

International Admissions: Graduate Route Sheet (e-form) FAQs

What is a Route Sheet? A Route Sheet provides an evaluation of an applicant's post-secondary international education history to assist a department in making an informed admission decision. It also provides information to those approving decisions at higher levels, such as the Graduate Office

What applications must have a Route Sheet?

- IU Graduate programs that are under the jurisdiction of Dr. Queener.
- Purdue programs that are administered by the IUPUI Graduate Office.

Note: Route Sheets are optional for other departments and are recommended only when a department requires more information in order to make an admissions decision for a particular applicant.

When should the Route Sheet be requested?

- Before making an admission decision or offering admission to an applicant.

Note: Since Route Sheets are created in the order that the requests are received, it is in the department's best interest to request one as soon as possible.

If the optional Route Sheet is for a fellowship nomination, please submit route requests no later than mid- to late-January for fastest response. Requests submitted after this time may not be processed in time for the fellowship nomination deadline set by the Graduate Office.

How do I request a Route Sheet?

- Route Sheet Request forms are available on our website at www.international.iupui.edu under International Admissions – Department Resources or request the form via email to oiagrad@iupui.edu.
- Submit to OIA the Route Sheet Request Form, application, application fee, transcripts/mark sheets, and diplomas for all post-secondary programs the applicant has attended. **Note: We cannot produce a Route Sheet without these items.**
- Route Sheets are completed only when a request is made using the Route Sheet Request Form. *We are no longer accepting requests in any other form.* We only accept individual requests – no departmental blanket requests.

How do I view the Route Sheet, and how do I enter the admission decision?

- Your department's OnBase contact person will receive an email from an OIA admissions staff member notifying you it has been completed.
- The route sheet will be attached to the application in the eApp workflow.
- Enter your admission decision in the eApp workflow.
- Once the decision has been entered and approved by the appropriate deans, the decision sheet will be sent to OIA.

What if the applicant is not eligible for graduate study?

- The OIA will indicate that the applicant is not academically eligible for graduate study at the top of the route sheet.
- Information regarding ineligibility will be included in the Comments section of the Route Sheet.

I work in a Purdue department. Should I send OIA the transmittal sheet?

- No. You should use the route sheet request form to ask for a route sheet from OIA. Later once you've entered your admission decision in workflow, send the transmittal sheet to David Koerner in the Graduate Office.