

My Department's Student Applicants

Notes

In Atlas, a list of your department's applicants is available. No actions can be taken from this list. However, departments can view certain information and documents here:

- Which stage in the OIS admission cycle the applicant is in
- The OIS admit letter (after admission)
- Academic records that the OIS has received

Only *current* applicants can be viewed. Students will disappear from your list a few weeks after the start of their first semester.

Steps to take in Atlas:

- 1.) Click, "My Department's Student Applicants."

The screenshot shows the 'Admission' dashboard in Atlas. It is divided into two main sections: 'Lists' and 'Tasks'.
The 'Lists' section contains a single item: 'My Department's Student Applicants', which is highlighted in yellow.
The 'Tasks' section contains a grid of nine document icons, each with a corresponding label:
- 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
- Graduate Department Request for Evaluation
- Graduate Admission Packet Shipping Preference

On the next page, you will see a list of applicants with information in this order: name, UID, Application Number, OIS workflow stage name, Admit Term, Admit Type, and Application/Reason code.

The students automatically appear in alphabetical order. However, each column can be re-ordered in alphabetical or reverse-alphabetical order (so, UIDs can be viewed in numerical

order, and Stage Names, Admit Term, Admit Type, and Application/Reason Code can be re-ordered so that those columns appear alphabetically). To re-order a column, click the grey triangles at the top of that column (highlighted in yellow in the screenshot below). Additionally, the list can be refreshed to show up to 100 students per page. To do this, click the dropdown menu at the top that says, "Show 10 entries" and select the number of students you'd like to see per page (highlighted in yellow below).

← [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
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	End of Process Holding	Fall 2020	FYG	MATR / STIP
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	End of Process Holding	Fall 2020	FYG	MATR / STIP
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	Document Collection	Fall 2020	FYG	APPL / INMM
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	End of Process Holding	Fall 2020	FYG	MATR / AFQL
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	Document Collection	Fall 2020	FYG	APPL / INMM
A [REDACTED]	0003 [REDACTED]	03 [REDACTED]	End of Process Holding	Fall 2020	FYG	MATR / STIP
A [REDACTED]	0003 [REDACTED]	03 [REDACTED]	Bachelor Equivalency Review	Spring 2021	FYG	APPL / INMM
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	Document Collection	Fall 2020	FYG	APPL / INMM
A [REDACTED]	0002 [REDACTED]	03 [REDACTED]	End of Process Holding	Fall 2020	KDG	MATR / STIP
A [REDACTED]	2000 [REDACTED]	03 [REDACTED]	End of Process Holding	Fall 2020	FYG	MATR / STIP

Showing 1 to 10 of 145 entries

Previous **1** 2 3 4 5 ... 15 Next

2.) To view more information on a particular student, click the student's name or UID. On the next page, you will see this:

International Admission Graduate Record

2000 [REDACTED] | Mr. [REDACTED] #A [REDACTED]

[International Admission Checklist](#)

[International Admission Bachelor Equivalency](#)

Viewing academic records, OIS workflow stage, and OIS admit letter

To view more information about the OIS workflow stage that the student is in, academic records, or the OIS admit letter, click, "International Admission Checklist."

OIS Workflow Stage

On the next screen, a description of the OIS workflow stage will appear first, with a description of the stage below. Below that are four expandable tabs in gray boxes. Note that the entries under “Complete Application,” “Finalize Admission,” and “Tasks” are for OIS use only.

Here is an example of the “International Admission Checklist”:

Graduate Application Checklist

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

End of Process Holding

In this stage, admission letters have already been shipped to the student. The admission is now complete. We do not need any additional information from the graduate department or the student.

Thank you for applying to Indiana University! 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 +

Complete Application +

Finalize Admission +

Tasks +

Viewing Academic Records & the OIS admit letter

- 1.) Click “Documents.” Next you will see a list of clickable PDFs, with the date that they were uploaded:

Documents -

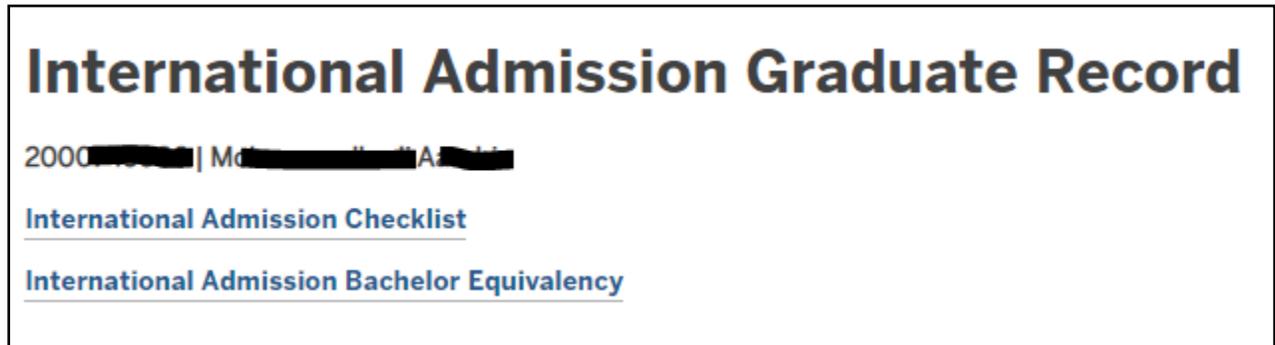
-  DOCUMENT CREATED ON 07/16/2020
[Academic Records](#)
-  DOCUMENT CREATED ON 07/28/2020
[Admission Letter for Online](#)
-  DOCUMENT CREATED ON 07/28/2020
[Additional Admission Letter Materials for Online](#)

- 2.) Click on the link to view the document.

Note: In the “Additional Admission Letter Materials” link, you will see a list of items for the student to review. The last entry on this document lists final, official academic records that the student still needs to submit.

Viewing Bachelor’s Equivalency Determinations

- 1.) Go to the first screen immediately after clicking the student’s name or UID.
- 2.) Click, “International Admission Bachelor Equivalency.”



Next, you will see a list of institutions the student attended as well as dates of attendance. Above the list of institutions, you will see either, “On Track To Be Bachelor Equivalent,” or, “No, Bachelor not Equivalent.” For more information on bachelor’s equivalency, view the “Bachelor’s Equivalency” procedure document.

Below is an example of a student who IS bachelor’s equivalent:

