The Graduate College Communication Flow

**ApplyTexas Application Received**

Automated initial email from GATS sent the night in which the application has been uploaded from ApplyTexas.

- Student cannot view their application in GADS until after they receive their Initial email that night.
- 5 days after Initial email: Incomplete Applicant Email (if applicable). Email includes a list of checklist items that are missing from application.
- 7 days later: Reminder #1 – Incomplete Email (if applicable)
- 7 days later: Reminder #2 – Incomplete Email (if applicable)
- 7 days later: Reminder #3 – Incomplete Email (if applicable)

**Application Decisions Entered**

The following email notification are sent from GATS the night the status changes in Banner.

- **Your Graduate Application is Complete!**
- **Graduate Application Withdrawn**
- **Application Decisions: Accepted, Denied, Waitlist, Readmitted, Deferred**

Official Acceptance Letters are sent through U.S. mail with GC Welcome Brochure; Acceptance Letters for International students are printed out with GC Welcome Brochure and sent to the International Office to send with their I-20; Doctoral and some master’s students are sent Agreement email from GATS that is received in the Graduate College Communication inbox.

- 2 days after Acceptance email: Specific Departmental Program email (signature and email “sent from” address may be the Graduate Advisor); content provided by department.
- 7 days after initial Acceptance email: Dean’s Congratulatory email
- 7 days after Dean’s Congrat’s email: Intent to Enroll survey

**VARIOUS TIMES:** Registration Reminder (to be turned off and on in GATS)

**JULY:** Orientation Invitation emailed to all accepted students for Fall semester.

For a complete list of GATS communications, please go to SharePoint > Communication and Flow Chart. For template communication, please search the Subject of the email in the Graduate College Communication inbox.

**Admitted Students**

The following is sent to admitted students following census day that does not come from GATS

- Graduating senior
- Final transcript with statement needed (extended admissions)
- First-Time Enrolled in Thesis
- Currently enrolled student who registered as graduate for graduate courses and then graduated with master’s degree
- Conditional admission tracking, review; update notices for admission status changes
- Notices and correspondence in regards to graduation applications and graduation
- Notices and correspondence in regards to workshops, events, deadlines, and titles for commencement program
- Notices and correspondence to doctoral students in regards to advancement to candidacy and other information
- Probation and suspension correspondence