Global Engineering Education Exchange
Global E^3

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

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Functions of the Member Institution Advisers in Student Placement Process

- **Role of Institution Advisors**
  - 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 E³ 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 E³ 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:**
  <u>Spring Competition</u>: October 1
  <u>Fall/Academic Year Competition</u>: 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 E³ Staff at: ge3@iie.org

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

IIE Global E³ website: http://www.globale3.org

www.globale3.org