

MEMORANDUM

To: Bill Carol; Paul Paulus, Deans
Krishnan Rajeshwar; Lynn Peterson, Associate Deans
COE and COS Departmental Chairs
COE and COS Committee on Graduate Studies Chairs
COE and COS Graduate Advisors

From: Philip Cohen, Dean, Graduate School

Date: April 28, 2005

RE: Recruiting Vietnam Education Foundation students

Key points:

1. The University has committed to admitting no more than 3 VEF fellows this year.
2. If a VEF student is accepted, VEF and the admitting program accept the following financial obligations: VEF will support students for their first two years of graduate study. During each of the subsequent three years of study, the admitting UTA program must commit to provide a graduate assistantship and/or other forms of support that will cover all educational and living expenses. The Provost's Office will fund up to three of these assistantships provided they are expansion lines in the unit electing to offer them.

Recruiting:

1. The Graduate School will send a special e-mail letter to available VEF candidates immediately, indicating that we have become a partner in the program and encouraging them to consider our programs. We do not have much time to complete application and visa processing because our agreement with VEF was finalized within the last few weeks. Therefore the Graduate School will urge interested students to use our on-line application and to send copies of transcripts and related admissions materials by express or overnight mail. The Graduate School will inform these students that we will reimburse them for these mailing expenses if they are admitted and subsequently attend by transferring \$50 to their student accounts.
2. Individual programs should contact students in whom they have interest and, if interest continues, should remain in frequent contact with the candidates, coaching them through each stage of the process- application, acceptance, preparation, travel, arrival, advising and registration.

The application process:

1. Programs interested in recruiting particular VEF students (identified from information provided by VEF) should send their program's list of prospects to Janet Wehner (wehner@uta.edu), Assistant Director of Admissions. Ms. Wehner and Graduate School staff will use this list to identify applications from VEF nominees and expedite processing.
2. Once the student has submitted application and the application file is complete, the Graduate School will return a worksheet marked "VEF" in the 'Remarks' section of the worksheet along with other supporting documents to the program.

3. When the program returns the worksheet with an admission recommendation, the Graduate School will complete processing and admit the student as quickly as possible if it is among the first three worksheets returned with a positive admission recommendation.
4. Worksheets returned after the first three worksheets have been received will be placed on a waiting list for later processing. These worksheets will be processed in order received if any of the first three offers of admission are declined. This will be done to keep the total number of admitted VEF fellows at 3. Programs will be informed by email of any candidate placed on the waiting list.