



APART

ALUMNI AND PARENT  
ADMISSIONS RECRUITMENT TEAM



## Admitted Student Outreach

2022-23

One of the most rewarding aspects of this role is contacting the admitted students from your area. Many students comment that Notre Dame's personal contact is a reason why they choose to attend.

- Admitted students are contacted at a minimum of two different times during the year: in December after Restrictive Early Action decisions and in early-April after Regular Decision notifications. You will be notified when the list of students from your area is available.
- After you are notified of the availability of the contact information, log in to the site to access their information. You will only see decisions for admitted students.

### Types of Outreach

- Congratulations email
- Phone calls
- Invitation to Early Admit or Regular Admit events – virtual or in-person

### Expectations

- Every admitted student should be contacted by phone or email, both early admits and regular admits
- If possible, host at least one admitted student reception – some clubs host one for the early admits and one for the regular admits. These can and may have to be virtual.

### Guidelines for Emails and Phone Calls

- Introduce yourself and indicate your connection with the local club.
- Congratulate the student on his or her acceptance and welcome him or her to the Notre Dame family.
- Provide the student with the contact information of the area-admissions counselor and encourage the student to contact the counselor with any questions or concerns.
- Answer questions posed by the student and refer questions to which you do not know the answer to the area-admissions counselor.
- Offer background information on your club (e.g. number of current students from your club at Notre Dame, the size of the club, club activities, current student support).
- Provide a phone number or email address for future contact or follow-up from the student.

### Admitted Student Receptions

- See the training brief for holding an admitted student reception.

### Additional Reasons for Communication to Students

- Send an interesting article on ND
- Connecting them to current students with the same major or interest, like band, ROTC, etc. (you will need their permission to share their email)
- Postcard from campus

### Timing

- All students must inform Notre Dame of their decision to attend by May 1.
- Restrictive Early Action students have a few months to decide, so you may want to consider reaching out to them with information on club activities.
- Students admitted during Regular Decision only have approximately a month to make this decision - please contact them as early as possible.



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