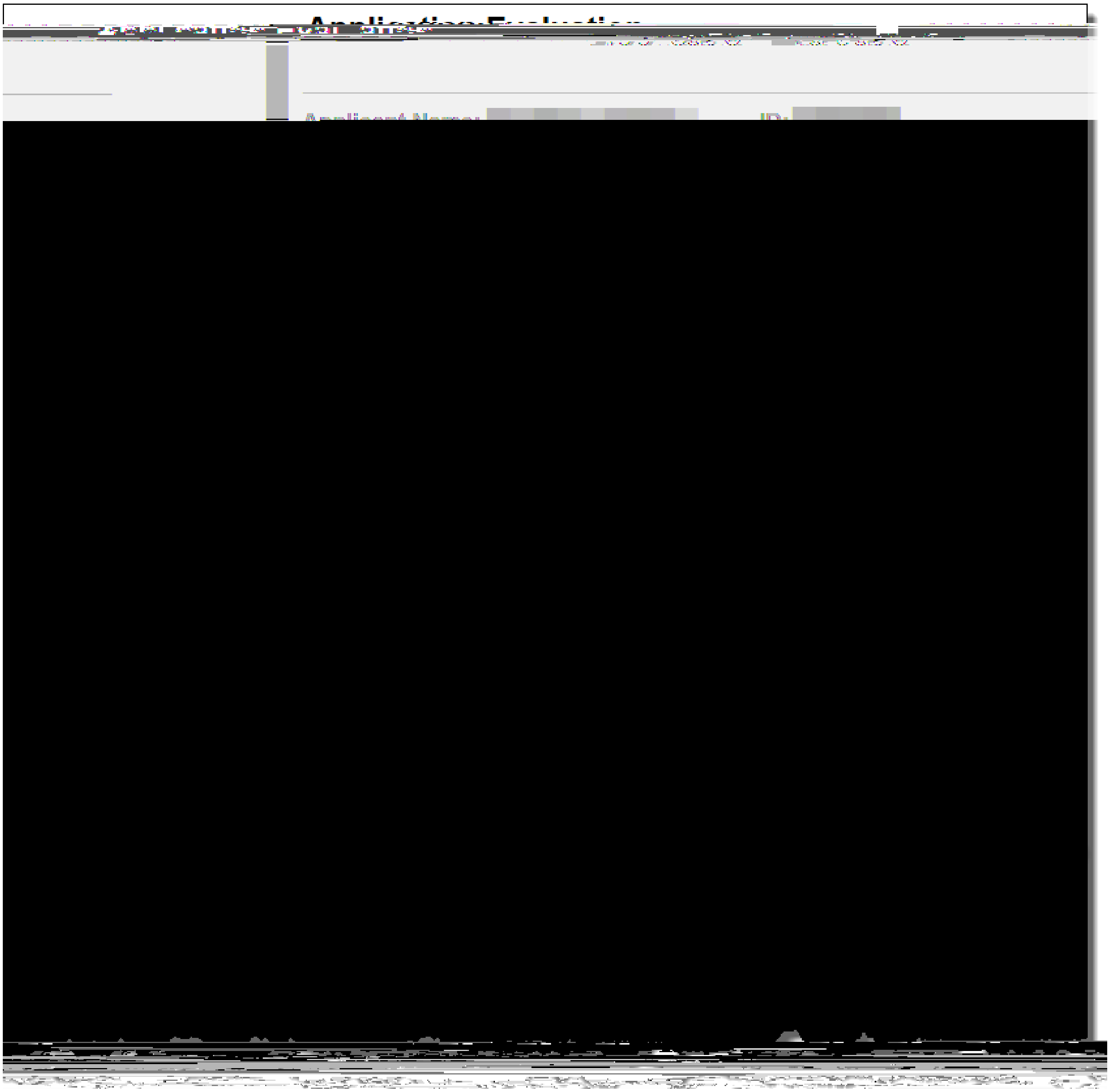
5. Based on the search criteria the results will be displayed in the grid below. The Application Complete field (Y/N) indicates the status of an application. A status of Y (Yes) indicates all supporting documents and checklist items are complete and the application can be sent for evaluation. A status of N (No) indicates not all supporting documents (unofficial transcripts, supporting documents, references and application fee) have been received.

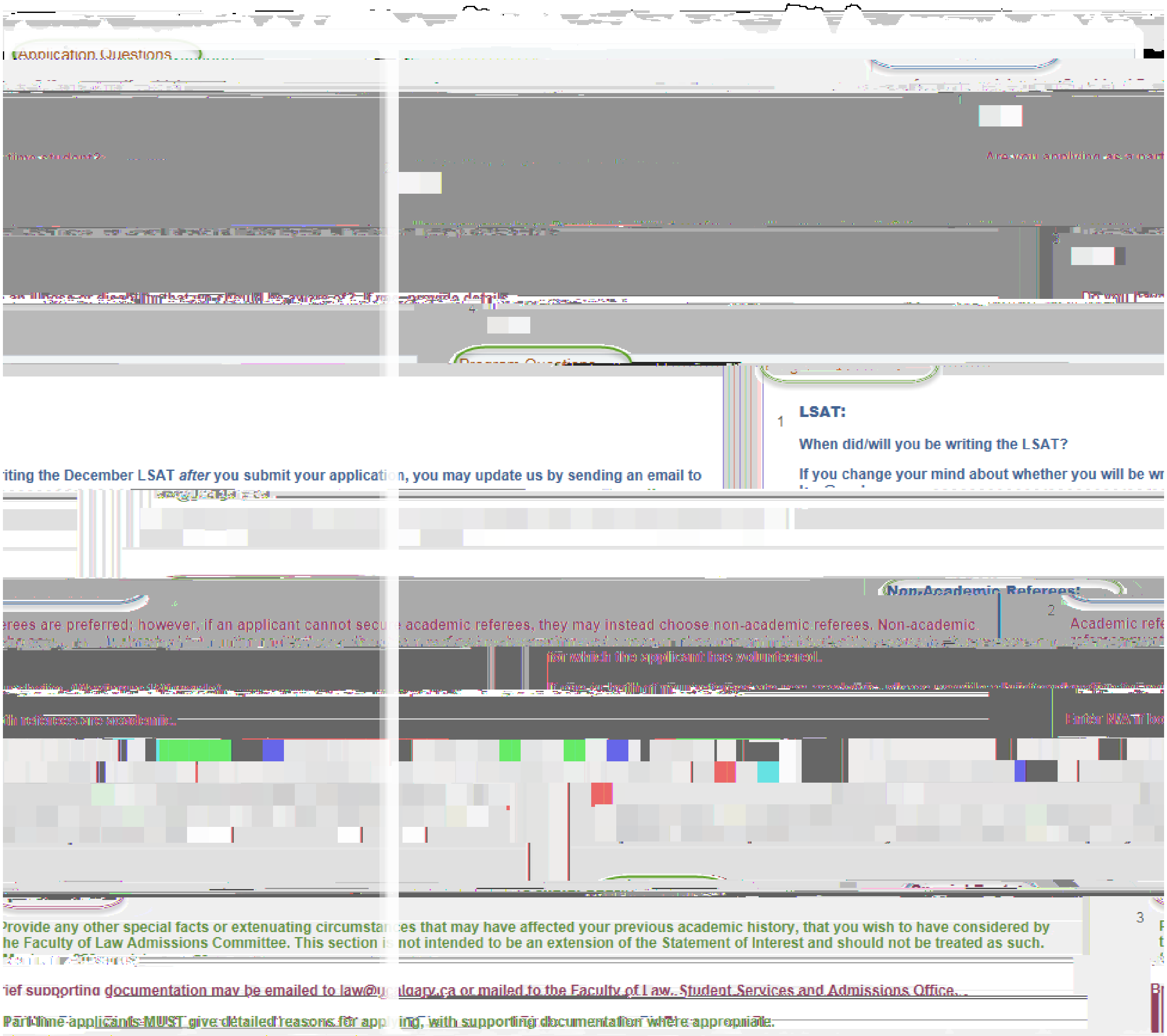
   Program Status indicates what stage in the admission process the application is at:
   Asssl9 ( )1.9 ( )1.ca hcates e(er)-00.:

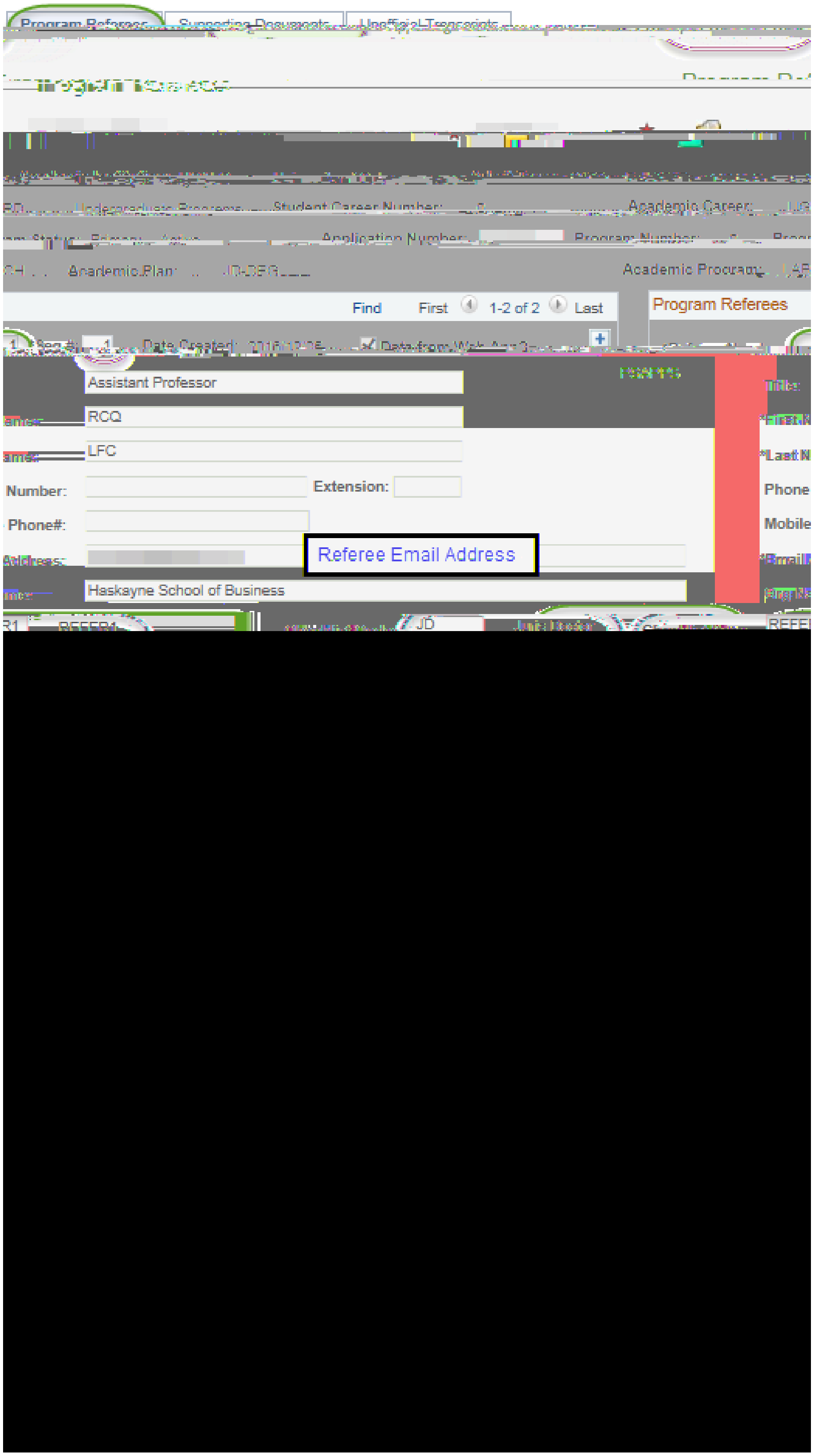
6. The Application Evaluation window will appear. The top portion of the Application Evaluation window displays the applicant name, ID number, LSAT number, application fee (paid/unpaid), contact information (email and phone number), Institutions Attended, GPA, etc.



7.

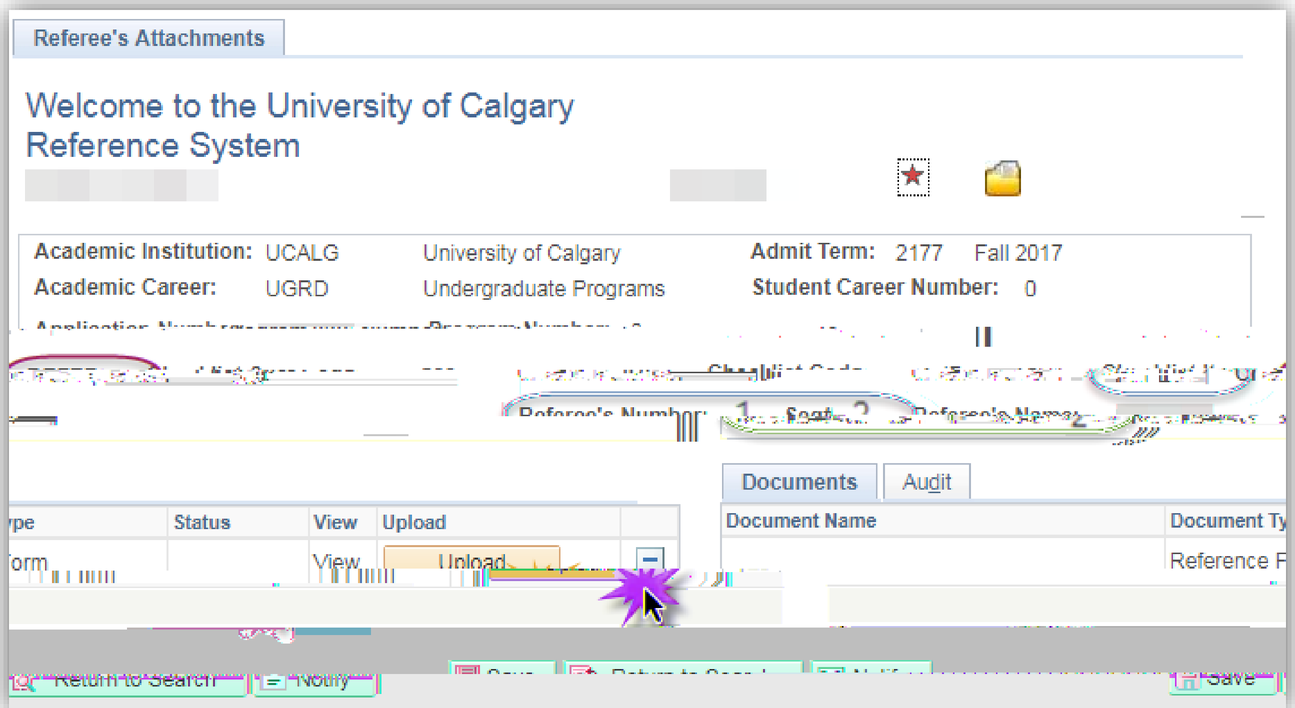
9. Also displayed are the Application and Program Questions submitted by the student from the Web Application.




Find
First
1-2 of 2
Last
Program Referees
Assistant Professor
RCQ
LFC
Number:
Extension:
Phone#:
Referee Email Address
Haskayne School of Business
Phone
Mobile

9. When updating an email address you will have to reenter all the referee information. (Tip: Use copy and

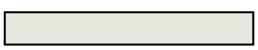
11. The Uploading Supporting Documents page will appear. If required, you can upload the Reference Letter.



External Education and Transcripts :

Once you have received a transcript you can updatethe External Education component/page.

1. Click the Student Admissions link.

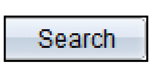


2. Click the Application/Transcript Loads link.

3. Click the Education link.

4. The ID (Student ID#) may have carried over, otherwise, enter any search criteria.

Click the Search button.



9. Click the Transcript Type list and make the applicable selection:

Not Required indicates the applicant doesn't need to submit this document. To remove this item in the applicant's Student Centre it can be set manually to "waived" in the Checklist Management component or deleted completely otherwise it will be marked as "Completed" and remain in the Student Centre. (Tip: Use the breadcrumbs to navigate to the Checklist Management component.)

Official indicates the official "sealed" transcript from the institution has been received. It has not passed through the hands of the student.

Unofficial indicates the transcript or document has not been received from the issuing source. Usually this means the student has supplied a copy of the transcript.

10. Click the Transcript Status list and make the applicable selection:

Final:

11. tOance you have indicated the details of the transcript you can save the information. Note t296 Tm (1.05

8. Click the Checklist Management 2 tab.

Find the checklist that corresponds to the document received. Change the status to Completed, Initiated or Waived. Note the Status Date defaults to the System Date (today's date). This can be changed if required. Click the Save button.