionally find them there. Please check the above Box file first.

# ADMISSIONS DECISIONS

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**INDIANA UNIVERSITY**  
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IUPUI GRADUATE OFFICE

# 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 **Recommend for Admission.**
    - This will move the application to a list pulled by the Graduate Office

# Routing the Application

1. Graduate Office: **Recommend for Admission** status > notifies Graduate Office to review

- Grad Office places **Final Grad Admit** (domestic applicants only)

2. OIA: **Grad Office Admit – GINT** > notifies OIA to review

- **Final GINT Admit** (international applicants)

Check who changed a local status in the Applicant's Page under "History" (last section of application)

The screenshot displays the 'History' section of the Indiana University Graduate CAS Updates interface. It features a tabbed navigation system with 'Local Status Changes' selected. The history list shows five entries, each detailing a status change, the reason, and the user/timestamp.

| Local Status Changes  |
|---|
| Local Status changed from not set to <b>Recommend for Admission</b> (for Museum Studies MA Fa 20) — by Dana Ward, Mar 31, 2020 at 1:47 PM   |
| Local Status changed from <b>Recommend for Admission</b> to <b>Final Grad Admit</b> (for Library & Info Sci MLIS-Online Sum 20) — by Sarah Taylor, Mar 9, 2020 at 3:21 PM             |
| Local Status changed from <b>LIS5 In Review</b> to <b>Recommend for Admission</b> (for Library & Info Sci MLIS-Online Sum 20) — by Elizabeth Cassell, Mar 9, 2020 at 12:58 PM         |
| Local Status changed from <b>LIS5 App Received</b> to <b>LIS5 In Review</b> (for Library & Info Sci MLIS-Online Sum 20) — by Elizabeth Cassell, Mar 2, 2020 at 1:27 PM                |
| Local Status changed from INFO LIS Contacted APP NOT SUBMITTED to <b>LIS5 App Received</b> (for Library & Info Sci MLIS-Online Sum 20) — by Elizabeth Cassell, Mar 2, 2020 at 9:46 AM |

# 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

# Other Admissions Decisions and Reasons

(These local statuses have already been set up)

- **Recommend for Admission-Term Started**
- **Deny**
  - Before Admission ONLY
- **Applicant Withdrawal**
  - Before Admission ONLY
  - After Admission – request withdraw through RTS (domestic), or email OIA (international)



# More Admissions Decisions and Reasons

- **Defer Decision**
  - Before Admission
    - 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 **Recommend for Admission** when ready to process
    - If moving to next CAS cycle, have applicant reapply and utilize coupon code

# 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 must 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 newly added manual designation as **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

| Designation                                   | Local Status            | Decision Code | Application Status                        |
|---|-------------------------|---------------|---|
| Executive Public Management Certificate Fa 20 | Program/Term Change     | Unassigned    | <input checked="" type="radio"/> Complete |
| Executive Public Management Certificate Sp 20 | Recommend for Admission | Enroute       | <input type="radio"/> Manual              |

original designation

designation added by YOU is "Manual"

# More Decisions and Reasons

- **Defer Enrollment**

- Make request via RTS for domestic students or contact OIA email for International students
- Definitions
  - **Defer Enrollment** - students who were admitted with final Grad/GINT Admit 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.

# Still have old IU eApps?

- Clean up your old eApps ASAP
  - Admit students to upcoming terms, Deny, or Withdraw in Kuali Workflow
- Deadline now set at August 1<sup>st</sup>.
  - If not processed before deadline, applicant will need to reapply in IU Graduate CAS



# “What if...” Scenarios

- Applied to wrong campus
  - Will have to re-apply
  - No refund available
- Started program with no enrollment for 6+ terms, must reapply

# “What if...” Scenarios

- Applicant Applies to Wrong Program, or Denied for PhD but eligible for MS
  - Recommend the applicant apply directly to the correct program
  - You can add a manual designation if you have access
  - Cannot add a manual designation if “Career” is different
    - Applicant will need to reapply if a different career
- If GINT, please notify [oiagrad@iupui.edu](mailto:oiagrad@iupui.edu) before adding the manual designation

# “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 —————>



IUPUI GRADUATE OFFICE

## Graduate/Professional Program Update Form

This form is to be used to reactivate student status and update information in the university student system. Use this form if you have not had **continuous enrollment** since your admission.

NOTE: If you have been out 24 months or longer, you will need to reapply. Please go to the Online Graduate and Professional Application to reapply.

**All information is required. Incomplete forms will be returned which will cause a delay in processing.**

Page 1 of 5 - Student - 20% complete

20%

Name \*

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| First                | Middle               | Last                 |

Previous name (if applicable)

# When SHOULD a new application be created for a current student?

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



# AFTER ADMISSION PROCESSING

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**INDIANA UNIVERSITY**  
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IUPUI GRADUATE OFFICE

# IUPUI Request Tracking System (RTS)

- Submit requests for:
  - Defer Enrollment (matriculated but never enrolled)
  - Withdraw App – After Admission (application 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](mailto:oiagrad@iupui.edu)**

# IUPUI Request Tracking System (RTS)



IUPUI



## IUPUI Graduate Office

[ABOUT](#)

[APPLICATION &  
ADMISSIONS](#)

[ACADEMICS &  
RESEARCH](#)

[THESES &  
DISSERTATIONS](#)

[STUDENT LIFE &  
SUPPORT](#)

[FACULTY & STAFF  
RESOURCES](#)

[FORMS](#)

[Graduate Affairs  
Committee](#)

[Curriculum & Academic  
Programs](#)

[Graduate Recruitment  
Council](#)

[Graduate Faculty  
Council](#)

[Membership to  
Graduate Faculty](#)

[Policies](#)

[Home](#)

### FACULTY & STAFF RESOURCES

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

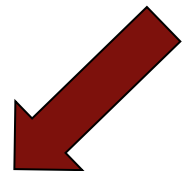
As an IUPUI graduate faculty member, you have the power to influence the academic programs and courses offered to graduate students at IUPUI by contributing to the [curriculum](#).

All tenured or tenure-track IUPUI faculty members

### Request Tracking System (RTS)

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

[Submit your request](#)



# IUPUI Request Tracking System (RTS)

**IUPUI** INDIANA UNIVERSITY  
PURDUE UNIVERSITY  
INDIANAPOLIS

## Graduate Office - Request Tracking System (RTS)

Contact: Graduate Office

### IU CAS LOGON

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](#).

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# IUPUI Request Tracking System (RTS)

**IUPUI** INDIANA UNIVERSITY  
PURDUE UNIVERSITY  
INDIANAPOLIS

Graduate Office - Request Tracking System (RTS)

User: **asale**  
Close browser to logout.

**All Requests**  
Unassigned (0)  
Open (0)  
Closed (4991)  
Canceled (367)

**Your Assigned Requests**  
Open (0)  
Closed (897)  
Canceled (77)

**Create New Request**

**Send New Request**

**Reports**

**Send a Request**

**REQUEST DETAILS**

• Indicates required field.

**STUDENT INFORMATION**

**FIRST NAME**•

**LAST NAME**•

**UID**•

**BIRTH DATE (MM/DD/YYYY)**•

•Although not required to send a request, either the UID or Birth Date is very helpful when identifying the student.

**PROGRAM**

**PLAN (OPTIONS DETERMINED BY PROGRAM)**

Even though not “required” field, Program Code assigns the request to the right people in Grad Office – codes are being updated now – PLEASE USE

# IUPUI Request Tracking System (RTS)

**TYPE OF REQUEST •**

\* REQUIRED \*

\* Required \*

Admission - After Term Started

Admission - Change Term

Admission - Correction

App Center Correction (GRAD or GINT)

Bio/Demo Info Update

Code Dual Degree

Current Term/Matriculation Problem

Defer

Documentation

Duplicate Univ ID#

Fee Waiver

Manual App Request

Program/Plan Change

Attach files, please indicate this by checking the box. After submitting this you will have the opportunity to attach files if this box is checked.

YES?

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.

# 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 2<sup>nd</sup> 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.

# 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<sup>nd</sup> exam stand!
- The English courses begin the 3<sup>rd</sup> 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



# OFFICE OF INTERNATIONAL AFFAIRS

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**INDIANA UNIVERSITY**  
THE UNIVERSITY GRADUATE SCHOOL  
IUPUI GRADUATE OFFICE

# International Application Guidelines and Requirements

## – Graduate

### **Graduate Application Term:**

Winter 2019, Spring 2020,  
Summer 2020, Fall 2020

### **Graduate Application Term:**

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 »](#)

# Where International Applicants can go for instructions on the application process

Office of **International Affairs**

Atlas

ABOUT

ADMISSIONS

AFTER  
ADMISSION

LIVING IN  
INDIANAPOLIS

VISAS &  
EMPLOYMENT

EVENTS &  
PROGRAMS

GLOBAL LEARNING

About IUPUI

Academics

Connect with Us

Tuition & Fees

Scholarships & Funding

How to Apply

Freshman Students

Transfer Students

Graduate Students

Admission Standards

Deadlines for Admission

English

Submit Supporting  
Documents

After You Apply

[Home](#) / [How to Apply](#)

## GRADUATE STUDENTS

### 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

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

<https://international.iupui.edu/admissions/how-apply/graduate/>

# 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](mailto:oiagrad@iupui.edu) before providing a coupon code for deferring applications/decisions

# Requesting an FCA via Atlas for International Student

The screenshot shows the Atlas system interface for Indiana University. The top header includes the IU logo and the name 'INDIANA UNIVERSITY'. Below this, the 'Atlas' logo is on the left and the user name 'Amanda Holder' is on the right. The main navigation menu on the left has 'Launch Application' and 'Admission' (highlighted with a red arrow). The 'Admission' section is titled 'Admission' and contains two main areas: 'Lists' and 'Tasks'. In the 'Lists' section, there is a button labeled 'My Department's Student Applicants' with a red box and the number '1' next to it. In the 'Tasks' section, there are three buttons: 'View Response to Request for Evaluation' (with a red box and the number '2'), 'Graduate Department Updated Funding' (with a red box and the number '3'), and 'Domestic Request Graduate Foreign Credential Analysis' (with a red box and the number '4').

## 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

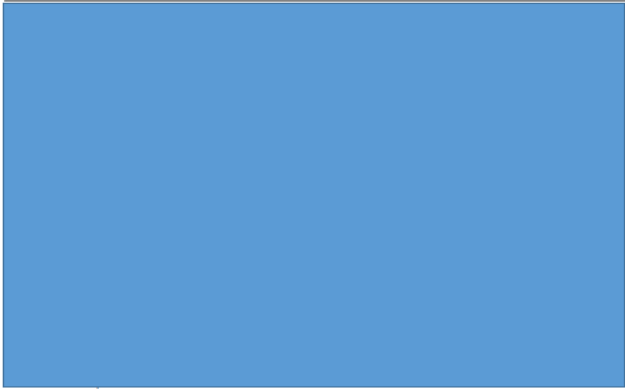
## Atlas

[← Go to Admission](#)



### My Department's Student Applicants

Show 10 entries

| Name of Student   | University ID | Application Number | Stage Name                        | Admit Term  | Admit Type | Application/Reason Code |
|---|---------------|--------------------|-----------------------------------|-------------|------------|-------------------------|
|  |               |                    | Admission Completed               | Fall 2019   | FYG        | MATR / AFQL             |
|   |               |                    |                                   | Fall 2019   | FYU        | APPL / INMM             |
|   |               |                    | An Application has been Submitted | Fall 2019   | FYG        | APPL / -                |
|   |               |                    |                                   | Fall 2019   | FYG        | WAPP / WBFR             |
|   |               |                    | An Application has been Submitted | Spring 2020 | FYD        | APPL / -                |
|   |               |                    |                                   | Fall 2019   | FYG        | WAPP / WBFR             |
|   |               |                    |                                   | Fall 2019   | FYG        | WAPP / WBFR             |
|   |               |                    |                                   | Fall 2019   | FYG        | WAPP / WBFR             |
|   |               |                    |                                   | Fall 2019   | FYU        | MATR / DWVD             |
|   |               |                    |                                   | Fall 2019   | TRU        | DDEF / IFIN             |


Showing 1 to 10 of 2,152 entries

Previous 1 2 3 4 5 ... 216 Next

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

**Email: [amholde@iupui.edu](mailto:amholde@iupui.edu)**

# Requesting an FCA via Atlas for International Student


 INDIANA UNIVERSITY


Atlas

Amanda Holder ▾


[Launch Application Admission](#)

**International Admission Graduate Record**

 [International Admission Checklist](#)

 Secure Online Session

# Requesting an FCA via Atlas for International Student

 INDIANA UNIVERSITY

Atlas

Amanda Holder ▾

Launch Application  
Admission

## Graduate Application Checklist


[View/Save/Print E-Form Group](#)

**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 01/18/2019  
[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

[MAIN PAGE](#) | 

(\*) *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 [oiagrad@iupui.edu](mailto:oiagrad@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:\*

## 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

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

Select File

# Requesting an FCA via Atlas for International Student

School/Degree #3:

Select File

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

The screenshot shows the Atlas system interface for Indiana University. At the top is a dark red header with the IU logo and the text "INDIANA UNIVERSITY". Below this is a white bar with the "Atlas" logo on the left and the user name "Amanda Holder" with a dropdown arrow on the right. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for "Launch Application" and "Admission". The main panel is titled "Admission" and contains two sections: "Lists" and "Tasks". The "Lists" section has a button labeled "My Department's Student Applicants". The "Tasks" section has three buttons: "View Response to Request for Evaluation", "Graduate Department Updated Funding", and "Domestic Request Graduate Foreign Credential Analysis". A red arrow points to the first button, and another red arrow points to the third button.

INDIANA UNIVERSITY

Atlas

Amanda Holder ▼

Launch Application  
Admission

## Admission

### Lists

My Department's Student Applicants

### Tasks

View Response to Request for Evaluation

Graduate Department Updated Funding

Domestic Request Graduate Foreign Credential Analysis

### \*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](mailto: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](mailto:oiagrad@iupui.edu)

## Student Services : Immigration

- Post-Admission
- OPT/CPT
- Class Loads/Schedules
- Work Authorization
- Health Insurance/Housing
- Orientation

[iadvisor@iupui.edu](mailto:iadvisor@iupui.edu)

Residency/Tuition - Registrar Office

