



IUPUI

IUPUI Graduate Office

Purdue Admissions Deep Dive Workshop 2020



INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI GRADUATE OFFICE

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@iu.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)

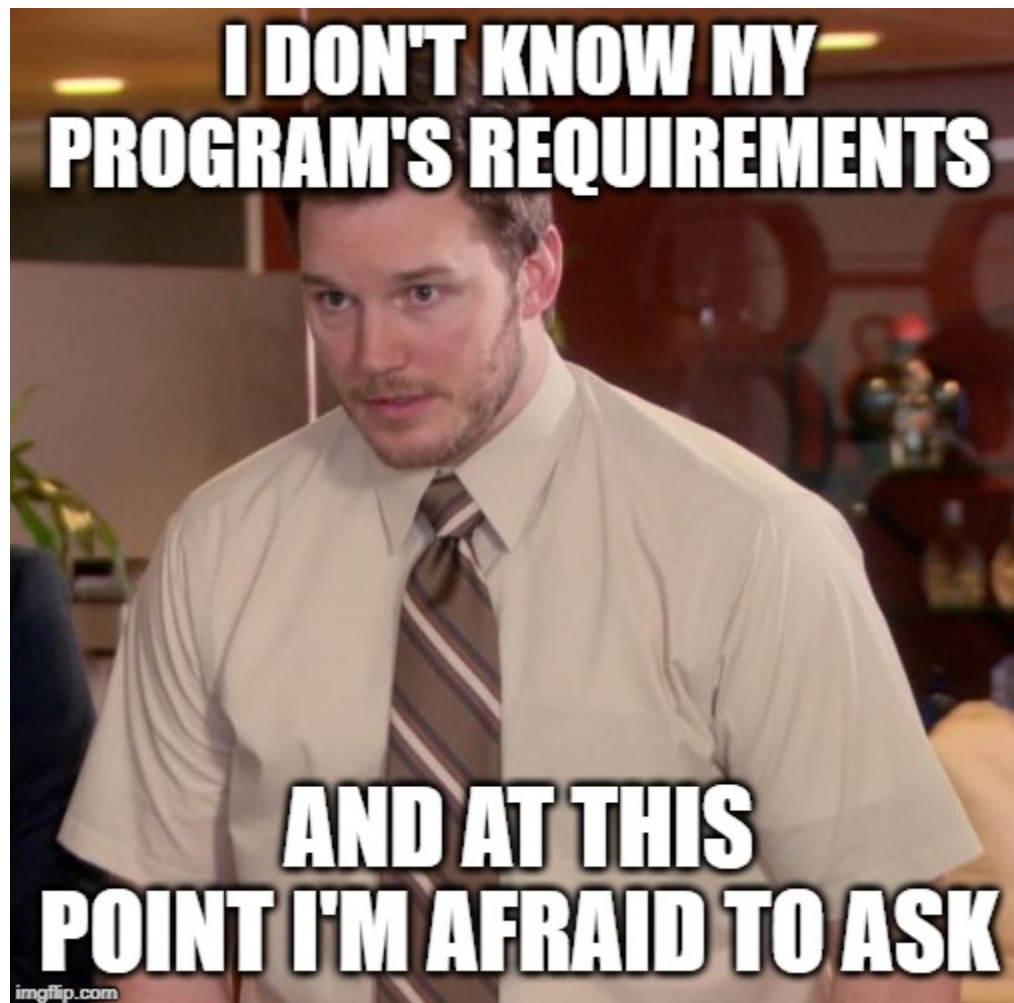
Workshop Outline

- 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

Department How-To-Apply Web Pages



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

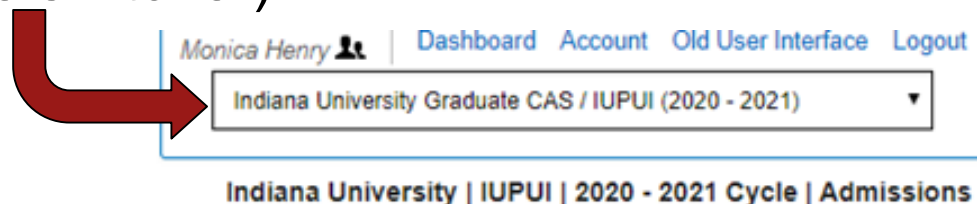
This will help prevent applicants from applying to the wrong campus!

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)



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 Winter/Spring/ Summer/Fall	Opened September 3, 2019 Closes October 30, 2020	Direct application link: https://iugraduate.liasoncas.com IUPUI Graduate Office https://graduate.iupui.edu/admissions/apply.html
2020-2021	4209, 4212, 4215, 4218 Winter/Spring/ Summer/Fall	Opened February 5, 2020 Closes November 1, 2021	Direct link: https://iugraduate2021.liasoncas.com IUPUI Graduate Office https://graduate.iupui.edu/admissions/apply.html



IUPUI

IU GRADUATE CAS APPLICATION



INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

IUPUI GRADUATE OFFICE

BEFORE IMPLEMENTATION



AFTER IMPLEMENTATION

IU Grad CAS Application lives at graduate.iupui.edu



IUPUI Graduate Office

[ABOUT](#)

[APPLICATION &
ADMISSIONS](#)

[ACADEMICS &
RESEARCH](#)

[THESES &
DISSERTATIONS](#)

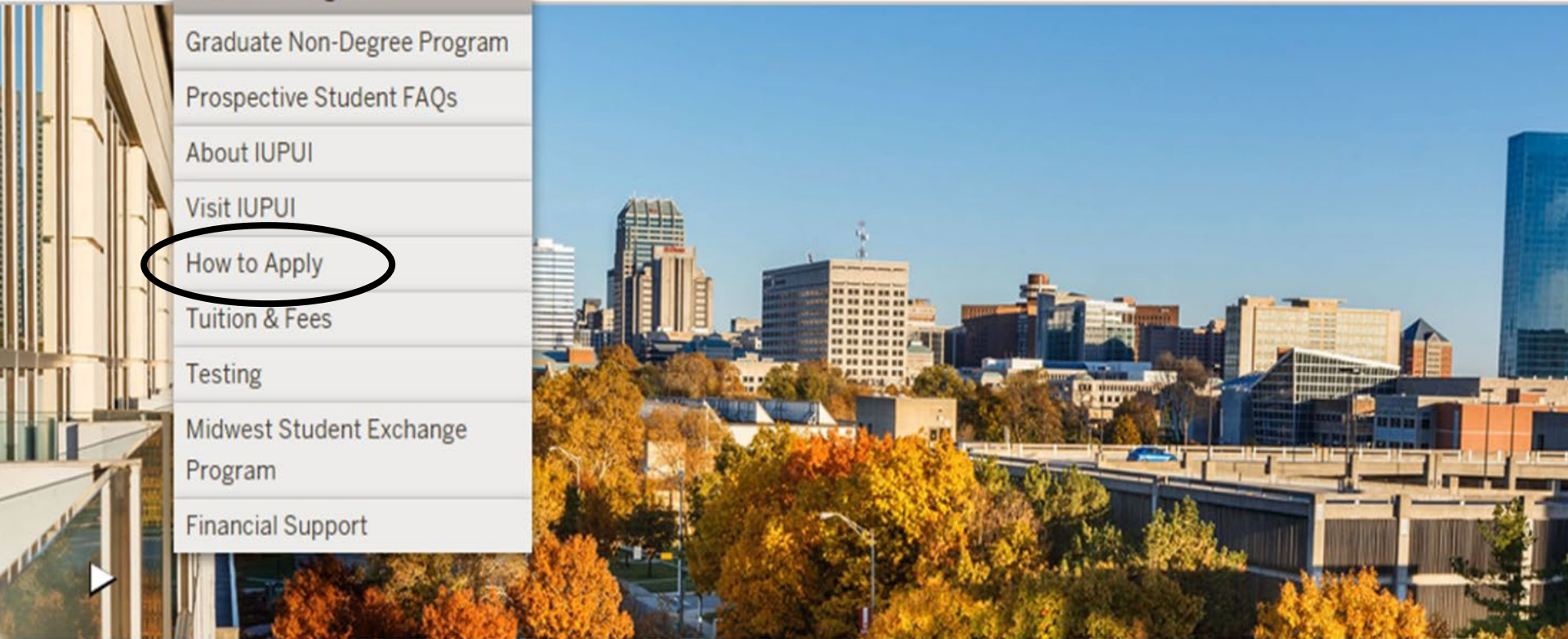
[STUDENT LIFE &
SUPPORT](#)

[FACULTY & STAFF
RESOURCES](#)

[FORMS](#)



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ADMISSIONS](#)[ACADEMICS &
RESEARCH](#)[THESES &
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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](#)

IUPUI Graduate Office

- ABOUT
- APPLICATION & ADMISSIONS**
- ACADEMICS & RESEARCH
- THESES & DISSERTATIONS
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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

[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. This system allows applicants the ability to apply to multiple IU campuses, including Purdue programs, through the [IU Graduate CAS Application](#) to apply to multiple IU campuses.

Select a semester that you wish to apply for. The system 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!

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

Select a Term to Apply for

 Choose a semester

Apply Now

From writing a personal statement to gaining letters of recommendations, the

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


[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 Account to get started.

 katinaTEST



Sign In

Create an Account

[Forgot your username or password?](#)


New users will
need to create
account

Applicants can
select different
cycle

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

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

Close

- Available Programs
- Past Programs
- Future Programs

> Campus


> Start Year

> Delivery

> School

> Degree

> Start Term


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

Adding a Program

Add Programs




Applicant help center

[Add Program](#) | [Selected Programs](#)

 [Filters](#)

[Enter Invitation Code](#)

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

Add	Program	Degree	Start Term	Start Year	School	Delivery	Deadline Display
							
	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

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

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?

Adding a Program

Add Program

Selected Programs

graduate non-degree

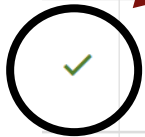


Filters

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		



Continue



Click to move to the application

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

Behavior

* Have you been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for 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?

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.

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**

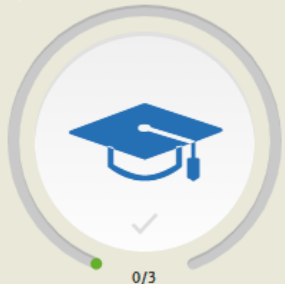
Adding Test Scores

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

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

Select the Programs You Want to Pay for and Submit

Available Programs ?	Sort by	Deadline
PROGRAM NAME		DEADLINE
Bakersfield Graduate		
<input checked="" type="checkbox"/> Healthcare Administration		07/31/2018 <input type="checkbox"/>
Fresno Graduate		
<input checked="" type="checkbox"/> Biotechnology		06/01/2018 <input type="checkbox"/>

Selected Programs (2)

Fee Total **\$110.00**

Coupon Code

Admissions

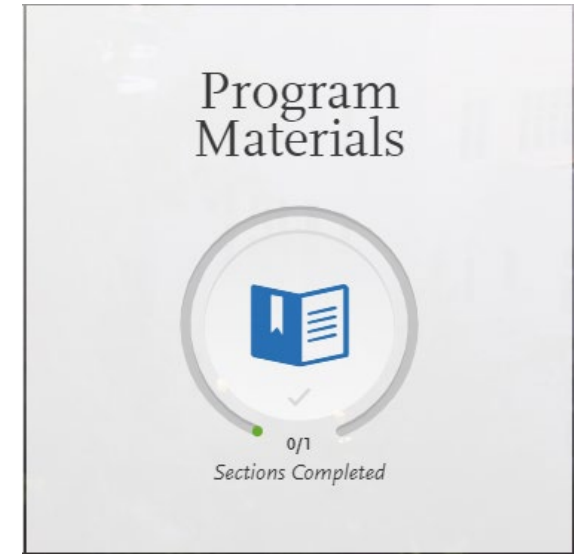


- No REFUNDS! (exception for technical issues)
 - Please let your applicants know this
 - Do not refer applicants to us unless there is a known technical problem
 - We will contact Liaison if a refund is warranted



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.



IUPUI

WebAdMIT OVERVIEW



INDIANA UNIVERSITY

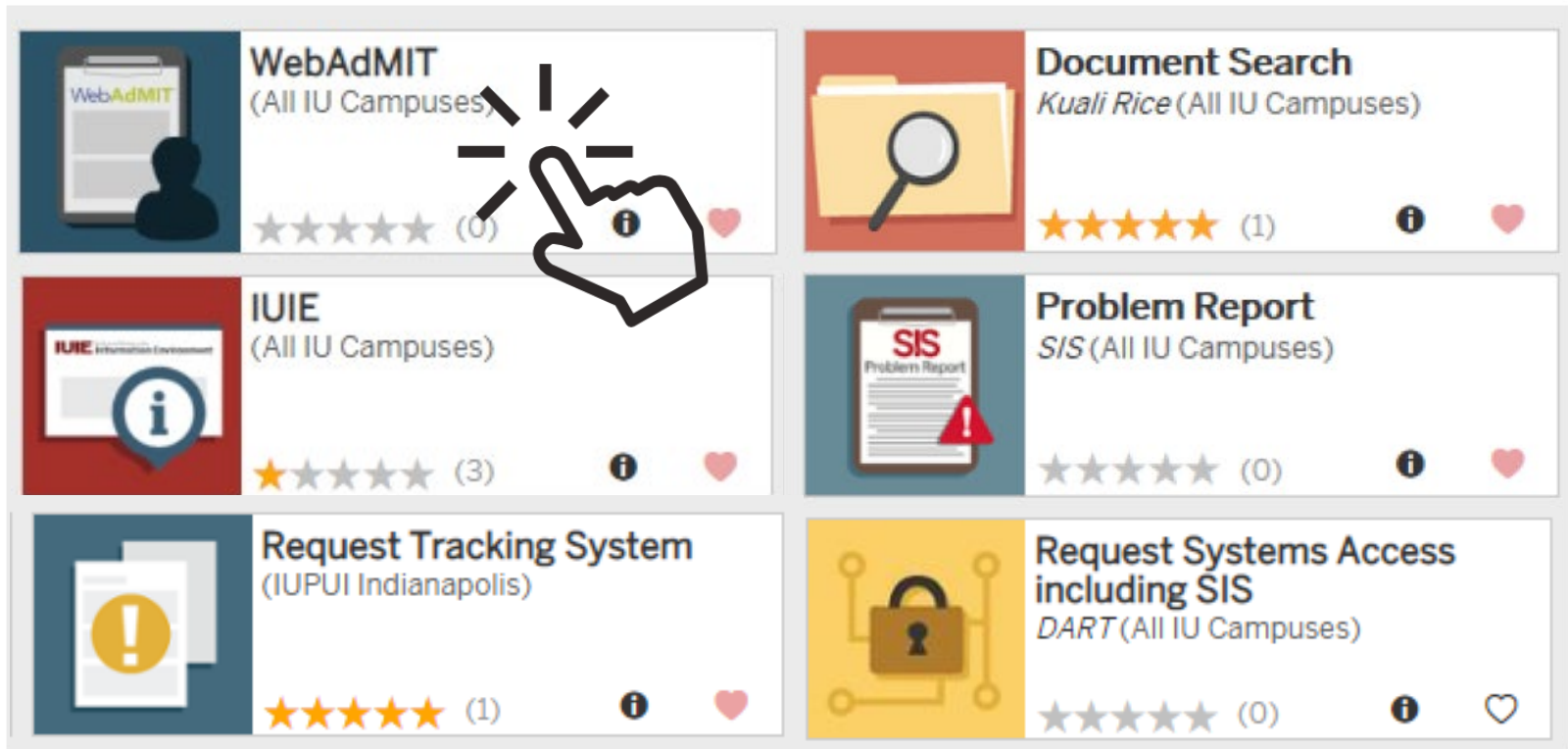
THE UNIVERSITY GRADUATE SCHOOL

IUPUI GRADUATE OFFICE

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



The screenshot displays a grid of six application tool cards. A hand cursor icon is positioned over the 'WebAdMIT' card. Each card includes an icon, a title, a subtitle, a star rating, a count in parentheses, an information icon, and a heart icon.

Tool Name	Scope	Rating	Count	Info Icon	Heart Icon
WebAdMIT	(All IU Campuses)	★★★★★	(0)	Yes	Yes
Document Search	Kuali Rice (All IU Campuses)	★★★★★	(1)	Yes	Yes
IUIE	(All IU Campuses)	★☆☆☆☆	(3)	Yes	Yes
Problem Report	SIS (All IU Campuses)	★★★★★	(0)	Yes	Yes
Request Tracking System	(IUPUI Indianapolis)	★★★★★	(1)	Yes	Yes
Request Systems Access including SIS	DART (All IU Campuses)	★★★★★	(0)	Yes	Yes

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



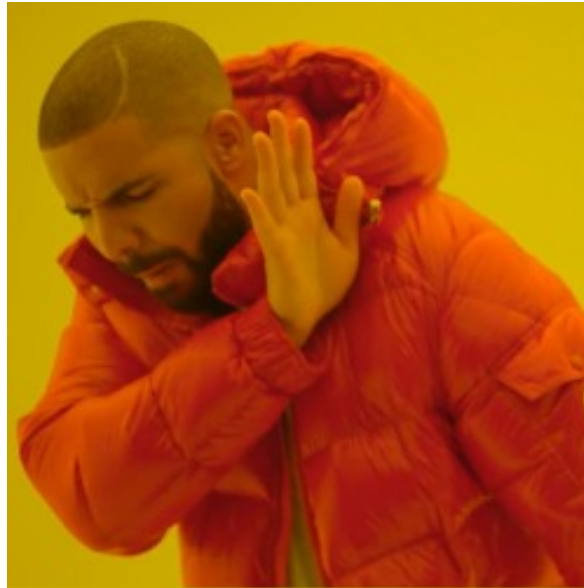
- WebAdMIT is a **shared** space
 - The majority of the Management tools are an “open but trusted” model and can be edited by those in the Director of Admissions work group
 - Expectation that users are only accessing, editing, and inactivating tools which specifically pertain to their programs in WebAdMIT
- Please **DO NOT** edit a management tool you did not create!
Will impact other programs’ processing
 - See the [UniCAS Configure Software User Agreement](#)

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

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**

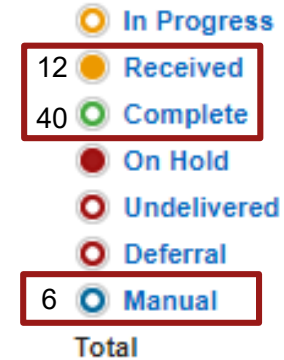


**Creating
program-specific local
statuses to
pull applicant lists
and track progress**

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



Application Status

1. **In Progress** – applicant has not paid/not ready for processing

▼ Designations by Application Status

2. **Received**

Required fields for application (outstanding (if applicable))

3. **Complete**

Arrived for review (have paid to admit)

4. **On Hold**

5. **Undelivered**

6. **Manual** -

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

- ▶ Applicants
- ▶ Applicant Lists
- ▶ Reports & Exports
- ▶ Management
- ▶ Help

- ▶ Notes from Indiana University Graduate CAS
- ▶ Recently Submitted Designations
- ▶ Recently Updated Applicants
- ▶ Recent Status Changes

▼ Applicant Lists

Received Applicants

Completed Applicants

Program/Term Change

List Manager

▶ Designations by Local Status

▶ Designations by Decision

▶ Designations by Application Status

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 Field List

New Composite List

New Applicant Field List

This list, named , and appear on the toolbar.

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



None

All + /

Included applicants will match of the following rules:

- all
- all
- any

Click to Select Field

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?



List Manager

New Field List

New Composite List

New Applicant Field List

This list, named , and appear on the toolbar.

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

All /

Included applicants will match of the following rules:



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!**









- Process your Action Lists during your admissions cycle by updating/adding Local Statuses
- Add internal review 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

Local Status

- 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 local statuses have already been created
 - Do **NOT** edit a Local Status you did not create
- Use the accepted naming convention
 - Example: “ECE – Faculty Committee Review”

Local Status Manager

Title	Decision	Color Code
 BME-Defer processing/move to next term	Internal Review	
 BME-Application missing documents/incomplete	Internal Review	
 ECE - In Committee Review	Internal Review	
 ECE - Application missing documents/incomplete	Internal Review	

Creating a New Local Status

New Local Status

Title:

BME - Faculty Internal Rev

Active

Decision Code:

Internal Review

Decision Code =
Internal Review

Custom Color:

Selected Color Sample Remove Color

a	a	a	a	a	a	a	a	a	a	a	a
a	a	a	a	a	a	a	a	a	a	a	a
a	a	a	a	a	a	a	a	a	a	a	a

Send Email:

Description:

Application is in
faculty review

Programs:

- Economics M.A. & B.S.
- Biology PhD Fa 20
- Biomedical Data Analytics Graduate Certificate Fall 20
- Biomedical Engineering MS/BS FA 20
- Biomedical Engineering MS/BS Sp 20
- Biomedical Engineering MS FA 20
- Biomedical Engineering MS Sp 21
- Biometric Computing Certificate Fa 20
- Biostatistics MS - Non-Thesis Fa 20
- Biostatistics PhD Fa 20

Programs = select
YOUR programs only
DO NOT check all

~~Check All~~

Uncheck All

Create

Return to Local Status Manager

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 Quali 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

Harry James Potter

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
Biomedical Engineering MS FA 20	<input type="text" value="None"/>	Unassigned	 Complete

Question:

When creating a new local status for your program, what decision code should you tie it to?

Answer:

Internal Review!

Search for Applicants



- ▼ 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

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

Search by program

Hide Filters

Sort Results ▼

Designation Submitted
Date

Designation

Application Last Changed
On

Reviewer

Preferred Phone Number

Search for Applicants

Hint: Search for



imgflip.com

Search Reset Criteria

Undelivered Applicants

Viewing the Applicant Details Page

Harry James Potter

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

200000000
GINT

▼ **Contact Information**

Current Address | **Permanent Address**

Street Address 1: No. 4 Privet Drive
Street Address 2: Cupboard Under the Stairs
City: Little Whinging
County: Surrey
State/Province: N/A
Postal Code: GU3 01483
Country/Territory: UK
Valid Until: 7/31/2021

Preferred Email Address: quidditchseeker@hogwarts.edu (Home)
Preferred Phone Number: +12345678910 (Home)
Alternate Phone Number: +12309876541 (Mobile)
Text Authorization: Yes

- ▶ Designations
- ▶ Scoring
- ▶ Assignments
- ▶ Interviews
- ▶ Documents

Can view all sections of the app from one page!
Panels collapse/expand

Viewing the Applicant Details Page

Harry James Potter

Indiana University Graduate CAS ID
 Last Indiana University Graduate CAS Update on Sep 30, 2019
 Program Plans:

Contact Information

Current Address Permanent Address
Street Address 1: No. 4 Privet Drive
Street Address 2: Cupboard Under the Stairs
City: Little Whinging
County: Surrey
State/Province: N/A
Postal Code: GU3 01483
Country/Territory: UK
Valid Until: 7/31/2021

- ▶ Designations
- ▶ Scoring
- ▶ Assignments
- ▶ Interviews
- ▶ Documents

Custom Fields	
Field	Answer
University ID	<input type="text"/>
App Center	GINT ▼
SIS Admit Term	4208
IELTS Date	10/14/2019
IELTS Reading	7.00
IELTS Writing	6.50
IELTS Listening	7.50
IELTS Speaking	6.50
IELTS Overall Band Score	7.00

Add to Clipboard

University ID: 2000000000
 App Center: GINT

Address: quidditchseeker@hogwarts.edu (Home)
Phone Number: +12345678910 (Home)
Phone Number: +12309876541 (Mobile)
Confirmation: Yes

actions of the page!

expand

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)

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

Documents

In this section you will find:

- Full Application PDF
- Applicant uploads
- Required department uploads

▼ 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 Applications 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
 - 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

▼ 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:
Choose file, name it,
click “Upload File”

Recommendations

Find under Evaluations

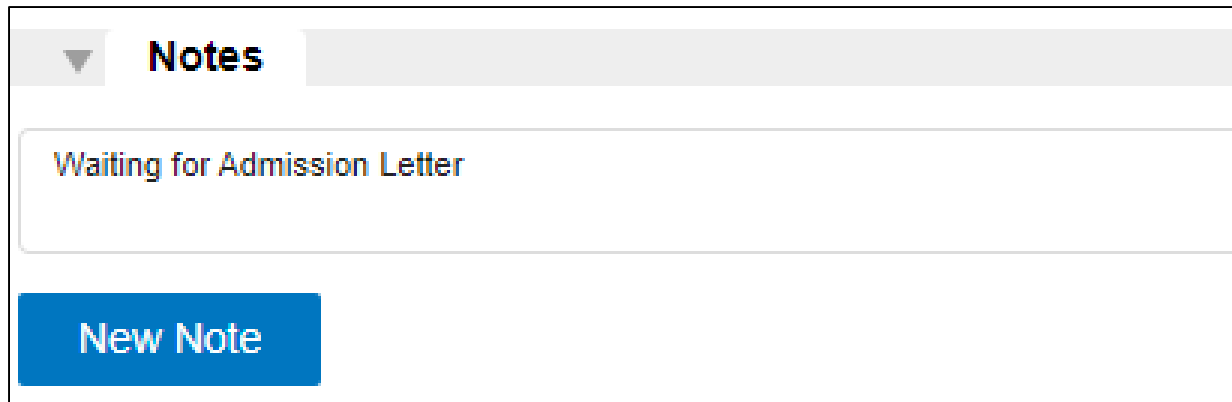
- See if they're Completed or still needed
- Can download/save/print PDF of the recommendation
- PDF includes form and/or letter (depending on the type selected in your Q4)

▼ Evaluations

Document	Designation	Letter Type	Evaluation Status	Received Date	Evaluator
 Evaluation	Biomedical Engineering MS	-	 Completed	Feb 03 2020	Princess Leia
 Evaluation	Biomedical Engineering MS	-	 Completed	Feb 07 2020	Captain America
 Evaluation	Biomedical Engineering MS	-	 Completed	Jan 20 2020	Professor Dumbledore

Notes

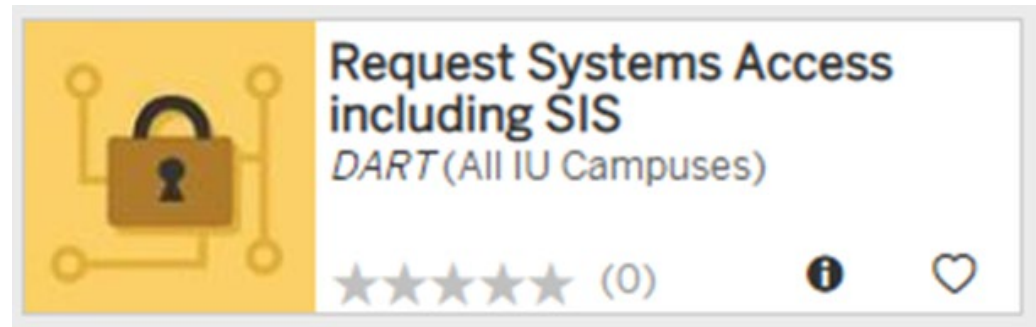
- Utilize “Notes” to communicate with Graduate Office or to post notes in regard to the application
 - Director of Admissions and Application Processor workgroups has Notes function
- If an application is routed back to you, check the Notes for the reason
- *Please add a note to BACKDATE admission for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



The screenshot displays a user interface for adding notes. At the top, there is a dropdown menu with a downward arrow and the text "Notes". Below this is a text input field containing the text "Waiting for Admission Letter". At the bottom of the interface is a blue button with the text "New Note".

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!





IUPUI

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

Upload	Domestic Career (GRAD)	International Career (GINT)
Recommendation for Admission Letter	Attach to application	Must be first attachment in application
Transmittal Form	Attach transmittal to application	
Transcript	Final official version showing conferral of degree attached to application OR Official without degree and Missing Transcript Hold placed. -ALL transcripts needed	Final official version showing conferral of degree attached to application OR OIA may place hold for missing transcript. -ALL transcripts needed
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
Graduate School Form 27	Attach for dual BS/MS students	

***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

<p>TOEFL (iBT) School Code: 1325</p>	<p>Total Score: 80 Reading: 19 Listening: 14 Speaking: 18 Writing: 18</p> <p><i>Must meet total and all sub-section scores.</i></p>
<p>IELTS</p>	<p>Overall Band Score: 6.5 Reading: 6.5 Listening: 6.0 Speaking: 6.0 Writing: 5.5</p> <p><i>Must meet overall and all sub-section scores.</i></p>
<p>IUPUI Program for Intensive English (PIE)</p>	<p>Level 7 all Purdue programs</p>
<p>Degree from an English-speaking Country</p>	<p>Completed Bachelor's degree or higher from <u>one of these designated countries</u> (both lists) within the last 36 months</p>

English Proficiency

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

Countries Where English is an Official Language	Countries Where English is the Predominant Native Language	
<ul style="list-style-type: none"> • Botswana • Gambia • Ghana • Kenya • Lesotho • Liberia • Malawi • Namibia • Nigeria • Philippines • Sierra Leone • Singapore • Swaziland • Tanzania • Uganda • Zambia • Zimbabwe 	<ul style="list-style-type: none"> • Anguilla • Antigua • Australia • Bahamas • Barbados • Barbuda • Belize • Bermuda • British Virgin Islands • Canada • Dominica • Grand Cayman Islands • Grenada • Guyana 	<ul style="list-style-type: none"> • 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

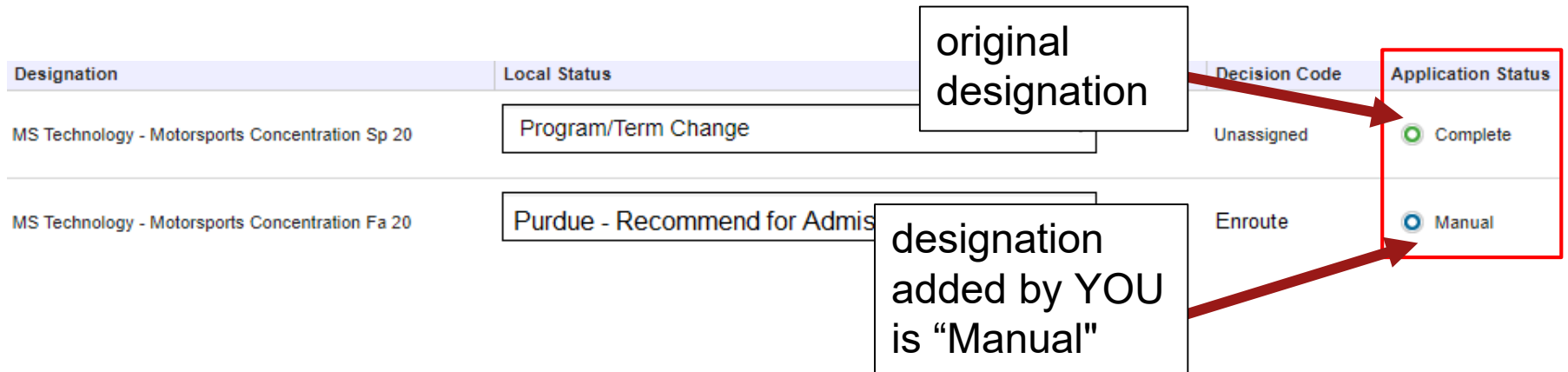
Defer Decision

- 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



IUPUI

STUDENT RECORDS



INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

IUPUI GRADUATE OFFICE



Request Tracking System (RTS)



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

[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](#).

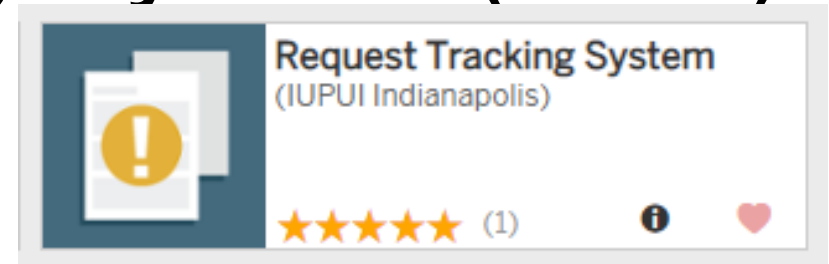
Request Tracking System (RTS)

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

[Submit your request](#)



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 2nd exam stand!
- The English courses begin the 3rd week of classes to allow for scoring of the EAP examinations and for students to get registered in any required English courses.
- 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.

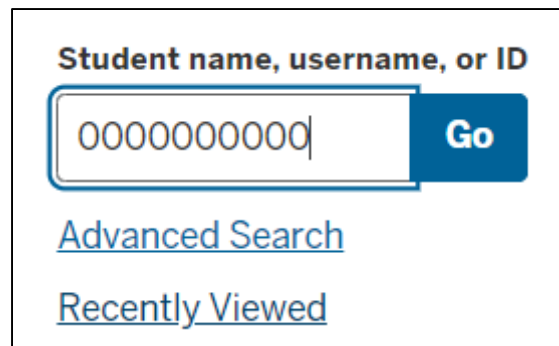
AdRx

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



Student name, username, or ID

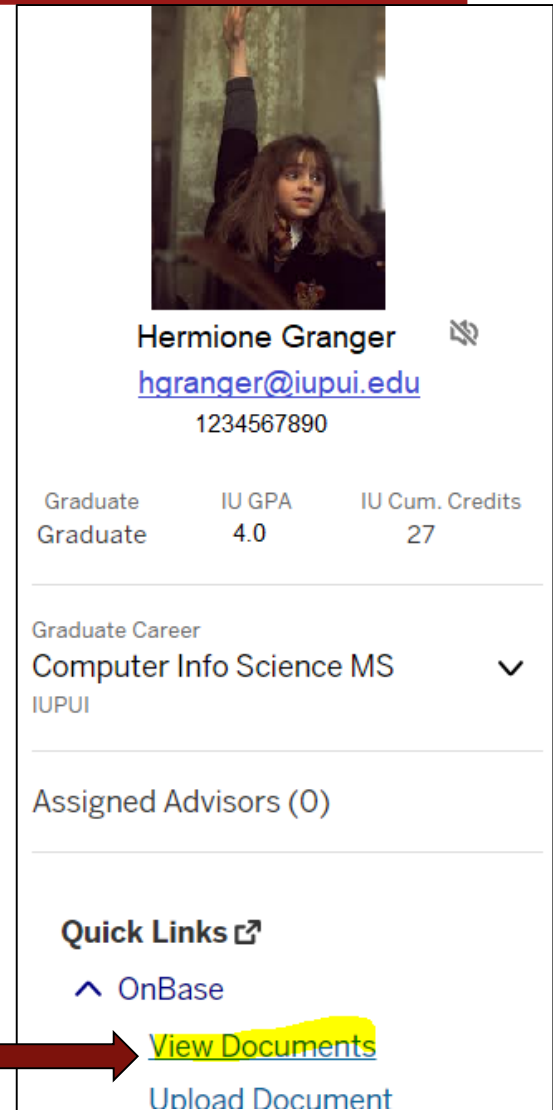
[Advanced Search](#)

[Recently Viewed](#)

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”



The screenshot shows a student profile for Hermione Granger. At the top is a photo of her. Below the photo, her name 'Hermione Granger' is displayed with an external link icon, followed by her email 'hgranger@iupui.edu' and ID '1234567890'. A table shows her academic progress: Graduate Graduate, IU GPA 4.0, and IU Cum. Credits 27. Below this is a dropdown menu for 'Graduate Career' currently set to 'Computer Info Science MS IUPUI'. Underneath is 'Assigned Advisors (0)'. At the bottom, a 'Quick Links' section contains an 'OnBase' link with an upward arrow and a 'View Documents' link highlighted in yellow with a red arrow pointing to it from the left. An 'Upload Document' link is also visible below.

Graduate	IU GPA	IU Cum. Credits
Graduate	4.0	27

Graduate Career
Computer Info Science MS IUPUI

Assigned Advisors (0)

Quick Links ↗

- ^ OnBase
- View Documents**
- Upload Document

AdRx


Purdue Graduate School Admission Letter

- Admission letter files – one will include the Purdue Graduate School letter

Document Search Results

DOCUMENT DATE	UNIVERSITYID	DOCUMENT TYPE	DE
6/27/2018	1234567890	UA-GS-SR-Admission Letter	▽
6/27/2018	1234567890	UA-GS-SR-Admission Letter	
6/27/2018	1234567890	UA-GS-SR-Admission Letter	

Items: 3



Hermione Jean Granger
14 Muggle Lane
London
UK

Dear Hermione,

Congratulations! This letter serves as your official notification of admis

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



IUPUI

OFFICE OF INTERNATIONAL AFFAIRS



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 »](#)

[Visit the OIA website](#)



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

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GLOBAL LEARNING

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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

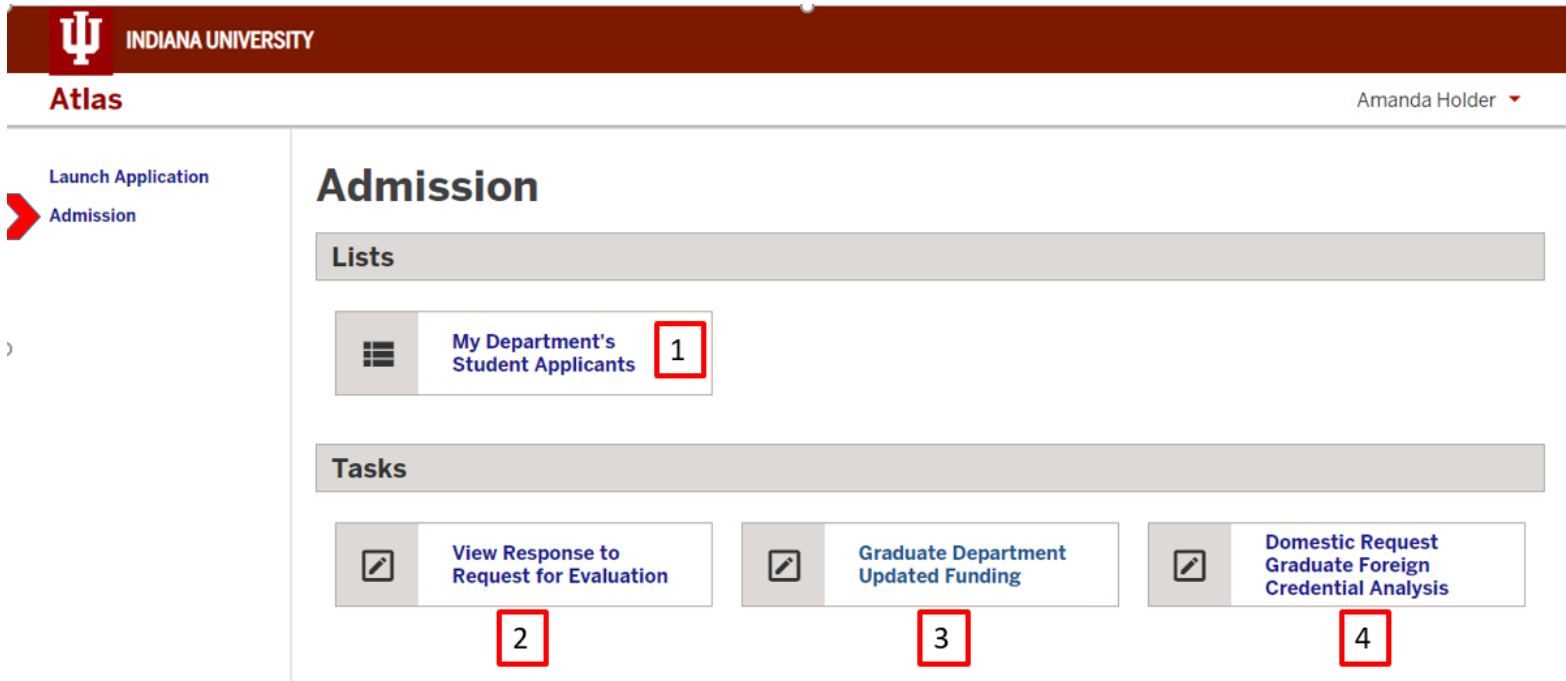
- + Step 1: Verify Admission Requirements and Procedures for your Program
- + Step 2: Submit the Online Application
- + Step 3: Submit Your Supporting Documents to Your Department
- + Step 4: Receive Decision from Your Department
- + Step 5: Submit Additional Documents for OIA Final Review
- + Step 6: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

[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



Atlas Amanda Holder ▾

Admission

Launch Application
Admission

Lists

- My Department's Student Applicants **1**

Tasks

- View Response to Request for Evaluation **2**
- Graduate Department Updated Funding **3**
- Domestic Request Graduate Foreign Credential Analysis **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 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

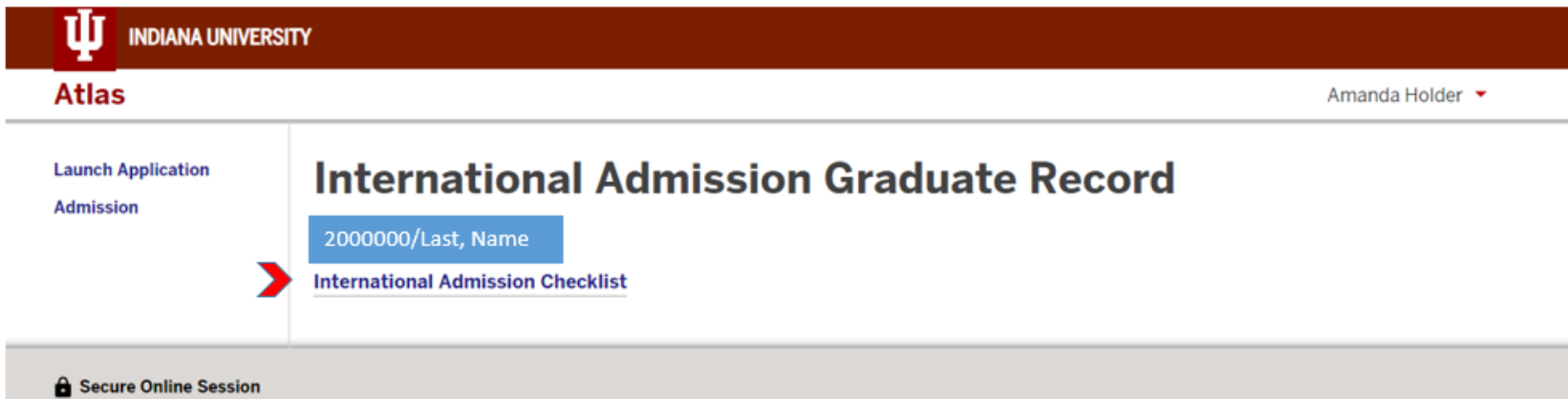
Showing 1 to 10 of 2,152 entries

Previous 2 3 4 5 ... 216 Next

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

Email: amholde@iupui.edu


Requesting an FCA via Atlas for International Student



The screenshot shows the Atlas application interface. At the top, there is a dark red header with the Psi logo and the text "INDIANA UNIVERSITY". Below this, the word "Atlas" is displayed on the left, and the user's name "Amanda Holder" with a dropdown arrow is on the right. The main content area is divided into two sections. On the left, there is a sidebar with the text "Launch Application Admission". The main section is titled "International Admission Graduate Record" and contains a blue input field with the text "2000000/Last, Name". Below the input field, there is a red arrow pointing to the text "International Admission Checklist". At the bottom of the interface, there is a grey bar with a lock icon and the text "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](#) | [Redacted]

(*) *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 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: [Redacted]

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: *

School/Degree #2:

School/Degree #3:



Requesting an FCA via Atlas for International Student

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

Upload eApp PDF

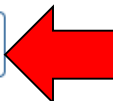
Please upload the student's e-App in pdf format: *

Upload English Proficiency Score Report

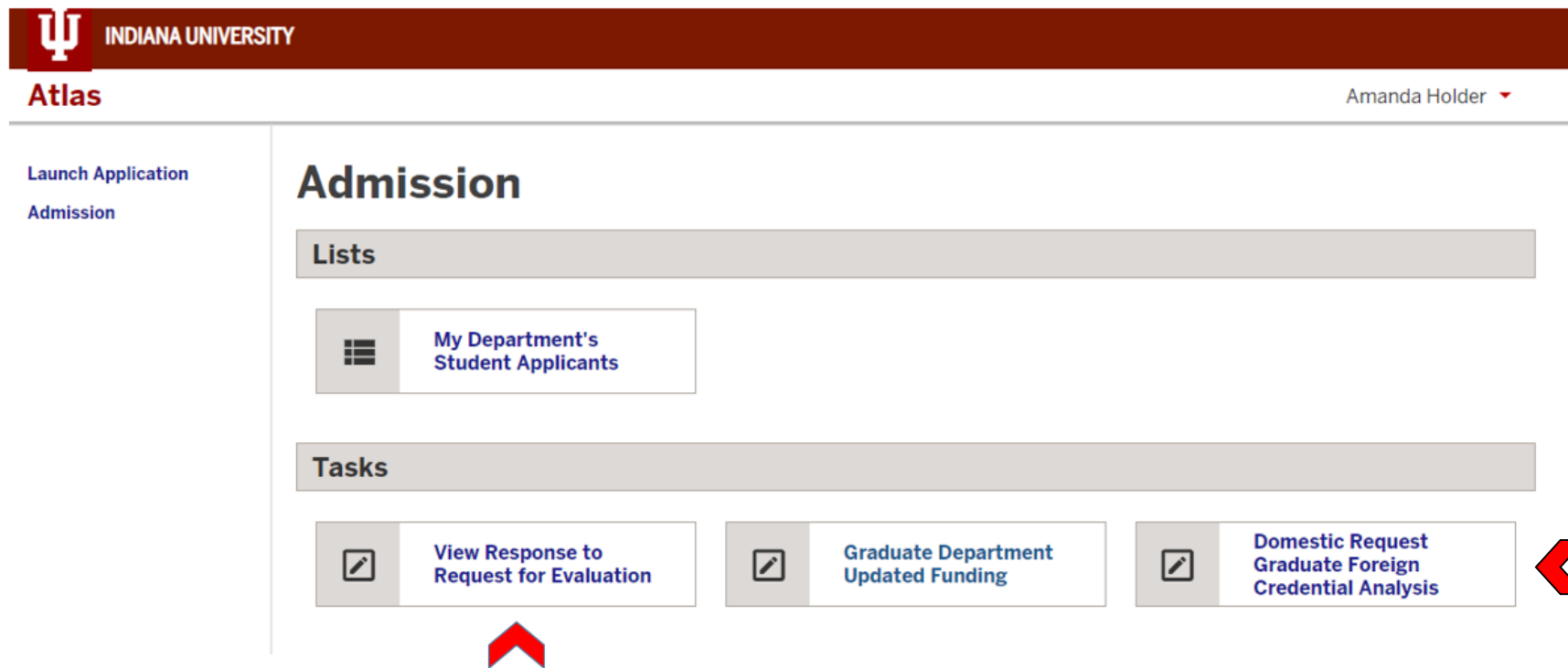
If the applicant's official test scores are in SIS, you do not need to upload anything here.

Please upload English proficiency test score reports in pdf format:

Additional Comments:



Requesting an FCA via Atlas



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

(A red arrow points to the 'View Response to Request for Evaluation' task.)

*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

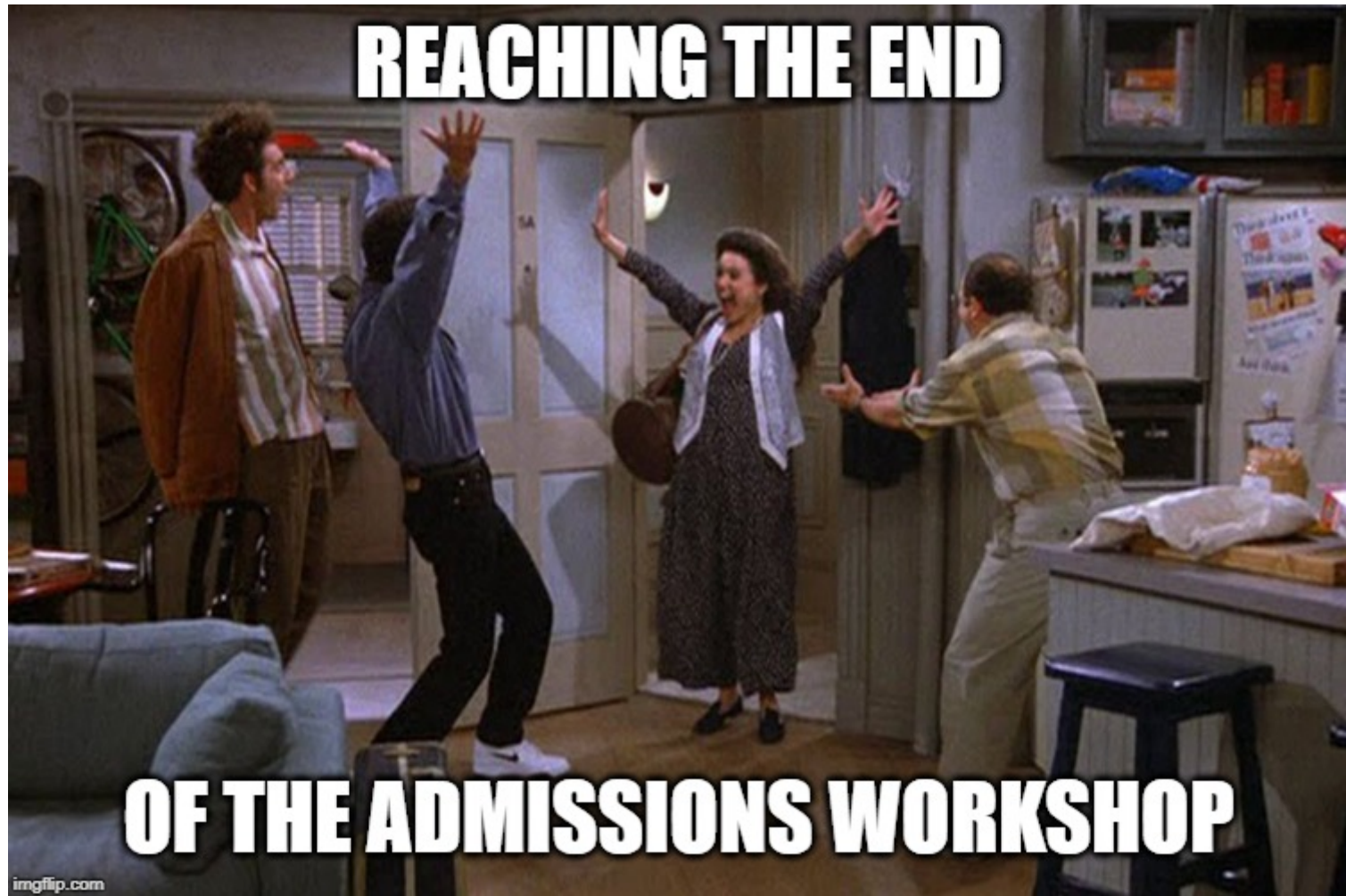
OIAGrad@iupui.edu

Student Services : Immigration

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

iadvisor@iupui.edu

Residency/Tuition - Registrar Office





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