The Graduate School communicates official admission decisions thru the ApplyYourself (AY) Application system. The application system allows the Graduate Admission advisors to “post” a decision letter to each admitted applicant’s record and applicants are instructed to print the letter for their records. With the exception of those international applicants to whom we issue and send immigration documents, we do not send hard-copy admission letters to applicants by mail.

**Note:** The Graduate School only delivers the official admissions thru AY- programs are responsible for delivering decisions to denied applicants.

Below you will find out how to track your applicants’ progress after your program has communicated acceptance decision to the Graduate School by running a query and/or by running an export. You will see the applicant view of this process as well.

In the Application System, you can determine which applicants have been formally admitted by the Graduate School. To get an initial list, you must run a query.

**Step 1:** Navigate to the Search for Applicants page, click the User Queries drop down (under Search Using Query) and choose the query entitled Term + Admitted by Grad School.
Step 2: Select a Term. This is a **wild-card query**- so once you submit the query, you will have to choose the Term of Entrance(s) you wish to search for. **DO NOT CHANGE** the information in the first field- the ‘Decision’ field!

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision</td>
<td>In this List</td>
<td>SS/NTD Letter</td>
</tr>
<tr>
<td>Decision Date</td>
<td>Is Not Empty</td>
<td>SS/NTD Letter</td>
</tr>
<tr>
<td>ENTRANCE TERM</td>
<td>In this List</td>
<td>Fall 2009, Spring 2010</td>
</tr>
</tbody>
</table>

Do not update the Decision

To choose multiple terms, click on a term then press the Control key (Ctrl) on your keyboard and click on multiple terms.

The query will allow your program to determine which applicants have been formally processed by the Graduate Admission team.

Step 3: Click on an applicant record to access the **Applicant Summary Screen** to view a **Decision Letter**

Step 4: Viewing the Decision letter: on the lower half of the **Applicant Summary Screen** in the **Status Information** box, you will see the **Decision** field. *(Screen shot on the next page)*. Clicking on the **Print** button will allow you to view the Graduate School’s admission letter.
On the Applicant Summary screen, navigate to the Status Information box. Click on the Print box next to the Decision field.

Below is an example of the Domestic Decision Letter:

UNIVERSITY of MISSOURI
GRADUATE SCHOOL

11/11/2011

Truman Tiger
214, No. 3, Alley 3, Lane 44
Next to the Big House
Chastenfield, Missouri 63125

Dear Truman:

Congratulations! We are pleased to inform you that you have been admitted as a graduate student at the University of Missouri-Columbia for the Fall 2013 term. Your student ID number is 089898988 and by email you will soon be receiving login information for moZoa, the University’s student information system.

Your file in the Graduate School is incomplete without the following documents: final transcripts from succeeding Barney Mid-State Community University with degrees posted and sealed in lavender-sealed envelope. Please provide these documents to the Graduate School at your earliest convenience.

If you have questions about registration, degree program requirements, or other rules and regulations related to graduate studies at MU, staff is available in the Graduate School to assist you. Please review the MU Immunization/TB Screening Form and complete if necessary.

The University of Missouri-Columbia is one of the most comprehensive and diverse universities in the United States. You are joining a cadre of almost 5000 graduate students pursuing degrees in over 50 graduate degree programs. You will be faced with many opportunities and challenges as you pursue your academic goals at MU, and we are here to assist you as you work to achieve these goals.

Please complete the Enrollment Form at this link so that we can plan accordingly.

Again, congratulations on your admission to MU.

Sincerely,

George Justice
Vice Provost for Advanced Studies and Dean of the Graduate School

We also communicate final documents needed (e.g., final transcripts with degrees) in the decision letter.
After the Graduate School has formally processed formally admitted an applicant and posted the decision in AY, an email is sent to the applicant letting them know a decision is available (we do not tell them the decision in the email!). To “pick up” the decision, the applicant must log into their online application. Below is an example of the Decision Delivery email.

Dear Truman:

I am writing to notify you that your admission decision is now available. To access your decision letter, please log in to your application for admission https://app.applyyourself.com/?id=umc-grad and click on “Decision Status” link, which is near the bottom of the first page after you log in to your application.

Please print a copy of the decision letter for your records, as it will be your only official notification.

If you need assistance obtaining your application log in information, navigate to the application home page https://app.applyyourself.com/?id=umc-grad and click on “Forgot your PIN or Password” under the “User Login” box.

Please let me know if you have any questions or if I may be of further assistance.

Sincerely,

(001) 573-884-8946
1-800-877-6312 (US only)
snowfn@missouri.edu

210 Jesse Hall
Columbia, MO 65211-1160
Fax (001) 573-884-5454

The email instructs the applicant to log back into the application, view, and print the decision letter (a hard-copy will not be mailed).
The Applicant Perspective: The applicant logs into their online application to view their Decision Letter.

When the applicant logs into their application, they will see a link to their decision letter.
The Decision Letter is the same letter you can access from the Applicant Summary screen. We ask applicant to print or save a copy for their records, since we do not mail hard-copy letters.


UNIVERSITY of MISSOURI

GRADUATE SCHOOL

11/11/2011

Truman Tiger
2Rt., No. 1, Alley 2, Lane 44
Next to the Big House
Chesterfield, Missouri 63125

Dear Truman:

Congratulations! We are pleased to inform you that you have been admitted as a graduate student at the University of Missouri-Columbia for the Fall 2013 term. Your student ID number is 88888888 and by email you will soon be receiving log-in information for mizzou, the University's student information system.

Your file in the Graduate School is incomplete without the following documents: final transcript from Southwest Missouri State University with degree posted and signature on seal in lavender-scented envelope. Please provide these documents to the Graduate School at your earliest convenience.

If you have questions about registration, degree program requirements, or other rules and regulations related to graduate study at MU, staff is available in the Graduate School to assist you. Feel free to call 375-892-6511 or 1-800-877-6312 or email gradschool@missouri.edu.

MU requires all on-campus students to be vaccinated against Measles, Mumps, and Rubella if born after 12/31/1956. Please review the MU Immunization/Software Screening Form and complete if necessary.

The University of Missouri-Columbia is one of the most comprehensive and diverse universities in the United States. You are joining a cadre of almost 6,000 graduate students pursuing degrees in over 90 graduate degree programs. You will be faced with many opportunities and challenges as you pursue your academic goals at MU, and we are here to assist you as you work to achieve these goals.

Please complete the Enrollment Form at this link so that we can plan accordingly.

Again, congratulations on your admission to MU.

Sincerely,

[Signature]

George Justice
Vice Provost for Advanced Studies and Dean of the Graduate School
To get a snap-shot of all your admitted applicants in an Excel spreadsheet, follow the steps below.

**Step 1:** Follow the directions in Step 1 above and run your query.

**Step 2:** Select the records you would like to export. Then click on the drop-down Select an Action and choose the action Export.

**Step 3:** Select the Admitted Applicant export template and click the box next to Include data element... and Generate in Excel and click Run.
Step 4: Click in the Excel link to open and View your Excel report.

The export will include the Decision entered by the Graduate School staff (no Decision means not processed by the Graduate School yet) and the Decision Viewed Date, which will have a date if the applicant has viewed their decision.

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