Fall 2017 Applicant Review

- 1. Go to the Graduate Application Portal: https://www.admissions.iastate.edu/apply/online/portal.php
 - a. It should ask you to log-in
- 2. Type the student's name into the search criteria and select Fall 2017 for the entry term. Click "Search".

Graduate Application Portal

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se the following form to select which application information elect no search criteria in the form, all applications you are	n you would like to view and export. Only applications appropriate to your college or department will be displayed. If allowed to access will be shown.
his page is for retrieving application information only. For le	tters of recommendation, please use DocFinity.
n explanation of the export file format can be found here.	
Search Criteria	
Student Name:	Application Submitted Between:
Entry Term (ctrl-click to select multiple):	Programs (ctrl-click to select multiple):
Select nothing to search all listed terms.	Select nothing to search all listed programs.
Spring 2017	Show archived programs
	Mechanical Engineering
Summer 2016	
Summer 2016 Spring 2016	

3. Click on the "View" link to see their application documents

a.

Search Re	sults							
Export Selecte	d To Excel - Exp	ort Selected To C	<u>SV</u>					Number of record
Select (All - None)	Last Name	First Name	<u>Term</u>	App Type	Program 1	Program 2	Program 3	DocFinity
			F2016	U.S.	ME			View • Web form • Upload • Share Documents
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b. This should open up DocFinity 10 which will look similar to this:

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i. 4. Down in the "Search Results" you will see all of their admissions documents.

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	Document Type	Document Title	Reviewed	Review Require
	Application	GRAD	No	Yes
	Correspondence	LOR	No	Yes
	Correspondence	LOR	No	Yes
	Correspondence	LOR	No	Yes
	Correspondence	RESUME-VITAE	No	No
	Correspondence	SOP	No	No
	Transcript	TRNS-C-US	No	Yes
	Transcript	UNFL-TRNS	No	Yes

Fall 2017 Applicant Review

5. Double-click on the document you want to open. It will populate in the "Document Previewer.

a. b.

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IOWA STATE UNIVERSITY US GRADUATE
U.S. Graduate College Application Submitted date: 12/18/2015 Application fee paid: \$60.00
Application ID:
1. APPLICANT INFORMATION
Full legal name:
(FAMILY/SURNAME) (* RST/GIVEN) (MIDDLE)
Variations of name: What is your primary language? E - English
U.S. Social Security # (oot.); E-mail address;
ISU ID number # (if known): Home Phone
Gender: Male 🖉 Female 🚟 Cell Phone:
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