

Confirmation eform: Deferral

Notes

The deferral eform in Atlas is only to be used for students who are *already admitted in WebAdmit by both the department and UGS, OR for students who are deferring to a term that is within the same CAS cycle in WebAdmit.* Please see the “Deferrals” procedure document for more information on the full deferral process.

After the department submits the deferral request in Atlas, an automatic email will be sent to the student from ois@iu.edu with the subject line, “Student Confirmation: Graduate Department.” The email will contain a link that the student must click to respond to the behavioral health questions from the original application. The deferral will not be processed until the student answers the questions.

Steps to take in Atlas

- 1.) Click, “Student Confirmation: Graduate Department.”

The screenshot displays 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 grid of nine task buttons, each with a document icon. The button for 'Student Confirmation: Graduate Department' is highlighted in yellow. The other tasks include: Admissions Financial E-Form Submission, Graduate A11 Hold Extension Request, View Response to Request for Evaluation, Admissions Mass Upload - Student Confirmation, Regional Campus A11 Hold Extension Request, External Org ID Request, Graduate Department Request for Evaluation, and Graduate Admission Packet Shipping Preference.

- 2.) Enter the UID and select, “Notify of deferral of application” from the dropdown menu. Answer the question that appears and enter the new admit term.

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):*

Comments/Clarification:

Do you want to defer an application to a new term?*

Yes

No

Please specify the deferral term

3.) Enter the student's name and email address.

4.) Click, "Submit."

Thank you for initiating the deferral. Please enter your student's name and email address. Your student will receive an email from Indiana University requesting behavioral health questions. The student's deferral will be finalized when these questions are received.

If the student does not respond to the OIS e-mail within two weeks, the deferral request will need to be resubmitted.

Comments/Clarification:

Student name:*

Student's email address:*

Re-type Student's email address:*

Submit