

Q: So will students attach/upload their own transcripts?

Students are prompted to *mail* their transcripts directly to the IE3 Administrative Office on the OSU campus and are unable to upload their transcripts. It is possible for you to upload the transcripts for them but we suggest you encourage the student to do as directed in their application. If you should choose to upload a transcript for your student, please notify the Program Assistant that you have done so prompting her to print this transcript and add it to the student's paper file.

Uploading documents.

On the documents tab is where you can attach a new document. You can either mark this for internal use only or make it public. Currently most material submissions must be sent to IE3 and we will upload them.

Q: Can you show us how the RECOMMENDATIONS process works again?

Looking at the recommendation process again. Students submit the email address of their professors/recommender.

Each recommendation request generates a recommendation ID. You can look up information about the recommendation by entering that ID in the system.

The recommendation form is almost identical to the content we currently have, but the system limitations require that we use drop down menus for rating the candidate according to each of the characteristics. They can also attach a letter of recommendation (either composing within the system or uploading a word document).

Q: Will I be notified of new applications - when and how?

Use a QUERY WATCH to set up the system to notify you of new applicants as often or little as you would like. You can learn how to set up a QUERY WATCH by watching the video on REPORTS AND QUERIES. Please note that if a new application is not submitted, you will not receive an application.

Q: When am I allowed to access the application?

All of us will have access to the application immediately. No need to wait for IE3 to give "clearance," you can access it while advising, interviewing, etc.

Q: Is it possible to receive copies of the emails sent visa application Gateway to my work email?

Could I upload emails from an exterior email account to the system?

On the applicant's profile, you can select the EMAIL tab. Note that you can include other emails in the CC line (i.e., put in your address).

You also have the option to email directly "Use local email client program" - this does not copy it to the system.

We encourage you to use the system to send all emails that are an important part of the student's record. We then have a record. You can also save the emails as a PDF and upload it to the website on the DOCUMENTS tab.

Application Gateway Campus Advisor Training
Sessions 4 & 5, Questions and Answers
Session Notes

Q: What does the campus fee material submission look like on the student application page?

This does not affect all campuses. Those that do have a campus fee should mark it as received themselves (the campuses) when the check comes in from the student. The student (and regional director) will then see the check box filled in and know that that component has been completed.