



Application Document Upload Communication Journey

Overview: This journey targets “opportunities” (applicants) who selected they wanted to upload transcripts later when they submitted their application to the college. This campaign includes three (3) reminder emails that includes a link to directly upload the desired documents.

Email 1 (two days post application acceptance)

Subject: Don't forget to submit your test scores and transcripts

Body:

Congratulations again on being accepted to Ivy Tech. You should have received an email with your C# and instructions on your next steps in the enrollment process. And don't forget - before you register for classes, we need to assess your college readiness and make sure the classes you take are the right fit for you. You can submit your ACT, SAT or PSAT scores, high school transcript(s), or previous college transcript(s) to help determine course placement.

Follow the steps below to submit your SAT, ACT, or PSAT scores, high school transcript(s), or college transcript(s) for assessment.

1. Click this link to access your saved or submitted application: https://forms.ivytech.edu/f/apply_save 2. Enter your date of birth and the email address you submitted on your application to have a link to your saved application emailed to you.
3. Go to the email sent to you and click on the link to return to your application.
4. Select that you have transcripts or test scores to upload and proceed with submitting your documents.
5. Within a week, you should receive an email, text, and letter letting you know that your scores or transcripts have been reviewed.

Learn more about how to complete course placement on our [website](#).

Email 2 (two weeks post application acceptance)

Subject: Don't forget to submit your test scores and transcripts

Body:

%%FirstName%%, it's almost time to register for your Ivy Tech classes! You indicated on your application that you were going to submit documents as part of your course placement. If you have test scores or high school or college transcripts, you can upload them now. Note that the documents you upload do not need to be official. [View How to Upload Assessment Documents](#) for step by step instructions.



We're so excited you're here! If you need help along the way, reach out to your [enrollment partner](#) or feel free to reach out to us 24/7 at 888-IVY-LINE (888-489-5463) or [chat with us online](#). You can also contact your local [enrollment center](#) for step-by-step guidance.

Email 3 (two weeks prior to term start)

Subject: Don't forget to submit your test scores and transcripts

Body:

%%FirstName%%, the next semester is about to start and you need to register for your Ivy Tech classes! If you have test scores or high school or college transcripts, upload them today. Note that the documents you upload do not need to be official. [View How to Upload Assessment Documents](#)

Don't have these documents? No problem! You can assess for success by evaluating your skills with our Knowledge Assessment.

Knowledge Assessment is a free web-based tool that helps gauge your skills in reading, writing, and math. After you complete the assessment, you will have a chance to improve your scores through a customized Study Path to better prepare you for courses.

Learn more about how to complete course placement on our [website](#). Need help with your assessment? Contact your [enrollment partner](#) for step-by-step support. You can also reach us 24/7 by calling 888-IVY-LINE (888-489-5463) or [chat with us online](#).