**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 GADU 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- **Graduate Application Withdrawn**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

**JULY:**

- Orientation Registration
- Invitation emailed to all accepted students for Fall semester

**VARIOUS TIMES:**

- Registration Reminder (To be turned off and on in GATS)

**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)
- Final 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

**Updated 11/1/2016**