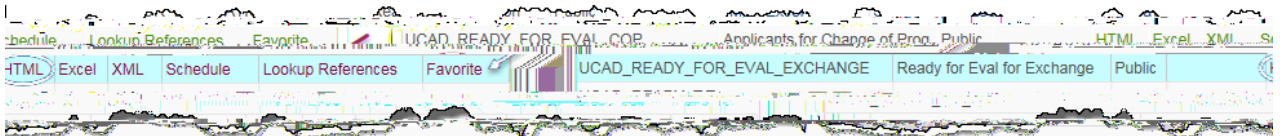The following steps are required to run a query to view applications that have been evaluated by Study Abroad Office and relative Departments. Once these applications have been processed accordingly by the relative

UNIVERSITY OF
CALGARY
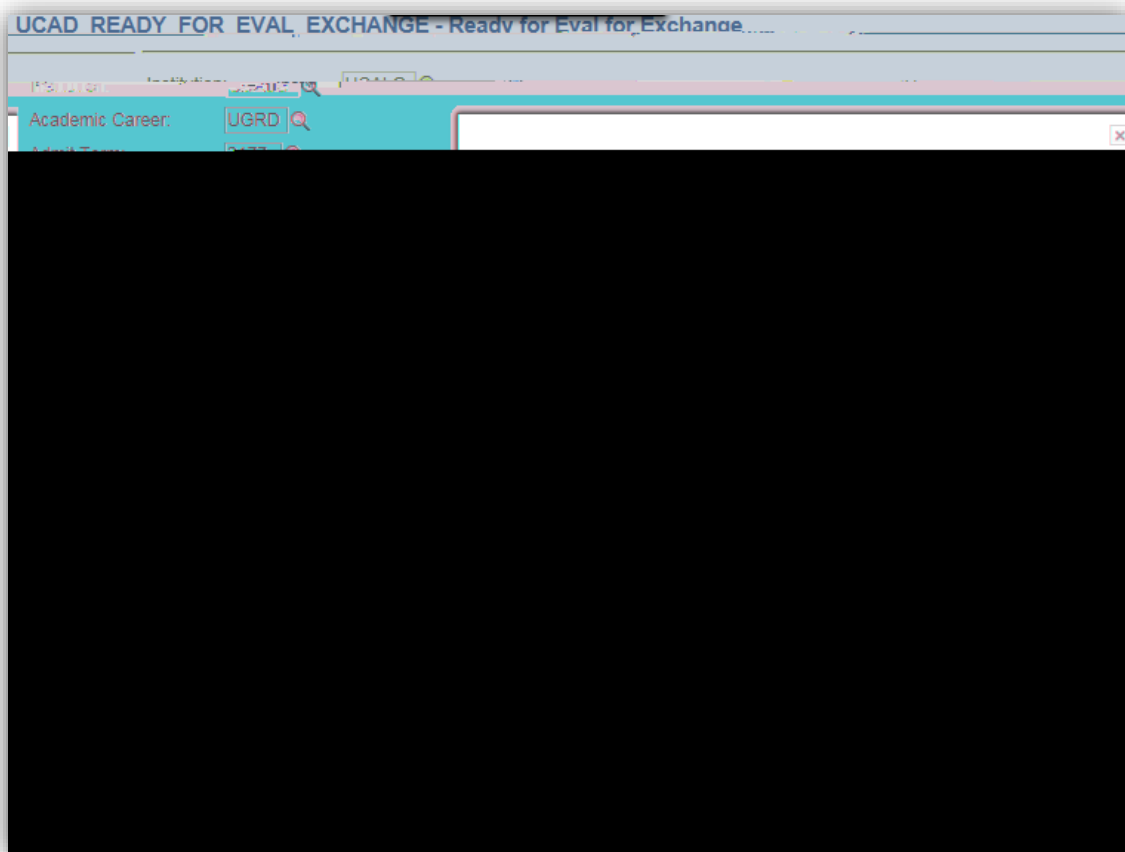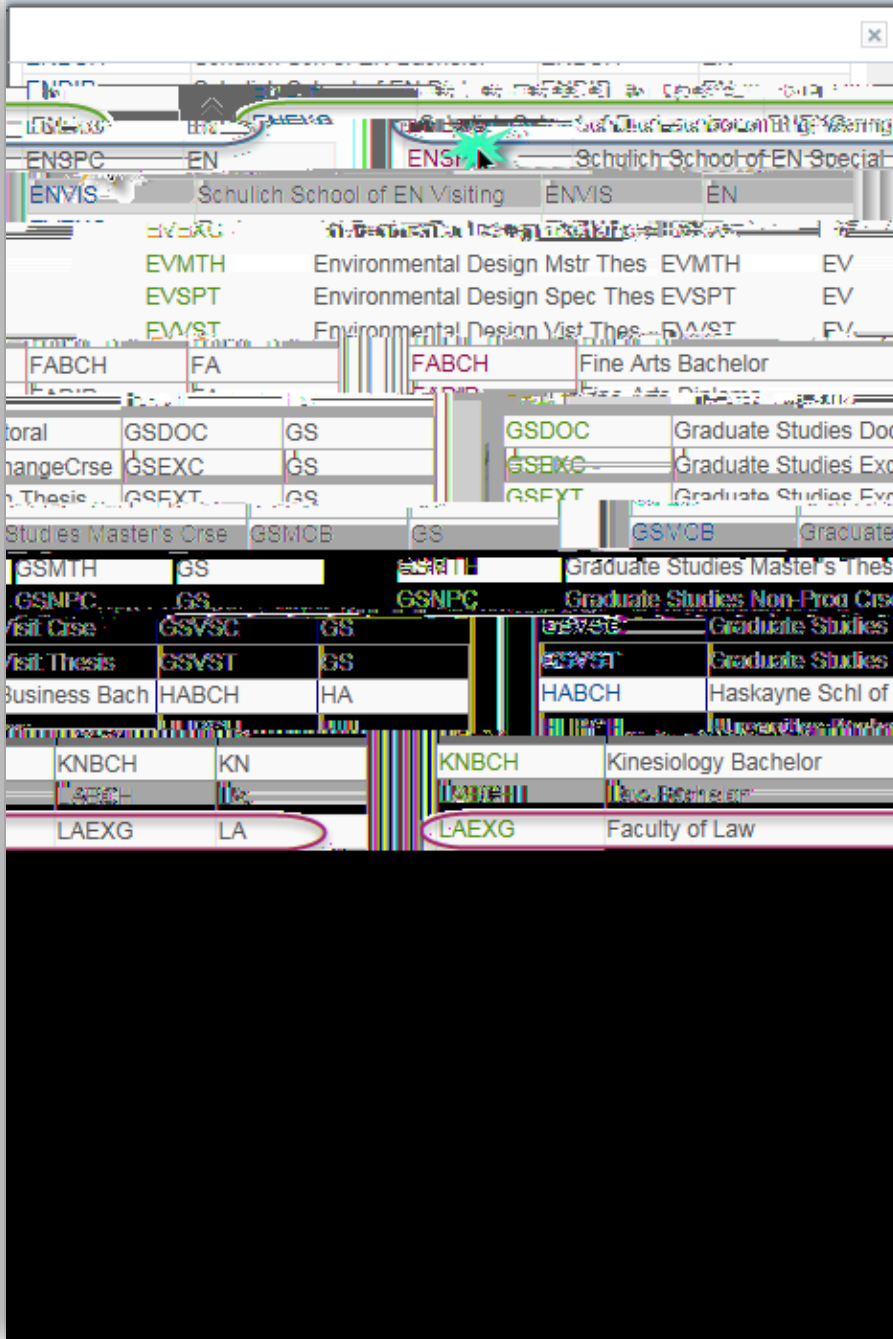

7. Enter the Institution (UCALG), the Career (UGRD) and the Term (e.g. 2177).
    Click the **Look up Application Centre** button.

8. A list of Application Centres display. Select OPNF Open Studies Admission No Fee which is the application centre for Exchange applications. Click the **OPNF** link.
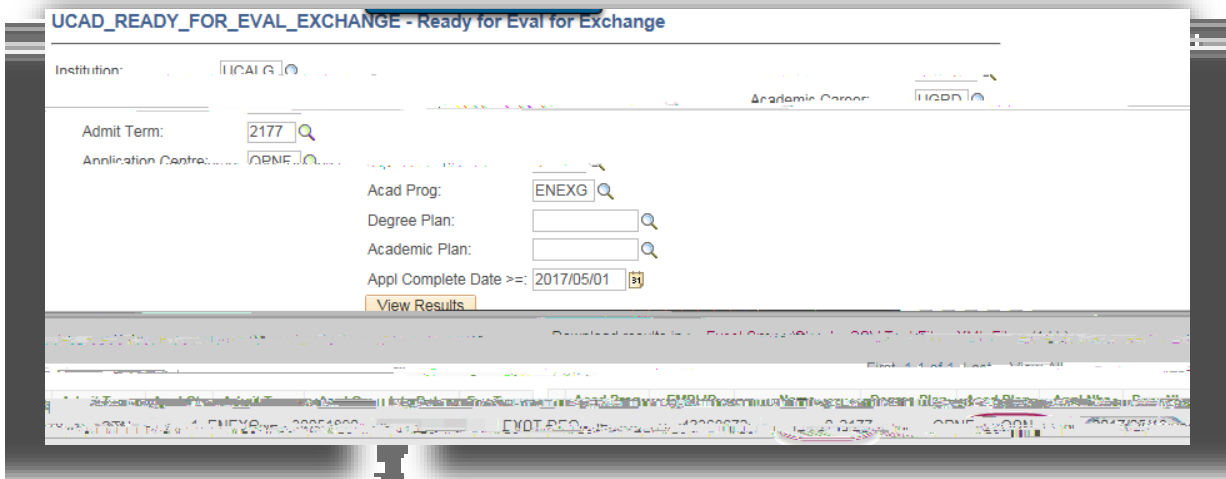

9. Click the **Look up Acad Prog** button. A list of Academic Program displays. For this example select ENEXG for Schulich School of Engineering. Other acceptable programs are: LAEXG Faculty of Law and OSEXG Open Studies. Click the **ENEXG** link.

10. Click the **Choose a date** button and enter the Application Complete Date by selecting it from the Calendar or enter it directly. This date is the date that the file is complete. You can specify which completion date you want to start to review files from (e.g. May 1, 2017).

11. Click the **View Results** button.

View Results

12.   The results will display:
- Academic Program
- Student ID (EMPLID)
- Name
- Degree (Degree Plan)
- Academic Plan
- Application Number
- Program Number
- Admit Term
- Application Center (OPNF)
- Admit Type
- Appl Complete Date (date file was complete)

For the corresponding online learning; consult www.ucalgary.ca/ittraining.

End of Procedure