

# Request for Evaluation

## Notes

The Request for Evaluation eform in Atlas can be used in three different scenarios:

- 1.) For Track 1 departments to request more information than what is provided in the Bachelor's Equivalency determination: grading scale, GPA, level of study, etc.
- 2.) For Track 2 departments to request Bachelor's Equivalency review before admission, as well as further information: grading, scale, GPA, level of study, etc.
- 3.) For any department to request more information about a domestic student's international studies (bachelor's equivalency, grading scale, GPA, level of study, recognition/accreditation of an institution, etc.)
  - a. NOTE: To request an evaluation for a domestic student (meaning, a student who is coded as GRAD and not GINT), first send an email to [intlgrad@iu.edu](mailto:intlgrad@iu.edu) that includes the student's UID so that an Atlas profile can be created. If this step is not completed, an error message will appear when you try to request the evaluation.

Once the OIS completes the evaluation for your student, the individual from your department who requested it will receive an email from [intlgrad@iu.edu](mailto:intlgrad@iu.edu) that contains the evaluation.

## Steps to take in Atlas:

- 1.) Click, "Graduate Department Request for Evaluation."

The screenshot displays the 'Admission' section of the Atlas system. It is divided into two main areas: 'Lists' and 'Tasks'. Under 'Lists', there is a button for 'My Department's Student Applicants'. Under 'Tasks', there is a grid of nine task buttons. The button for 'Graduate Department Request for Evaluation' is highlighted in yellow. The other tasks include: Admissions Financial E-Form Submission, Graduate A11 Hold Extension Request, View Response to Request for Evaluation, Student Confirmation: Graduate Department, Admissions Mass Upload - Student Confirmation, Regional Campus A11 Hold Extension Request, External Org ID Request, and Graduate Admission Packet Shipping Preference.

2.) Enter the student's UID and DOB.

3.) Click, "Find Record."

## Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(\*) *Information Required*

University ID\*

  

Date of Birth\*

4.) Click, "Graduate Department Request for Evaluation."

## Graduate Department Request for Evaluation

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

Submit the form to have our office review the student's academic records.

### E-Forms

- OPTIONAL  
**Graduate Department Request for Evaluation**

5.) Enter the name of your department and your name in the boxes provided.

6.) Click "Yes" or "No" to the question: "Is this evaluation request for a U.S. citizen or Legal Permanent Resident?" Further questions will appear next, depending on your answer.

# Graduate Department Request for Evaluation

(\*) Information Required

## Departmental Information

CLIENT RECORD: DIANA DIMEN | 2000746911

Department requesting evaluation:\*

Staff/Faculty member requesting evaluation:\*

## Evaluation Request For International Coursework

Is this evaluation request for a U.S. citizen or Legal Permanent Resident?\*

Yes

No

### Evaluation for a student coded as GRAD:

- 1.) Answer, “yes,” to the question, “Is this evaluation request for a U.S. citizen or Legal Permanent Resident?”
- 2.) Answer “Yes” or “No” to the question, “Would you like an evaluation completed based off of unofficial records?”

## Supplemental Evaluation

### FOR U.S. CITIZENS AND PERMANENT RESIDENTS ONLY

This evaluation supplements the graduate application for admission. It is to be completed for all applicants holding U.S. citizenship or permanent/resident alien status who have completed all or part of their education outside of the U.S.

It is required to provide an evaluation of the student's educational history for the purpose of making an admission decision. If you have questions or comments regarding this form, please contact us at [intlgrad@iu.edu](mailto:intlgrad@iu.edu).

Is this the initial evaluation to be completed for this student?\*

Yes  No

Would you like an evaluation completed based off of unofficial records?\*

Yes  No

Does your department require a cumulative GPA conversion?\*

Yes  No

Does your department require a grading scale conversion?\*

Yes  No

Other requests (please describe):

Save Defaults

Save Draft

Submit

- 3.) If you answer, "Yes," you will be able to upload digital files of the academic records. You will also be asked, "Will you also send original documents to OIS?" The screen will look like this:

Would you like an evaluation completed based off of unofficial records?\*

Yes

No

Any documents submitted electronically will be considered unofficial, until OIS has verified the authenticity of the original documents.

Please upload the academic records. \*

Select File

Select File

Select File

Will you also send original documents to OIS?\*

Yes

No

Please mail or hand deliver documents and memo indicating a supplemental review is required to our office:

**International Admissions**

**Poplars 221**

How would you like original documents returned?\*

4.) Answer the last questions and click, "Submit."

Does your department require a cumulative GPA conversion?\*

Yes  No

Does your department require a grading scale conversion?\*

Yes  No

Other requests (please describe):

Evaluation for a student coded as GINT

- 1.) Answer, “No,” to the question, “Is this evaluation request for a U.S. citizen or Legal Permanent Resident?”
  
- 2.) Answer the question, “Are all of this student’s academic records already uploaded into Atlas?” If you select, “Yes,” you will not be given the option to upload files. If you would like to upload files, select, “No.”

## Evaluation Request For International Coursework

Is this evaluation request for a U.S. citizen or Legal Permanent Resident?\*

Yes  No

### International Applicant Evaluation

Please use this section of the form to request an evaluation of international academic records for international applicants. If you have questions or comments regarding this form, please contact us at [intlgrad@iu.edu](mailto:intlgrad@iu.edu)

Are all of this student's academic records already uploaded into Atlas?\*

Yes  No

Please upload the student's academic records. \*

Select File

Select File

Select File

- 3.) If uploading documents, click, "Select File"
- 4.) Finally, answer the last three questions
- 5.) Click, "Submit."

Does your department require a cumulative GPA conversion?\*

Yes

No

Does your department require a grading scale conversion?\*

Yes

No

Does your department want to know whether or not the degree earned is equivalent to a 4-year U.S. bachelor's degree? (For Track 2 departments only)\*

Yes

No

Other requests (please describe):

**Save Defaults**

Save Draft

**Submit**