Duquesne University & Educational Agents

A Productive Partnership
Welcome to Our Partnership

• Thank you for your interest in representing and working with Duquesne University as an Educational Representative/Placement Agent.

• Duquesne University values the development of strong, productive relationships with our Educational Representatives to ensure mutually beneficial outcomes.
Who’s Who in Our Office

Joseph DeCrosta, Ph.D.

Anna Potier Harrison
Who’s Who in Our Office

Joe DeCrosta, Ph.D. - decrosta@duq.edu: Director of the Office of International Programs: Oversees all agreements with placement agents and/or partner universities

Anna Harrison- harriso530@duq.edu: Assistant Director of International Admissions: Will act as your main contact for specific undergraduate student questions

Michele Janosko- janosko@duq.edu: Assistant Director/International Student Advisor: Issues immigration documents for all accepted students

oipgrad@duq.edu or intladmissions@duq.edu: Our staff members’ emails and our admission team. May contact you regarding missing documents or application statuses.
Checklist for a complete application (Undergraduates)

- Online application completed
- Personal statement / essay submitted with online application or sent as Word document
- Current high school and/or university transcripts (in native language and English)
- Letter(s) of recommendation from a teacher or supervisor
- If student has graduated high school, an short explanation of what the student is doing since then
- Mandatory International Information Sheet
- Certificate of Finances and supporting documents (if student prefers - or can wait to send it after acceptance)
- Summary Cover sheet
Web Resources

- International Admissions homepage
- Duquesne Educational Representative homepage
- International Graduate Admissions homepage
- English Proficiency Requirements homepage
- International Undergraduate Students
- Next Steps for Accepted Students
Application Best Practices

• Scanned letters of recommendation: letterhead and signed
• Students’ email addresses: accurate
• Complete educational history needed
• We must have correct addresses on file, especially for students living in the USA
Understanding Conditional Admission

UNDERGRADUATE

- Our undergraduate letters do not distinguish between full and conditional admission.
- All Letters state: “All students who are non-native speakers of English, (including all TOEFL/IELTS-accepted students) must sit for English Language Placement Tests upon arrival at Duquesne University. Clearance into full-time academic coursework is conditional upon successful completion of appropriate English language study identified through Placement Testing.”
- Students can submit TOEFL or IELTS to waive out of most ESL testing.

GRADUATE

- A few programs have conditional admission. Complete details and a list of programs and criteria are available in the supplemental materials provided at www.duq.edu/intlagents.
The OIP Application Process

Application
• Application is submitted online
  • Agent or students submit supporting documents
    • Individual agent preferences method of submission (email, postal mail, student vs agent, etc)
• Our admission staff prints the application and adds documents to the file
• Our staff will communicate with you if documents are missing or we have question
The OIP Application Process

Application Review

• Reviews are made within 1 – 3 weeks of the completed application.

• A staff member will email agent or student directly if more questions arise once the OIP has reviewed the file.

• Once the admission committee makes an admission decision, students and/or agents are initially notified by email.
The OIP Application Process

• Admissions
  • Our office generates the official admissions decision letter and I-20 if applicable.

  • If no financial documents were submitted, our immigration advisor will email reminding of the acceptance and requesting the financial documents.

  • Immigration advisor will email the student or agent notifying that the I-20 is ready to be mailed.
    • Students have the option of paying for their I-20s to be shipped express mail (UPS, Fedex, or DHL) and must use our preferred website (eshipglobal) to request this.
Post-Admission

- Please utilize the Mandatory Information Sheet to note the mailing address of the I-20, if you would like the accept packets to be sent to your agency instead of the student.

- After acceptance, our office assigns a student Cultural Ambassador.

- After acceptance, agents should go ahead and mail the original and certified copies of high school transcripts, letters of recommendation, and college transcripts, if applicable. **This is part of the application process.**

Leading up to the new semester and to arrival, our office sends out several emails including housing reminders, English proficiency exam schedules, airport information, Orientation announcements, etc.

Students will also receive emails reminding them that they must commit/deposit to Duquesne University by a certain date.
Please remember...

Application notes

- Scanned letters of recommendations from teachers must be on school letterhead and signed, unless they originate from an official school email address sent to us directly.

- The *Mandatory International Information Sheet* should be filled out accurately; it is especially important to tell us when a student is currently living in the USA and his/her current immigration status.

Email addresses

- We will do our best to correspond with you if we have questions; however, we must have a legitimate email address on file for each student (that they actively use) to communicate efficiently and effectively.

Our busy times

- Our official office hours are **8:30am - 4:30pm, Eastern Standard Time (USA)**.

- We will always make an effort to respond to you quickly, but please note sometime applications will take longer to process during the following busy periods:
  - February - April
  - Orientation weeks (beginning of January / mid-end of August / beginning of May)
Communication from the OIP

“Agent newsletters” to keep you informed

Materials for events

Agent managed social media
Plagiarism: "Using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism.... To plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone.... Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking" (6.1; see also Gibaldi, MLA Handbook, ch. 2).

We place emphasis on the personal statement and therefore want it to be the student’s original thoughts.

Copied from the internet (partial or full)

Collaboration amongst students to turn in the same/similar essays

Students who plagiarize their essays are automatically rejected.

Application Denial
Deciding to Enroll

- Students must “commit” (enroll) at Duquesne
- If a student needs more information to make an enrollment decision, let us know and we can help
- If a student decides not to attend, let us know so we can mark the file appropriately
- Undergraduate:  [www.duq.edu/deposit](http://www.duq.edu/deposit)
- Graduate:  [www.duq.edu/graddeposit](http://www.duq.edu/graddeposit)
The OIP-Agent Relationship Questions to Consider

As we move towards a successful collaboration, conversations about the following questions will help us better understand your concerns and advisement process:

We can work better if we know...

- Will applications be sent directly from your agency or from the student?
- Will applications be generally sent as a complete package?
- How will you inform us that you helped a student?
- If we have questions about an application, should we email you, the student, or both directly?
- If we have questions about mailing an I-20, should we email you, the student or both directly?
- Will you be sending us inquiries or applications from one specific email address/contact, or are there several agent counselors that will be contacting us? Is one agent assigned per student or do several different agents help the same student from your company?
- After a student is accepted, do you continue to be in touch with student? Will you be helping the student with their next steps (immigration, deposits, housing, pre-departure orientation, etc.)? Should we send you announcements about these items?
A Productive Partnership

- We will attempt to make visits to your center as time and personnel permit
- Please make plans to visit our campus and meet with our staff in person
- Schedule videoconferences with your advisement staff to go through our process and procedure and to get to know Duquesne
Thank You!

- Thank you for your attention and your service to the Office of International Programs
- We look forward to working with you!