

To simplify communication with students throughout the admissions process, Slate features customizable, automated e-mail reminders that will help keep students informed through each step of their application. The Graduate School has programmed the system to notify students with messages tailored to their specific stage in the process – the current messages are described below. We are providing this list to make transparent all information that will be sent to applicants, so we can avoid sending them similar e-mails from multiple sources.

- **Application Fee Payment Reminder**
  - Sent to applicants if they have submitted the application but have yet to pay the application fee.
  - *Sent only once: one week after they have submitted.*
- **Awaiting Materials**
  - Sent to applicants one week after they have submitted and paid the application fee.
  - Provides a link to their applicant portal and checklist of missing application materials (test scores, recommendations, etc.). The message also includes links to the Graduate School Admissions FAQ page.
  - *Sent only once: one week after they have submitted and paid.*
- **Missing Checklist Items Reminder**
  - Sent to applicants one month after they receive the **Awaiting Materials** e-mail with the link to their materials checklist.
  - Provides applicants with links for the applicant portal and FAQ page.
  - Lists the missing materials in the message body.
  - *Sent once a month, until the missing checklist items are completed.*
- **Awaiting Official Transcripts**
  - Sent to applicants once they have been recommended for admission and need to send their official transcripts.
  - Lists the school and degree type of each transcript that is required. Once an applicant has been recommended for admission, their official transcripts will then show on their checklist, so another link to their applicant portal and missing items checklist is provided.
  - *Sent every 30 days, until the official transcripts have been received.*
- **Enrollment Fee Reminder**
  - If your program requires an enrollment fee, applicants will receive this email once they have completed the enrollment intention form and accepted their admission offer.
  - Contains a link to the section of the Graduate Handbook outlining Advanced Enrollment Deposits. The enrollment fee is paid through the applicant portal, so a link for that page is also provided.
  - *Sent every two weeks, until the enrollment fee is paid.*

If you have any questions about these emails, or would like to have The Graduate school set up and automated communication for you please contact Lauren Liston (lpalerm@ncsu.edu).