

# Global Engineering Education Exchange

## Global E<sup>3</sup>

Online Application System  
and Placement Process

April 8, 2013

# Agenda

---

- Roles of IIE and advisors in application and placement process
- Process
- Deadlines and notes
- Online application (StudioAbroad)

# Functions of IIE in Student Placement Process

---

## ■ Role of IIE

- Management of online application process
  - Familiarizing advisers with the online system (training materials, etc)
  - Inputting university brochure information online
  - Updating university information
  - Opening of the application / Setting deadlines
  - Collecting information on placement (slot) availability
- Reviewing applications for completeness
- Deciding where to send student applications and forwarding applications to potential host institutions
- Communicating final placement decisions to students and home institution advisors
- Following up with host institution advisors regarding application status
- Following up with students/advisors regarding acceptance/decline status

## Functions of the Member Institution Advisers in Student Placement Process

---

### ▪ Role of Institution Advisers

- Providing updates for university brochure information and slot availability information
- Recruiting and nominating students for the program
- Reviewing outgoing and incoming applications
- Approving and forwarding outgoing applications to IIE
- Accepting/Rejecting incoming applications
- Communicating with incoming students about next steps - institutional applications, course selection, timetable for course registration, visa requirements, housing issues, etc.

# Process

---

- **Student:** Contacts the home campus Global E<sup>3</sup> administrator. Researches potential host institutions and completes the online application.
- **Home Campus Advisor:** Advises student in the application process. Reviews and forwards completed and approved student application to IIE.
- **IIE:** Reviews application, along with all student applications from Global E<sup>3</sup> member universities, and determines potential host placements overseas. Forwards student application to potential host for review.
- **Potential Host Campus:** Reviews student file and required courses, and either agrees to accept the student or determines that the student is not a good fit.
- **IIE:** Relays the admissions decision to the home campus advisor and student.
- **Home Campus Advisor:** Advises student on placement decision.
- **Student:** Accepts or declines placement offer.
- **Potential Host Campus:** If student accepts placement, the host coordinates directly with student to finalize paperwork.

# Program Deadlines and Notes

---

- **Deadlines for IIE to receive the student applications are:**  
Spring Competition: October 1  
Fall/Academic Year Competition: March 1
- **Internal university deadline for OUTGOING students:**  
A deadline prior to the above IIE deadline would allow advisors to review and forward student applications to IIE by IIE's deadline.
- **Administrative Process:**
  - **Student Placement**  
Students are placed by IIE based on several factors, including: student and advisor preferences; space availability; TOEFL scores when applicable; field of study; and general "fit".
  - **Selecting a host university**  
Students can list their preferences, but IIE may not be able to honor them due to the aforementioned factors.
  - **Review of incoming student applications**  
If application decisions cannot be made within two weeks, we ask for an update on the application status.

It may take up to 8 weeks to finalize placement but placement is generally completed within 6 weeks of the deadline, if host institution advisors complete reviews on time.

# Questions ?

Contact IIE Global E<sup>3</sup> Staff at: [ge3@iie.org](mailto:ge3@iie.org)

Online application website:  
<https://globale3.studioabroad.com>

IIE Global E<sup>3</sup> website: <http://www.globale3.org>