The Enrollment Module allows you to view an applicant's Enrollment decision. Once applicants are formally admitted by the Graduate Admission Office, they are asked to notify the University if they plan to attend or not. The completed Enrollment Forms are available in AY and your program can print them out or export the data from the Enrollment Module for your record.

Below you will find instructions on how applicants access the Enrollment Form as well as how you can search for your program's completed Enrollment Form.

The Applicant Perspective

Applicant access the Enrollment Form through their decision letter. The applicant logs in to their online application to view their Decision Letter.

The Decision Letter is the same letter you can access from the Applicant Summary screen. Included in the Decision Letter is a link to the Enrollment Form, in which we ask applicants to accept or decline the offer of admission (see online decision letter below).

[Image of the Decision Letter with a link to the Enrollment Form highlighted]
Below is an example of the Enrollment Form from the applicant perspective:

Please take a moment to complete the form below so that we may plan accordingly. This form only logs your intent to accept or decline your offer of admission to MU. If you plan to attend, you will need to officially register for courses.

International Applicants: Immigration documents will be prepared after you accept the offer of admission, indicate the Visa Type you require, and officially submit the Enrollment Form.

Thank you for your feedback.

Please note that we will issue immigration documents for international applicants after the applicant completes the Enrollment Form. A completed, accepted Enrollment Form triggers a series of automatic email messages to the applicant; the messages contain a link to our “Admitted Student Checklist” http://gradschool.missouri.edu/admissions/admitted-students/index.php and more information about myZou, registration, etc.
The Administrative/Web Center Perspective

To view your program’s completed Enrollment forms, navigate to the Enrollment Module.

From the Main Menu screen, place your cursor on the ‘Select a System’ link, then the ‘Application System’ then to the ‘Enrollment Module’.

To search for Enrolled applicants, click on ‘Search for Students’. The search works just like the search screen in the Application system.
On the search screen, you may search using most of the same fields available in the Application Module search. There are also a few pre-formatted queries located under ‘User Queries’.

Search using individual fields such as ‘Last Name’ and ‘Email Address’.

Queries under ‘User Queries’

A search returns records—just like the application search screen. Click on the applicant’s name to view the Enrollment Form.

Click on the applicant’s name to open the Enrollment Form.

The Graduate School can work with you on defining and creating queries to meet your program’s needs. Email GradAdmin@missouri.edu for assistance.
Below is an example of an Enrollment Form, as viewed from the Enrollment Module (staff/faculty user view).

Once an Enrollment Form has been submitted, you may also access/view the form the ‘Applicant Summary Screen’.

As with the Application Module, data can be exported from the Enrollment Module into a text file or an Excel file. The Enrollment Module can also send email messages automatically from the academic program.

Please contact Graduate Admissions at gradadmin@missouri.edu with questions or for assistance.