

## ATIPP.Analyst

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**From:** Sam Robertson-Lawless <srobertsonlawless@yukonu.ca>  
**Sent:** April 5, 2024 12:27  
**To:** Derek Yap; dmacdonald  
**Cc:** Erin McMichael  
**Subject:** RE: International students

Hi Derek,

Here is the information needed for the ATIPP request.

In the Winter 2024 term 84% of our registered students were domestic and 16% were international students. For the Fall 2024 term we currently have a seat cap of 126 international students.

Let me know if there is anything else we might need to provide.

Thank you,  
Sam

### Samara Robertson-Lawless (she/her)

Associate Registrar, Registrations & Records  
Office of the Registrar

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**From:** Derek Yap <dyap@yukonu.ca>  
**Sent:** Thursday, April 4, 2024 12:38 PM  
**To:** Sam Robertson-Lawless <srobertsonlawless@yukonu.ca>; Dawn Macdonald <dmacdonald@yukonu.ca>  
**Cc:** Erin McMichael <emcmichael@yukonu.ca>  
**Subject:** RE: International students

Hi Sam,

The answers you suggest sounds more than enough to fulfill the request. If we provide both that provides the best, most complete answer.

Thanks! Derek

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**From:** Sam Robertson-Lawless <[srobertsonlawless@yukonu.ca](mailto:srobertsonlawless@yukonu.ca)>  
**Sent:** Thursday, April 4, 2024 12:29 PM  
**To:** Derek Yap <[dyap@yukonu.ca](mailto:dyap@yukonu.ca)>; Dawn Macdonald <[dmacdonald@yukonu.ca](mailto:dmacdonald@yukonu.ca)>  
**Cc:** Erin McMichael <[emcmichael@yukonu.ca](mailto:emcmichael@yukonu.ca)>  
**Subject:** RE: International students

Hi Derek,

I'm working on this now but was wondering if you could clarify a couple parts of the request for me. I'm cc'ing in Dawn for some help on the data end.

When they refer to "breakdown of seats allocated to international students," are they referring to the number of students we are admitting or who have registered in courses in the term? I can provide a demographic breakdown of registered students in the winter term with a % of international students if that is the request need. We do have an admissions seat cap per term but because we don't have enrolment caps in some programs, it's difficult to give an exact % as it changes year per year.

With this request, would it be best to provide both the winter term registration demographics and the seat cap that we have approved for the upcoming fall term?

Thank you!  
Sam

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**From:** Derek Yap <[dyap@yukonu.ca](mailto:dyap@yukonu.ca)>  
**Sent:** Tuesday, April 2, 2024 2:27 PM  
**To:** Sam Robertson-Lawless <[srobertsonlawless@yukonu.ca](mailto:srobertsonlawless@yukonu.ca)>  
**Subject:** RE: International students

Sam, this is a perfect timeline. Thanks for all your help with this request!

Derek

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**From:** Sam Robertson-Lawless <[srobertsonlawless@yukonu.ca](mailto:srobertsonlawless@yukonu.ca)>  
**Sent:** Tuesday, April 2, 2024 2:25 PM  
**To:** Derek Yap <[dyap@yukonu.ca](mailto:dyap@yukonu.ca)>  
**Subject:** RE: International students

Thanks so much. Based on those dates, I'm going to assume that they'll want the Fall acceptance numbers but we may have to attach a caveat. Because of the IRCC changes and the introduction of the verification letter, we've been delayed on some parts of the admissions process. I'll start looking through things on my end and get back to you with more information. Is the end of the week alright for you?

Sam

**Samara Robertson-Lawless (she/her)**

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**From:** Derek Yap <[dyap@yukonu.ca](mailto:dyap@yukonu.ca)>  
**Sent:** Tuesday, April 2, 2024 2:22 PM  
**To:** Sam Robertson-Lawless <[srobertsonlawless@yukonu.ca](mailto:srobertsonlawless@yukonu.ca)>  
**Subject:** RE: International students

Yes Sam, the time period is very short. Timeframe: March 1, 2024 - April 2, 2024.

Thanks, and of course we can discuss further if you feel necessary.

Derek

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**From:** Sam Robertson-Lawless <[srobertsonlawless@yukonu.ca](mailto:srobertsonlawless@yukonu.ca)>  
**Sent:** Tuesday, April 2, 2024 2:17 PM  
**To:** Derek Yap <[dyap@yukonu.ca](mailto:dyap@yukonu.ca)>  
**Cc:** Erin McMichael <[emcmichael@yukonu.ca](mailto:emcmichael@yukonu.ca)>  
**Subject:** RE: International students

Hi Derek,

We do have seat caps for applications which might be what they're looking for but I would need to know what period of time it's for. Are they able to provide any additional information alongside the request? Specifically, a date range or term?

I'm thinking we should set a meeting to discuss the parameters so I can make sure I'm providing the most accurate information we have.

Thanks!  
Sam

**Samara Robertson-Lawless (she/her)**

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**From:** Derek Yap <[dyap@yukonu.ca](mailto:dyap@yukonu.ca)>  
**Sent:** Tuesday, April 2, 2024 2:13 PM  
**To:** Sam Robertson-Lawless <[srobertsonlawless@yukonu.ca](mailto:srobertsonlawless@yukonu.ca)>  
**Subject:** International students

Hi Sam,

We have an ATIPP request about the “breakdown of seats allocated to international students”. I know there is a 15% threshold. Do you happen to know how that translates into a number?

Thanks, Derek

Derek Yap, B.Mus, B.Ed, MLIS  
Manager, Library & Technology Services  
**IT & Learning Commons**

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