The following slides will show you common selections for queries and reports.
Application Parameters- Search criteria specific to an applicant’s application
  • Application status, term

Complete/Incomplete Submissions- Search to see which applicants have completed specific application requirements
  • Incomplete program deposit, complete emergency contact info, etc.

Questionnaires- Search by applicant response to a particular question
  • Students who responded “Yes” to the question “Would you be interested in a group flight?”
To query apps that are still in-progress and missing items, only select “Application In-Progress (no aliases).” To query apps that are completed, only select “Application Complete.”
Materials
• Disciplinary standing (requested by OIE)
• Program deposit
• Transcript-faculty-led programs (some programs)

Signature Documents
• Assumption of Risk and Release
• EU Consent Form (Consent for collection and processing...)
• Responsibilities of Participation in a Faculty-Led Study Abroad Program

Questionnaires
• Emergency Contact
• Faculty-led study abroad program evaluation
• General application questionnaire
• Language (some programs)
• Overseas contact info-faculty-led programs
• Passport
• Resume/CV (some programs)
• Special Needs

Assessments
• FLSA pre-departure orientation

Complete/Incomplete Submissions:

- Material Submissions:
  - Academic Recommendation Letter
  - Attended Intercultural Communication Orientation
  - Attended Nuts and Bolts Orientation
  - Completed courses
  - Complete (include N/A conditionals)
  - Complete (exclude N/A conditionals)
  - N/A conditionals only
  - Incomplete

- Signature Documents:
  - Assumption of Risk and Release
  - EU Consent Form
  - Responsibilities of Participation in a Faculty-Led Study Abroad Program
  - Complete (include N/A conditionals)
  - Complete (exclude N/A conditionals)
  - N/A conditionals only
  - Incomplete

- Questionnaires:
  - Emergency Contact
  - Emergency Contact Information
  - Complete (include N/A conditionals)
  - Complete (exclude N/A conditionals)
  - N/A conditionals only
  - Incomplete

- Assessments:
  - Exchange OIE Online Pre-Departure Orientation Quiz
  - FLSA Online Pre-departure Orientation Quiz 1
  - FLSA Online Pre-departure Orientation Quiz 2
  - Complete (include N/A conditionals)
  - Complete (exclude N/A conditionals)
  - N/A conditionals only
  - Incomplete

- Learning Content:
  - Emergency Contact Information Card
  - Faculty-Led and Embedded Programs Online Pre-departure Orientation Videos
  - OIE Administered Scholarships Thank You Requirement Webinar
  - Complete (include N/A conditionals)
  - Complete (exclude N/A conditionals)
  - N/A conditionals only
  - Incomplete

- Recommendations:
  - Application contains more than [ ] submitted recommendations.
<table>
<thead>
<tr>
<th>Questionnaires:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you a Georgia Tech Student?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td><strong>Are you enrolled in the ROTC program?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td><strong>Do you currently live in GT Campus Housing?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td><strong>Extracurricular Activities</strong></td>
</tr>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td><strong>Have you studied abroad before?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td><strong>How did you find out about the study abroad program?</strong></td>
</tr>
<tr>
<td>- Any, Class Presentation, FASET, OIE Event, Other</td>
</tr>
<tr>
<td><strong>How many credit hours do you plan to take while studying abroad?</strong></td>
</tr>
<tr>
<td>Any</td>
</tr>
<tr>
<td><strong>International Travel</strong></td>
</tr>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td><strong>May GT release your name and e-mail address to present and future participants?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td><strong>Projected Graduation Date (i.e. Spring 2020)</strong></td>
</tr>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td><strong>What is your class year?</strong></td>
</tr>
<tr>
<td>Any</td>
</tr>
<tr>
<td><strong>Which academic disciplines/subjects would you like to study at the host university?</strong></td>
</tr>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td><strong>Will you apply for financial aid (this includes Hope/Zell Miller) during your study abroad semester?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td><strong>Would you be interested in a group flight option if one is offered by your program?</strong></td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>
Step 1: Choose Primary and Secondary Output Grouping:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Secondary:</th>
<th>Grouping:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Term/Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location City/Country</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>None (alphabetical by last name)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include record count for grouping</td>
</tr>
</tbody>
</table>

*Primary and Secondary selected to export results alphabetically*
### Step 2: Choose Output:

**Programs & Terms**

- ID#
- Label
- Program Name
- **Term**
- Year

**Application Status**

- Deadline
- Decision Date
- Program Currently Assigned City
- Program Currently Assigned Country
- Program Currently Assigned Region
- Program Date Record: Start Date
- Program Date Record: End Date
### Applicant Parameters

- Gender
- Email
- DOB
- Home Institution
- Partner Institution
- GTID
- Race
- Majors
- Minors
- Level
- College
- Admit Code
- Residency
- Overall Hours
- Institutional Hours
- Overall GPA
- Citizenship
- Ethnicity
- International Plan
- Athlete
- Academic Standing
- Preferred Name
<table>
<thead>
<tr>
<th>Questionnaires &amp; Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(click arrow to expand questions)</td>
</tr>
<tr>
<td>- Emergency Contact</td>
</tr>
<tr>
<td>- Primary Emergency Contact Name</td>
</tr>
<tr>
<td>- Relationship to you:</td>
</tr>
<tr>
<td>- Primary emergency contact's phone number</td>
</tr>
<tr>
<td>- Primary emergency contact's email</td>
</tr>
<tr>
<td>- Secondary Emergency Contact Name</td>
</tr>
<tr>
<td>- Secondary emergency contact's relation to you</td>
</tr>
<tr>
<td>- Secondary emergency contact's phone number</td>
</tr>
<tr>
<td>- Secondary emergency contact's email</td>
</tr>
<tr>
<td>- Emergency Contact Insurance Information</td>
</tr>
<tr>
<td>- Your phone number</td>
</tr>
</tbody>
</table>
### General Application Questionnaire

- How many credit hours do you plan to take while studying abroad?
- Projected Graduation Date (i.e. Spring 2020)
- Which academic disciplines/subjects would you like to study at the host university?
- Are you enrolled in the ROTC program?
- Are you a Georgia Tech Student?
- Do you currently live in GT Campus Housing?
- Have you studied abroad before?
- May GT release your name and e-mail address to present and future participants?
- How did you find out about the study abroad program?
- Would you be interested in a group flight option if one is offered by your program?
- Extracurricular Activities
- International Travel
- Essay
- Will you apply for financial aid (this includes Hope/Zell Miller) during your study abroad semester?
REPORT

Click the arrow to show all questions included in the questionnaire. Click the box next to the arrow to select all question items for export.

### Overseas Contact Info - Faculty-Led Programs
- [ ] Overseas Contact Information - Method of Communication
- [ ] Overseas Contact Information - Other
- [ ] Overseas Contact Information - Number/Username

### Passport
- [ ] Do you have a valid passport?
- [ ] Passport Number
- [ ] Passport Expiration Date
- [ ] Passport Issuing Country
- [ ] Passport Copy

### Special Needs
- [ ] Do you have any special dietary restrictions?
- [ ] Do you have any special travel requirements?
- [ ] Please describe accommodations you may need to perform the essential functions of studying abroad