

[MATERIALS REVIEW BIN \(Department Assistant\)](#)

[THE FORMAL REVIEW PROCESS BEGINS HERE]

1. Click on the **Materials Review** bin to view the list of applicants ready to be **evaluated**. Once again, you can filter and make the inside of the bins more user-friendly by using the Default arrow button on the right menu

COMMITTEE REVIEW BIN (Department Assistant, Committee Chair, and/or Committee Members)

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1. The following morning, the reviewers will get an email with the subject "Reader Queue Reminder" prompting them to log into Reader.
2. This form asks the reviewer to rate the applicant across various categories. [Repeat steps from the Initial Review Bin.]

INTERVIEW BIN (Department Assistant, Committee Chair, and/or Committee Members)

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1. The following morning, the reviewers will get an email with the subject "Reader Queue Reminder" prompting them to log into Reader.
2. This form asks the reviewers to rate the applicant across various categories. [Repeat steps from Initial Review Bin. The final interview member will set Next Bin: Final Faculty Review and Next Reader: (Department Chair/Director/Committee Chair).]

FINAL FACULTY REVIEW BIN (Department Chair / Director / Committee Chair)

1. The following morning, the Department Chair / Director / Committee Chair will get an email with the subject "Reader Queue Reminder" prompting them to log into Reader.
2. Click on the applicant's name to bring up their application. In the application, you can see all of the previous ratings by clicking Review Forms on the bottom left.
3. Click Review Form/Send To Bin in the lower right corner. The final faculty form is when the Chair will inform the Department Assistant whether the applicant will be admitted or denied. They will answer questions about the admission status, advisor, if they will be a teaching assistant, funding, etc. Set Next Bin: Final Program Review and Next Reader: (Department Assistant). Click Send.

FINAL PROGRAM REVIEW BIN (Department Assistant)

1. The following morning, the Department Assistant will get an email with the subject "Reader Queue Reminder" prompting them to log into Reader.
2. The Department Assistant should click Queue on the left menu to view the list of applicants placed there and the final decision data.
3. Click on the applicant's name to bring up their application. In the application, clicking Review Forms on the bottom left will display the Final Faculty Review Form.
4. Click Review Form/Send To Bin in the lower right corner. The final program form is when the Department Assistant will inform Graduate Studies whether the applicant is recommended to be admitted or denied. They will answer questions about the admission status, advisor, any provisions for the applicant, if they will be a teaching assistant, funding, etc. Fill out the review form in the lower right corner and set Next Bin: Graduate Studies Review. Click Send.

[GRADUATE STUDIES REVIEW BIN \(Graduate Studies\)](#)

[ADMIT/DENY BINS \(Graduate Studies\)](#)

* Once an application has been processed by Graduate Studies, you may want to see the applicant's official offer letter.

1. **Go into the Admit bin and click their name to bring up their application.**
2. **Click on their bolded name at the top of their application and click Lookup Application.** This will open a new browser tab.
3. **Scroll down to the Decisions section and click on their Grad Admit letter.** Unfortunately, clicking Download PDF in the upper right corner will prompt you to log in as an applicant. Instead, **highlight the text and copy/paste it into a separate Word document if you would like to save a copy.**

If you need assistance, contact the School of Graduate Studies.

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