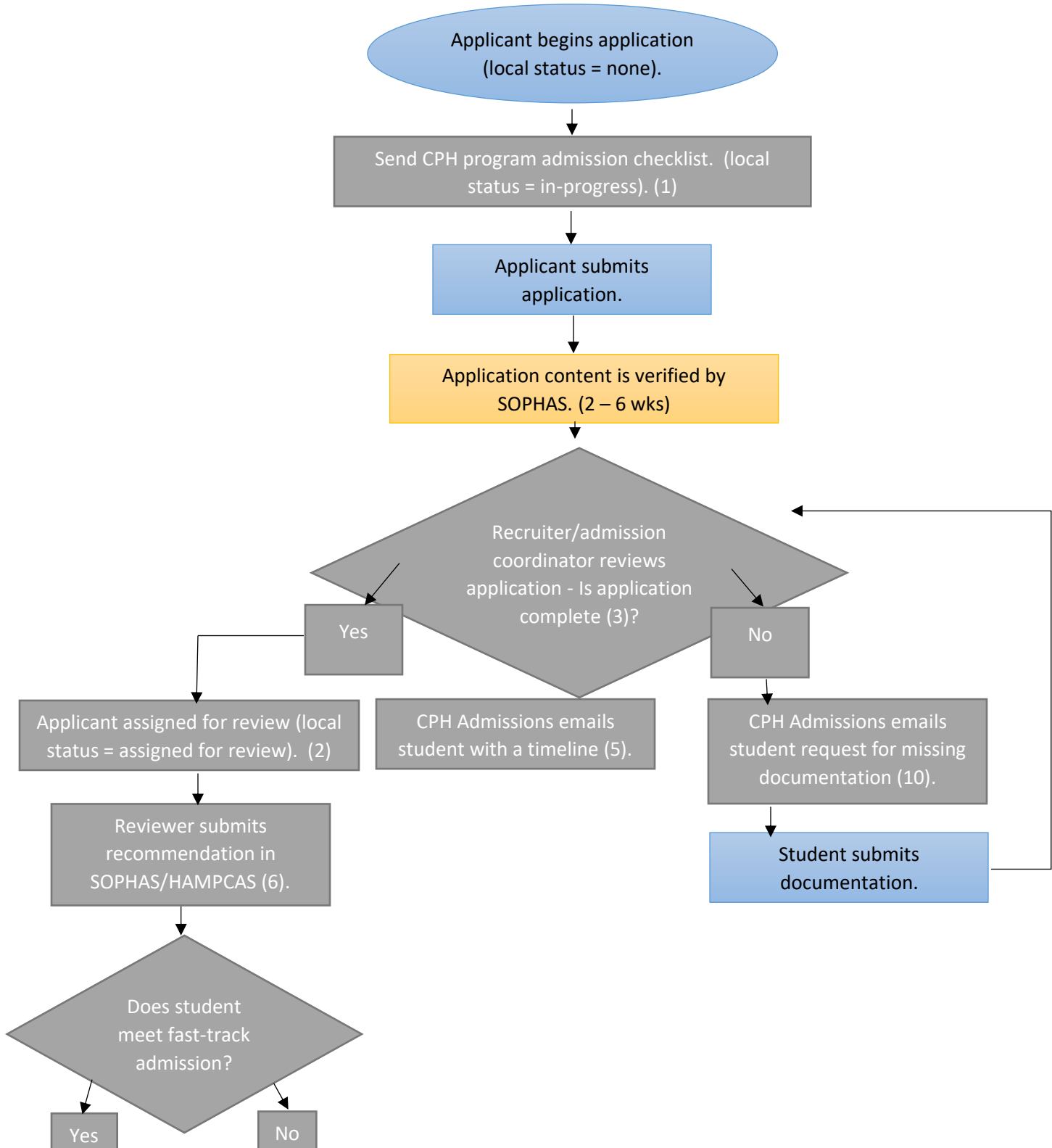
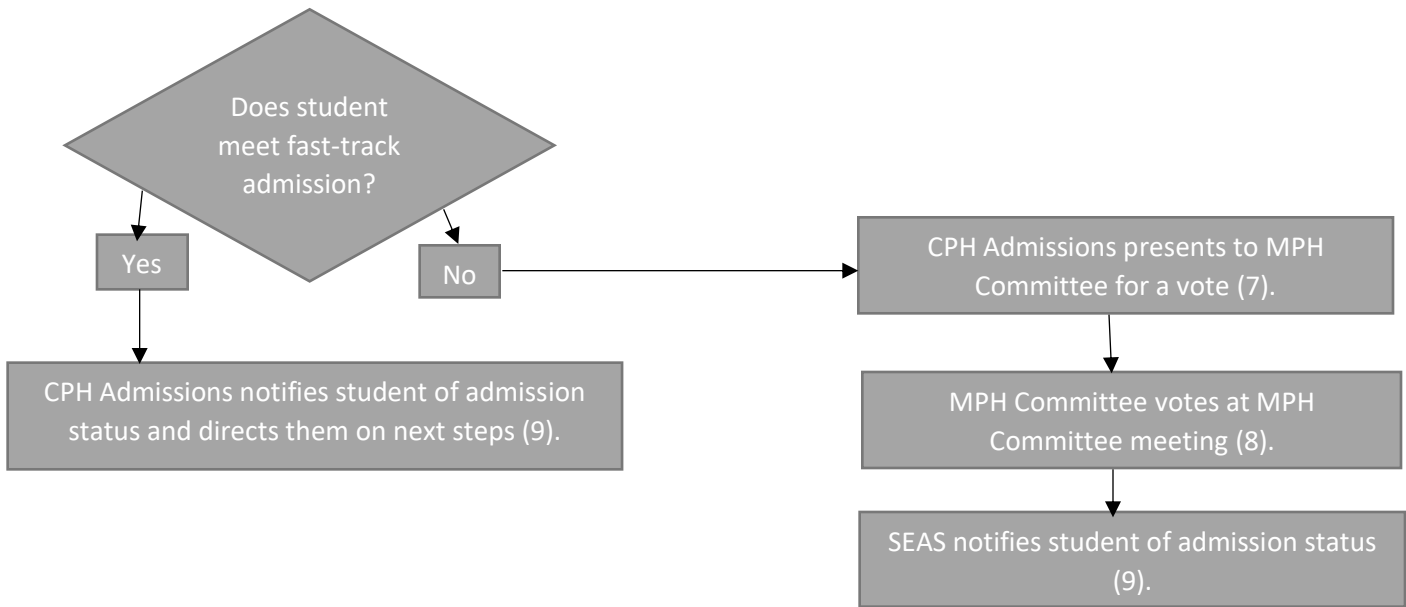


## GRADUATE ADMISSION COMMUNICATION PLAN





1. An email with an attached admission checklist is be sent at the beginning of each month to all applicants who have an application in progress but have not submitted it. Applicants will continue to receive an email on a monthly basis until they've submitted the application or the application deadline has passed.
2. An email is sent to all applicants who submit an application acknowledging the receipt of the application.
3. A complete application has been verified by SOPHAS and includes the following information:
  - a. Application for admission,
  - b. Official transcript(s) from all previously attended institutions,
  - c. WES transcript evaluation (international students only),
  - d. TOEFL, IELTS, or DuoLingo test scores (international students only),
  - e. Complete letters of recommendation (three),
  - f. Evaluations from recommenders (three).
4. There is one reviewer assigned for each degree program or MPH concentration.
5. An email is sent to the applicant acknowledging the receipt of a completed application and highlights the following:
  - a. Timeline: two weeks from the date of submission (updated if it takes longer)
  - b. Strengths of CPH
  - c. CPH Dean
  - d. Lexington (links to Visitor's Center)
6. Reviewers are given one week (7 calendar days) to upload their comments in SOPHAS.
7. SEAS uploads applicant data into MPH Committee Teams site for review.
8. MPH Committee votes at the next MPH Committee meeting.
9. The committee's admission decision is sent to the applicant via email.
  - a. If applicant is admitted, the student is given instructions regarding the following:
    - i. Graduate School application (Slate),
    - ii. Admissions reply form,
  - b. If applicant is denied admission, the applicant is wished well. In some cases, the applicant may be encouraged to either complete courses as a post-bac and apply for admission the following year or complete the Population Health certificate (and apply again the following year).
10. Applicants whose applications are missing information, such as test scores, transcripts, etc., receive a weekly email detailing missing items.