Accelerates admissions process by eliminating delays

Eases the review process for counselors and staff

Enables decisions to best-fit applicants faster than the competition

Automate processing to cut weeks off the admissions cycle

When your goal is to admit the best-fit applicants, speed is key. The faster an applicant receives an acceptance letter, the sooner your school becomes a real option – and the more likely the applicant is to accept. With OnBase by Hyland, the process of reviewing applications is accelerated, so you increase the opportunity to draw in greater tuition revenue and your institution gains more time to craft the perfect class.

Admissions Application

Capture application documents
(in centralized or program-specific admissions office)

Match loose credentials

Update document checklist in SIS

Route complete files and electronic review sheet to faculty reviewers

Automatically route to program dean or committee review

Identify best-fit candidates
(before issuing decisions)

Complete review
(update SIS with decisions)

Notify students of their admission status

Send decisions weeks earlier!

OnBase®
by Hyland

Remove the hassle of paper and reduce manual labor

With OnBase, you remove manual, paper-based processes that slow down the Admissions office. This means you can do more work faster, enabling you to handle the increasing volume of applications received each year, without adding staff.

Speed admissions operations by cutting out delays

OnBase automates the capture and routing of applications for faster, more accurate decisions. Manually processing files and documents submitted in paper is no longer necessary. Instead, paper-based documents that support applications – such as transcripts and letters of recommendation – can be scanned upon receipt.

Because OnBase automatically imports electronic documents and data feeds, admissions staff no longer need to print applications received online. As documents are imported into the system, OnBase automatically indexes them with information from your SIS while updating its checklist – reducing or eliminating manual data entry. Then, OnBase matches and adds the documents to the digital application file it automatically created.

Make reviews faster and easier for counselors

Completed applications move immediately to the appropriate counselors electronically, at which point an electronic review sheet is created. By logging on to a secure online access point, counselors are able to review files at the office or while away. Throughout the process, faculty can securely access the document, offer feedback directly into the electronic review sheet and perform additional actions. After counselors complete their reviews, OnBase automatically passes the file on to a committee or specialized review.

Using OnBase, managers can view graphical reports on the throughput of staff to quickly discover where process bottlenecks and slowdowns occur. They can then make timely changes to further improve the admissions process.

View and shape the class as it's forming

To build the best class possible, admissions directors need to be able to view all aspects of the school's applicants. With OnBase, the applicant pool is divided by demographic data – such as targeted states or regions, CEEB codes, ethnicity, etc. – so stakeholders can follow how a class forms.

Learn more at **OnBase.com/HigherEducation ››**

"Before OnBase, it took our operations staff 4 weeks to process applications. Now, it takes only 1.5 weeks. Our savings add up to $140,000 every year with OnBase."

– Kelly A. Walter, Assistant VP & Executive Director of Admissions, Boston University

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