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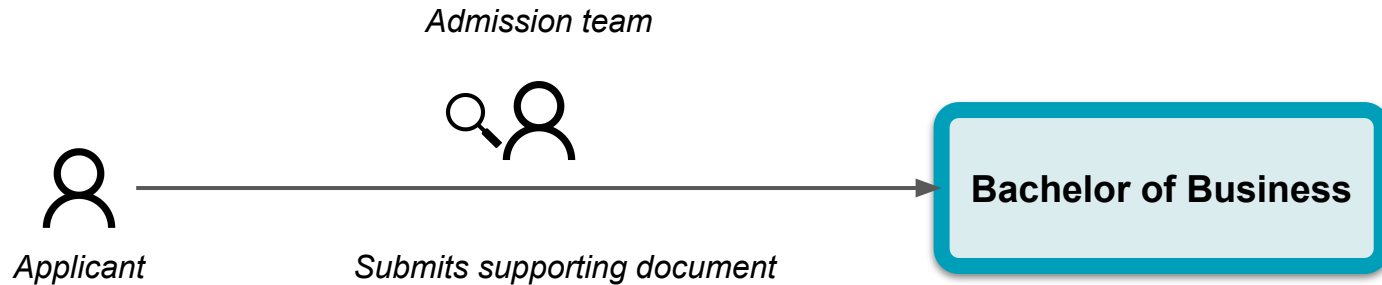
RIO Education

Application Requirement Checklist



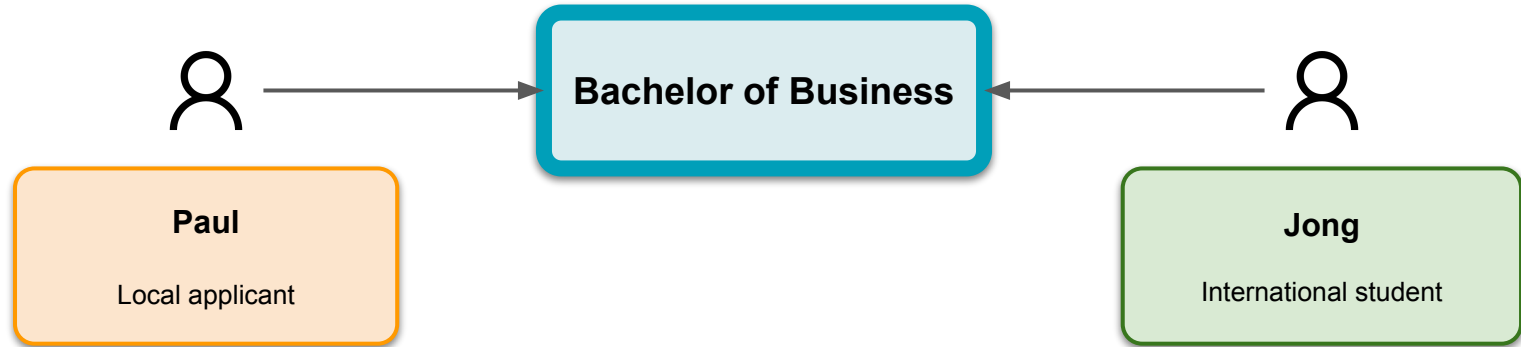
Admission

- RIO University is offering the 'Bachelor of Business' Program.
- Applicants are required to submit supporting documentation.
- The admission team will review the submitted documents, as part of the admission process.



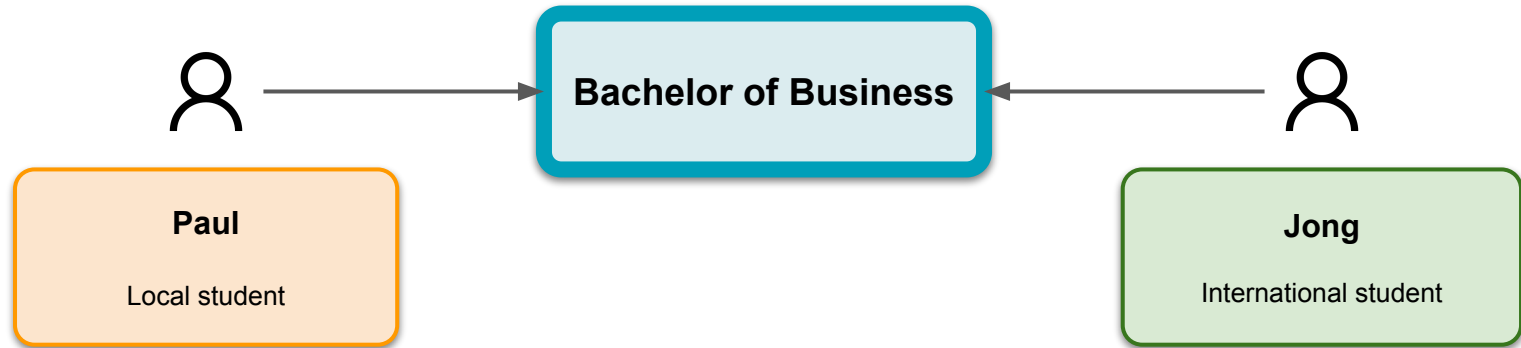
Admission

- Paul and Jong are amongst the applicants for this Program.



Admission > Requirements for applicants

- Both applicants have to attach their supporting documentation in the application form.



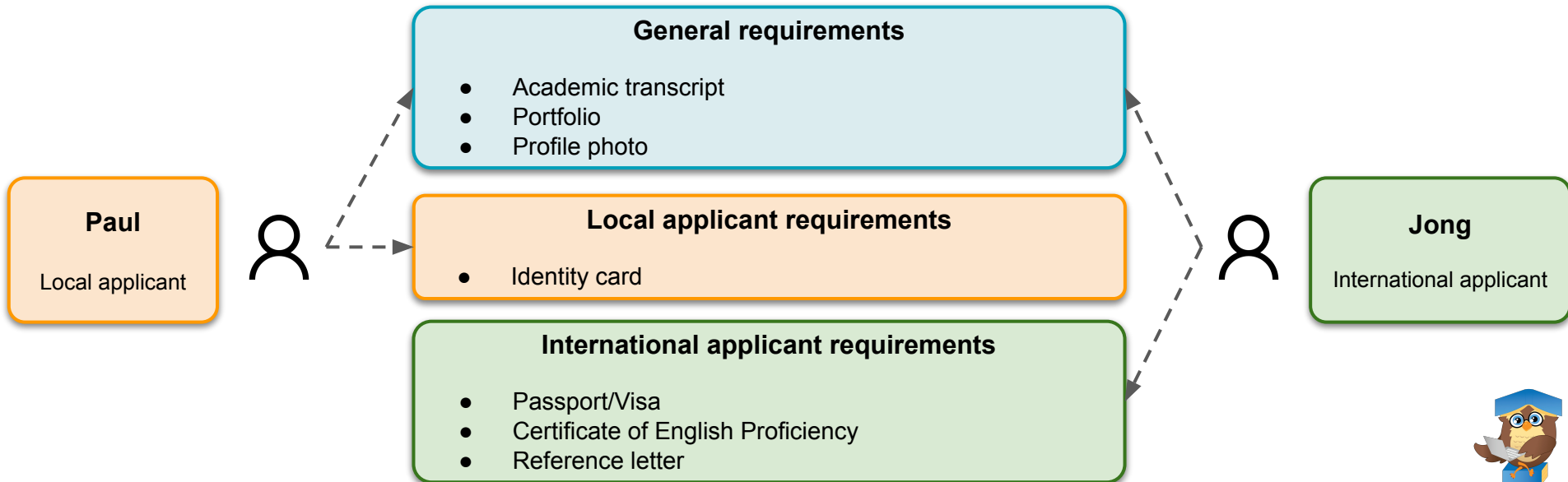
- Academic transcript
- Portfolio
- Profile photo
- Identity card

- Academic transcript
- Portfolio
- Profile photo
- Passport/Visa
- Certificate of English Proficiency
- Reference letter



Admission > Requirements for applicants

- Some general requirements must be fulfilled by all the applicants.
- Some requirements depend on the applicant (are they local or international students?).



Admission > Requirements for applicants

- Custom configuration can be made to support different trigger criteria (e.g. local vs international).

Requirement Set Template
International Applicant Requirements

+ Follow Edit New Contact New Opportunity

Details

Information

Requirement Set Template Name	International Applicant Requirements	Owner	Admin
Requirement Set Code	IA	Active	<input checked="" type="checkbox"/>

Details

Requirement Set Description
Requirements for international applicants.

Configuration

Object	rio_ed__Program_Application__c	Contact Field	rio_ed__Applicant__c
Object Lookup Field	rio_ed__Program_Application__c		
Criteria Field	International_applicant__c		
Expected Value	True		

Activity Chatter **Related**

Requirement Templa... (3)

- Upload passport/visa
Requirement... IA1
Requirement... Upload a copy of your passport
Requirement... File Upload
- Upload reference letter
Requirement... IA3
Requirement... Upload a copy of your referenc
Requirement... File Upload
- Upload certificate of English proficiency
Requirement... IA2
Requirement... Upload a copy of your certificat
Requirement... File Upload

View All

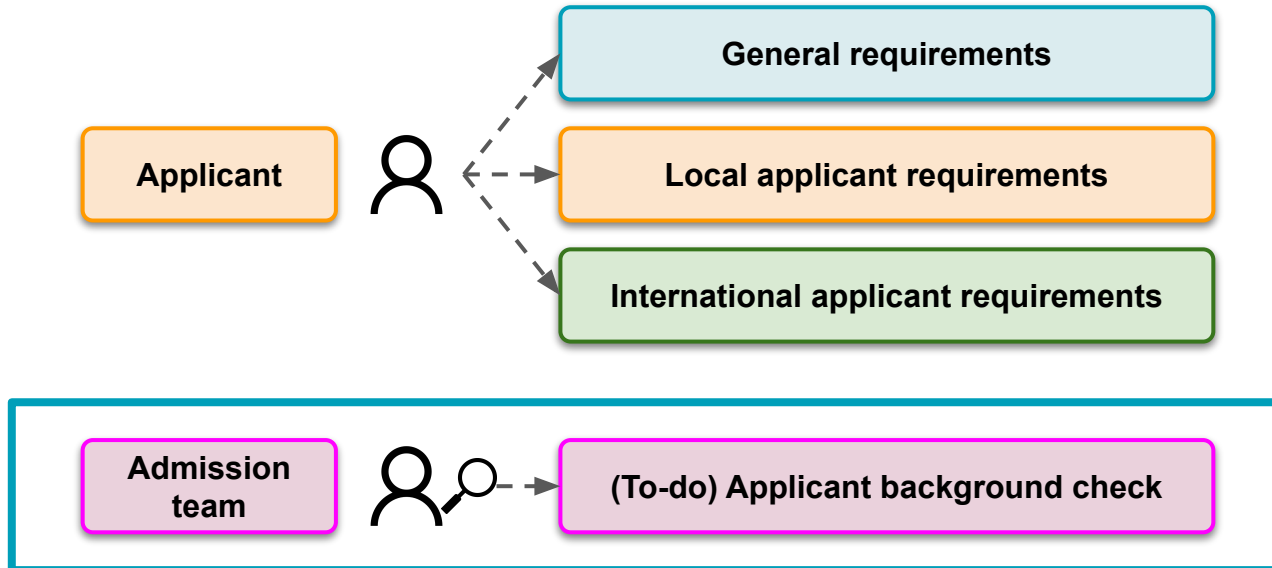
Files (0)

Upload Files




Admission > Requirements for admission team

- Apart from applicant requirements, there are also requirements for the admission team.
- But this will only be visible to the admission team (since it is not for applicants to do).



Admission > Requirements for admission team

- Different levels of visibility can be set for different requirements.

 Requirement Template
Upload academic transcript

Requirement Type
File Upload


Requirement Visibility
Student

Priority
Normal

Details

Requirement Detail ⓘ
Upload your latest academic transcript (highest qualification).

*Visible for everyone
(students, faculty, admin)*

 Requirement Template
(Action) Applicant background check

Requirement Type
Action

Requirement Visibility
Internal

Priority
Normal

Details

Requirement Detail ⓘ
Background check for the applicant.

*Visible only for
admin*



1. Applicant fulfils and submits requirements

General Requirements

1. Upload academic transcript Details **Upload**

Assignee	Paul Baumer
Due Date	11/3/2023
Requirement Detail	Upload your latest academic transcript (highest qualification).

Academic Transcript

Number of files required: 1
Uploaded files: High school certificate.pdf

Or drop files



2. Admission team reviews the submitted requirements

Program Application
Paul Baumer

Submitted Pending Pending - Awaiting... Pending - Accepta... Applicant Accepted Approved Cancelled Rejected

Status: Submitted Mark Status as Complete

Details Educational Qualifications History Transfer Credits **Application Requirements**

Program Application Requirement Sets (2) New

Requirement Set Name	Requirement Set Code	Requirement Set Description	Contact
Local Applicant Requirements		Requirements for local applicants.	Paul Baumer
General Requirements		Requirements for all applicants.	Paul Baumer

[View All](#)

Checklist 4/5 Submitted 0/5 Reviewed

Local Applicant Requirements

- 1. Upload ID
Assignee: Paul Baumer
Due Date: 11/3/2023
Requirement Detail: Upload a copy of your ID.

General Requirements

- 1. Upload academic transcript
Assignee: Paul Baumer
Due Date: 11/3/2023

Details Upload Review Status

- Review Status
- Open
- Under Review
- Conditionally Accepted
- Accepted
- Not Accepted
- Not Required

Details Upload



3. Admission team signs off all the requirements

- Once all requirements are reviewed and accepted, the admission team can proceed with the rest of the Program Application process.

The screenshot displays a user interface for a program application. At the top, it shows the user's name, Paul Baumer, and the application status as 'Submitted'. A progress bar below the status shows various stages: Submitted (highlighted in green), Pending, Pending - Awaiting..., Pending - Accepta..., Applicant Accepted, Approved, Cancelled, and Rejected. A button labeled 'Mark Status as Complete' is visible on the right.

The 'Application Requirements' section is active, showing a table of requirement sets. The table has four columns: Requirement Set Name, Requirement Set Code, Requirement Set Description, and Contact. Two requirement sets are listed: 'Local Applicant Requirements' and 'General Requirements', both with 'Paul Baumer' as the contact. A 'View All' link is located below the table.

At the bottom left, there is a 'Checklist' icon. At the bottom right, two green buttons are highlighted with a red box: '5/5 Submitted' and '5/5 Reviewed'.

Requirement Set Name	Requirement Set Code	Requirement Set Description	Contact
Local Applicant Requirements		Requirements for local applicants.	Paul Baumer
General Requirements		Requirements for all applicants.	Paul Baumer





Want to know more?

Check out help.rioeducation.com



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