

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



# Image: Second Second

 Enter the Institution (UCALG), the Career (UGRD) and the Term (e.g. 2177). Click the Look p Application Cente button.

8. A list of Application Centres display. Select OPNF Open Studies Admission Fee which is the application centre for Exchange applications. Click the OPNF link.



9. Click the Look p 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 StudiesClick the ENEXG link.

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ENSPC EN	ENSr N	hulich School of EN Special
ENVIS Schulich Scho	ool of EN Visiting ÉNVI	S ÉN
BVBXG / K	identication incom <u>pression</u>	
EVMTH En	vironmental Design Mstr	Thes EVMTH EV
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KNBCH KN		Kinesiology Bachelor
LAFXG	LAEXG	Faculty of Law

- 10. Click the **Choose a dat** 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 ViewResult button.



#### 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)

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For the corresponding online learning; consult www.ucalgary.ca/ittraining. End of Procedu e