OGPE applicant related communications
(updated 2/13/13)
Contact: Louise Bank @ BankL@udel.edu

1) **E-mail goes out** to applicant upon submission of a Graduate Application (queued e-mail template, AY)

2) **Posted letter** (Denial or Admit) to Status Page (Letter template, AY)*
   a. If admitted, the letter contains “please complete our Online Response Form”

3) **E-mail goes out weekly**, if in any admitted related status, 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) **Online Enrollment Form**, is found through a link with the same name within the online admit letter. Applicant is instructed to decline or accept the offer via this form. Upon submission, a thank you message appears stating that their reply has been received and will be processed within 24 hours (Decision Template, AY)**

5) **Posted Letter** to Status Page, next day, 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) **E-mail goes out weekly**, if offer was accepted, each Thursday morning based on next upcoming term. Uses the same content as OCM/Grad Student weekly e-mail but with special information from OGPE Gradambassadors (queued e-mail template, Connect)

8) **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.***

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*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)