



# JOB AID

Admissions: Evaluation & Decision Individual Evaluator (INTL)

*07/07/2021*





## Admissions: Evaluation & Decision Individual Evaluator (INTL)

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This job aid contains instructions for the individual evaluation of international MSU applicants. It includes basic navigation, review of the evaluation worklist, and a review of the different components of a student's application in Campus Solutions.

Instructions for evaluating domestic MSU applicants and instructions for evaluation committees are covered in separate job aids.

### Evaluation Worklist

**Navigation:** Navigator > Campus Community > Evaluation Management System > Evaluation Worklist

The page will open with **your assigned evaluations** displayed. You can filter to a desired output by clicking the **Show** Drop-down and selecting from the following:

- Assigned Evaluations (default view)
- Completed Evaluations
- Upcoming Evaluations

Leave all of the **Filter by fields** blank unless you want to further refine the search. For example, if you want to see only first-year, in-state candidates assigned to you, click the **Evaluation Description drop-down** and select *FY In State Review*.

The bottom half of the screen will contain a list of your assigned evaluations.

**Note:** If there are multiple pages, use the navigation arrows in the upper right corner to advance to the next page, or click **View All**.

The table will include the following information:

- Student ID Number
- Student Name
- Type of Student
- Date Assigned to your queue
- Your Role in this student's evaluation

**Note:** The initial application review will be conducted by an Individual Evaluator. Submitted final recommendations will route to a Committee Evaluator for the second review.

Step 1. **Select a student** from the list to begin your evaluation. The student's **Evaluation Decision Entry** page will open.



## Evaluation Decision Entry

The top of the page will display the review type, student's name and ID number, and the due date for this evaluation.

The remainder of the page is separated into three major sections where you will complete your review:

- Additional Information
- Rating the Components
- Entering a Recommendation

### Review Additional Information

The Additional Information section contains hyperlinks to key documents to aid in your review and evaluation decision. When you click one of the four hyperlinks, the documents will open in a new tab on your browser.

#### Step 2. **Review Decision Sheet**

When you click this link, a separate tab will open on your browser displaying a .pdf of the Decision Sheet.

Review the following:

- **Bio/Demo Details:** Date of Birth, Residency, Birth Country and Citizenship Status
- **Application Detail:** Program, Plan, Intended Major and Fee Date
- **Legacy Detail** (Recruiting Categories): First Generation, Athlete, etc.
- **Academic Detail** (College Board Data): Academic Index, AI Group, High School GPA, MSU Calculated GPA, etc.
- **Social Context Detail** (College Board Data): Cluster Description, Landscape, etc.
- **School Detail** (College Board Data): School Name, High School Cluster, etc.
- **All Institutions Attended:** School Name, School Type, GPA, Dates, Degree Earned

Close the AD Decision tab and return to the Evaluation Worklist page.

#### Step 3. **Review ImageNow Documents**

When a student submits paper documents, they are scanned into **ImageNow**. When you click the link, a new tab will open on your browser for you to login.

After entering your login credentials, a Documents page will open containing a list of scanned items for the student (High School Transcript, Application Documents, Decision Sheet, etc.). Click any item to review in detail.

When you have completed the documentation review, close the tab and return to the Evaluation Worklist page.

#### Step 4. **Review Checklist**



When you click this link, a new tab will open on your browser with a **Checklist Management 1** page displaying. You can see which checklist has been assigned to the student, the date of the assignment and the due date for completion.

Click **the Checklist Management 2** tab to view the specific checklist items and the current status of each.

**Note:** If it is determined that additional documentation is required for this student, the counselor can click the, (the system will auto-assign a Sequence number), click the **Item drop-down**, and select the required item from the list. The new item will be added with a status of *Initiated*, and will appear on the student's portal as a pending document request. (For a complete list, see the *Applicant Checklist Items* section at the end of this job aid.)

**IMPORTANT:** It is important that you use the **[+] Add a New Row** button if a new requirement is needed. **Do Not use the yellow Add button at the bottom of the Checklist items.**

When you have completed the checklist review, close the tab and return to the Evaluation Worklist page.

#### **Step 5. Review Early Financial Aid Offer**

This link will take you to the student's Early Financial Aid Offer page where you can review any potential merit-based scholarships that were tagged for this student including:

- Aid Category
- Status
- Offer Amount

#### Provide a Rating for the Components

This section includes a list of individual components to be rated. After reviewing student's documentation and related information, enter a rating for each component below.

**Note:** Those components with a "Yes" under **Rating Required** indicates that a rating must be entered for this component before the evaluation can be submitted.

Step 6. **Enter a rating** for each component.

- Academic Rigor:** Click the drop-down and make a selection.
- Academic Success:** Click the drop-down and make a selection.
- Leadership & Engagement:** Click the drop-down and make a selection.



- d. **Committee Review-Add Comment:** Click the drop-down and select *Committee Review. Please Add Comments*. Comments to the Committee will become a permanent part of this applicant's record.
- e. **Sticky Notes- Add Comment:** Click the drop-down and select *Sticky Notes. Add Comments*. Sticky Notes are temporary messages that will be deleted once the decision is finalized.
- f. **High School GPA:** Enter the applicant's GPA by clicking the drop-down and selecting High School GPA.

An **Overall Rating** score will be generated based on the ratings you assign to each component.

### Enter a Recommendation

In the Recommendation section, you will be able to see the Overall Rating score on the right side before entering your recommendation.

Step 7. **Recommendation:** Click the drop-down and make a selection.

**Note:** Select *Review Admissions Committee* when you want to forward the application for secondary review by the Committee.

Step 8. **Evaluation Status:** Click the drop-down and make a selection.

**Note:** If *Pending – awaiting documents/additional info* is selected, a corresponding checklist item will need to also be assigned. When selecting Pending status use the *Save* option versus submit.

For an Admit or Deny recommendation, you must select "Final" as the **Evaluation Status** so that the application can go into the queue to be reviewed by the Evaluation Committee.

Step 9. **Comment:** Enter any additional comments for the student's record.

Step 10. Click **Submit Evaluation**.

The evaluation will be removed from the Individual Evaluator's Worklist and will be added to the Committee Evaluator's Worklist queue.

### View Evaluation Overview

In the middle of the page, there is a **View Evaluation Overview** hyperlink.

Click this link to review the process flow for this evaluation including Committee Members, Evaluation Status, Status Date, Recommendation, Overall Rating, and Comments (if any).



**Note:** After the Individual Evaluator submits their evaluation and it appears in the worklist queue for the Committee Evaluator, it only takes one individual committee member to take action on the item in order to make the decision final and remove it from the queue.

Click **Return** when done.

## Applicant Checklist Items

Item Code	Description	Short Description	Comments
DAPPFE	Application Fee	App Fee	<p>Submit your application fee</p> <p>To complete your application to MSU, you must submit the application fee (or application fee waiver, if you are eligible).</p>
DCLTRN	College Transcripts	CollTran	<p>Update your academic record</p> <p>Once you have submitted your online application for admission, you must update your academic record by submitting grades for any completed courses and inform our office of any courses currently in progress. To update your academic record, click "Update Academic Record." If your academic record is locked and you have updates to submit, contact the Office of Admissions. All previous grades and current courses from U.S.-based institutions must be submitted via your account.</p> <p>If you have attended an international institution, official transcripts are required to update your academic record.</p>
DHSG13	HS Grade 13 Transcript	13th Grade	<p>Submit your official 13th grade transcript</p> <p>Our office has completed an initial review of your application for admission. Before we can finalize your decision, please submit your official 13th grade transcript.</p>
DMIDYR	Mid-Year Grade Report	MIDYR	<p>Submit updated transcripts</p> <p>Our office has completed an initial review of your application for admission. Before we can finalize your decision, please submit new, official high school transcripts that include either final fall semester grades or first and second trimester grades. Trimester grades should be submitted together at the end of the second trimester.</p>



Item Code	Description	Short Description	Comments
DOLTR	Original Language Transcript	O Lang TR	<p>Submit original language transcript</p> <p>Additional information is needed before a final decision can be made about your application to MSU. MSU requires that transcripts not issued in English must be provided in the original language, along with an official English translation. Please send an official copy of your original language transcript. To view more detailed requirements by country, see our international transcript requirements.</p>
DUHSTR	High School Transcript	HSTRAN	<p>Submit your official high school transcript</p> <p>To complete your application to MSU, you must provide an official high school transcript.</p>
DIALVL	AS/A Level Exam Results	AS/A Level	<p>Submit your AS/A-level results</p> <p>Our office has completed an initial review of your application for admission. Before we can finalize your decision, please submit a certified official copy of your original AS/A-level certificate of results.</p>
DIB	IB Test	IB Test	<p>Submit your International Baccalaureate test scores</p> <p>Our office has completed an initial review of your application for admission. Before we can finalize your decision, please send your official International Baccalaureate (IB) test scores.</p>
DICHES	CHESICC Verification	CHESICC Ve	<p>Submit a CHESICC transcript verification report</p> <p>To complete your application to MSU, please submit an electronic transcript verification report in English from the China Higher Education Student Information and Career Center (CHESICC), showing all postsecondary classes taken, credits earned, and grades received, including the most recent classes completed. One report per postsecondary institution is required.</p> <p>To send your postsecondary transcript verification report to the Office of Admissions, please choose one of the following options: Mail an official, CHESICC transcript verification report in an official, sealed CHESICC envelope to MSU's Office of Admissions, or Send an official, electronic CHESICC transcript verification report sent via Parchment directly to MSU's Office of Admissions</p>



Item Code	Description	Short Description	Comments
DIGCSE	IGCSE/O Level Exam Results	IGCSE/O Le	Submit your IGCSE/O Level certificate of results  Our office has completed an initial review of your application for admission. Before we can finalize your decision, please send a certified official copy of your original IGCSE/O Level certificate of results.
DISCRT	Study Certificate	Study Cert	Submit study certificate  Our office has completed an initial review of your application for admission. Before we can finalize your decision, please work with your school to provide an official study certificate from your school certifying your enrollment and including your full name and date of birth.
DTESTS	Test Results	Test Resul	Submit your official test scores  To complete your application to MSU, you must provide your official ACT/SAT score(s). Please have the testing agency send the test results directly to MSU. MSU's SAT code is 1465 and the ACT code is 2032.
DENGPO	English Proficiency Official	EngProf Of	Submit English proficiency test results  To finalize your admission at MSU, you must provide a copy of your official English language proficiency test results by having them sent to the MSU Office of Admissions directly from the testing agency.
DIXBRD	Indian X Board Exam Results	Indian X B	Submit your Indian 10th year board exam results  Our office has completed an initial review of your application for admission. Before we can finalize your decision, please send a certified official copy of your original Indian 10th year board exam results.
DIXII	Indian XII Board Exam Results	Indian XII	Submit your Indian 12th year board exam results  Our office has completed an initial review of your application for admission. Before we can finalize your decision, please send a certified official copy of your original Indian 12th year board exam results.
DAFDVS	Affidavit of Support	DAFDVS	Submit your affidavit of support  To issue your I-20 or DS-2019 immigration document, you must submit evidence of adequate financial support to cover the cost of attendance for at least one full year of studies at Michigan State University. If you





Item Code	Description	Short Description	Comments
			<p>are supported by personal and/or family funds, please submit an affidavit of support that is signed in ink and an original bank statement showing bank balance availability of the total amount. If your studies are sponsored by a government, educational institution or official agency, please submit an official letter reflecting that the scholarship is valid for use at MSU. Please note that no financial aid is available for international students.</p> <p>To expedite the receipt of these documents, you may upload them electronically by clicking the "File Upload" link.</p>
DAP	AP Test	AP Test	<p>Submit your Advanced Placement (AP) test scores</p> <p>Our office has completed an initial review of your application for admission. Before we can finalize your decision, please submit your Advanced Placement (AP) test scores. All scores must be sent to the Office of Admissions directly from the testing agency.</p>
DPASSP	Passport	Passport	<p>Upload a scan of your passport</p> <p>You must submit a scanned copy of your passport's biographic data page (the front page where it has your name, photo, etc.) to receive documents from MSU required to obtain a student visa.</p> <p>To expedite the receipt of this document, you may upload it electronically by clicking the "File Upload" link.</p>
DHSG12	HS12th Grade Transcript	12th Grade	<p>Submit your official 12th grade transcript</p> <p>Our office has completed an initial review of your application for admission. Before we can finalize your decision, please submit your official 12th grade transcript.</p>