

OGPE Queued Applicant related communications

- 1) **E-mail goes out** upon *submission* of a Graduate Application (queued template, AY)
- 2) **Posted letter** (Denial or Admit) to Status Page (Letter template, AY)*
 - a. If admitted, the letter contains “please respond by clicking here”
- 3) **E-mail goes out weekly**, if in any admitted related status, from Gradambassador each Thursday morning based on term, until start of that term. Uses the same content as OCM/Grad Student weekly e-mail (queued e-mail template, Connect)
- 4) **Posted Form via link in admit letter** on Status Page, Online Enrollment Form (Decision Template, AY)**
- 5) **Posted Letter** to Status Page, confirms Decline of Offer (Letter template, AY)*
- 6) **Posted Letter** to Status Page, confirms Acceptance of Offer (DEIN) AND informs new student that they **will receive a new communication** when their term opens for registration (Letter template, AY)*
- 7) **Posted Letter** to Status Page, states that the term has opened for them to register MATR (Matric Letter template, AY)*
 - a. At that time, Domestic DEIN are changed to MATR daily using a batch process.
 - b. Int’l DEIN are not changed to MATR until a notification from OISS confirms their visa related documents have been successfully issued.***

*E-mail goes out: Whenever a new letter is posted to an applicant’s Status Page, an e-mail is queued to go out to applicant stating “A decision or updated has been posted to your Status Page” (queued upon recognizing code change, Connect)

**E-mail goes out: Whenever an admit offer is either accepted or declined, a notification is sent to the *graduate department* notifying them of the applicant’s decision (queued upon recognizing code change, Connect)

***E-mail template is used by OISS manually to notify graduate department and OGPE that an Int’l admit has successfully been issued student visa documents. (e-mail template, AY)