

Confirmation eform: Admit/Funding Letter

Notes

Graduate departments should submit admit letters and funding offers to the OIS via Atlas. If the funding offer is included in the admit letter, only one copy of the letter needs to be submitted. Please note that if your department is offering funding, confirmation that the student has accepted the funding will need to be submitted separately (instructions for submitting confirmation of acceptance of funding are included in a separate procedure document).

Steps to take in Atlas:

- 1.) Click, "Student Confirmation: Graduate Department."

The screenshot shows the 'Admission' section of the Atlas system. It features a 'Lists' section with a button for 'My Department's Student Applicants'. Below this is a 'Tasks' section containing a 3x3 grid of buttons, each with a document icon and a task name. The button 'Student Confirmation: Graduate Department' is highlighted in yellow.

Admission					
Lists					
	My Department's Student Applicants				
Tasks					
	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

- 2.) Enter the UID and select, "Upload an admit letter and/or funding offer" from the dropdown menu.
- 3.) Answer the questions that appear and click, "Select File" to upload the letter or letters. Enter any comments/clarifications in the comment box.
- 4.) Click, "Submit."

Student Confirmation: Graduate Department

(*) Information Required

Graduate Departments: Please use this form to indicate the student's intent to enroll in your program at Indiana University.

University ID*

Please select an action (each must be submitted separately):*

Upload admit letter and/or funding offer ▼

Would you like to upload a letter of admission?

☒ Yes ☐ No ☐ N/A

Please attach the admit letter.

Select File

Would you like to upload a funding offer letter or signed funding agreement?

☐ Yes ☐ No ☐ N/A

Comments/Clarification:

Submit