Once your program is ready to review applications, you may wish to download or print the applications. Follow the steps below to download and print applications.

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2) Click on the **Download PDF** link in the right hand side of the application tab\*.

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*	Master's Program	<b>Overview</b> Financial Aid
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available here.	Checklist           X         Recommendation (Ryan Smith, University of California-Davis)         Awaiting         *	
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\***Note**: Before downloading an application, <u>make sure that the application has been submitted</u> <u>and all the requirements have been met.</u> If your program would like to proceed with reviewing incomplete applications, you can still download the application PDF but the file will not include all the materials required by your program.

Once applications are submitted, the application status will automatically be set to either **Awaiting Materials** or **Awaiting Decision**. If applications have missing required materials such as letters of recommendation, official test scores and unofficial transcripts, the application status will be set to **Awaiting Materials**. However, if applications are complete, the status will be set to **Awaiting Decision**. If the application status is set to **Awaiting Submission**, it means that the application has not been submitted and it is not ready for review. 4) When the **Download Application PDF** dialogue box appears, click **Clear**; this will ensure application materials are not duplicated in PDF download.

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5) Then select **Insert All**. Once you select all, you will see all the material types that are not necessarily required by your program. You can disregard the materials types not applicable to your program as the application PDF will only include application sections that have been completed by your applicants.

Dashboard	Timeline	MAST-2017 Awaiting Materials	Profile	Materials				
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## 6) Click **Download**.

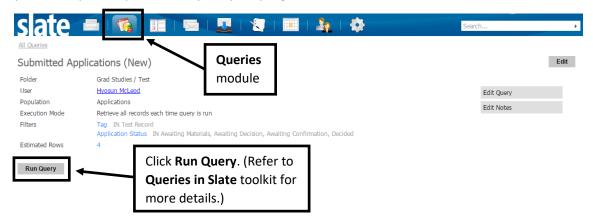
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7) If you wish to print the application, go to the folder where you downloaded and saved the application PDF, open it with the Adobe Acrobat Reader or Adobe Acrobat Pro, and print the application.

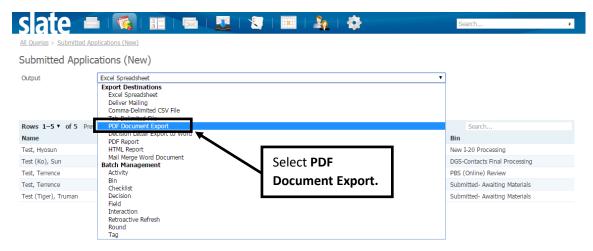
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#### Downloading and Printing Multiple Applications to on PDF File

 Look up a set of applications you would like to download by running a pre-set query in the Queries module. (Please contact the Graduate Admissions office at <u>gradadmin@missouri.edu</u> if you need specific queries set up for your program.)



2) Select **PDF Document Export** in the **Output** dropdown box.



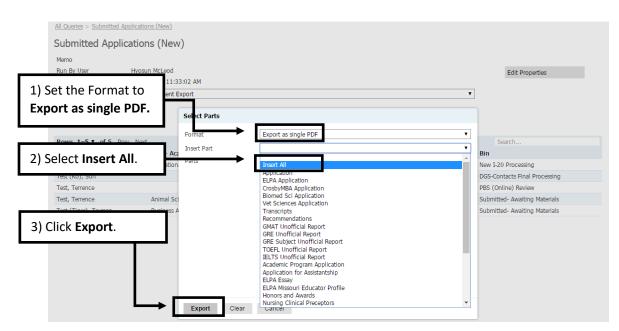
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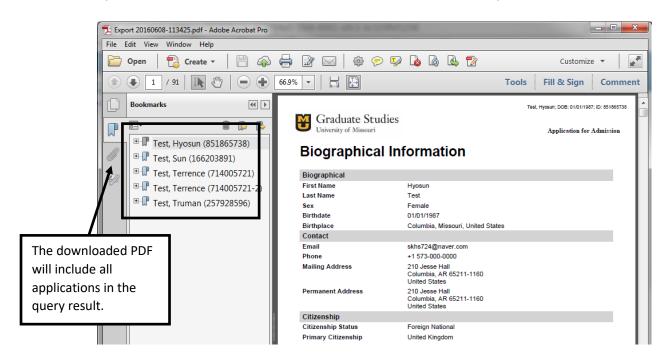
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5) Then, select **Insert All** to make sure all the part of your application are included in the export. Do not worry about the other departmental application materials you see in the list. Click **Export**.

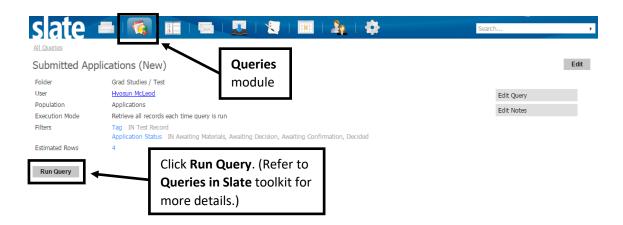


6) If you wish to print, go to the folder where you downloaded and saved the application PDF, open it with the Adobe Acrobat Reader or Adobe Acrobat Pro, and print.



## **Downloading and Printing Multiple Applications**

 Look up a set of applications you would like to download by running a pre-set query in the Queries module. (Please contact the Graduate Admissions office at <u>gradadmin@missouri.edu</u> if you need specific queries set up for your program.)



2) Select **PDF Document Export** in the **Output** dropdown box.

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4) Select **Export as individual PDFs within a ZIP archive** and click the Clear button to remove all application parts.

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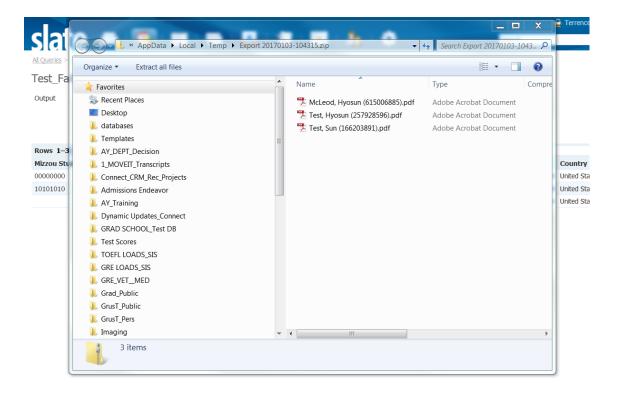
5) Under **Format**, change to **Export as individual PDFs within a ZIP archive** if you would like to download individual applications at once. Once you download the compressed folder, you will have to unzip the folder in order to see the individual application PDFs.

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7) A zip file will open with all separate application files.



Please contact the Graduate Admission Office at <u>gradadmin@missouri.edu</u> with questions or for assistance.