Both programs and applicants are able to view the receipt status of electronic recommendations, standardized test scores, and transcripts in the application system.

The Administrative/Web Center Perspective

To view receipt status, complete a Search for Applicants for submitted applications, click on an applicant name to open the Applicant Summary Screen.

Supporting Documents

Click on each Supporting Document link to expand the section and view receipt status.

Below is the Status Key

Recommendations

☐ An open square with no shading indicates the recommendation request has been sent to the recommender, but the recommendation has not been started.

☐ A partially shaded square indicates the recommender has logged in and has begun the recommendation, but the recommendation has not been submitted.

☐ A fully shaded square will be visible if an electronic recommendation has been completed and received.

Standardized Test Scores

☐ A fully shaded square will be visible if the test score has been loaded.

* If scores have not been matched and loaded, nothing will appear.
Transcripts

☑️ A partially shaded square indicates the applicant has uploaded unofficial copies of transcripts to the Educational History section of their application. Applicants will see “Received (Unofficial)” on their status screen.

☒ After the Graduate School receives official transcripts, the receipt status will be updated to “Received (Official)” and a fully shaded square will be visible.

Complete Status

The Complete Status boxes can be somewhat misleading, because of the varying requirements for each program. Below is the key for the Complete Status features.

☑️ A checked Application Fee box means that the applicant has satisfied the payment option either by paying the fee or by waiver.

☑️ A checked Standardized Test Scores means that at least one test score has been loaded to the application.

☑️ A checked Transcripts box means the Graduate School has reviewed the applicant’s uploaded unofficial transcripts and the transcripts are ready for academic program review.

If all three boxes are checked, it does not necessarily mean the entire application is complete, as this feature does not account for uploaded resumes, statements, etc.
The Applicant Dashboard View

By logging in to their application, applicants are also able to view the receipt status of recommendations, test scores, and transcripts. Additionally, applicants will see their Stage in Process status.

Upon submission, applicants will see the notation below.

This is the initial Stage in Process status an applicant will see after submission of the application.

This is how the receipt status features appear to applicants.

After the Graduate School has reviewed the unofficial uploads, applicants will see the notation below.

This is the next Stage in Process status an applicant will see after review of the transcript uploads by the Graduate Admission team.
If the academic program enters acceptance decisions directly into the online application, applicants will see the notation below.

![My Applications](image)

Applicants will see this **Stage in Process** status if the program enters acceptances into AY.

After final application review and approval by the Graduate School, applicants will see the notations below.

![My Applications](image)

Applicants are notified via email that their decision is available.

Applicants log in to their application to view/print their official admission letter.