Alumni of Illinois Institute of Technology understand the significant contributions Illinois Tech has made to their professional and personal development. With their unique experiences and familiarity with the university, alumni of Illinois Tech are well poised to share their experiences with prospective students and their families.
Dear Alumni,

Thank you for serving as an Illinois Tech admission ambassador. You are doing work that is of vital importance to the university. Your contribution to our recruitment efforts plays a significant role in helping the university enroll future classes of talented students. Whether you are volunteering to host a recruitment event, attending a college fair, or writing postcards to students, we appreciate your support. We seek to empower and engage students on a successful path to pursuing their passions at Illinois Tech; your participation allows us to extend our reach and support to students. We look forward to your partnership and engagement as we work together to recruit the next generation of Illinois Tech graduates!

Toni Riley
Director of Undergraduate Admission

ILLINOIS TECH MISSION

To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

ILLINOIS TECH VISION

Illinois Tech will be internationally recognized in distinctive areas of education and research, using as its platform the global city of Chicago, driven by a professional and technology-oriented focus, and based on a culture of innovation and excellence.
AMBASSADOR PROGRAM AND HOW IT WORKS

The Illinois Tech Admission Ambassador Program (AAP) consists of alumni who volunteer their time to aid recruitment efforts. Many AAP volunteers contribute by writing postcards to prospective students, attending campus/regional events, staffing college fairs, and hosting recruitment events such as industry tours, receptions, or summer send-off activities. In all of these settings, alumni help the admission offices provide students with a personalized and relevant approach to the college search process. We value greatly the contributions that our AAP volunteers make by generously giving their time, energy, and talents to admission work.

GOALS OF ADMISSION AMBASSADOR PROGRAM

- Expand the outreach and presence of Illinois Tech in schools, communities, and businesses by building valuable relationships between alumni and prospective students, families, and key partners.
- Encourage children of alumni, friends, and relatives to attend Illinois Tech.
- Encourage well-qualified inquiring students to apply.
- Encourage admitted students to enroll and join the Illinois Tech family.

MEMBERS OF THE ILLINOIS TECH FALL 2017 INCOMING UNDERGRADUATE CLASS
OVERVIEW OF THE APPLICATION AND ADMISSION PROCESSES

While the below information provides a brief overview, alumni should thoroughly review our recruitment brochure if attempting to guide students and families through the application, admission, or financial aid processes. It is always acceptable to connect students with their admission counselors for follow up; it is especially important to do so if you are unsure of the answer to a question.

Students can start applying to Illinois Tech for the following year as early as August 1. Illinois Tech will begin to send admission decisions in early October and will continue to send admission decisions on a rolling basis until the following August.

Our middle 50% test scores tend to skew high because of our engineering/science students. It is important to let students know that we still accept students outside of the range of our middle 50% test scores. Students seeking acceptance into an engineering/science program need to have good grades in math/science courses as well as good math scores on the ACT/SAT exams. For College of Architecture applicants, less emphasis is placed on test scores, and we focus more on art courses, geometry, and time management.

Each applicant is reviewed holistically by his or her admission counselor, so relevant letters of recommendation, thoughtful essays, and updated resumes are very helpful to the student when his/her application is being reviewed.

SCHOLARSHIPS AND FINANCIAL AID

Students receive initial merit scholarship offers along with their offers of admission. Students can also be nominated to interview for select scholarships (Camras, Duchossois, Crown) if their applications for admission are complete by December 1. Students must submit applications for the Duchossois, Crown, and Leadership Academy scholarships in addition to their applications for admission.

If students qualify to complete a Free Application for Federal Student Aid (www.fafsa.ed.gov) then they will receive a complete financial package in early March that can contain additional scholarships from Illinois Tech as well as state and/or federal aid (grants, loans, work study).

ROLLING ADMISSION

PROSPECTS CAN NOW TAKE A VIRTUAL TOUR OF OUR CAMPUS!

Be sure to tell prospective students about our new product! They can log on to www.iit.edu/#virtualtour to view a cool online virtual tour of our buildings, labs, open spaces, and more!
2017 PAYSCALE COLLEGE ROI REPORT RANKED ILLINOIS TECH #1 IN ILLINOIS AND #75 IN THE U.S.

82% OF CLASSES HAVE FEWER THAN 40 STUDENTS

92% RETENTION RATE

ALUMNUS MARTIN COOPER INVENTED THE CELL PHONE

OUR GRADUATES GET JOBS.
AT PLACES LIKE BOEING, GOOGLE, MOTOROLA SOLUTIONS, AMAZON, MICROSOFT, GOLDMAN SACHS, EXELON, AND MANY MORE!
EVENT GUIDELINES AND TIPS

The basic guidelines for an event are the same: We ask that you share your story and inspire students to consider Illinois Tech!

If you are comfortable there may be events that you attend alone or with other alumni, without any Illinois Tech personnel. For these events we do not expect you to be an expert about Illinois Tech, rather to provide general information about the university, to give out material, and to talk about your experience. It’s okay if you don’t have an answer to a specific question about Illinois Tech! Just take down the necessary information, and an admission counselor will follow up with the student.

COLLEGE FAIRS

Prior to a college fair, your Illinois Tech admission counselor will email you information about the fair location and time. If you are attending a fair with an Illinois Tech admission counselor the counselor will bring all the necessary materials to the event unless communicated otherwise.

If you are attending without any Illinois Tech personnel we will ship all the recruitment materials to you at your preferred address with ample time for you to receive the materials and inspect for any damage that may have occurred during transit.

During college fairs we hand out Illinois Tech general brochures for high school and transfer students, and the Office of Admission follows up via mail with specialized secondary brochures when appropriate. Please give interested students and families a copy of our general brochure and ask all prospective students to turn in a completed inquiry card. This is very important, as these cards will ensure the student receives mailings about their specific interests and academic areas.

Below is our preferred procedure on the day of college fairs:

Check in: Check in with the event organizer as soon as you arrive. Please arrive at least 30 minutes prior to the start of the event.

Set up the Illinois Tech admissions table: If an Illinois Tech admissions counselor will be at the fair, you won’t need to set up anything. If you’re representing Illinois Tech on your own, we will ask you to manage the setup. You will be provided the following:
- Tablecloth
- Brochures: Illinois Tech general brochures, college cards
- Inquiry cards
- Pens

Place the tablecloth so that the printed area meets the top of the front of the table. It’s preferred to set up two separate mini stations on the table so that two students can fill out inquiry cards simultaneously. At right is an example of how your table should look when fully set up:
DURING THE FAIR

• Share your story with students and families!
• Encourage students to complete the inquiry cards; this is how we collect their contact information and know they attended the event.
• Keep an eye on the table! The Illinois Tech Office of Admission is a member of NACAC, the governing body for college admission counselors, whose rules state that you should remain behind the table at all times during a fair, so please do not stand in front of the table or in a position that blocks other college tables/booths. NACAC rules also state that we cannot have more than three Illinois Tech representatives at our booth at any given time.
• Depart. Once the fair has officially ended and the organizer has provided approval to depart, please pack up the admission materials that you were provided and return them to the Office of Admission with the included return label. If you need to request an additional mailing label please contact your admission counselor.

INQUIRY CARDS—COLLECT THEM! (AND RETURN THEM!)

One of your primary tasks at events is to get students to fill out inquiry cards and hand them to you. These cards are important in our recruiting efforts as they allow us to track student attendance at fairs and send students follow up information. Students may mail the cards to Illinois Tech at a later time; however, it’s best to encourage students to complete the cards onsite at the Illinois Tech admissions table.

Upon completion of the event, please return the completed inquiry cards to the Office of Admission along with the tablecloth and the rest of the admission materials that were mailed to you. We can’t overemphasize the importance of these cards and the need for Illinois Tech to receive them as soon as possible. Please contact your admission counselor after completion of the event(s) with the packaging type, including approximate size and weight, and we will pre-pay the shipping costs.

BRUSH UP!

Familiarize yourself with Illinois Tech’s academic programs, majors, and basic information. Some things might have changed since your time as an Illinois Tech student, and our brochures can help you get up to speed on the university’s offerings.

ATTIRE

Please dress as you would for a professional event. You may wear casual attire, if you prefer, only if you wear Illinois Tech logo apparel. Remember: You are the face of Illinois Tech to prospective students and their families, and your demeanor and image are a reflection of the university.

QUESTIONS

If you have any questions leading up to the event please contact your admission counselor.
**THE COLLEGES OF ILLINOIS TECH**

Armour College of Engineering  
Chicago-Kent College of Law  
College of Architecture  
College of Science  
Institute of Design  
Lewis College of Human Sciences  
School of Applied Technology  
Stuart School of Business

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It is the intention of Illinois Institute of Technology to act in accordance with all regulations of the federal, state, and local governments with respect to providing equality of opportunity in employment and in education, insofar as those regulations may pertain to Illinois Tech. Illinois Institute of Technology prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status.

Illinois Institute of Technology is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.