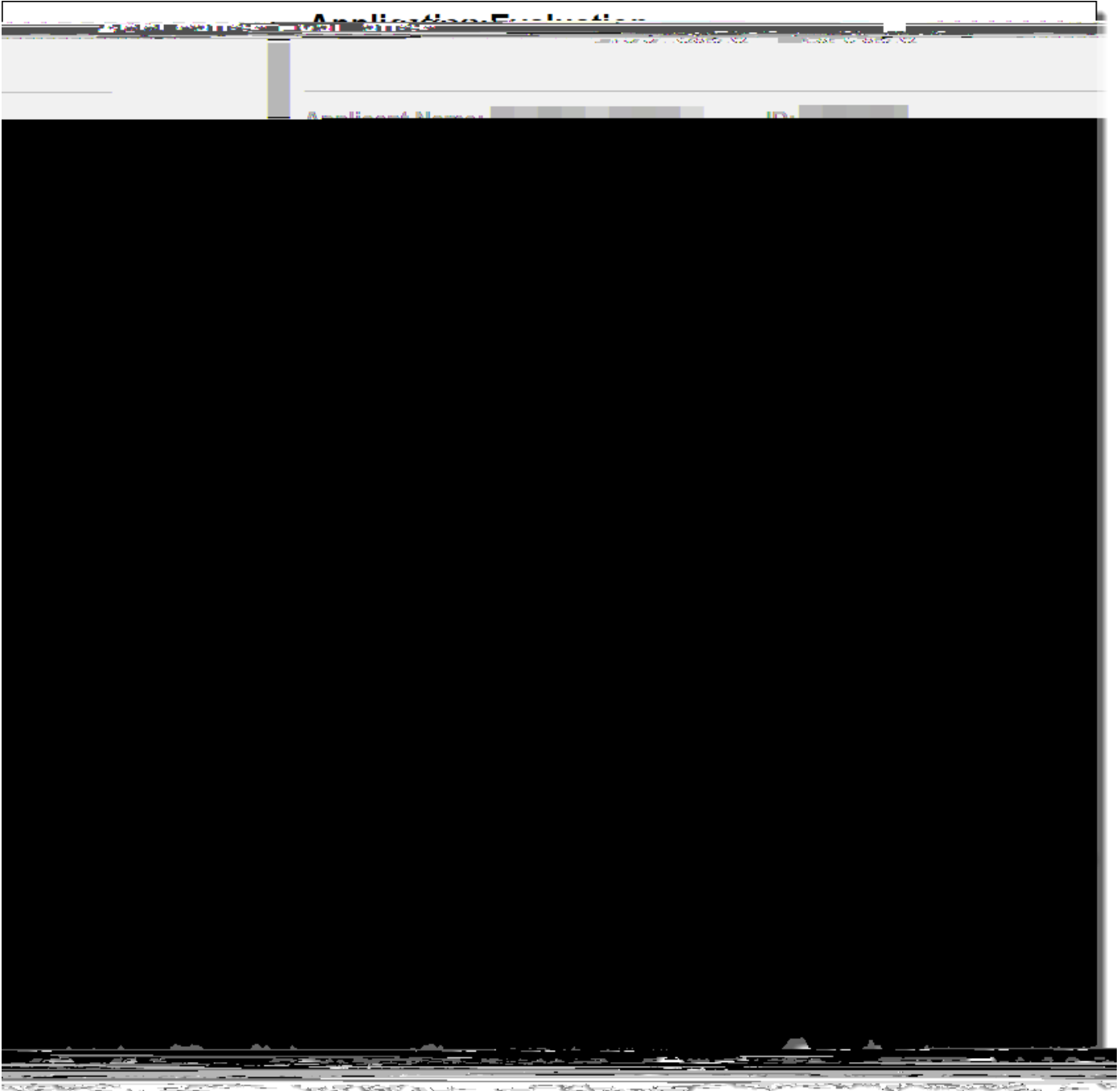


5. Based on the search criteria the results will be displayed in the grid below. The Application Complete (Y/N) indicates the status of an application. A status of Y (Yes) indicates all supporting documents and checklist items are complete and the application can be sent for evaluation. A status of N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

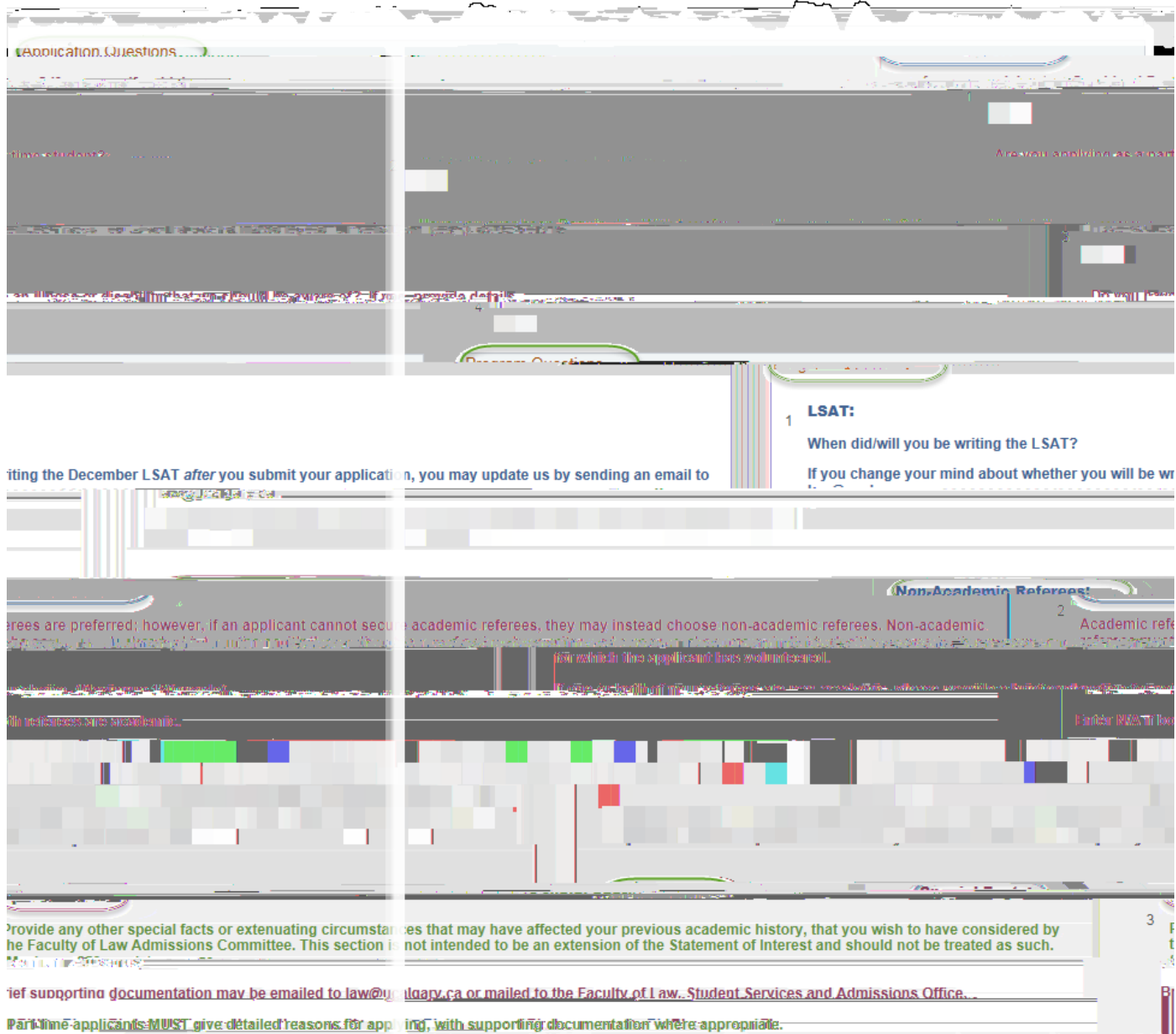
Program Status indicates what stage in the admission process the application is at:
Application Status: ()1.9 ()1.ca indicates (er)-00.:

- 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.



Program Referees | Supporting Documents | Unofficial Transcripts

Program Referees

Find First 1-2 of 2 Last

1. Ref # 1 Date Created: 2016-07-08 Data from Web App 2

Assistant Professor	Title:	
RCQ	First Name:	
LFC	Last Name:	
Number: <input type="text"/>	Extension: <input type="text"/>	Phone:
Phone#: <input type="text"/>	Mobile:	
Address: <input type="text"/>		Email:
Haskayne School of Business		

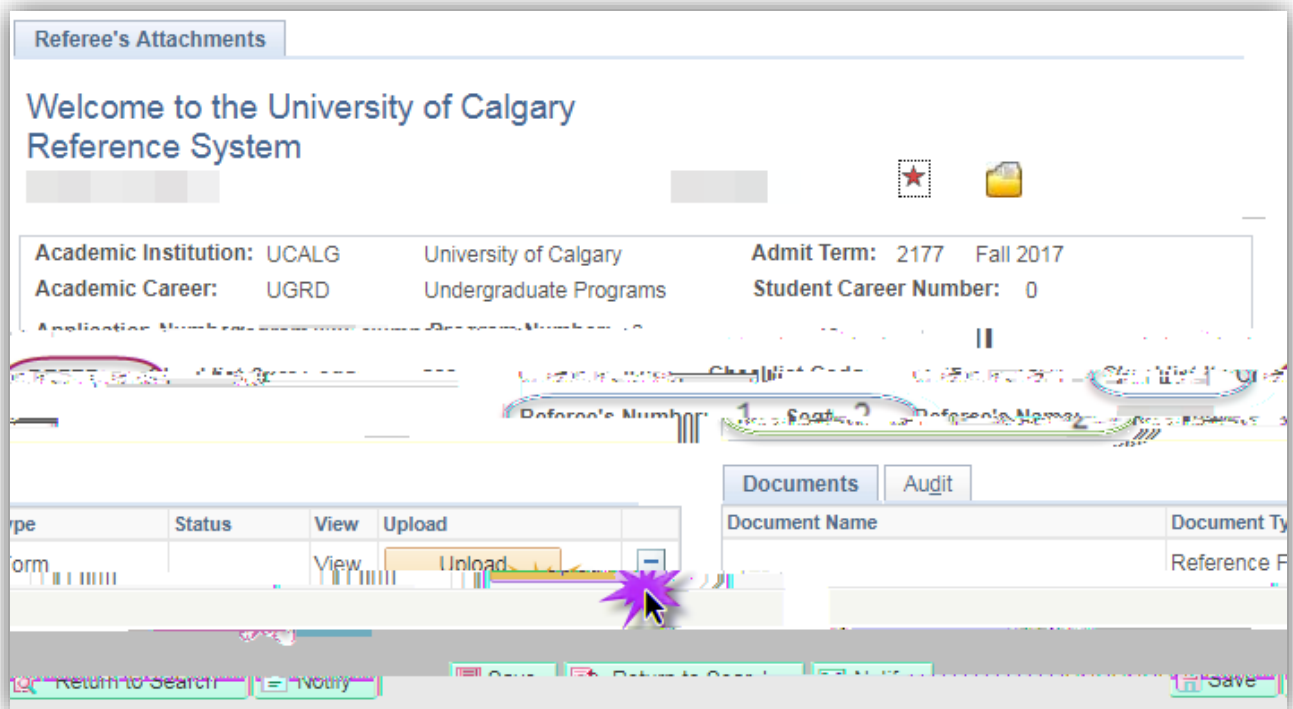
Referee Email Address

Viewing an Application

SA -

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

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



External Education and Transcripts

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

1. Click the [Student Admissions](#) link.



2. Click the [Application/Transcript Loads](#) link.

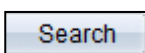


3. Click the [Education](#) link.



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

Click the [Search](#) button.



9. Click the [Transcript Typelist](#) 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 issuer 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 Statuslist](#) and make the applicable selection:

Final:

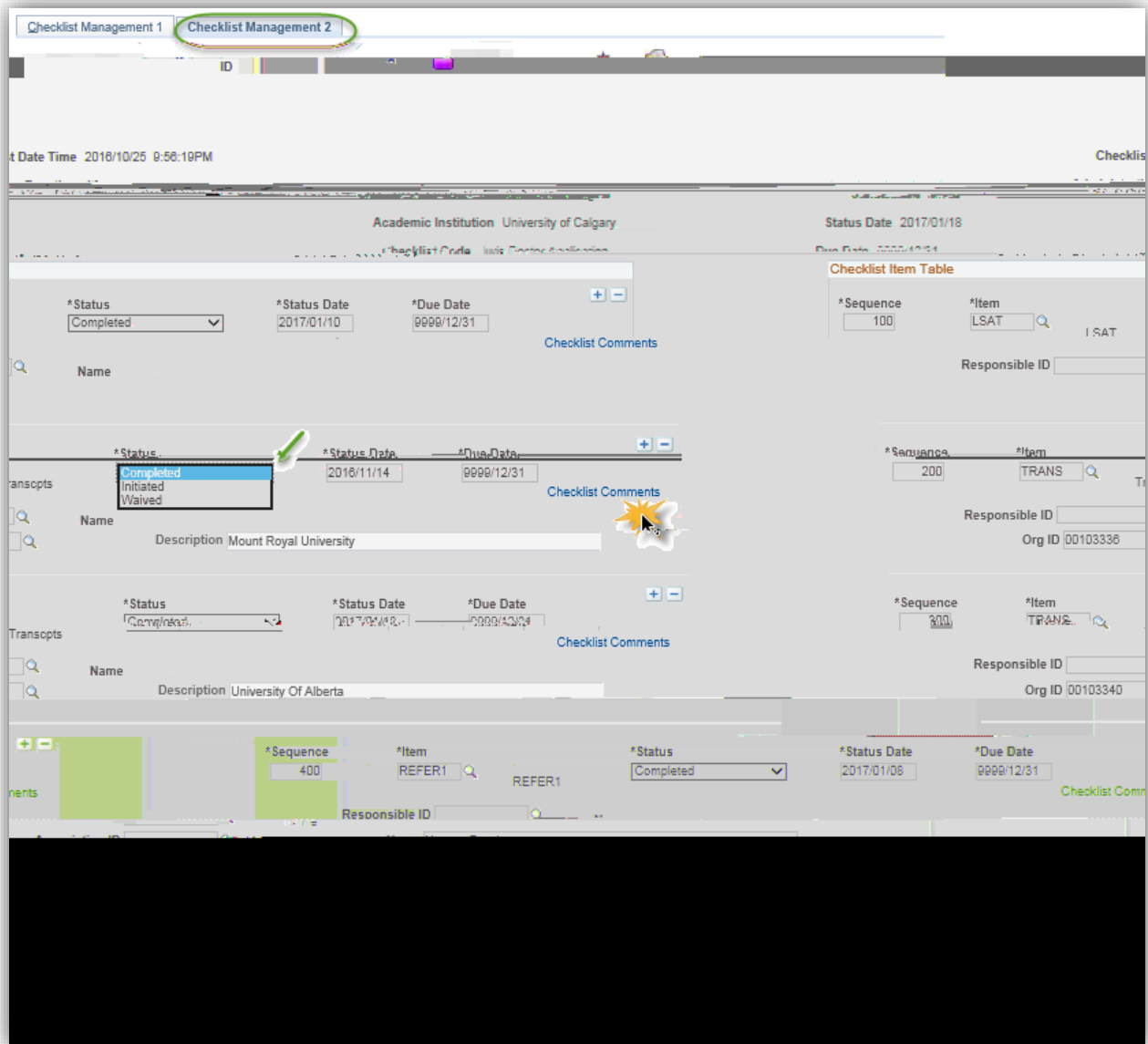
11. On (a) 7/4/5 indicated in (b) 7/10/14 of (c) 7/4/5 (d) 10/5/14 (e) 7/4/5 (f) 10/5/14 (g) 7/4/5 (h) 10/5/14 (i) 7/4/5 (j) 10/5/14 (k) 7/4/5 (l) 10/5/14 (m) 7/4/5 (n) 10/5/14 (o) 7/4/5 (p) 10/5/14 (q) 7/4/5 (r) 10/5/14 (s) 7/4/5 (t) 10/5/14 (u) 7/4/5 (v) 10/5/14 (w) 7/4/5 (x) 10/5/14 (y) 7/4/5 (z) 10/5/14

8. Click the **Checklist Management 2** tab

Checklist Management 2

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.

Save



The screenshot displays the 'Checklist Management 2' interface. At the top, there are two tabs: 'Checklist Management 1' and 'Checklist Management 2', with the second tab selected. Below the tabs, the system date is shown as '2018/10/25 9:58:19PM'. The main content area is divided into several sections. On the left, there are search filters for 'Name' and 'Description'. The central part of the screen shows a list of checklists with columns for '*Status', '*Status Date', and '*Due Date'. A dropdown menu is open for the '*Status' field, showing options: 'Completed', 'Initiated', and 'Waived'. A green pencil icon is positioned over the dropdown. To the right of the list, there is a 'Checklist Item Table' with columns for '*Sequence' and '*Item'. The table contains one row with '*Sequence' 100 and '*Item' LSAT. Below the table, there are search filters for 'Name' and 'Description'. At the bottom of the screen, there is a 'Save' button highlighted in green.

