

Fall 2017 Applicant Review

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

Graduate Application Portal

[Log out](#)

Use the following form to select which application information you would like to view and export. Only applications appropriate to your college or department will be displayed. If you select no search criteria in the form, all applications you are allowed to access will be shown.

This page is for retrieving application information only. For letters of recommendation, please use DocFinity.

An explanation of the export file format can be found [here](#).

Search Criteria

Student Name:

Application Submitted Between: -

Entry Term (ctrl-click to select multiple):
 Select nothing to search all listed terms.
 Spring 2017
 Fall 2017
 Summer 2016
 Spring 2016
 Fall 2015

Programs (ctrl-click to select multiple):
 Select nothing to search all listed programs.
[Show archived programs](#)
 Energy Systems Engineering
 Mechanical Engineering

- Click on the "View" link to see their application documents

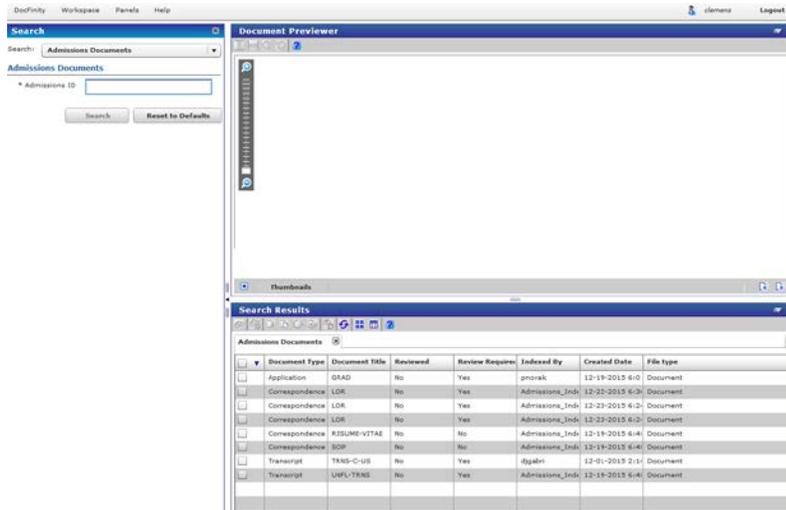
Search Results

[Export Selected To Excel](#) - [Export Selected To CSV](#) Number of records: 1

Select (All - None)	Last Name	First Name	Term	App Type	Program 1	Program 2	Program 3	DocFinity
<input checked="" type="checkbox"/>	██████	██████	F2016	U.S.	M E			View • Web form • Upload • Share Documents

[Export Selected To Excel](#) - [Export Selected To CSV](#) Number of records: 1

- This should open up DocFinity 10 which will look similar to this:



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

Search Results

Admissions Documents

<input type="checkbox"/>	Document Type	Document Title	Reviewed	Review Required
<input type="checkbox"/>	Application	GRAD	No	Yes
<input type="checkbox"/>	Correspondence	LOR	No	Yes
<input type="checkbox"/>	Correspondence	LOR	No	Yes
<input type="checkbox"/>	Correspondence	LOR	No	Yes
<input type="checkbox"/>	Correspondence	RESUME-VITAE	No	No
<input type="checkbox"/>	Correspondence	SOP	No	No
<input type="checkbox"/>	Transcript	TRNS-C-US	No	Yes
<input type="checkbox"/>	Transcript	UNFL-TRNS	No	Yes

a.

Fall 2017 Applicant Review

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

Document Previewer - page 1 [read only]

IOWA STATE UNIVERSITY
U.S. Graduate College Application

US GRADUATE
Submitted date: 12/18/2015
Application fee paid: \$60.00
Application ID: [REDACTED]

1. APPLICANT INFORMATION

Full legal name: [REDACTED] [REDACTED] [REDACTED]
(FAMILY/SURNAME) (FIRST/GIVEN) (MIDDLE)

Variations of name: [REDACTED] What is your primary language? **E - English**
(AS YOUR NAME MIGHT APPEAR ON OTHER DOCUMENTS)

U.S. Social Security # (opt.): [REDACTED] E-mail address: [REDACTED]
ISU ID number # (if known): [REDACTED] Home Phone: [REDACTED]
Gender: Male Female Cell Phone: [REDACTED]

Page: 1 of 4

Search Results

Admissions Documents

Document Type	Document Title	Reviewed	Review Required	Indexed By	Created Date	File type	
<input checked="" type="checkbox"/>	Application	GRAD	No	Yes	pnovak	12-19-2015 6:0	Document
<input type="checkbox"/>	Correspondence	LOR	No	Yes	Admissions_Ind	12-22-2015 6:3	Document
<input type="checkbox"/>	Correspondence	LOR	No	Yes	Admissions_Ind	12-23-2015 6:2	Document
<input type="checkbox"/>	Correspondence	LOR	No	Yes	Admissions_Ind	12-23-2015 6:2	Document
<input type="checkbox"/>	Correspondence	RESUME-VITAE	No	No	Admissions_Ind	12-19-2015 6:4	Document
<input type="checkbox"/>	Correspondence	SOP	No	No	Admissions_Ind	12-19-2015 6:4	Document
<input type="checkbox"/>	Transcript	TRNS-C-US	No	Yes	djgabri	12-01-2015 2:1	Document
<input type="checkbox"/>	Transcript	UNFL-TRNS	No	Yes	Admissions_Ind	12-19-2015 6:4	Document

- a.
- b. You can scroll through all of the documents by clicking on these icons:



- i.
- ii. They are located at the bottom of the Document Previewer:

