

## Contents:

- Step-by-step: The Admissions Summary Search ([page 2](#))
- Reference: The Admission Summary Page ([page 3-5](#))
- Reference: The Activity Summary Page ([page 6-8](#))
- Step-by-step: Review Applicants in AME ([page 9-10](#))
- Reference: The AME Worksheet ([page 11](#))
- Reference: EDWARD Overview ([page 12-16](#))
- Step-by-step: Waive/Complete Program Checklist Items ([page 17](#))
- Step-by-step: Batch Deny/Cancel ([page 18](#))
- Step-by-step: Request a GPA Calculation ([page 19](#))
- Step-by-step: Manually Post a Decision ([page 20-21](#))
- Step-by-step: Add a Comment to the NOA ([page 21](#))
- Step-by-step: International Financial Review Program Funding Guide ([page 22](#))
- Step-by-step: Add Conditions Checklist ([page 27](#))
- Notice of Admission Email ([page 28-30](#))
- Notice of Admission Letter
- Matriculation Chart ([page 31](#))
- Step-by-step: SIS Application Summary ([page 32](#))
- Reference: Applicant Center Overview ([page 34](#))

## Admissions Summary Search

1. Navigate to the Admissions Summary component search:

**Path: Student Admissions > Applicant Summaries > Admissions Summary**

**Note:** *The Admissions Summary component search will be used by internal Admissions staff when the applicant's ID is known, or when it is clear that there is an existing record for an individual. It will also be used by external users who have access to view admissions data.*

2. Enter any of the following search criteria (or combination thereof):

- **ID** : The OSU ID
- **Campus ID** : Name.#
- **National ID** : Social Security Number (for domestic Applicants/Students only)
- **Last Name** : Applicant/Student's last name
- **First Name** : Applicant/Student's first name



3. Choose the operator (optional):

- **Begins With** (Default): Results will contain the search criteria at the beginning of the value. (Searching for "JAN" could return the results "JAN", "JANSON", "JANG" or "JANUSZKIEWICZ".)
- **Contains**: Results will contain the search criteria anywhere in the value. (Searching for "BORN" could return the results "BORN", "BORNE", "ZABORNIAK", or "RAYBORN".)
- **= (equals)**: Results will exactly match the search criteria. (Searching for "LEE" will return the results of "Lee" only.)

4. Click .

- If there is only one match, you will automatically be taken to the Admissions Summary page for that record.

5. If there are multiple matches, each result will display as a separate line in the Search Results section. Click any part of a result line to go to that individual's *Admissions Summary* page.

- Be sure to check birthdate and middle name if you have access to those to narrow down your search.
- Use viewing tools (First, Last,  or ) to navigate through the results.
- Click a column header to sort the results by that field (A-Z, 0-9). Click the header again to reverse the order.

## The Admissions Summary Page

Path: Student Admissions > Applicant Summaries > Admissions Summary

Admissions Summary
Activity Summary

Primary: **A** Abraham Lincoln      123456789                     [Names](#)

Preferred: Abe Lincoln

**Person Information**

Date of Birth: 02/19/1998    Gender: Male      **B**      Campus ID: LINCOLN.111

**Affiliations**

[Admissions Applicant](#)      **C**

[Student](#)


**Application Data** Personalize | Find | View All | | First 1 of 1 Last

Summary		Details											
Appl Nbr	Prog Nbr	Career	Admit Type	Acad Prog	Plan	Admit Term	Cmp	Res	ADMA	ADMP	Status		
<b>A</b> <a href="#">12345678</a>	0	GRAD	GRD	GENG	MECHENG-PH	2020 Autmn	COL	I	C	I	Active		

- A) Name Section** - Provides name, OSUID, and Service Indicator information:
- **Primary:** The official legal name on the record and is used in most correspondence.
  - **Preferred:** The applicant's preferred name as indicated via Self-Service.
  - The [Names](#) link displays the individual's name history.
  - The **OSU ID** is centered at the top of the section.
  - **Service Indicators** can be clicked to gain information about any holds or special circumstances.
    - ★ Positive Service Indicator: Enhances services
    - ⊘ Negative Service Indicator: Withholds services
    - 🏠 FERPA Indicator: Individual has requested a restriction on the release of their directory information.
- B) Person Information** - Provides additional biographical/demographic information:
- **Date of Birth**
  - **Gender**
  - **Campus ID** (name.#)
- C) Affiliations** - Tells how the individual is associated with Ohio State. There are many different values possible, and an individual may have multiple Relations with Institution at the same time. Examples include:
- **SIS Admissions Prospect:** Individual has submitted CNM (Cannot Match) or Professional Prerequisite materials, but has not yet submitted an application. This category also includes SFA athlete prospects.
  - **Current Admissions Applicant:** The individual has submitted an application for the current or a future term. (Links to admin view of the Applicant Center.)
  - **Former Admissions Applicant:** The individual submitted an application for a previous term. (Links to admin view of the Applicant Center.)
  - **Current Student:** Currently enrolled or eligible to enroll in classes.
  - **Current Employee:** Currently employed by the university.
  - **Current Student Employee:** Individual is primarily a student but is also employed by the university.
  - Some Admissions procedures vary based on the individual's Relations with Institution.

## Graduate and Professional Admissions Program Training

### D) Application Data

- The  button in each row links to the *Activity Summary* page and automatically filters information to that application only.
- **Appl Nbr:** Each application is assigned a unique application number. The application number links to one of the pages on the Application Maintenance component; the specific landing page may vary based on user security.
- **Prog Nbr:** Distinguishes between an initial application ("0") and subsequent applications ("1", "2"... ) to a given Career/Program/Plan combination. (Often used in deferred admissions.)
- **Career:** The Academic Career, equivalent to the level.
- **Admit Type:** A way to further classify a type of admittance. (E.g., deposit required, previously attended OSU, transient student, etc.)
- **Acad Prog:** The Academic Program, equivalent to the college.
- **Plan:** The Academic Plan, equivalent to major and degree.
- **Admit Term:** The expected term (semester) and year of admission.
- **Cmp:** The requested campus.
- **Res:** Identifies the applicant's calculated OSU residency: "N" (non-Ohio resident), "R" (Ohio resident), "I" (International), or "A" (Special visa holder).
- **ADMA and ADMP:** Indicates the status of ADMA and ADMP checklists:
  - *ADMA* checklists manage application requirements for the G/P Admissions Office, including transcripts, certain test requirements, and provisions. All applications have at least one ADMA checklist.
  - *ADMP* checklists manage application requirements for individual G/P programs, admissions conditions, and financial review processes. An application may have one, multiple, or no ADMP checklists.
- **Status:** Indicates the current state of the application based on the most recent **Program Action** entered. Refer to the chart below for details about the relationship between application **Status** and **Program Action** values.
- **Application Status/Program Action Chart**

Application Status	Most Recent Program Action
Applicant	APPL (Application) or DATA (Data Change)
Admitted (offered)	ADMT (Admit)
Prematric (accepted)	DEIN (Declaration of Intent)
Active in Program (student)	MATR (Matriculation)
Cancelled	DENY (Deny) or WADM (Administrative Withdrawal) or WAPP (Applicant Withdrawal)

## Graduate and Professional Admissions Program Training

**Additional Information**

**Addresses** Find | View All First 1 of 3 Last **E**

Address Type: Home/Current [Addresses](#)

Effective Date: 11/19/2019

Status: Active

Country: USA

Address:  
123456 Lane Ave  
Columbus, Oh 43222  
Franklin

**Phone**

Type: Mobile (123)456-7890 **G** [Phones](#)

**Email**

Type: Home abelincoln16@gmail.com **H** [Email](#)

**Emergency Contact**

Name: Thomas Lincoln **I** [Emergency Contact](#)

**Student Education**

[Education Data](#)

- ▶ University of California-COL
- ▶ Zhejiang University-COL

**Tests**

**F** [Student Tests](#)

Test Results Find | View All First 1-3 of 6 Last

Test ID	Test Component	Test Score	Test Date
GRE	ANLYW	4.00	09/20/2019
GRE	QUAN3	170.00	09/20/2019
GRE	VERB3	157.00	09/20/2019

**K**

[Return to Search](#) [Previous in List](#) [Next in List](#)

[Admissions Summary](#) | [Activity Summary](#)

**E) Addresses** - Displays the most recent address of each address type. Click the [Addresses](#) link to view previous addresses or update address information. (It is preferred that applicants maintain this via Applicant/Student Center.)



**F) Tests** - Displays select components of official test scores only. Full test results can be found on the AME Worksheet.

**G) Phones** - Displays the preferred phone number. Click the [Phones](#) link to view additional phone numbers on file or update phone information. (It is preferred that applicants maintain this via self-service.)

**H) Email** - Displays the preferred email address. Click the [Email](#) link to view additional email addresses on file or update email information. (It is preferred that applicants maintain this via self-service.)


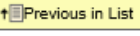
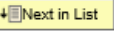
**I) Emergency Contact** - Displays the primary emergency contact. Click the [Emergency Contact](#) link to view or update emergency contact information. (It is preferred that applicants maintain this via self-service.)

**J) Student Education** - Lists all institutions the applicant has attended and specifies the type of institution ("SCD" for secondary schools, i.e., high schools; "COL" for post-secondary schools, i.e., colleges and universities).

Click the  button to expand and display more information on an institution; click the  button to collapse the section.

Click [Education Data](#) to view or update education information.

### K) Action Buttons

-  takes you to the Admissions Summary Search, pre-populating the search fields with the ID number from the record you were viewing. Note that this button takes you to the Admissions Summary Component Search even if you originally navigated from *Search/Match*.
-  /  are only available if you navigated from an Admissions Summary Component Search that returned more than one result. They allow you to browse up or down through records returned on the Admissions Summary component search page.

## The Activity Summary Page

**Path: Student Admissions > Applicant Summaries > Admissions Summary**

Abraham Lincoln
123456789

Selection Criteria

Include PROS/PROP Functions:

Academic Career: Graduate

Application Nbr: 12345678    Program Nbr: 0

A

B

Search
Clear

### Search Results

Pre-Application Data

Detail Panel	Career	Admit Term	Career Rcrtg Center	Career Recruiting Status	Career Refrl Source	Program Recr Center	Program Rcrtg Status	Program	Plan
C									

Application Program Actions

Appl Nbr	Prog Nbr	Career	Admit Type	Acad Prog	Acad Plan	Admit Term	Campus	Date	Status	Action	Reason
<a href="#">02138937</a>	0	Graduate	GRD	GENG	MECHENG-PH	Autumn 2020	COL	02/03/2020	Active	MATR	
<a href="#">02138937</a>	0	Graduate	GRD	GENG	MECHENG-PH	Autumn 2020	COL	01/14/2020	Prematric	DEIN	
<a href="#">02138937</a>	0	Graduate	GRD	GENG	MECHENG-PH	Autumn 2020	COL	12/13/2019	Admitted	ADMT	GrdAdmtGen
<a href="#">02138937</a>	0	Graduate	GRD	GENG	MECHENG-PH	Autumn 2020	COL	11/21/2019	Applicant	DATA	GPACalc'ed
<a href="#">02138937</a>	0	Graduate	GRD	GENG	MECHENG-PH	Autumn 2020	COL	11/20/2019	Applicant	DATA	ReqGPACalc

**On the Admissions Summary page:**

- Click the Activity Summary tab to search for information related to *all applications*.
- Click the A next to the appropriate application number to filter results pertaining to *that application only*.

**A) Selection Criteria** - Filters the results that will show on the Activity Summary page when a search is performed. If A was clicked, the appropriate filters will pre-fill so only information pertaining to that application will display.

**B) Search / Clear**

- A search must be performed when first visiting the *Admissions Summary* page or anytime you wish to refresh the page.
- Clear will remove any pre-filled search criteria.

**C) Pre-Application Data** - Lists information related to CNM and Prerequisite Evaluation records.

- Detail Panel:** Links to the Create/Update Prospects component.
- Career:** For CNM prospects, the career value corresponds to the office receiving the documents (UA/FYE = Undergraduate; G/P = Graduate). For prerequisite evaluation requests, this corresponds to the Academic Career for the evaluation request.
- Career Rcrtg Center:** Indicates the office or area that received the materials: "UADM" for UA/FYE, "GRAD" for Graduate Intake, or "PROF" for Professional Processors.
- Career Recruiting Status:** "Inquiry-CNM" for CNM or "Pros-Prereq" for Prerequisite Evaluations.

**D) Application Program Actions** - Displays a history of the Program Actions added to the application.

- Appl Nbr:** Each application is assigned a unique application number. The application number links to one of the pages on the *Application Maintenance* component; the specific landing page may vary based on user security.

## Graduate and Professional Admissions Program Training

- **Prog Nbr:** Distinguishes between an initial application ("0") and subsequent applications ("1", "2"... ) to a given Career/Program/Plan combination. (Often used in deferred admissions.)
- **Career:** The Academic Career, equivalent to the level.
- **Admit Type:** A way to further classify a type of admittance. (Deposit required, previously attended OSU, transient student, etc.)
- **Acad Prog:** The Academic Program, equivalent to the college.
- **Acad Plan:** The Academic Plan, equivalent to major and degree.
- **Admit Term:** The expected semester and year of admission.
- **Campus:** The requested campus.
- **Date:** The date in which the application received its current **Status**.
- **Status:** Indicates the current state of the application based on the most recent **Program Action** entered. Refer to the chart on the next page for details about the relationship between application **Status** and **Program Action** values.
  - **Action:** the most recent **Program Action** entered.
  - **Reason:** If an **Action Reason** was specified with the most recent **Program Action**, it will display here.

### Application Status/Program Action Chart

Application Status	Most Recent Program Action
Applicant	APPL (Application) or DATA (Data Change)
Admitted (offered)	ADMT (Admit)
Prematric (accepted)	DEIN (Declaration of Intent)
Active in Program (student)	MATR (Matriculation)
Cancelled	DENY (Deny) or WADM (Administrative Withdrawal) or WAPP (Applicant Withdrawal)

Checklists							Personalize   Find   View All   [Print]   [Refresh]   First 1-5 of 18 Last
Checklist Code	Item Code	Status	Status Date	Description	Application Nbr	Prog Nbr	
<a href="#">ACOMST</a>	<a href="#">ACOMST</a>	Completed	01/14/2020	E	02138937	0	
<a href="#">GAP091</a>	<a href="#">GRDPUR</a>	Completed	11/19/2019		02138937	0	
<a href="#">GAP091</a>	<a href="#">GCVRES</a>	Completed	11/19/2019		02138937	0	
<a href="#">GAP091</a>	<a href="#">GRDREC</a>	Completed	11/21/2019		02138937	0	
<a href="#">GAP091</a>	<a href="#">GRDREC</a>	Completed	11/29/2019		02138937	0	

Communications								Personalize   Find   View All   [Print]   [Refresh]   First 1-5 of 14 Last
Comm. Context	Letter Code	Date Completed	Status	Method	Direction	Comment	Application Nbr	Prog Nbr
<a href="#">GACEPT</a>	GAV	01/14/2020	<a href="#">Complete</a>	E-Mail	Outgoing	F	02138937	0
<a href="#">GADMTG</a>	GBA	12/16/2019	<a href="#">Complete</a>	E-Mail	Outgoing		02138937	0
<a href="#">GADMTG</a>	GAA	12/13/2019	<a href="#">Complete</a>	Letter	Outgoing		02138937	0
<a href="#">GGWEEM</a>	GGW	11/19/2019	<a href="#">Complete</a>	E-Mail	Outgoing		02138937	0
<a href="#">GPFIN2</a>	GR2	01/28/2020	<a href="#">Complete</a>	E-Mail	Outgoing		02138937	0

Comments					Personalize   Find   View All   [Print]   [Refresh]   First 1-5 of 7 Last
Comment Category	Comment Date	Comment	Application Nbr	Prog Nbr	
<a href="#">ACNNBR</a>	11/19/2019	02138937	02138937		G
<a href="#">ASGGPA</a>	11/19/2019	89.55	02138937		
<a href="#">ASGSCL</a>	11/19/2019	100	02138937		
<a href="#">ASUGPA</a>	11/19/2019	3.94	02138937		
<a href="#">ASUSCL</a>	11/19/2019	4.0	02138937		

## Graduate and Professional Admissions Program Training

**E) Checklists** - Tracks items (e.g., transcripts, test scores, conditions, and recommendations) needed to process applications.

- **Checklist Code:** Identifies the name of the checklist and links to the *Checklist Management 1* page. There can be multiple checklists for any application.
- **Item Code:** Identifies individual checklist items and links to the *Checklist Management 2* page. There can be multiple checklist items for any checklist.
- **Status:** The status of the checklist item. ("Initiated" = not yet received, "Completed" = received)
- **Status Date:** The date the status was entered in the system.
- **Description:** If the item is a transcript, the **Description** field displays the name of the institution associated with the transcript requirement. For all other kinds of items, this field displays any item-specific comment information entered on the *Checklist Management 2* page.
- **Application Nbr:** The associated application number for the checklist item.
- **Prog Nbr:** The associated program number for the checklist item.

Checklist Code	Description
<b>GAPxxx</b>	Graduate Program Checklist
<b>GAT001</b>	GRE Test
<b>GAT002</b>	GMAT Test
<b>GAT003</b>	GRE or GMAT Test
<b>GCENGL</b>	English Placement Test
<b>GCONDS / PCONDS</b>	Graduate / Professional Program Admissions Conditions
<b>GENG01 / PENG01</b>	TOEFL
<b>GPROVS / PPROVS</b>	Graduate / Professional Office Admissions Provisions
<b>GPTRAN</b>	Transcripts

**F) Communications** - This is the section where all added communications will show on the SIS record. Communications made both by the program and by the admissions teams will display here.

**G) Comments** - These are typically able to be ignored as they do not pertain to admissions related items.

## Review Applicants in AME

AME, The Application Management Engine allows you to:

- Review your program's applicant pool
- Request and review GPA calculations
- Post decisions
- Monitor application progression

**Path: Student Admissions > Applicant Summaries > Application Management Engine**

1. Enter search criteria to select applicants for your office to evaluate:

a. Confirm or select the **Academic Career** (Level).

b. Select the **Applicant Progression Category**:

- **01 - Incompletes:** ADMA checklists, which contain the items required by the Admissions Office (e.g., transcripts, test scores), are incomplete. GPA calculation requests cannot be made on records in this category. (ADMP checklists, including program-specific checklists, may or may not be completed.)
- **02 - Pending:** ADMA checklists have been completed and GPA calculations can be requested. (ADMP checklists may or may not be completed.)
- **03 - Admits in Progress:** Recommended admits for Graduate School referrals in review (<3.0 GPA on last degree earned, bachelors or higher.)
- **04 - Admits:** Admitted, prematric, and matriculated applications.
- **05 - Cancelled Applications:** Denied applications, administrative withdrawals (cancels), and applicant withdrawals.
- **06 - ALL:** This category combines all of the previous categories, giving you a complete view of your applicant pool.

c. The remaining search fields are optional and allow you to narrow the list of applicants to evaluate:

- **Admit Term:** Limit the search to a specific Admit Term. If left blank, the system will search for all current and future terms.
- **Program** (College): Limit the search to a specific Academic Program.
- **Plan** (Major + Degree): Limit the search to a specific Academic Plan.
- **Sub Plan** (Specialization): Limit the search to a specific Sub Plan. Many Academic Plans do not have associated Sub Plans.
- **Campus:** Limit the search to a specific Campus.
- **ID:** Limit the search to a specific OSU ID.
- **Search for Application Receipt Date Between:** Limit the search to a specific timeframe.
- **GPA Request Made:**
  - Select "Yes" to limit the search to applicants whose GPA calculations have been requested.
  - Select "No" to limit the search to applicants whose GPA calculations have *not* been requested.
  - Leave blank to view all.

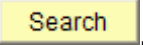
## Graduate and Professional Admissions Program Training

- **GPA Calc Done:**
  - Select "Yes" to limit the search to applicants whose GPA calculations have been completed.
  - Select "No" to limit the search to applicants whose GPA calculations have *not* been completed.
  - Leave blank to view all.



---

NOTE: The last two search fields appear only when "Pending" is selected as the **Applicant Progression Category**.

---

2. Click .

3. Review the Search Results:

- Applicants matching your selected criteria will be listed in the Search Results along with information about their applications.
- Click any column heading to sort results by that column; click again to reverse the sort order.
- Click  in the Search Results header bar to export the current results to an Excel spreadsheet.
  - If nothing happens when you click the icon above, you may need to Tweak Your PC's Settings to allow the Export feature to work properly.
- Most columns are self-explanatory, but several columns include links to additional Admissions functions:
  - **Form:** Click  to access the applicant's [AME Worksheet](#) to view education history, test scores, and GPAs once calculated.
  - **ID:** Click an applicant's ID to open [EDWARD](#) (the **E**lectronic **D**ocument **W**ebSite for **A**dmissions-**R**elated **D**ata) to view all imaged documents received for the applicant.
  - **Name:** Click an applicant's name to navigate to that applicant's *Application Program Data* page, where you can manually [Post an Admissions Decision](#).
  - **Complete:** If any checklist items are in "Incomplete" status, an "N" will display in this column. If all checklist items are "Complete", a "Y" will display. Clicking either will take you to the [Activity Summary page](#), where you can view all checklist items.
  - **Email:** Click the email envelope to send the applicant an email.
  - **Post Deny/Cancel:** In the "Incompletes" and "Pending" Progression Categories, batch processing is available to quickly [Deny or Cancel](#) applications.

**Fellowship Status:** In the "Admits in Progress" and "Admits" Progression Categories, the indicator reveals whether or not the applicant has been nominated for a fellowship online. Clicking either the "[YES](#)" or "[NO](#)" will take you to the *Early Financial Aid Offer* page, where you can [Nominate for Fellowship](#).

# Graduate and Professional Admissions Program Training

## The AME Worksheet

**OSU GP Admissions AME Worksheet** Printed: 04/08/2020 Name: Abraham Lincoln

**1** Admit Term: 2020 Autmn Residency: Res Admit Type: GRD ID: 123456789  
 Career: GRAD Program: GENG Plan: MECHENG-PH Campus ID: LINCOLN.111  
DOB: 02/12/1809

Sub Plan(s):

**2** **Self Reported GPA** **3**

Self-Reported UnderGrad Avg: 3.94 / 4.0  
 Self-Reported Grad Avg: 89.55 / 100

**Incomplete Checklist Items**

1	ESL Place	GAffSupprt	GConBkStmt	GPassport	OffFinTrm
2	GPDegreeSt				

**4** **Admissions Office Evaluation and Comments**

Previous Education	Country	Degrees	Dates	UGRD QP/HRS = GPA	GRAD QP / HRS = GPA	Comments
1 University of California	USA		08/01/2018 11/30/2018			GP: Stdy Abrd. Temporarily waived, 1 term.
2 Zhejiang University	<a href="#">CHN</a>	BS	09/10/2016 06/30/2020	89.55 / 1 = 89.55	NA	

**5** **Combined GPAs by Career**

Career	Combined GPA	Date Calculated:	Comments:
1		11/21/2019	Fellowship Eligible. Must submit nomination for Fellowship consideration.

**6** **Test Information**

Test ID	Test Date	Scores - 1	Scores - 2	Scores - 3	Scores - 4	Scores - 5
1 GRE	09/20/2019	ANLYW / 4 / 57	QUAN3 / 170 / 96	VERB3 / 157 / 76		
2 TOEFL	10/13/2019	LIST1 / 27 / 0	READ1 / 28 / 0	SPEK1 / 24 / 0	TOTL1 / 103 / 0	WRIT1 / 24 / 0

**Recommendation of the Department Committee**

Consult Graduate and Professional Program website for more information.

Withdraw  GW1-App Withdw

Signed \_\_\_\_\_ Date \_\_\_\_\_ **Last Action**  
Matriculat 02/03/2020

Name: Abraham Lincoln ID: 123456789

- Person and Application Information:** A summary of the applicant's personal, application, and CPP (Career/Program/Plan) information.
- Self Reported GPA:** The self-reported undergraduate and graduate GPAs provided on the application.
- Incomplete Checklist Items:** Specifies the applicant's incomplete checklist items
- Admissions Office Evaluation and Comments:** Summary of all institutions attended, including the country, degrees earned (or expected), dates attended, GPAs (if calculated), and evaluator's comments (if any). OSU links to the Advising Report. Foreign country codes link to the Country Profile.
- Combined GPAs by Career:** If all work completed (per career) is reported on a 4.0 scale, an overall GPA will be calculated. These results will display on the AME Search Results page. If the student attended any schools outside the US, there will be no combined GPA because International GPAs cannot be combined.
- Test Information:** Provides detailed information on official test scores received.

The bottom sections are no longer used by the programs.

## EDWARD

(*Electronic Document Website for Admissions-Related Data*)

[https://gpadmissions.osu.edu/secure/GP\\_resources/appdocs](https://gpadmissions.osu.edu/secure/GP_resources/appdocs)

(...or just click the applicant's ID in AME)

EDWARD  
Graduate and Professional Admissions

THE OHIO STATE UNIVERSITY

Current Applicants Search New Documents My Settings Users Notifications

1 HELP | AME | RESOURCES | ADVISING REPORTS

2 Plan: MECHENG-PH Sub Plan: ALL SUB PLANS Term: AU20 Action: ALL ACTIONS Update

3 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Current Applicants 1-50 of 268

4 NAME	OSU ID	PLAN	SUB PLAN	TERM	5 ACTION	6 ACTION DT	
1. Adams, John	100000001	MECHENG-PH		AU20	Admit	02/07/2020	SIS
7 Lincoln, Abraham	123456789	MECHENG-PH		AU20	Admit	01/13/2020	SIS ✓ 8

Document	Details	Date	9 Source
GP Program Document	AME SUMMARY SHEET	12/31/2019	PROGRAM 10
ADM Application	MECHENG-PH	12/17/2019	AAWS
GP Program Document	STATEMENT OF PURPOSE	12/16/2019	AAWS
GP Program Document	CV/RESUME	12/16/2019	AAWS
11 GP Program Document	LETTER OF RECOMMENDATION	12/19/2019	AAWS
GP Program Document	LETTER OF RECOMMENDATION	12/19/2019	AAWS
GP Program Document	LETTER OF RECOMMENDATION	12/16/2019	AAWS
UNIVERSITY TRANSCRIPT	OHIO UNIVERSITY	12/04/2019	OFFICIAL
UNIVERSITY TRANSCRIPT	UNIVERSITY OF JORDAN	12/16/2019	UNOFFICIAL
GP Program Document	ADMISSIONS REVIEW PACKET	01/02/2020	PROGRAM 10

12 Upload Document Create WorkSheet Create Packet

1. Links to other websites will display, depending on your access.
2. Filter by Plans, Terms and/or Actions:
  - o The initial defaults are "All Plans", "All Terms", and "All Actions."
  - o These can be changed on-the-fly using the drop-down menus, then clicking "Update."
  - o The defaults can be changed on the **My Settings** page.
3. Use the index to narrow your results based on Last Name.
4. Sort results by clicking any column header.
5. The Action reflects the last activity:
  - o **Application** = Newly loaded applications. Nothing has been done yet.
  - o **GPA Requested** = You have requested a GPA calculation, but it hasn't been calculated yet.
  - o **GPA Calculated** = The GPA has been calculated.
  - o **Deny** = The application has been denied.
  - o **Administrative Withdrawal** = The application has been cancelled.
  - o **Applicant Withdrawal** = The applicant has withdrawn their application or has declined your offer of admission via the Applicant Center.

## Graduate and Professional Admissions Program Training

- **Recommend Admit** = You have recommended admission and the applicant is currently going through Financial Review (international) and /or Graduate School Review (low GPA). No formal offer of admission has been made, but the applicant can be nominated for a fellowship at this stage.
  - **Admitted** = The applicant has formally been offered admission, but they have not yet accepted or declined.
  - **Intention to Matriculate** = The applicant has accepted admission, but they have not yet matriculated.
  - **Matriculation** = The applicant has matriculated and is now active / considered a student.
6. Links directly to the Admissions Summary page in the SIS.
  7. Click an application line to expand the view to see what documents are available.
    - Only current/future term applications will show on this page. To see previous applications, use the **Search** page.
  8. A green checkmark will appear if all admissions checklist items are completed (or waived) at that time.
  9. Indicates where the document came from (AAWS = SIS Application, Central Application Services, Program, or blank if manually loaded by the Admissions Office). Transcripts will be identified as Official or Unofficial.
  10. Documents that are uploaded by the program can be deleted.
  11. Click the Document link to view the document.
  12. Administrative Staff have additional capabilities:

**Upload Document** – Upload documents received in your office:

- Choose the Document Type.
- Choose the Document Title.
- Click “Browse” to choose the file.
- Click “Upload Document” to upload it directly into EDWARD.
- Once uploaded, the document will be immediately viewable and will have a Source of “Program.”
- Use the SIS link to go to the Activity Summary page to complete the appropriate program checklist item.

**Create Worksheet (AME Summary Sheet)** – Create a “lite” version of the AME Worksheet, which includes GPA calculations and official test scores on record.

**Create Packet** – Bundle multiple documents into one PDF for review:

- “Save Packet As” one of the following:
  - UF Nomination Packet (for University Fellowship nominations)
  - GE Nomination Packet (for Graduate Enrichment Fellowship nominations)
  - Grad School Petition Packet (for low GPA petitions)
  - Admissions Review Packet (for Admissions Committee reviews)

## Graduate and Professional Admissions Program Training

- If creating a Fellowship Nomination, Enrichment Nomination, or Grad School Petition packet, you first need to upload your justification letter using the "Upload Document" feature. Save your justification letter (and ONLY the justification letter, not a packet you may have created yourself offline) as appropriate "Justification" Program Document, then include that Justification document when creating your packet in EDWARD.
- Once you've chosen the type of packet, you can select which documents you want to include in that packet. There is a "Select All" option to include all documents available, or you can select specific documents using the checkboxes to the left. **For Fellowships, only Justifications, Statements of Purpose, CVs/Resumes, Letters of Recommendation, and transcripts should be selected.**
- After selecting documents, you can click the "View Packet" icon to look it over, or simply click the "Create Packet" button to add the PDF packet to EDWARD. The documents you selected will be ordered within the packet in accordance with the Graduate School's requested ordering for nominations.
- To download the packet and save it to another location, click the packet name to open the document. Then choose Save As in Adobe Acrobat. You can upload this saved document in other systems, such as the fellowship nomination system, as needed.

**For Fellowships:** Nominate your potential nominees in the fellowship nomination portal first. To proceed with a formal nomination, create the appropriate packet in EDWARD and finalize your decision on the Graduate School's Fellowship Website. The AME summary sheet is optional in the packets.

**For Graduate School Petitions (low GPAs):** Create the packet in EDWARD, then post a Recommend Admit decision in AME. You must then email Samuel Jordan ([Jordan.194@osu.edu](mailto:Jordan.194@osu.edu)) to let him know of the petition.

**For Admissions Reviews:** Create the packet, then notify the appropriate faculty/staff to review the packet in EDWARD.

### Search Page

Current Applicants | **Search** | New Documents | My Settings | Users | Notifications | HELP | AME | RESOURCES | ADVISING REPORTS

OSU ID:  Last Name:  First Name:  Middle Name:  DOB:

- Search by OSU ID, Last Name, First Name, Middle Name, or Date of Birth.
- Clicking the OSU ID in AME accesses the **Search** page in EDWARD, prefilling the OSU ID and showing all applications on record and the available documents for each.
- The **Search** page, unlike the **Current Applicants** page, will reveal all current and prior applications on file since the Winter, 2008 admit term.

## New Documents Page

Search New Documents by Date Range

From Date:

MM-DD-YYYY

To Date:

MM-DD-YYYY

**Details**

- Select All
- Admissions Review Packet
- AME Summary Sheet
- Application
- Autobiographical Statement
- Correspondence
- CV/Resume
- Departmental Application
- GE Justification
- GE Nomination Packet
- Grad School Petition Packet
- GS Petition Justification
- Letter of Recommendation
- OSU Advising Report
- Other Program Document
- Portfolio
- Proof of Certification
- Recent Photograph
- Research Experience
- Statement of Purpose
- Supervisor Letter of Support
- UF Justification
- UF Nomination Packet
- University Transcript
- Verification of Hours Form
- Writing Sample

Search

- Enter the search range:
  - New documents will appear in this search the day after they are loaded – you cannot search for documents received “today.”
  - To search for documents received on a specific day, enter that date as both the “From” and the “To” dates.
  - The search is limited to a maximum of one week at a time. If you choose outside that range, you’ll get a pop-up warning. Continuing to search outside that range will yield no results.
- Select the types of documents, then click the Search button:
  - The default is set to “Select All,” but you can select/deselect to filter as needed.
  - Includes all documents received with the application, as well as those uploaded by programs, including Packets and AME Summary Sheets.
- Click the Document link to view the document.

Search Results 1-50 of 1607

	NAME	EMPLID	DOCUMENT	DETAILS	PLAN	SUB PLAN	DATE	SOURCE
1.	LINCOLN, ABRAHAM	123456789	<a href="#">ADM Application</a>		ACADEMYB		4/7/2020	AAWS
2.	WASHINGTON, GEORGE	012345678	<a href="#">ADM Application</a>		NUR-PRE		4/3/2020	AAWS
3.	WASHINGTON, GEORGE	012345678	<a href="#">ADVISING REPORT</a>	THE OHIO STATE UNIVERSITY	NURSING-BS	ONL	4/6/2020	AAWS

## My Settings Page

**EDWARD**  
Graduate and Professional Admissions

THE OHIO STATE UNIVERSITY

Current Applicants Search **New Documents** **My Settings** AME | RESOURCES | ADVISING REPORTS

**Attention:** EDWARD is normally unavailable from 10:45pm Sunday evenings - 3:00am Monday mornings for weekly maintenance.

**My Settings**

**Default Selected Tab:**

CURRENT APPLICANTS  SEARCH

**Default Selected Plans:**

All | None

ASTRON-MS  ASTRON-PH

**Default Selected Actions:**

All | None

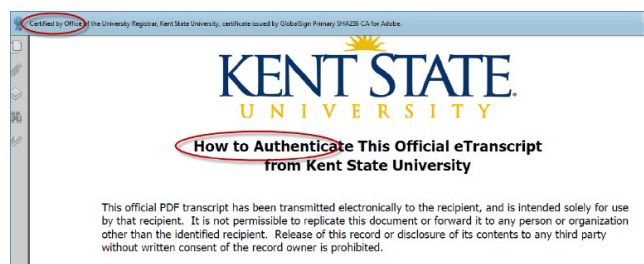
ADMINISTRATIVE WITHDRAWAL     DEFER DECISION     MATRICULATION  
 ADMISSION REVOCATION     DENY     PROGRAM CONVERSION  
 ADMIT     GPA CALCULATED     RECOMMEND ADMIT  
 APPLICANT WITHDRAWAL     GPA REQUESTED     WAITLIST  
 APPLICATION     INTENTION TO MATRICULATE

## Graduate and Professional Admissions Program Training

The initial default settings are for "Current Applicants", "All Plans", and "All Actions." If you prefer, you can adjust the default settings to show only selected Plans or Actions, or to initially land on the Search page when accessing EDWARD.

### Troubleshooting

- **You must allow pop-ups to view documents in EDWARD.** If you try to view a document and nothing happens when you click the link, look for a pop-up blocker notification and change the settings to "always allow pop-ups from this site."
- Still having problems? Try clearing your browser's cache. Visit [https://osuitsm.servicenow.com/selfservice/kb\\_view.do?sys\\_kb\\_id=c591b3680a0a3c05014c37aec7538c29](https://osuitsm.servicenow.com/selfservice/kb_view.do?sys_kb_id=c591b3680a0a3c05014c37aec7538c29) for instructions on how to do so.
- Some files have security settings enabled that can cause problems in EDWARD. These are primarily (though not exclusively) transcripts that were issued electronically to the applicant, who then uploaded them with their application. Affected documents, when viewed, may give error messages such as "Corrupted" or "Not a Valid File Type," or have a "Certified" banner at the top, along with a cover page:

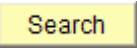
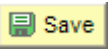


Many of these are identified through our transcript vetting process and are stripped of these security settings. However, some may slip through, so you may occasionally run into problems when attempting to view documents or create packets. In addition, program documents (CVs, Statements of Purpose, etc.) may occasionally have these security settings, which we will not be able to fix "up front" because we do not vet these documents.

If you still have problems viewing a document or creating a packet and you've allowed pop-ups and cleared your cache, email the Grad Hotline ([grdhotline@osu.edu](mailto:grdhotline@osu.edu)) with the name and ID of the applicant(s) affected. They will investigate and make the necessary fix, if possible.

### Waive and/or Complete Program Checklist Items

This step-by-step assumes you are waiving an item(s) for a particular applicants in order to post an Admit decision or you are completing the checklist for a condition that you added at the time of admission.

1. Perform an [AME Search](#) using the "ALL" Progression Category if waiving to post a decision, or the "Admits" Progression Category if completing a condition.
2. Click the link in the Complete column for the appropriate applicant.
  - You should be on the *Activity Summary* page.
3. Click  to update the page with the most recent information available.
4. Under the Checklists header, click any occurrence of your program's **Checklist Code**.
  - Graduate program **Checklist Codes** for application related items begin with "GAP".
  - The graduate conditions **Checklist Code** is "GCONDS".
  - Professional program **Checklist Codes** for application related items begin with "PAP".
  - Professional conditions **Checklist Codes** begin with "PC".
  - The baccalaureate professional conditions **Checklist Code** is "BCONDS".
  - Once clicked, the *Checklist Management 1* page, which includes information related to the overall checklist, will open in a new window.
5. Click the *Checklist Management 2* tab.
  - The *Checklist Management 2* page shows the specific items on the checklist. Each checklist can contain multiple items.
6. Complete the appropriate row for the checklist item received by your office.
  - a. Locate the row of the item received.
  - b. Update the **Status** to "Waived" or "Completed".
7. Repeat Step 6 for any other items received.
8. Click .
  - Once all the items on the checklist have been received or waived, the status of the overall checklist on the *Checklist Management 1* page will automatically change to "Completed".

## Graduate and Professional Admissions Program Training

### Batch Deny or Cancel

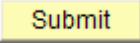
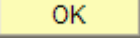
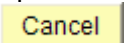
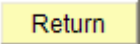
Deny and cancel decisions can be posted quickly via a batch process. This step-by-step assumes you have performed an [AME Search](#) using either "01 - Incompletes" or "02 - Pending" as the **Applicant Progression Category**.

1. In the **Post Deny/Cancel** field, look up and select the appropriate reason for each applicant you wish to Deny or Cancel.
  - Refer to your program's Decision Posting Chart to identify the valid reasons for your program. ONLY select reasons that appear on your chart to ensure that the appropriate Deny/Cancel letter is sent.
2. Once you have selected the reason for each applicant, click
3. Click  to confirm the submission or  to go back and make changes.
4. Once processed, a report will display the number of successfully processed records along with any errors.
  - If you receive any errors, please report them to the Graduate & Professional Admissions Office immediately.
5. Click .
6. You will return to the AME Search Results. The cancelled applications will no longer be in the current results list, but can be found by searching the "05 - Cancelled Applications" **Progression Category**.

Decision	Use When...	System-Generated Email
<b>GDGE</b> GRD-Deny, General*	Denying because the applicant was not approved by your Graduate Studies Committee.	GD1
<b>GDCA</b> GRD-Deny, Cannot Accommodate*	Denying because your program does not offer the curriculum the applicant is looking for.	GD2
<b>GDPF</b> GRD-Deny, Program Full*	Denying because your program is full for the term applied to, but you want to encourage them to apply for a future term because they are competitive.	GD3
<b>GDNO</b> GRD-Deny, No Letter Needed*	Denying an applicant and sending your own deny letter/email.	-none-
<b>GCIN</b> GRD-Cancel, Incomplete App	Cancelling an application because items have not been received by your deadline.	GC3
<b>GCCM</b> GRD-Cancel, Not Competitive	Cancelling an application based on information provided on the application. (No formal review has been performed.)	GC4
<p><i>Choose the appropriate reason in either the "Incomplete" or "Pending" progression category in AME and submit.</i></p> <p><i>* Applications can only be denied if they are in the Pending progression category. Deny letters state that a "careful review" has been performed by the Graduate Studies Committee, which, at minimum, requires the receipt of all required transcripts and test scores.</i></p>		

### Request a GPA Calculation

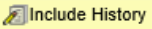

These steps will be taken after you have performed an [AME Search](#) using "Pending" as the **Applicant Progression Category** in the *Application Management Engine*.

1. In the **Request GPA Calculation** column, click the checkbox for the applicant(s) you wish to request a GPA calculation. Up to 100 requests can be made at one time.
2. Click  at the bottom of the page.
3. You will receive an option to submit or cancel the request(s). Click  to submit the request(s), or  to go back and make changes.
4. Once submitted and processed, you will receive a confirmation of how many requests were processed. If any errors are listed, please contact the Admissions Office for assistance.
5. Click . The current date will populate the **GPA Request Made** field for the requests that were successfully submitted.
6. A date will populate the **GPA Calc Done** field once the GPA has been calculated by the Admission Office, usually within five business days. Once a date appears, you can review the AME Worksheet by clicking the "Form" icon.

## Graduate and Professional Admissions Program Training


### Manually Post a Decision

Posting an admission decision *other* than a Deny or Cancel requires manual entry. This step-by-step assumes you have performed an [AME Search](#) using "02 - Pending" as the **Applicant Progression Category**.

1. Click the applicant's name in the search results.
  - The applicant's *Application Program Data* page will open in a new window.
2. Click .
3. Click  to add a new row at the Program Data level.
4. Type the **Program Action** and **Action Reason** based on your decision.
  - Refer to your program's Decision Posting Chart to identify the appropriate **Program Action** and **Action Reason** for your decision.

Decision	Use When...	Program Action	Action Reason	System-Generated Email
<b>Recommend Admit</b>	Recommending admission for applicants needing Graduate School approval (< 3.0 GPA).	<b>DATA</b>	<b>GREC</b>	-none-
<b>GRD - Admit, General</b>	Admitting applicants not needing Graduate School approval (> 3.0 GPA).	<b>ADMT</b>	<b>GADG</b>	GBA
<b>GRD – Admit, Deferred</b>	Posted by the GP Admissions Office when an admission is deferred to a different term.			GBB
<b>GRD – Applicant Withdrawal</b>	The applicant withdraws or declines your offer of admission.	<b>WAPP</b>	<b>GAPW</b>	GW1

*Click the applicant's name in AME and enter the appropriate Program Action / Action Reason combination shown above.*

5. Type the name of the person who approved the decision as the **Approved By**.
6. Click .
7. Proceed according to your decision:
 

**ADMITS:**

  - If the applicant is international and your program is funding them, continue to [Add Funding for International Applicants](#).
  - If there are conditions of admission set by your program (e.g., they need to take a class), continue to [Add a Conditions Checklist](#).
  - If you want to add a comment to the Notice of Admission email sent by the Admissions Office (e.g., "Your advisor's name is..." or "30 hours graduate credit awarded for Master's degree"), continue to [Add a Comment to the Notice of Admission Letter](#).
  - Otherwise, you are finished.

## Graduate and Professional Admissions Program Training

### RECOMMEND ADMITS (<3.0 GPAs needing Graduate School approval):

- If the applicant is international and your program is funding them, continue to [Add Funding for International Applicants](#).
- If there are conditions of admission set by your program, or if you need to add comments to the Notice of Admission email, Complete the [Conditions](#) and Letter [Comments](#) Pages.

### In order for the applicant to reviewed by the Graduate School, you must do the following:

1. Create a justification letter and upload it into EDWARD. The justification should include any appointments offered as they require additional approval.
2. Create a Grad School Petition Packet in EDWARD, including your justification letter and any other documents required by the Graduate School.

Email Samuel [Jordan.194@osu.edu](mailto:Jordan.194@osu.edu) that you have a Low GPA applicant ready for his review in EDWARD.

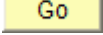

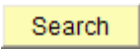
---

### Add a Comment to the NOA

This step-by-step assumes you have just Posted an Admission Decision using a **Program Action** of "ADMT" and need to add a comment to the Notice of Admission email sent by the Admissions Office. Comments should be restricted to informational statements only. You should be on the *Application Program Data* page.

To access the *Application Program Data* page (if not already there):

- Perform an [AME Search](#) using "Admits" as the **Applicant Progression Category**.
- Click the applicant's name in the search results.

1. Select "Admissions Summary" as the **Transfer To** and click .
  - You should be on the *Admissions Summary* page.
2. Locate the application in the Application Data section and click the  next to the application number.
  - You should be on the *Activity Summary* page.
3. Click  to update the page with the most recent information available.
4. Under the Communications header, click the Comm. Context link for your Admit email.
  - You should be on the *Communication Management 1* page.
5. Type the additional information as the **Comment**. (E.g., "As a benefit of having a master's degree, we've awarded you 30 hours of general graduate credit" or "Your advisor's name is John Doe. Please call him at 614-xxx-xxxx to schedule an appointment.")

---

**NOTE:** If awarding 30 hours graduate credit for a Master's degree, adding the comment here will both inform the applicant that they are receiving the credit and notify the Admissions Office to award the credit.

---

7. Click .

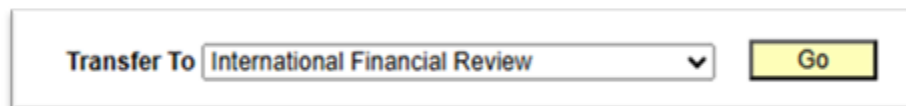
## International Financial Review Program Funding Guide

### When should the page be used?

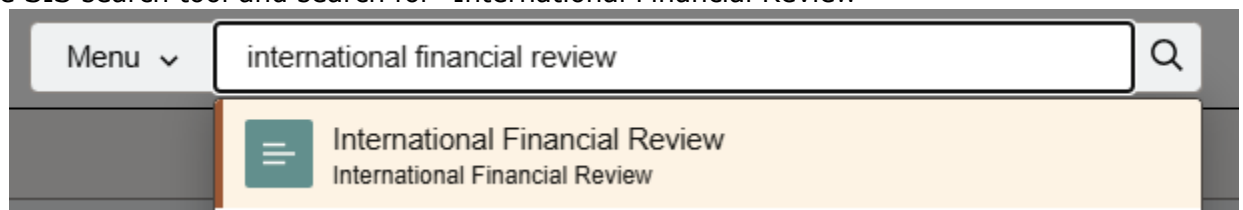
- What types of students?
  - International students who will study in F-1 or J-1 visa status.
- What type of funding?
  - GAA/GTA/GRA
  - Scholarships of a set amount, awarded for one or more semesters or years.
- What is this information used for?
  - The Financial Review team will use it when creating immigration documents for international students.
  - Data entered on this page is not shared with Payroll or HR.

### Navigating to the page

1. Locate admitted student record in AME.
  - a. Use the name link to access the Application Program Data page in SIS.
  - b. Use Transfer To dropdown at the bottom of the page to select International Financial Review and click the Go button.



2. Use the SIS search tool and search for "International Financial Review"

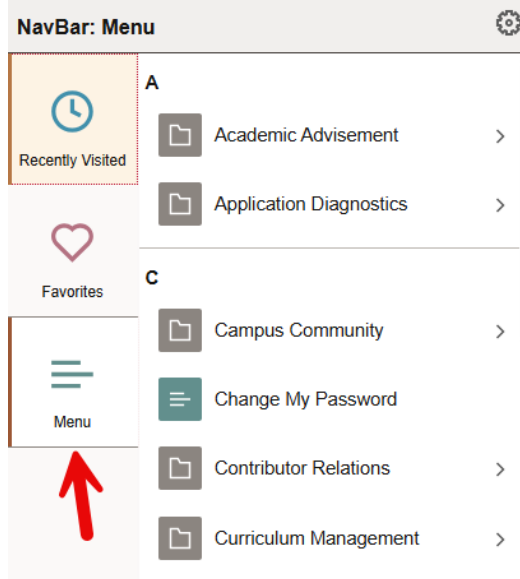


- a.
3. Use the GP Adms Program Links tile on the Employee homepage
  4. Use the NavBar
    - a. Click the NavBar button which is represented by the icon of a compass in the top right corner



- i.
- b. Click the Menu button with the NavBar

# Graduate and Professional Admissions Program Training



- i.
- c. Scroll down to the Student Admissions button and click it.
- d. Click Application Maintenance and then click the International Financial Review link.

## Search page

Utilize the search page to find the appropriate application and click on the relevant row to navigate to the data entry page. Some students may have multiple search results so verify the correct record selection with academic plan, admit term, application number, and application program number listed in the results. Click on the correct record to navigate to the International Financial Review page.

Application Nbr	Empl ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Academic Plan
01836567	999999999	OSUSI	GRAD	0	GJGS	1258	PUBADM-MPA
01316799	999999999	OSUSI	UGRD	0	UASC	1138	POLSCI-BA

## International Financial Review page

After navigating to the correct student record, fill out the necessary fields in the page.

### Primary Campus Question

**\*Primary Campus**

Will student's primary campus be Wooster?

This is a required question that must be answered to save page data.

Using the Yes/No dropdown, answer the primary campus question: will the student's primary campus be Wooster?

Answer yes if one or more of the following is true:

- Advisor is located there
- Majority of their study/research is there
- Student resides in Wooster

## Graduate and Professional Admissions Program Training

### Program Office Funding Section

#### When should I complete this section?

Use this section to enter your one year or multi-year associateship offers (GA, GTA, GRA). If first year support is in the form of a single year fellowship, one that is not associated with the Graduate School Recruitment competition (ex: Barnett Fellowship, CFAES Access Fellowship) enter it here as well. Years of support after an initial fellowship year where a %FTE is required, should be entered in the **Funding after first-year fellowship Section** further down the page.

#### Award Type and Name of Award

- Using the Award type dropdown, select the appropriate award type.
  - GAA Administrative Associateship
  - GRA Research Associateship
  - GTA Teaching Associateship
  - Non-Grad School Fellowship
- If awarding a non-graduate school fellowship, enter the name of the award in the **Name of award** field

#### %FTE

- If awarding an associateship, enter the FTE percentage.
- Acceptable values are 25 or 50 (25% = employed 10 hours per week, 50% = employed 20 hours per week).
- If awarding a non-graduate school fellowship, leave this field blank.

#### Monthly Stipend

- Enter the monthly stipend amount

#### Months

- Enter 9 if autumn/spring start; 12 if summer start

#### Total Stipend

- The Total Stipend amount will be calculated automatically based on the **Monthly Stipend** and **Months** fields

#### Is this award renewable?

- Using the Yes/No dropdown, indicate whether the award can be renewed
- If Yes is selected, you are required to answer the **Maximum number of years award is renewable?** question

#### Terms of award renewal

- **Contingent upon satisfactory progress**
- **Other**
  - Use the Yes/No dropdown to indicate whether additional award renewal terms apply
  - If Yes is selected, you are required to provide additional information in the **Other Description** field
- **Other Description**
  - Use this field to describe additional renewal terms that apply to the award renewal
- **Maximum number of years award is renewable?**
  - Use the dropdown to provide the number of years the award is renewable for

#### One Time Cash Award

- Enter the cash amount and a description of the cash award. Examples would be ....
  - August GTA workshop      \$1000
  - Excellence in Science      \$1000
  - Math Camp      \$350
- Utilize the Add a new button (plus sign symbol) to add One Time Cash Award rows

## Graduate and Professional Admissions Program Training

- Utilize the Delete row button (minus sign symbol) to remove One Time Cash Award rows

### ***Funding in addition to a first-year fellowship***

When should I complete this section?

The Financial Review team will work directly with Fellowship Services to receive results for the Graduate School's annual Recruitment Fellowship Competition (including CAFs and reallocations). Those competition awards should not be entered on this page. Use this section to enter any support for years not covered by a fellowship (whether through the Graduate School Recruitment competition or one entered in section above). If you will supplement a fellowship year stipend, please note that in this section as well.

### **Award Type and Name of Award**

- Using the Award type dropdown, select the appropriate award type.
  - GAA Administrative Associateship
  - GRA Research Associateship
  - GTA Teaching Associateship
  - Non-Grad School Fellowship
- If awarding a non-grad school fellowship, enter the name of the award in the **Name of award** field

### **%FTE**

- If awarding an associateship, enter the FTE percentage.
- Acceptable values are 25 or 50 (25% = employed 10 hours per week, 50% = employed 20 hours per week).
- If awarding a non-graduate school fellowship, leave this field blank.

### **Monthly Stipend**

- Enter the monthly stipend amount

### **Months**

- Enter 9 if autumn/spring start; 12 if summer start

### **Total Stipend**

- The Total Stipend amount will be calculated automatically based on the **Monthly Stipend** and **Months** fields

### **Is this award renewable?**

- Using the Yes/No dropdown, indicate whether the award can be renewed
- If Yes is selected, you are required to answer the **Maximum number of years award is renewable?** question

### **Terms of award renewal**

- **Contingent upon satisfactory progress**
- **Other**
  - Use the Yes/No dropdown to indicate whether additional award renewal terms apply
  - If Yes is selected, you are required to provide additional information in the **Other Description** field
- **Other Description**
  - Use this field to describe additional renewal terms that apply to the award renewal

## Graduate and Professional Admissions Program Training

- **Maximum number of years award is renewable?**
  - Use the dropdown to provide the number of years the award is renewable for

### One Time Cash Award

- Enter the cash amount and a description of the cash award
- Utilize the Add a new button (plus sign symbol) to add a One Time Cash Award rows
- Utilize the Delete row button (minus sign symbol) to remove a One Time Cash Award rows

### Will you supplement the fellowship stipend if it is less than your program stipend for GA appointments?

Enter the total monthly stipend amount that a student will receive after your supplement. For example, 2027 fellowship stipend is \$2682, but your typical 2027 stipend is \$2800. If you plan to supplement up to your typical stipend, enter \$2800 in the Monthly Amount field below.

### Monthly Amount

Enter the monthly amount for the stipend.

### Scholarships section

- Enter the scholarship name and scholarship amount (ex: Moritz LLM Scholarship \$15000)
- Use the drop-down box to tell us if it is renewable
- Utilize the Add a new button (plus sign symbol) to add Scholarship rows
- Utilize the Delete row button (minus sign symbol) to remove scholarship rows

### Additional Funding Information

Please use this section to enter funding that is not captured in the above sections of the page. The text-box can be resized and the character limit is 254 characters.

### Next steps

- The Financial Review team will run a daily query to capture new or revised funding entries. When funding is found, Graduate and Professional Admissions staff will add a completed GPFUND checklist item to the student's record and temporarily waive their bank statement requirement. A financial review will be triggered for your funded student after they have uploaded their Visa Request Form and passport.

### Requesting assistance

If you have questions about using this page, please contact the Graduate and Professional Admissions Hotline ([esue-grdhotline@osu.edu](mailto:esue-grdhotline@osu.edu)).


## Graduate and Professional Admissions Program Training

### Add a Conditions Checklist

This step-by-step assumes you have just Manually Posted an Admission Decision using a **Program Action** of "ADMT" and need to add a condition of admission. You should be on the *Application Program Data* page.

To access the *Application Program Data* page (if not already there):

- Perform an [AME Search](#) using "Admits" as the **Applicant Progression Category**.
- Click the applicant's name in the search results.
  - You should be on the *Application program Data* page.

1. Click  to add a new checklist.

- The *Checklist Management 1* page will open in a new window.

2. Look up and select the **Checklist Code** for your Career:

Career	Checklist Code
GRAD	GCONDS
DENT	PCDCND
LAW	PCLCND
MED	PCMCND
OPT	PCOCND
PHP	PCPCND
UGRD	BCONDS
VMED	PCVCND


3. Click the *Checklist Management 2* tab.

- One blank item will automatically show on the checklist.

4. Look up and select the appropriate **Item**

- GRAD: "GCONDT" is the generic item for all Graduate Admission Conditions.
  - Type the specifics of the condition in the **Comments** section.
- PROF/BACC: Use one of your program-specific items.
  - Type the specifics of the condition in the **Comments** section.

5. Add additional admissions conditions, if necessary.

- a. Click  on the last entry to add a new row.
- b. Repeat step 4 for each additional admissions condition.

**NOTE:** For multiple conditional classes, you can make each class a separate **Item** or lump them together into one **Item**.

6. Click .



Ohio State Username: Lincoln.111

Dear Abraham Lincoln:

Congratulations! We are pleased to offer you admission to the Electrical and Computer Engineering, Doctor of Philosophy program at The Ohio State University for the autumn 2019 semester on the Columbus campus. As a graduate student at The Ohio State University you will have the opportunity to work with outstanding graduate faculty.

*Please be sure to read this email in its entirety and save it for future reference.*

It is important that you log into your [Applicant Center](#) to:

- Accept or decline your offer of admission by clicking the Accept / Decline link on the main page.
- Pay the tuition deposit (if required by the program) when accepting your admission using Visa, MasterCard, Discover, or American Express.
- Verify/update your contact information.

For your security, Ohio State uses two-factor authentication for most online services. If you haven't already done so, you will be prompted to enroll in [BuckeyePass](#) when you accept admission.

Your admission and subsequent registration are subject to fulfillment of university requirements and policies, as well as any provisions or conditions related to your offer of admission. It is important that you accept admission by logging into the website mentioned above. Failure to accept your offer of admission will delay your ability to enroll in classes. If you decide not to accept this offer, please decline online as soon as possible so other applicants may be considered.

**Please note:** As a condition of enrollment, all admitted applicants are required to answer a question regarding felony history prior to accepting admission. An answer of "yes" to this question does not preclude enrollment, but you will be asked to provide additional information. [Learn more about disclosing a prior or pending felony.](#)

## Requirements

The following requirements are related to your offer of admission:

- **Graduate Deposit:** Please use the Accept / Decline link on the main page of the Applicant Center to accept and pay the deposit. **\$250.00 is due by 3/10/2020.**
- **Program Condition:** You must complete Chemistry 2345 with a C or better before autumn 2020.
- **Affidavit of Support:** You and all sponsors must sign, date, and indicate the amount of support. The promised amount of support must cover the estimated cost of educational and living expenses for the entire length of study for your program (e.g., two years for a master's degree, three years for a PhD). Multiple Affidavits of Support must equal or exceed the estimated cost for the entire length of study. All affidavits must be dated within one year of your planned enrollment. An affidavit **MUST** be submitted if you have dependents who will require an immigration document.
- **Confidential Bank Statement:** The Confidential Bank Statement must be on official bank letterhead, be dated within one year of your planned enrollment, be signed or stamped by a bank official, and cover the estimated cost of educational and living expenses for one year of study for your program. The account holder's name must be translated into English and be the same as the name listed on the Affidavit of Support Form.
- **Copy of Passport:** Please submit a copy of your passport, as well as copies of passports for any dependents who will be accompanying you to the US.
- **Official, Final Transcript:** University of College. You are being held provisional for an official, final transcript. In order for it to be considered official, we must receive either a paper transcript in an envelope sealed by the issuing institution, mailed to The Ohio State University, P.O. Box 182004, Columbus, OH 43218, or an electronic version emailed directly to [GPADOCS@osu.edu](mailto:GPADOCS@osu.edu) from the issuing institution or a verified third-party transcript provider.

## Graduate and Professional Admissions Program Training

### International Residency

As an international student, we must have clear evidence that sufficient funding will be available to support you while you live and study in the United States, therefore a financial review will take place **after you formally accept your offer of admission and have provided the appropriate proof of funding.**

Use our [Document Uploader](#) to submit the required items listed above as soon as possible. If you have received an award letter from your program, it might be accepted in lieu of the Affidavit of Support and/or the Confidential Bank Statement. Document statuses will update to "Completed" in your [Applicant Center](#) as they are received in our office, and the financial review process will begin once all documents have been received. Once the financial review is complete, we will issue the appropriate immigration documents.

Please note:

- When submitting the [Affidavit of Support](#), be sure to fill it out in its entirety, making sure you sign the document in the Student Certification section, as well as having any sponsors sign in the Personal Sponsor Certification section.
- **If you are bringing dependents who will require an immigration document, the affidavit of support must be filled out regardless of funding source. In most cases, university stipends are not sufficient to cover dependent expenses; additional personal funding will be required for their support.**
- **Ohio State Funding:** If you've been awarded Ohio State funding, you may indicate the name of the awarding program/department and the amount awarded on Page 2, Part 4 of the Affidavit of Support. Or if you have an award letter from your program, you may upload it to be considered in lieu of the Affidavit of Support and Confidential Bank Statement.
- Available funds, including any provided by Ohio State, must include estimated expenses for you and any of your dependents (spouse/children) accompanying you to the United States. Use this [estimated budget](#) as a guide.
- Upon submission of your documents, we strongly suggest that you set up an [eShip](#) account if Ohio State will be mailing admission documentation to an address **outside** of the US. We cannot guarantee delivery of documents unless they are mailed through eShip.
  - **SEVIS Transfers:** If transferring your SEVIS record from another US university to Ohio State, please DO NOT set up an eShip account until you receive further instruction from the Office of International Affairs.
- If you have been approved for Deferred Action for Childhood Arrivals (DACA) status, you must submit a copy of the Notice of Action approving your I821D application.

If you have any questions about the financial review process, feel free to contact our office at (614)292-9444 or [gpadmissions@osu.edu](mailto:gpadmissions@osu.edu).

### Autumn Term Arrival

The Graduate School hosts an orientation for graduate students several days before the autumn term begins. During orientation, representatives from the Graduate School will provide information about graduate student life and responsibilities. You will have access to numerous campus resources and service providers during the event. Please visit the Graduate School [website](#) for up-to-date information.

<<Program comments, if added, will appear here.>>

Again, congratulations! We look forward to your enrollment in the Graduate School and wish you the best in your graduate studies at Ohio State.

Sincerely,  
Jennifer Marinello  
Director, Graduate and Professional Admissions  
GBA



**THE OHIO STATE UNIVERSITY**

Office of Student Academic Success

Graduate and Professional Admissions  
Student Academic Services Building  
281 W. Lane Ave.  
Columbus, OH 43210-1132

614-292-9444

gpadmissions@osu.edu

March 27, 2020

OSU ID: 123456789

Ohio State Username: Lincoln.111

Abraham Lincoln  
123456 Lane Ave  
Columbus, Oh 43222

Dear Abraham:

Congratulations! We are pleased to offer you admission to the Electrical and Computer Engineering, Doctor of Philosophy program for the autumn 2019 semester on the Columbus campus. As a graduate student at The Ohio State University you will have the opportunity to work with outstanding graduate faculty.

Please refer to the email recently sent to **abelincoln16@gmail.com** for important information regarding your offer of admission and instructions on how to accept.

The following requirements are related to your offer of admission:

- **Official Transcript & Degree:** University of College. You are being held provisional for an official, final transcript showing a statement of your degree. In order for it to be considered official, it must be either mailed or emailed directly to The Ohio State University from the issuing institution or a verified third-party transcript provider. Please visit <http://gpadmissions.osu.edu/apply/transcripts.html> for more information about our transcript policy.

We look forward to your enrollment in the Graduate School and wish you the best in your graduate studies at Ohio State.

Sincerely,

The section in yellow will only print if there are incomplete or notified checklist items, such as provisions, conditions, or deposits

Jennifer Marinello  
Director, Graduate and Professional Admissions  
GAA

## Admissions Matriculation Schedule

Process	SPRING	SUMMER	AUTUMN
<b>Matriculation Window Opens</b> (Admissions function)	<b>Mid-September</b>	<b>Early February</b>	<b>Early March</b>
<b>First Enrollment Appointments Open</b> (Registrar function)	<b>Late September</b>	<b>Late February</b>	<b>Mid-March</b>
<b>Classes Begin</b>	<b>Mid-January</b>	<b>Mid-May</b>	<b>Late August</b>
<b>Enrollment Census – 15<sup>th</sup> Day</b> (Registrar function)	<b>Late January</b>	<b>Late June</b>	<b>Mid-September</b>
<b>Auto-Cancel for non-accepted applications</b> (Admissions function)	<b>Early February</b>	<b>Early July</b>	<b>Late September</b>

--- TIMEFRAMES ARE APPROXIMATE ---

Applicants who accept an offer of admission online move to “Prematriculant” status and remain there until the matriculation window opens for the term, at which time they become “Active in Program” and are considered a student. Student Records functions then kick off (term activation, assignment of enrollment appointments, Student Center availability, etc.).

There are a few exceptions, such as Non-Degree, Academy, and late Undergraduate admissions – they do not require formal acceptance by the applicant and will matriculate automatically when the matriculation window opens.

**(1) Matriculation Window**

- Once open, daily matriculation runs M-F between 3:00pm and 5:00pm.
- Students who accept their admission Friday evening, all day Saturday, all day Sunday, and Monday morning/afternoon will be matriculated on Monday at 3:00pm.
- New students to OSU will not gain access to their Student Center until they are matriculated.

**(2) Auto-Cancel**

- All applications that are not in Prematriculant or Active status will be cancelled after the Enrollment Census Snapshot is taken. This includes incomplete, pending decision, admits in progress (financial / Grad School review), and admitted (not accepted) application.

## SIS Application Summary

1. Navigate to the *SIS Application Summary* page:

**Path: Student Admissions > Applicant Summaries > SIS Application Summary**

2. Enter search criteria:

AAWS Application Search

*Career:	<input type="text"/>	Campus:	<input type="text"/>
Program:	<input type="text"/>	ID:	<input type="text"/>
Plan:	<input type="text"/>	Last:	<input type="text"/>
Sub Plan:	<input type="text"/>	First:	<input type="text"/>
Admit Term:	<input type="text"/>		
Application Status Category:	<input type="text" value="05-All"/>		

a. Select the **Academic Career**.

b. Select the **Application Status Category**:

- **Saved** – Saved by the applicant, but not yet submitted.
- **Pending Fee Waiver** – This field is no longer used and should be ignored. Questions regarding fee waivers should be directed to [ESUE-GPFEewaivers@osu.edu](mailto:ESUE-GPFEewaivers@osu.edu).
- **Submitted** – Queued to post to the SIS. Applications can remain in this status for up to one business day, and will then move to "Posted to SIS."
- **Posted to SIS** – Posted to the SIS and can be seen on the Admissions Summary, Activity Summary, and AME (for GRAD/PROF).
- **All** - Brings back all applications in all statuses.

c. The remaining search fields are optional:

- **Program**: Limits the search to a specific Academic Program.
- **Plan**: Limits the search to a specific Academic Plan.
- **Sub Plan**: Limits the search to a specific Sub Plan.
- **Admit Term**: Limits the search to a specific Admit Term.
- **Campus**: Limits the search to a specific Campus.
- **ID**: Limits the search to a specific OSU ID.
- **Last Name**: "begins with" what you enter.
- **First Name**: "begins with" what you enter.


3. Click  .

## Graduate and Professional Admissions Program Training

### 4. Review the Search Results:

Search Results												
ID	Name	Admit Term	Program	Plan	Sub-Plan	Campus	Application Status	Activity Date	Admin	Email Address	Open Date	Close Date
1	Abi	2020 Autumn	GENG	MECHENG-PH		Columbus	Posted	10/31/2019 1:36:30PM	N	@r.c.bd	08/19/2019	06/01/2020
2	Abi	2020 Autumn	GENG	MECHENG-PH		Columbus	Posted	12/14/2019 6:03:18PM	N	@hotmail.com	08/19/2019	06/01/2020
3	Ada	2020 Autumn	GENG	MECHENG-PH		Columbus	Posted	11/21/2019 2:21:13PM	N	@rose-hulman.edu	08/19/2019	06/01/2020
4	Adi	2020 Autumn	GENG	MECHENG-PH		Columbus	Posted	12/03/2019 12:51:10PM	N	@gmail.com	08/19/2019	06/01/2020
5	Ag	2020 Autumn	GENG	MECHENG-PH		Columbus	Saved	09/29/2019 2:08:55PM	N	@gmail.com	08/19/2019	06/01/2020

Applications matching your selected criteria will appear in the Search Results.

- Click any column heading to sort results by that column; click again to reverse the sort order.
- Click  in the Search Results header bar to export the current results to an Excel spreadsheet.
- Notes on the Columns:
  - **ID:** "New-to-OSU" applicants will not have an ID listed. An ID will only appear here if the applicant already has one (current/former student, current/former employee, etc.). All applicants in the "Posted" Application Status Category will have an ID because the application has posted to the SIS.
  - **Activity Date:** In 'Saved' status, this indicates the last time the application was saved (see the **Admin** column to see who saved it last). In all other statuses, it's when the applicant *submitted* the application.
  - **Admin:** For Centralized Application Service (CAS) applications where there is a supplemental application, this indicates if the system was the last to save the application when loading the CAS data ("Y"), or if the applicant has logged in and saved the application themselves ("N").
  - **Open/Close Date:** the window when applications can be submitted for that plan.

#### Additional Notes:

- Only applications coming through the internal SIS application (Graduate/Professional & Undergraduate) will display in this tool. Hobsons and CommonApps will not.
- Regular applications that are deleted by the applicant before submission are lost. If they start and save an application, then later delete it, you will see it in the "Saved" category until they delete it, but then it will disappear. CAS supplemental applications CANNOT be deleted by the applicant.
- You cannot view any information contained in non-posted applications except for what displays in the results section. Once posted to the SIS, you can view the application details on the Admissions Summary, Activity Summary, and AME (for GRAD/PROF).
- In "Saved" status, undergraduate applications will display "EXPLORING" as the plan if they have not yet chosen a plan to apply to. "EXPLORING" is not a true indication until the application is actually submitted.

## The Applicant Center

Once an application is loaded into the SIS, the Office of Graduate & Professional Admissions sends an initial welcome e-mail to the address provided on the application. This e-mail provides the applicant with their OSU ID and a temporary password, and instructs them to log into their Applicant Center (apstatus.osu.edu) to verify their information and check their application status.

OSU Staff will see screens that reflect the staff view of the Applicant Center. Applicants will see a fluid version of the same information.

### Applicant Center – Main Page

Abraham Lincoln

ID: 123456789



- buckeye link
- general info
- prior educ & tests
- transfer credit
- academics
- finances
- advising

#### Abe's Buckeye Link

**Academics**

[My Class Schedule](#)  
[Shopping Cart](#)

**A** other academic... ▾

**B** SEARCH FOR CLASSES

**C** No Holds.

**Section A** displays a student's class schedule, and links to schedule for classes.

**Section B** provides links to the search for available classes.

**Section C** informs of any holds on the account.

**Finances**

**My Account** **D**

[Account Inquiry](#)  
[Account Refund](#)  
[Guardian Setup](#)

**Student Health Insurance**

other financial... ▾

**Outstanding Charges**

Past Due	0.00
Due Now	0.00
Future Due	0.00
<b>Total of Outstanding Charges</b>	<b>0.00</b>

This total may not reflect recent changes to your tuition and fees. For an updated balance, please click on the Statement of Account link below.

NEW beginning autumn 2019: Balances above reflect pending financial aid.

\*Term  [Statement Of Account](#)

**MAKE A PAYMENT**

**To Do List**

[Official Transcript & Degree](#) **E** more ▶

**Enrollment Information**

[Open Enrollment Dates](#) **F**  
[Schedule Planner](#)  
[Degree Audit](#)  
[Enrollment Verification](#)

**Advisor**

**Program Advisor**

None Assigned **G**

**Section D** displays a student's financial information. If they have any fees due and how to set up their accounts.

**Section E** displays any "Incomplete" or "Notified" checklist items on their "To Do List."

**Section F** shows a student the dates they can enroll in classes, a schedule planner, their degree audit (if they have transfer credit) and enrollment verification.

**Section G** displays the name of an advisor and their contact information if available.

## Graduate and Professional Admissions Program Training

The screenshot displays a user interface with several sections:

- Section H:** Personal Information, including Student Information Release and Contact Information (Permanent Address, Home/Current Address, Mobile Phone, OSU Email Address).
- Section I:** University Offices, with links for Admissions, Registration/Residency/Tuition, and Buckeye Link.
- Section J:** University Resources, with links for Military & Veterans Services and Student Health Insurance.
- Section K:** Admissions, featuring Application Status and Accept/Decline links, along with an informational message about reviewing applications.
- Section L:** Financial Information, with links for Financial Services/Bursar and Student Financial Aid.

**Section H** allows the applicant to view/change personal information on their record.

**Section I** provides links to various university websites.

**Section J** displays links to resources a student may need.

**Section K** links to the Application Status page, and if the applicant has been offered admission, also provides a link to accept or decline online.

**Section L** links to financial aid if applicable.

## Applicant Center - Application Status

Clicking the [Application Status](#) Link on the main page takes the applicant to a summary page that lists all applications on record:

Abraham Lincoln  
Application Status

Click on the application you wish to view

Status	Term	Career	Program	Plan	Campus
<a href="#">Decision</a>	Autumn 2020	GRAD	Graduate Engineering	Mechanical Engineering	COL

Clicking the status link brings up the **Application Details** page, giving specifics on the application and a message based on the status of the application:

Abraham Lincoln  
Application Information go to ...

<b>Application Number</b>	12345678	
<b>Application Date</b>	11/02/2019	
<b>Term</b>	Autumn 2020	
<b>Campus</b>	Columbus	
<b>Residency</b>	Non Ohio Resident	<a href="#">See Residency Information</a>
<b>Program</b>	Graduate Engineering	GENG
<b>Plan</b>	Mechanical Engineering	MECHENG-PH

**Application Status**  
 Congratulations - you have been offered admission! Use the link on the main page of the Applicant Center to accept or decline. Please click the Application Requirements tab above to see what items, if any, are still needed. Items with a status of 'Incomplete' are still required. Items that are completed have been received.

# Graduate and Professional Admissions Program Training

The **Application Requirements** tab lists all checklist items associated with the application, along with a description and the current status of those items:

Application Details
Application Requirements
Education & Tests

Abraham Lincoln

Application Information go to ...

---

Autumn 2020 GRAD Graduate Engineering      Mechanical Engineering      COL

Required Items for this Application

**GRE Test**

**Description:**  
The Ohio State University Graduate School does not specify minimum scores for the GRE. However, the graduate program to which you are applying may have a minimum test score requirement. Contact information for all graduate programs can be found at [gadmissions.osu.edu/programs](http://gadmissions.osu.edu/programs).

**Status:** Completed      **Status Date:** 12/09/2019      **Due:**

**Contact:** Graduate Admissions Office

---

**Transcript: University of Tenn-Chattanooga**

**Description:**  
Scanned images must be of actual transcripts from the institution attended. Web printouts, advising reports, self-reported scores, or transfer credit on another school's transcript will not be accepted. If you are offered admission, an official, final transcript issued directly from the institution will be requested at that time.

**Status:** Completed      **Status Date:** 11/18/2019      **Due:**

**Contact:** Graduate Admissions Office

---

**Official Transcript & Degree: University of Tenn-Chattanooga**

**Description:**  
You are being held provisional for an official, final transcript showing a statement of your degree. In order for it to be considered official, it must be either mailed or emailed directly to The Ohio State University from the issuing institution or a verified third-party transcript provider. Please visit <http://gadmissions.osu.edu/apply/transcripts.html> for more information about our transcript policy.

**Status:** Incomplete      **Status Date:** 12/13/2019      **Due:**

**Contact:** Graduate Admissions Office

The **Education & Tests** tab lists all previous education and tests on file:

Application Details
Application Requirements
Education & Tests

Abraham Lincoln

Education On Record go to ...

---

Covenant College-COL

**From Date:** 01/01/1900    **To Date:**

Degree	Degree Date

University of Tenn-Chattanooga-COL

**From Date:** 08/15/2016    **To Date:** 05/05/2020

Degree	Degree Date
BS	05/05/2020

**Test Summary**

---

Test Results			
Test ID	Test Component	Test Score	Test Date
GRE	ANLYW	4.00	09/20/2019
GRE	QUAN3	158.00	09/20/2019
GRE	VERB3	158.00	09/20/2019

## Applicant Center - Accept / Decline

Clicking the [Accept / Decline](#) link on the main page takes the applicant to a summary page of all applications for which they have been offered admission:

### Accept Admission

We are pleased to grant you admission to the following program(s). Note that once you accept or decline admission to a particular program it will no longer appear on this page. Select the program you would like to accept or decline.

Term	Academic Career	Program	Plan	Subplan	Campus	ACCEPT/DECLINE	Academic Institution	Application Number
Autumn 2020	Graduate	Graduate Engineering	Mechanical Engineering		Columbus	<a href="#">ACCEPT/DECLINE</a>	The Ohio State University	12345678

Clicking the [ACCEPT/DECLINE](#) link there asks them to either accept or decline your offer:

### Accept Admission

<b>Institution</b>	The Ohio State University	<b>Career</b>	Graduate
<b>Admit Term</b>	Autumn 2020	<b>Program</b>	Graduate Engineering
<b>Application Number</b>	12345678		

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.

[I ACCEPT ADMISSION](#)

[I DECLINE ADMISSION](#)

[PREVIOUS](#)

## Accepting:

**If accepting admission, the applicant will be prompted to answer the Community Enrollment question.** This question asks if they have been convicted of or have a pending felony charge against them.

If they answer "Yes" to this question, the application is flagged for the University Community Enrollment Review Committee (UCERC) and the applicant must provide additional documentation. Their offer of admission is placed on hold until the review is completed, at which time they will be notified by the committee if they have been cleared for admission. If they are not cleared, the application is cancelled.

If they answer "No" (or are cleared by UCERC), they continue based on whether there are deposits or acceptance fees that need to be paid.

They then confirm their choice:

### Accept Admission

<b>Institution</b>	The Ohio State University	<b>Career</b>	Graduate
<b>Admit Term</b>	Autumn 2020	<b>Program</b>	Graduate Social Work
<b>Application Number</b>	12345678		

[CONFIRM ACCEPTANCE](#)

[PREVIOUS](#)

## No Deposit / Acceptance Fees:

If there are no fees to be paid, they will receive the following message when they confirm admission:

Abraham Lincoln

Accept Admission

We are pleased you have accepted admission for this program, and look forward to welcoming you! Please contact the Office of Admissions should you need any further assistance.

## Deposit / Acceptance Fee Required:

If they accept and there is a deposit and/or acceptance fee to be paid, they will receive the following information (the amount displayed is based on your program's total fees):

### Fee Payment

Your application cannot be accepted until your fee or deposit has been paid. Fees are non-refundable.

Please pay your fee or deposit online here with your credit card. Visa, Mastercard, American Express and Discover cards are accepted and processed using a secure online payment system.

**Fee:** 350.00 **Payment Method:** Credit Card

Click on the **Pay & Continue** button below to proceed with your payment.

You will be directed to a separate, secure website where you will be prompted to enter your credit card information.

Once you have completed your transaction you will be taken to a confirmation page which you can print for your records.

If your payment was successful your acceptance to the program will be noted.

If your payment was not successful you will need to return to your self service page to pay the fee.

Click on the **Cancel** button to go back to your self service page or pay at a later time.

Cancel

Pay and Continue

## Graduate and Professional Admissions Program Training

Clicking the "Pay and Continue" box will take them to a Nelnet QuikPAY page where they fill in the appropriate information. All payments must be made by credit card.

Once the process is complete, they will receive a confirmation:

Your payment of \$1.00 has been accepted. Your confirmation number is **10234567654321** and you may want to print this page for your records.

Please press **OK** below to go back to your self service page.

Please allow 3-5 days for your updated information to appear in your Applicant or Student Center.

OK

The payment vendor (Nelnet) submits payments to us once each business evening, so acceptance confirmation in both the SIS and the Applicant Center is **NOT** immediate once fees are paid. Once the payment posts, the DEIN row is added and they become "Prematriculant" or "Active" depending on the time of the year.

### **Declining:**

If the applicant declines your offer of admission, a WAPP (applicant withdrawal) row is immediately added and the application is cancelled.