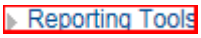
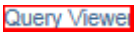
This query is used to display any applications that have been processed and evaluated by Study Abroad Office (SAO) or faculty/department.

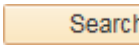
1. Click the **Reporting Tools** link.

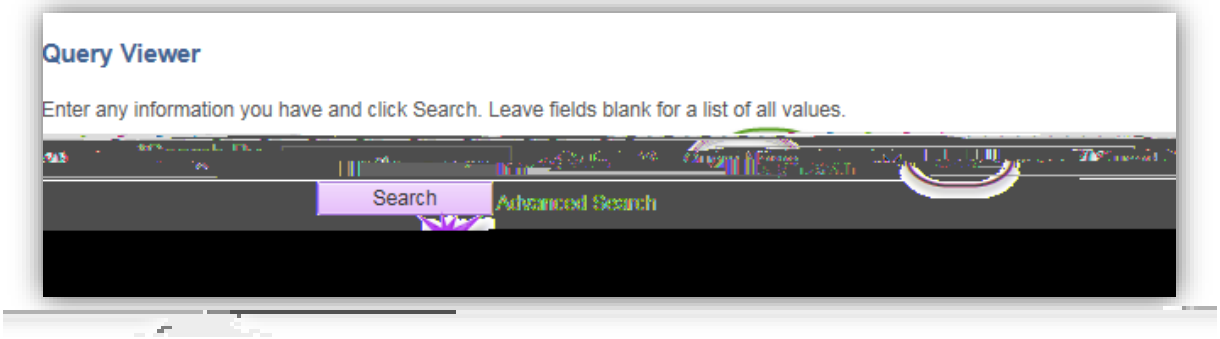
   

2. Click the **Query Viewer** link.

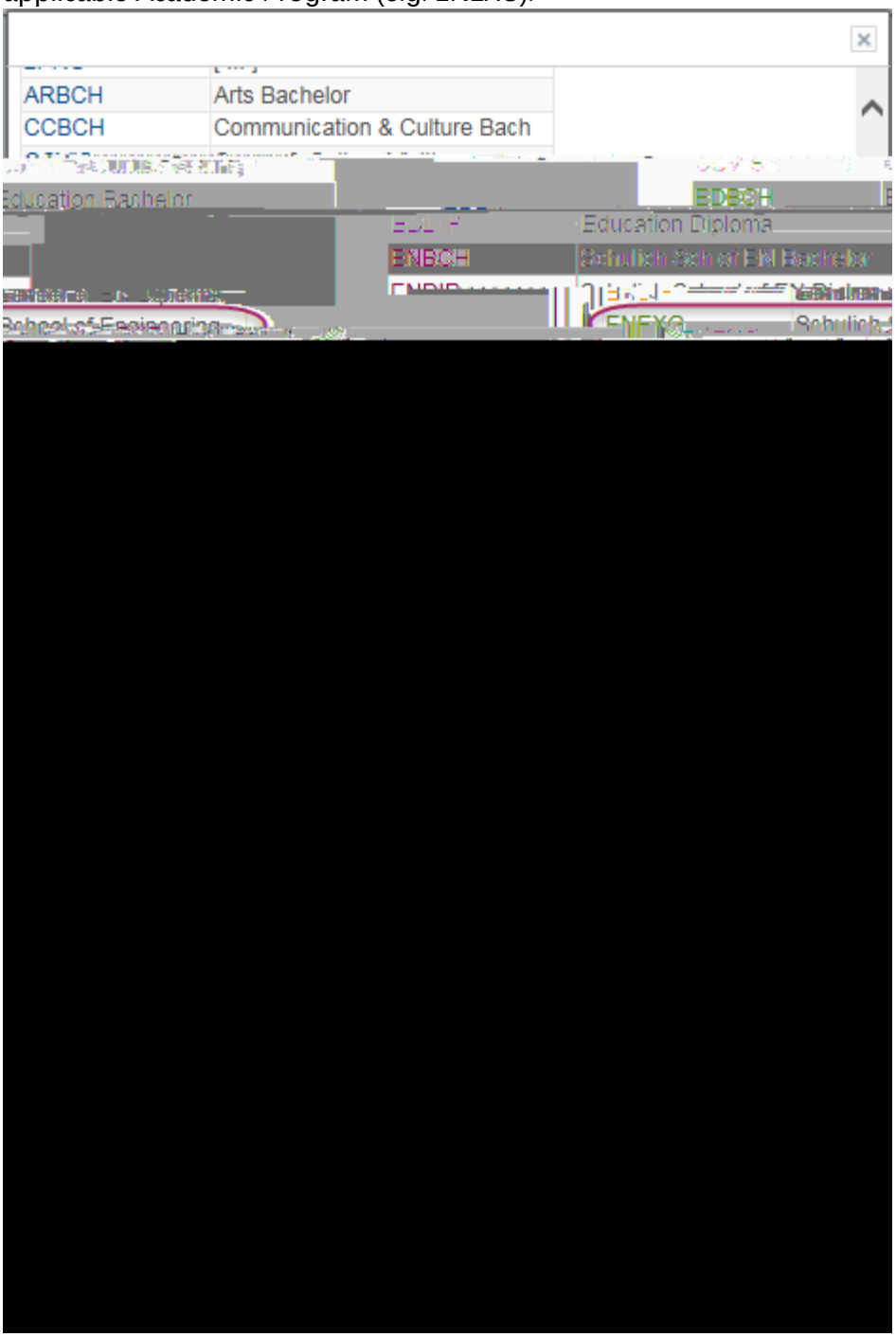
3. In order to view queries relative to admissions, enter "ucad" in the "Search By begins with" text box and press Enter or Search.
   Click the **Search** button.

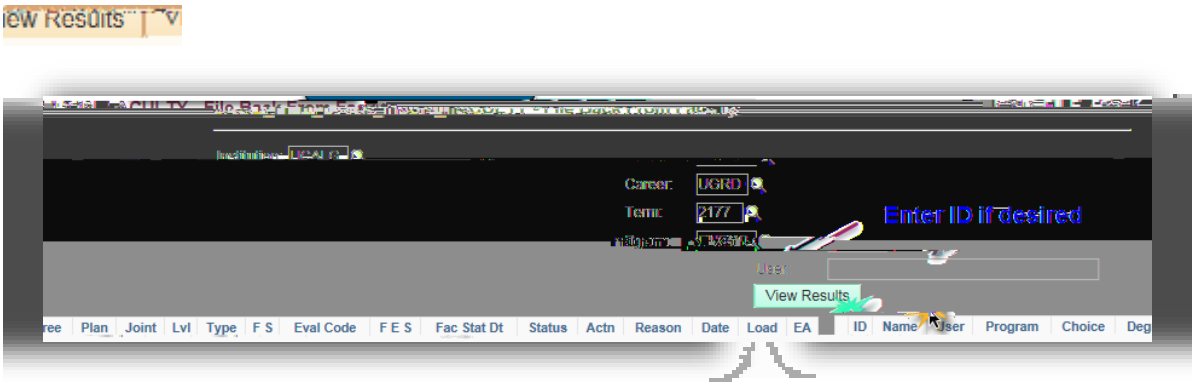
   

4. A reduced list of queries will display. To view the entire list of queries, click View All.
   Click the **View All** link.

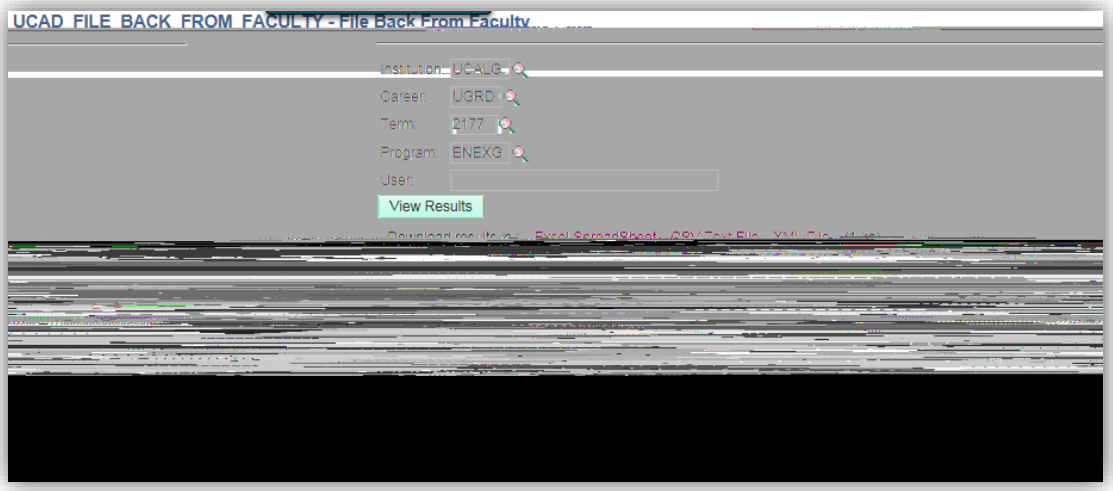
8. Note the 3 current Academic Programs for Schulich School of Engineering ENEXG, Faculty of Law LAEXG and Open Studies OSEXG. Note: OSEXC should no longer be used. Select the applicable Academic Program (e.g. ENEXG).



9. Enter the Institution (UCALG), Career (UGRD) and applicable Term (e.g. 2177). You can enter your EMPLID in the User field and press Enter or Search. This will generate a list of applicants that you originally sent to the Faculty. Otherwise click View Results to view a list of all applications that have been reviewed and sent back from the Faculty.
Click the **View Results** button.



10. The results will display the student ID, name, the emplid of the individual in Enrolment Services who sent the file to the faculty, program information, evaluation code, faculty decision (FES)*****, faculty decision date, program status and program status date.
***Note:** Valid FES values for Exchange student are:
- FA - Faculty Admissible
- FC - Faculty Conditional Admit
- FI - Faculty Inadmissible



End of Procedure.

Consult www.ucalgary.ca/ittraining for the corresponding online learning.