“Getting You Into IU”
October 16-18, 2016

Information for programs hosting visiting prospective graduate students

Thank you for your willingness to host visiting prospective PhD student applicants through The University Graduate School’s recruitment and campus visit program, Getting You Into IU (GU2IU)!

Why the event? Our goal is to provide the opportunity for prospective minority and underrepresented graduate minority students to experience the IUB campus and to become acquainted with its outstanding academic programs, graduate student organizations, mentoring and support structures, and the campus culture. Up to 75 prospective students will be hosted, 50 in the fall and 25 in the spring.

How does it work? The University Graduate School coordinates this event in collaboration with participating departments.

University Graduate School responsibilities:

- Advertise broadly to prospective grad students who may have participated in national research programs such as McNair Scholars, Louis Stokes Alliance for Minority Participation, and SACNAS/NOBCChE (to name a few)
  - Create a flyer
  - Purchase GRE scores
  - Invite HBCU–STEM Initiative partners
  - Design, post and update GU2IU website [http://graduate.indiana.edu/about/diversity/visit-iu.shtml](http://graduate.indiana.edu/about/diversity/visit-iu.shtml)
  - Provide a PDF file of a printed ad to departments
- Create GU2IU online application using Qualtrics
- Solicit applications and track/organize application materials for application deadline: September 2nd, 2016
- Make available applications for departmental review and selection: September 16–12, 2016
- Arrange travel and lodging for accepted applicants and contact non-selected applicants regarding departmental decision
- Create personalized itineraries in collaboration with departments; share with applicants no later than October 3rd, 2016.
- Arrange non-departmental activities (informational sessions, transportation, some meals and networking activities)
- Create a packet with welcome letter, maps, itinerary; to be available at hotel check-in

Department responsibilities

- Advertise specifically to prospective grad students (via professional associations, etc)
- Review and rank applications (1 = the applicant you would most like to see visit, then 2, etc; do not rank those you would not invite for the visit.) Deadline: September 12, 2016
- Create personalized itineraries in collaboration with University Graduate School; share with departmental faculty, staff and graduate students involved in hosting no later than October 3rd, 2016.
- Arrange departmental activities for visiting prospective applicant on Monday, October 17th and if you need more time the morning of Tuesday, October 18th. Activities such as:
  - Research / lab tours
  - Attending a class of their interest
Meals with faculty and/or current graduate students
Meetings with faculty
Participation in regular departmental events such as weekly program /departmental research presentations
Identify a personal “grad student ambassador” from the department to help escort visitor from appointment to appointment

Optional: provide a small departmental welcome gift (pen, coffee cup, key chain, etc)

**What does this cost?** All expenses will be paid through the University Graduate School; see the following information about meals.

**How do we handle payment when taking the visiting prospective applicant out for a meal?** You are invited to take the visiting recruit(s) out to lunch (or another meal if necessary) during their time with your department. The University Graduate School will reimburse for the cost of these meals. Please adhere to the following guidelines in order to be reimbursed:

- The University Graduate School will reimburse up to $50 per visiting recruit for one meal. This should cover 2-4 current graduate students, staff and/or faculty to accompany each visiting recruit at a reasonably priced lunch ($10-$16 per person). So, for example: if 3 prospective students visit Chemistry, The University Graduate School will reimburse up to $150 for lunch expenses on the day of their visit.
- The University Graduate School can only reimburse for meal receipts that listed in the itemized bill, no alcohol. **Receipts must list each food item purchased.**
- If you would like to eat at the Tudor Room or another campus vendor, this can be directly billed to the University Graduate School. Contact the Tudor Room to make a reservation and also copy Rebecca Winkle ahead of time to set this up.
- The students will be eating breakfast and dinner as a group. If you would like to take a visiting recruit out for breakfast or dinner, please let us know ahead of time so we can make adjustments.

**Rough itinerary:**
Campus visit:
- Sunday, Oct. 16: afternoon or evening arrival at Indianapolis Airport and transport to Bloomington
- Monday, Oct. 17: all day departmental visits and evening University Graduate School/non-departmental programming
- Tuesday, Oct. 18: more time for departmental visits and/or University Graduate School/non-departmental programming; departure

**Time line of Deadlines:**
- Friday, September 2nd: Student applications due
- Tuesday, September 6th: Applicants distributed to departments for review
- Monday, September 12th: Departmental rankings due
- Friday, September 16th: Send offer to top 50 selected participants
- Wednesday, September 21st: Airplane tickets are purchased
- Monday, October 3rd: Deadline for departments to submit students personalized schedule to the Graduate School
- Sunday- Tuesday, October 16-18th: GU2IU host

**Other questions?**
University Graduate School contact: Rebecca Conway Winkle - 812-855-4039 agep@indiana.edu or rgconway@iu.edu