

Online Graduate Application System



GrAdMIT is a web-based application system that gives administrators, degree program directors, and admissions staff the ability to design, publish, and manage the entire application process. An institution can construct a decentralized or centralized approach to its admissions process, tailoring it to any given management style.

This software complements the variety of enrollment management strategies and the intentions of admissions committees that dictate the application process. GrAdMIT maximizes the communication among all involved, from the applicants and their references, the admissions officers, faculty and department chairpersons, and college/university administrators.

GrAdMIT simplifies the application process by:

Decentralizing the management by allowing each degree program to create its own individual application, while permitting required questions to be included at the institutional level.

Centralizing the collection of all admissions and enrollment data into a comprehensive, accurate, and up-to-date source of information.

Creating an online application that dramatically reduces the reliance on paper forms, hard-copy letters of recommendation, duplication of applications for committee review, circulation of paper reports on enrollment data among numerous administrative offices.

Building in a communication system via e-mail that links messages to significant actions to be performed by the applicant and validated by the admissions staff, resulting in a more seamless application process.

Testimonial of Client

"GrAdMIT has been the perfect application management tool for the University at Buffalo. With more than 9,000 graduate and professional students in over 200 degree programs, we needed an online system that would be usable, accessible, understandable, and flexible. GrAdMIT has proven to be all of those things. The complexity of size and diversity on our campus is magnified by the fact that our graduate admissions processes are handled in a totally decentralized manner. GrAdMIT allows each administrative user to customize his own view and to manage applications in a way that is appropriate for that degree program. All this is transparent to the applicant. At the same time, GrAdMIT provides constant real-time information to the division of Enrollment and Planning about applications and acceptance patterns across programs. I cannot recommend GrAdMIT highly enough!" Katherine G. Ferguson, PhD

Associate Vice Provost and Director Enrollment Marketing and Communication Services
University at Buffalo, the State University of New York



Benefits

Customization

- GrAdMIT permits individual web-based application forms for each degree program, if desired.
- Centralized collection of all admissions data allows for the comprehensive analysis and reporting of findings at any given time within the application period.
- Institution-wide needs for specific information can also be addressed by the flexibility of the program.

Savings in Time and Resources

- Time is no longer spent on printing, mailing, collecting, copying, and processing paper application forms.
- Applications can be edited at any time during the admissions cycle to deal with time-sensitive concerns.
- All applications can be viewed online and can be copied from one degree program to another.

Institution-wide Reporting

- Current application totals may be viewed across schools, departments, and degree programs.

Product Support

- Enhancements keep pace with growing institutional demands and offer product enrichment.
- Product support staff assist clients in all facets of software implementation.

Features

Management of the Application

- Filters allow applicant information to be separated by Term/Year, Degree Program, Academic Department, and School. Customizable filters allow users to determine how best to view data.
- Status of Applicants can be easily changed through the natural progression of the application process. An edit view increases the rate at which actions can be taken on the application.
- A special tab-screen display for each applicant allows for easy access to categories of information about the applicant and recorded actions taken by staff members.
- A search feature allows users to isolate and locate individual applicants quickly.
- Checklist Items on required applicant data to be collected can be created at the institutional level and further modified at the degree program level.
- Imports from institution- managed data bases are made possible by linking to GrAdMIT. Standardized test scores can be displayed in existing fields.
- Exports of data from within GrAdMIT can be performed with ease.

Electronic Letters of Recommendation

- Letters of reference may be submitted electronically, directly from the individuals providing the reference on the applicant, to GrAdMIT, through a highly automated process.

Security

- Individual user name/pin are assigned for access to GrAdMIT.
- Security Levels are defined to control access to applicant information within the program.

System Operation

- Requires a Windows server running IIS.
- Once installed, GrAdMIT is a low-maintenance program and requires no additional attention beyond routine backups.
- GrAdMIT's ease of integration makes it ideal for institutions with limited resources.

Hosting

- Available to AMS clients for a reasonable monthly fee.