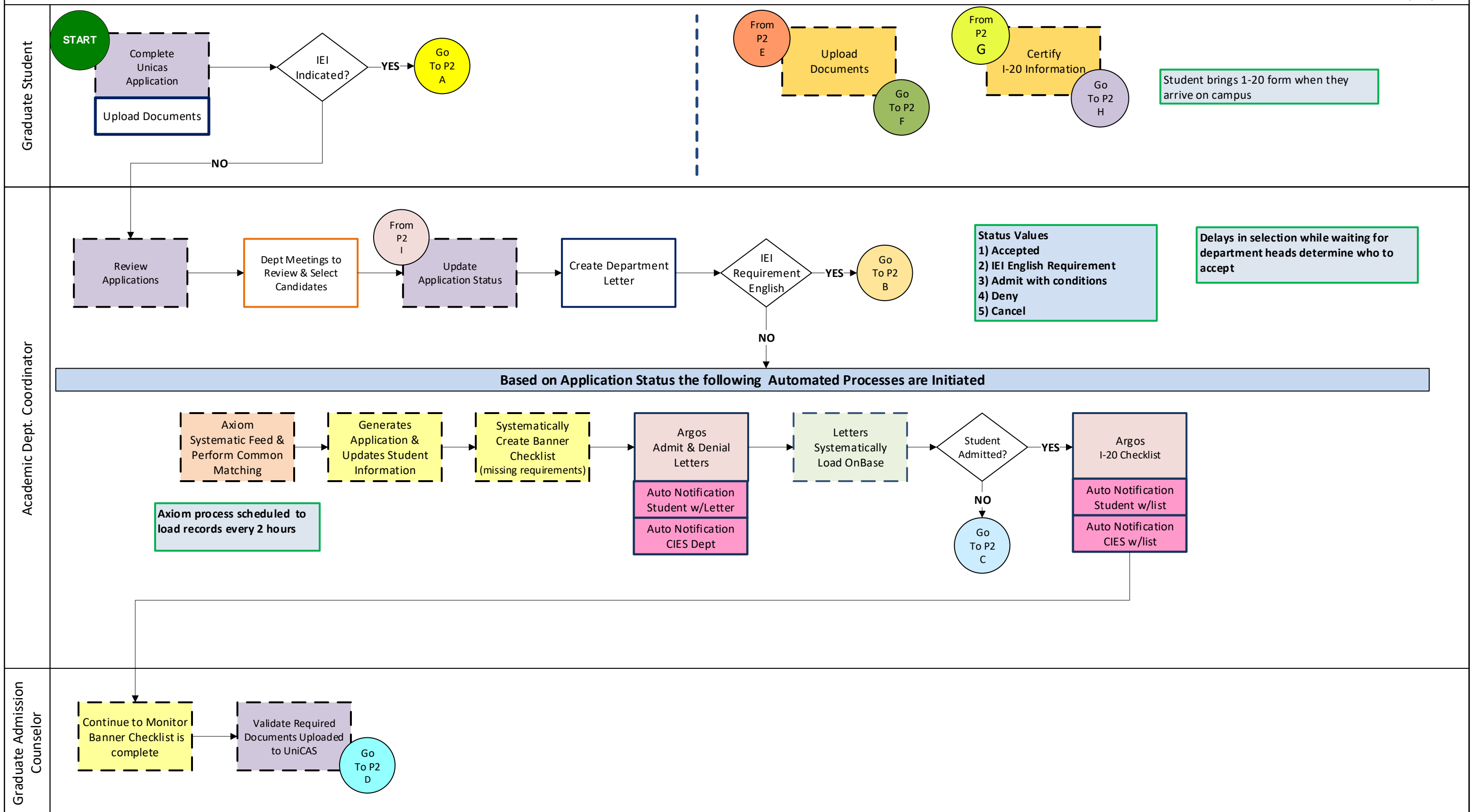


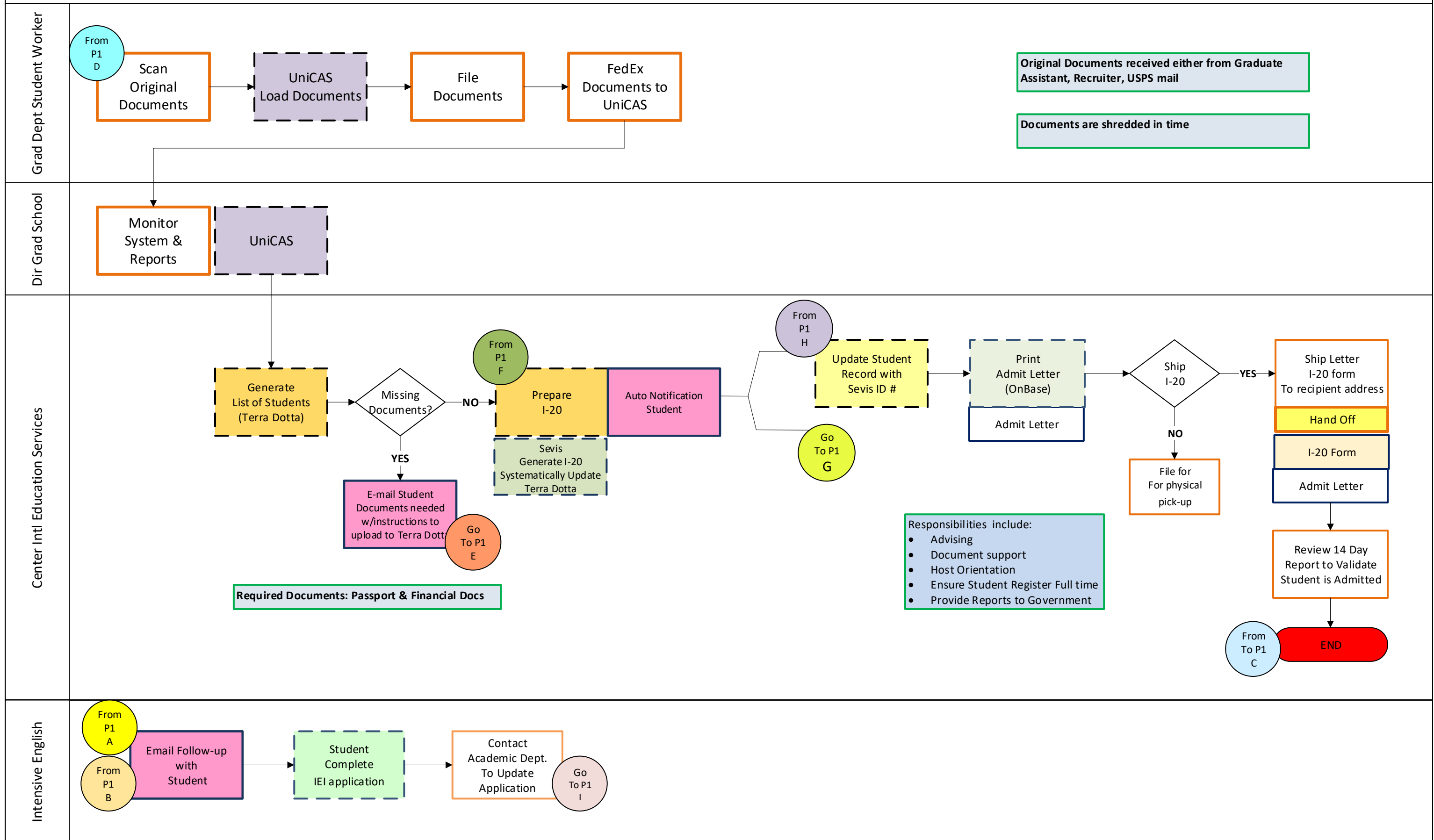
International Student Admissions Process 'TO BE'

P1 04/28/2020



International Student Admissions Process 'TO BE'

P2 04/21/2020



Recommendations for UniCAS & Terra Dotta System updates and process changes:

1. UniCAS updates:

- Systematic update to application status as complete when all required documents have been uploaded
- Add new automated decisions for acceptance and cancellations. If student meets a list of conditions, systematically accept or cancel application. Reduce staff time reviewing applications and updating status
- Automatic update F1/J1 international applicants as EVEA verified. This will improve the data import to Banner
- Add automated notifications for the department coordinators when new applications submitted
- Update initial email notification for international applicants about:
 - Potential need for I-20
 - Estimated cost of attendance to prep for Affidavit of Support
- Add new required question on application – Are you working with an agent? (y/n)
- Add an agent information field
- Evaluate application status / add new ones
 - Accept – add new automated conditional acceptance rules. If student meets these key requirements they are systematically accepted. Reduce applications that need departmental review for acceptance
 - IE English Requirement - Create automated email notification to IEI
 - Admitted with Conditions
 - Deny
 - Cancel

2. Terra Dotta updates:

- Students required to validate their I-20 and make any address changes. Allow students to use the pre/post decision section of Terra Dotta. Eliminates delays between staff members creating I-20 screen shots, emailing student to validate, and making updates
- Automated email reminders to student missing documents. Need to set up parameters and schedules for 90/60/30 day reminders

3. Provide standardized verbiage for the departmental acceptance letters to include 'We have recommended admission for you to the Graduate School'

4. Communications (letters and emails)

- Review and update International Graduate, International Undergraduate and Domestic Graduate decision letters/emails
- Develop Argos Bursts to send targeted, time sensitive information to international admits
- Automate decision letters generated via Argos. Eliminate two UG staff members from the current manual process, printing and delivery of letters
- Combine Admit and Acknowledge letters. Eliminate duplication of information
- Systematically load letters into OnBase for electronic filing
- Secure funds for CIES for a color printer/maintenance for printing admission letters
- Reduce letter size (from 2 pages to 1)
- Include instructions to setup Terra Dotta account with a link. Eliminate staff sending emails
- Recommend add to CIES webpage how to change their visa 'F2', 'H', 'L' to 'F1' status

Recommendations for UniCAS & Terra Dotta System updates and process changes:

5. Complete data load project with IT to load Banner data to Terra Dotta and vice versa
6. Eliminate multiple paper hand-offs of the admit letters and screen shots
7. Staffing - Create a new position to manage growing number of international agents/recruiters (approx. 30 agents) to serve as a 'Concierge'
8. Create a committee and develop a formal process for the international merit scholarship(s). Committee should consist of graduate school, CIES Director, IMBA and other academic departments
9. Review UniCAS Enrollment Management functionality to provide Analytical Data Reports and provide support for recruiting students and marketing
10. Load recruiter/agent information into Banner
11. Remove links to Affidavit from non-Admissions webpages. Completed updating the current affidavit remit to address
12. Explore ability for Argos to connect to the UniCAS database for edit and enrollment reports
13. New script to load Banner ID to UniCAS
14. Appropriate Graduate Assistant access to OnBase to import docs. Transfers responsibility from the Graduate Counselors
15. Explore Terra Dotta options to store the I-20 delivery date, method, etc. to replace manual spreadsheet
16. Add comment field to UniCAS to enter reasons for denial
17. Notification from departments if/when university admission requirements are waived. Determine how to capture and load to Banner page SAAQUAN
18. CIES staff will train appropriate graduate staff on Terra Dotta (granting query access only)
19. Departments email Graduate Admissions whenever an admitted student cancels their application. Graduate Admissions will update Banner on SAADCRV page with appropriate code 'CA' or 'CX'
20. Generate a process to identify UniCAS applications that are not loaded in Banner
21. Promote IEI option to academic departments for applicants who cannot show English proficiency
22. Create 'Conditional Admit' letters when student is accepted by IEI
23. Review all International web pages for any updates

New Reports:

- List of international applicants who paid domestic fee
- Student denied due to low English TOEFL, send list to IEI
- Conditionally admitted students, send list to IEI
- Daily/Weekly list of cancelled international applications to CIES
- Data entry edit reports – replace UG Access database reports

