

## Slate Application System User Guide

**Slate** is the Graduate School's online application system. Each graduate program self-manages applications and is only allowed to view their applications. This user guide includes basic instructions on how to maneuver through the administrative side of the Slate application system.

Prior to using this system with MU username and password, the Graduate Admissions office needs to grant access. Please contact the Graduate Admissions office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) if you need access or have any questions.

If you are a first-time Slate user and would like to request individual or group training, please complete the Slate Training Request Form at this link <https://applygrad.missouri.edu/register/trainingrequest>.

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## Logging into the Administrative Side of the Slate Application System

The Slate system login page is located at <https://applygrad.missouri.edu/manage>. Once you access the link, you will be re-directed to Shibboleth, one of the University's authenticators, where you will use your **MU username** and **password** to log in. If you bookmark or favorite the Shibboleth link, you will get an error when you try to log in. When you bookmark the login page, please make sure to change the URL of the page from <https://shib-idp.umsystem.edu/idp/Authn/UserPassword> to <https://applygrad.missouri.edu/manage>.

**STEP1:** Go to <https://applygrad.missouri.edu/manage>.

**STEP2:** Make sure that you are currently logging into **applygrad.missouri.edu**.

**STEP3:** Enter your **MU username** and **password** to log in.

The screenshot shows the login page for the University of Missouri System. At the top, the browser address bar displays <https://shib-idp.umsystem.edu/idp/Authn/UserPassword>. Below the browser, the page header features the University of Missouri System logo and the text "University of Missouri System COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". The main content area contains a login form with fields for "Username" and "Password", a "Login" button, and links for "Help" and "Using a shared computer?". At the bottom, there are logos for MU, UMKC, MISSOURI S&T, and UMSL. Three numbered callout boxes provide instructions: Box 1 points to the browser address bar, stating that the URL should be changed to <https://applygrad.missouri.edu/manage>. Box 2 points to the text "You are currently logging into: applygrad.missouri.edu", advising users to verify the URL. Box 3 points to the Username and Password fields, instructing users to enter their MU credentials.

1. Once you access to the **applygrad.missouri.edu/manage** link, you will be re-directed to the University's authenticator, Shibboleth. When you bookmark/favorite this login page, please make sure to change the URL to **applygrad.missouri.edu/manage**.

2. Make sure that you are currently logging into **applygrad.missouri.edu**. If you see a different URL or Unspecified on the screen, try again.

3. Enter your **MU username** and **password** to log in.

Please note that the Graduate Admissions office needs to grant access prior to using this system with MU username and password. Please contact the Graduate Admissions office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) if you need access or have any questions.

## Navigating the Slate Application System

Once you are logged in, you will see the following welcome screen. A navigation bar is located at the top of the screen, and you can access each page by clicking the icon. The first three icons-**Records**, **Queries/Reports**, and **Reader**-will be most frequently used by graduate program users.



	<b>Records</b>	Look up an individual prospective or current applicant's record
	<b>Queries/Reports</b>	Run queries to search for applications on specific application fields
	<b>Reader</b>	Read applications electronically
	Deliver	Create and manage emails sent to prospective and current applicants
	Inbox	Not accessible, administrative access required
	Forms	Not accessible, administrative access required
	Events	Create and manage events
	Scheduler	Create and manage interviews
	Database	Not accessible, administrative access required

## Slate Homepage

Widgets on the Slate homepage allow you to access information regarding news/updates from Graduate Admissions, training resources, direct links to the standard and custom queries, and application data.

- **Homepage:** This tab displays widgets with news/updates from Graduate Admissions, contact information for the Graduate Admissions team and a meeting request form link.
- **Queries:** This tab displays widgets with direct links to the standard and custom queries.
- **Slate Training:** This tab displays widgets with Slate training packets and a Slate training request form link.
- **Stats- Application Data and Report- Application Funnel:** These tabs display application data.

The screenshot shows the Slate homepage with a blue header bar containing the 'slate' logo and a search bar. Below the header, a 'Welcome, Test.' message is displayed. A row of social media posts from various users is shown. A large banner for the 'slate INNOVATION SUMMIT CHICAGO · 2019' is featured, with a call to action to register at [SlateSummit.org](http://SlateSummit.org). Below the banner, a navigation bar includes tabs for 'Homepage', 'Queries', 'Slate Training', 'Stats- Application Data', and 'Report - Application Funnel'. A 'Widgets' box highlights the 'News and Notes' widget. The 'Slate for Recruiting and Application Management' section includes a 'Welcome to gradSlate!' message and a 'Scroll down' instruction. The 'Graduate Admission Contacts' section lists four advisors with their contact information. The 'Graduate Admission Meeting Request' section includes a 'Meet With Us!' message and a link to a meeting request form.

**slate** INNOVATION SUMMIT CHICAGO · 2019

Schedule Announced! Register at [SlateSummit.org](http://SlateSummit.org) to join 3,000 members of the Slate family in June.

**Homepage** Queries Slate Training Stats- Application Data Report - Application Funnel

**Slate for Recruiting and Application Management**

Welcome to gradSlate!

This system is managed by the Graduate School and is used to support the recruitment efforts and application processes for all graduate programs at Mizzou.

Scroll down or check out the tabs above for more information on Slate training and application management resources. Please do not hesitate to [contact us](#) for any of your admission needs.

**Graduate Admission Contacts**

Contact Us!

The Graduate School has four Graduate Admission Advisors who each manage applicant files for an alphabetical range based on the first letter of the applicant's last name. If you have questions or need assistance, please contact the appropriate Admission Advisor listed below.

Advisor	Caseload	Contact
Candace Riedel	A-D	<a href="mailto:riedelc@missouri.edu">riedelc@missouri.edu</a> / 884-8946
Stephanie Scott	E-K	<a href="mailto:scottstep@missouri.edu">scottstep@missouri.edu</a> / 882-9575
Eliana Jeanetta	L-R	<a href="mailto:jeanettae@missouri.edu">jeanettae@missouri.edu</a> / 882-6314
Donna Hoek	S-Z	<a href="mailto:hoekd@missouri.edu">hoekd@missouri.edu</a> / 884-2312

**Graduate Admission Meeting Request**

Meet With Us!

If you need assistance with your recruitment initiatives or application processes, we would be happy to meet. Please complete the [Meeting Request form at this link](#) and we will get back to you ASAP.

**News and Notes**

**Decision Time!** Don't forget to enter application decisions into the Slate application for each applicant. [Click here](#) for decision management materials.

**Uploading Materials to Slate:** Slate recently made some updates to the Materials tab. Please refer to the updated training packets below before you upload documents from the Materials tab!

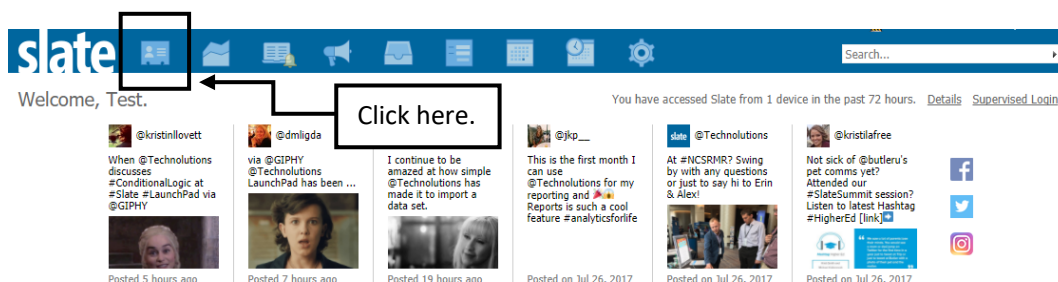
- [Adding GPA Justifications/International Letters of Support](#)
- [Adding Application Materials](#)
- [Adding Hard-Copy Letters of Recommendation](#)

**Registration Dates:** New and readmitted graduate students, as well as Mizzou undergraduate students transitioning to graduate school, will be able to register for Summer 2019 courses beginning Wednesday, April 3, 2019, and register for Fall 2019 courses beginning Thursday, June 13, 2019.

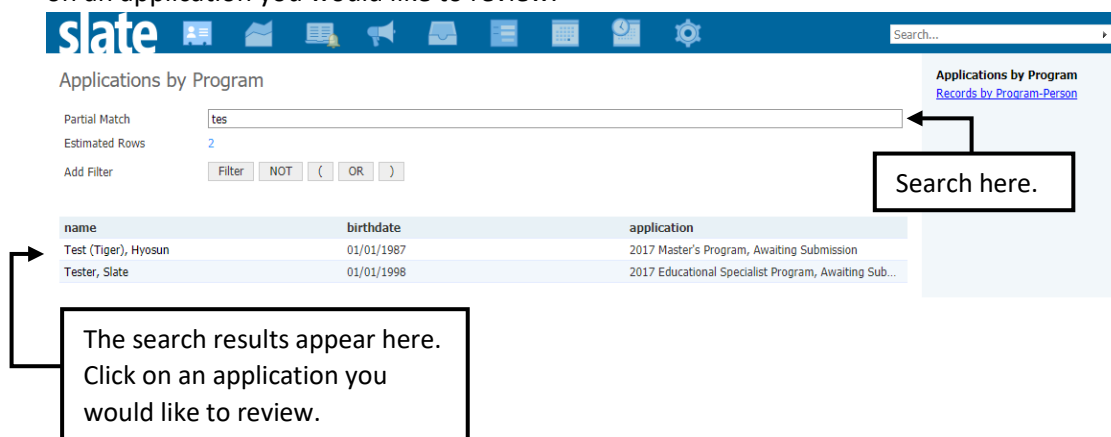
## Accessing Applications

Search for an individual application by using a search box

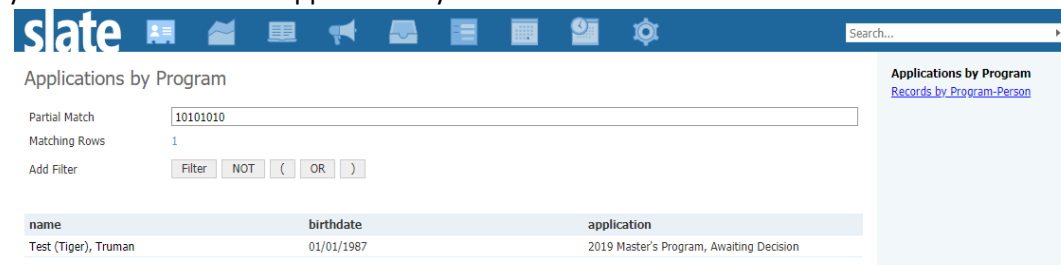
**STEP1:** Click the Records icon (  ) on the top navigation bar.



**STEP2:** Search for applications by applicant name (last, first, preferred or previous name), applicant's email address, phone number, Slate person reference number (9-digit number), etc. As soon as you begin entering information, the search results appear under the search box. Click on an application you would like to review.



If an application is submitted and you are aware of an applicant's Mizzou student ID number, you can search for the application by Mizzou student ID number.

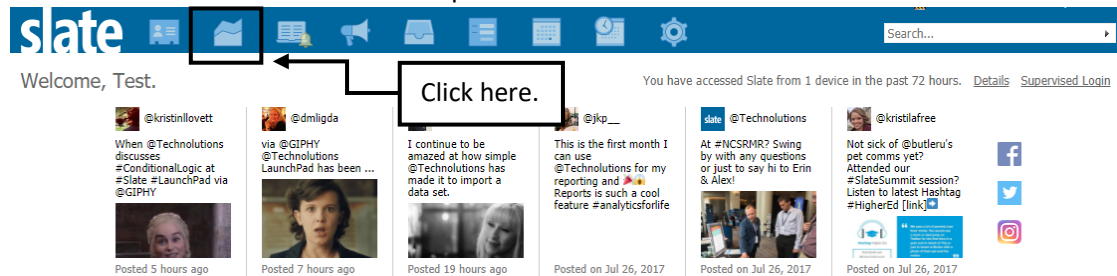


## Searching for applications by using queries

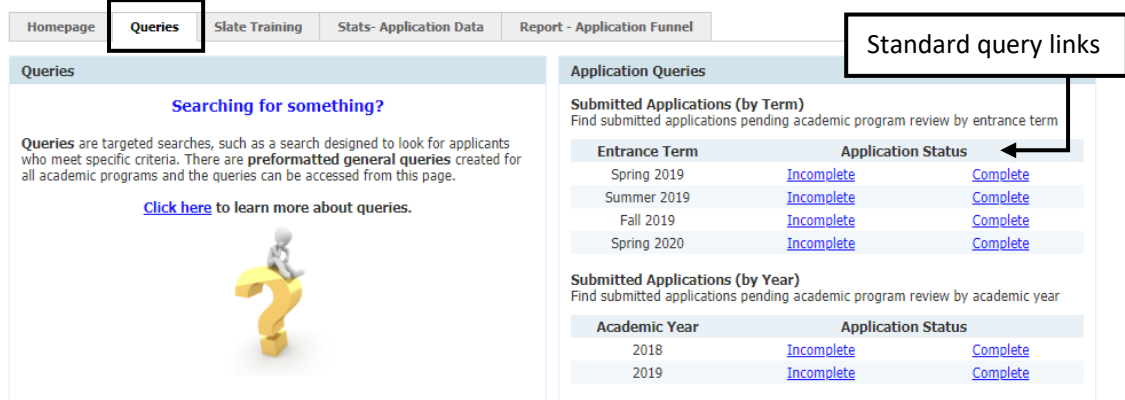
Queries are pre-formatted searches. Queries are set-up to search on specific application fields and a very useful tool to narrow a search. There are standard queries in Slate that can be used by all programs, but if your program would like to use different queries, we can work with you on defining and creating queries to meet your program's needs. Email [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) for assistance.

To find and run standard queries in Slate, follow the steps below.

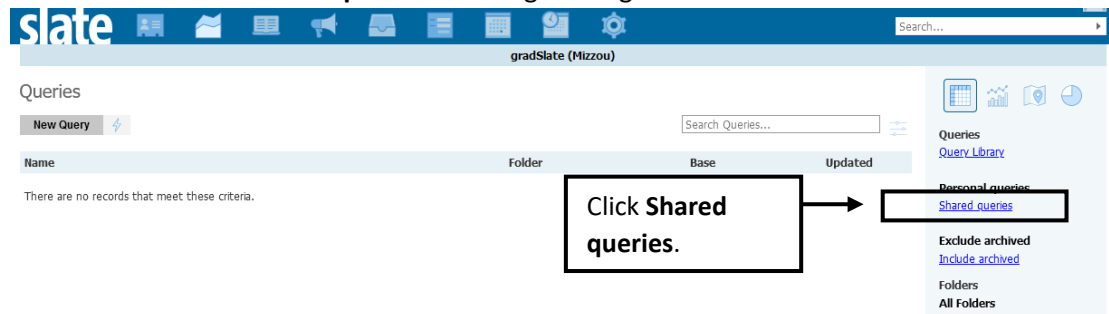
**STEP1:** Click the  icon at the top of the screen.



(You can skip Step 1 through 5 if you use direct links to the standard queries available on the Slate Homepage)




**STEP2:** Click on the **Shared queries** in the right navigation column.



### STEP3: Click on the Entrance Terms.

Queries

New Query 

Search Queries...

Name	Folder	Base	Updated
150-hr BSAcc/MACC_Submitted Apps_FA22 (All)	Graduate Programs / Accountancy	Applications by Program	08/04/2022
150-hr BSAcc/MACC_Submitted Apps_FA23 (All)	Graduate Programs / Accountancy	Applications by Program	08/04/2022
150-hr BSAcc/MACC_Submitted Apps_SP23 (All)	Graduate Programs / Accountancy	Applications by Program	08/04/2022
150-hr BSAcc/MACC_Submitted Apps_SP24 (All)	Graduate Programs / Accountancy	Applications by Program	08/04/2022
150-hr BSAcc/MACC_Submitted Apps_SS22 (All)	Graduate Programs / Accountancy	Applications by Program	08/04/2022
150-hr BSAcc/MACC_Submitted Apps_SS23 (All)	Graduate Programs / Accountancy	Applications by Program	08/04/2022
2017   Informatics PhD_Submitted_(All)	Graduate Programs / Informatics	Applications by Program	08/04/2021
2017   Informatics PhD_Unsubmitted Apps	Graduate Programs / Informatics	Applications by Program	05/10/2021
2017-20_Bio Apps_General Export (All)	Graduate Programs / Biology	Applications by Program	03/04/2020
2018   Informatics PhD_Submitted_(All)	Graduate Programs / Informatics	Applications by Program	08/04/2021
2018   Informatics PhD_Unsubmitted Apps	Graduate Programs / Informatics	Applications by Program	05/10/2021
2018-20 Public Health Int'l Admitted Applicants (All)	Graduate Programs / Public Health	Applications by Program	07/09/2020

Click Entrance Terms.

Entrance Terms (Shared-DO NOT EDIT)

Queries

Query Library

Personal queries

Shared queries

Exclude archived

Include archived

Folders

All Folders

Commencement

Data Exports

Decisions (Shared-DO NOT EDIT)

Deliver

Entrance Terms (Shared-DO NOT EDIT)


Acad Year 2022

Acad Year 2023

### STEP4: Click on a sub-folder of the academic year you wish to find applications for.

- **Acad Year 2022** includes Summer 2022, Fall 2022 and Spring 2023
- **Acad Year 2023** includes Summer 2023, Fall 2023 and Spring 2024

Queries

New Query 

Search Queries...

Name	Folder	Base	Updated
Fall 2022 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2022 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2022 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2023 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2023 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2023 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2023 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2023 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2023 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2024 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2024 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2024 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 2022 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 2022 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 2022 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022

Click on a sub-folder of the academic year you wish to find applications for.

Entrance Terms (Shared-DO NOT EDIT)

Acad Year 2022

Acad Year 2023

Queries

Query Library

Personal queries

Shared queries

All queries

Exclude archived

Include archived

Folders

All Folders

Commencement

Data Exports

Decisions (Shared-DO NOT EDIT)

Deliver

Entrance Terms (Shared-DO NOT EDIT)


Acad Year 2022

Acad Year 2023

### STEP5: Click on the query you wish to run.

- **Completed Applications** queries will return only applications which include all the application materials required by the academic program.
- **Awaiting Materials** queries will return records which are still awaiting required academic program materials.
- **Unsubmitted** queries will return in-progress applications which have not formally been submitted.

Queries

New Query 

Search Queries...

Name	Folder	Base	Updated
Fall 2023 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2023 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Fall 2023 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2024 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2024 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Spring 2024 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 2023 Applications- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 2023 Applications- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 2023 Complete Applications (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 23, Fall 23, Spring 24 Apps- Awaiting Materials (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 23, Fall 23, Spring 24 Apps- Unsubmitted (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022
Summer 23, Fall 23, Spring 24 Complete Apps (All)	Entrance Terms (Shared-DO NOT EDIT)	Applications by Program	08/23/2022

Click on the Fall 2023 Complete Apps query to view all of your completed Fall 2023 applications

Queries

Query Library

Personal queries

Shared queries

All queries

Exclude archived

Include archived

Folders

All Folders

Commencement

Data Exports

Decisions (Shared-DO NOT EDIT)

Deliver

Entrance Terms (Shared-DO NOT EDIT)

Acad Year 2022

Acad Year 2023

**STEP6:** Click on the **Run Query** button to run the query. Note: the query will indicate the number of records with the **Estimated Rows** field.

The screenshot shows the Slate interface for a query named 'Fall 2019 Complete Applications (All)'. The query configuration is as follows:

- Folder: Entrance Terms (Shared- DO NOT EDIT) / Acad Year 2019
- User: Terrence Grus
- Base: Applications by Program
- Execution Mode: Retrieve all records each time query is run
- Filters:
  - Application Status: IN Awaiting Decision
  - Entrance term-Application: IN Fall 2019
  - Tag: NOT IN Test Record
  - Decision (First): NOT IN Accept, Deny, Withdrawal
- Matching Rows: 13

On the right side, there are buttons for 'Edit Query', 'Edit Notes', and 'Check Logic'. At the bottom left, the 'Run Query' button is highlighted with a callout box that says 'Click on Run Query'.

**STEP7:** This query will export the applicant's Mizzou ID number, their last and first names, their academic program/degree, the entrance term and email address.

To export the data to **Excel**, click on the **Export** button.

The screenshot shows the Slate interface for the same query. The 'Output' dropdown is set to 'Excel Spreadsheet'. The 'Export' button is highlighted with a callout box that says 'Click on Export'.

Below the 'Export' button, a table of results is displayed. The table has the following columns: Mizzou Student ID Number, Last Name, First Name, Academic Program, Focus Area, Entrance Term, and Email. The first row of data is:

Mizzou Student ID Number	Last Name	First Name	Academic Program	Focus Area	Entrance Term	Email
1408						gmail.com
14						mssu.edu
14						du
14						n

The Export will deliver an Excel file with data row headers, like the one below.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
	Mizzou Student ID Number	Last	First	App - Academic Program	Entrance term-Application
2	14;			Post Baccalaureate/Non Degree Seeking Graduate	Fall 2017
3	08;			Post Baccalaureate/Non Degree Seeking Graduate	Fall 2017
4	08;			American Law (LLM)	Fall 2017
5	16;			Music/Jazz Performance & Pedagogy (MM)	Fall 2017
6	14;			Business Administration-Distance/execMBA	Fall 2017

**Note:** Upon request, we are able to create custom queries for academic program which contain more data fields. For more information about queries, please refer to the [Slate Basic Queries/Exports](#) training packet.



## Applicant Record/Application Summary Screen

Below is an applicant record/application summary screen. This screen consists of four default tabs- **Dashboard**, **Timeline**, **Profile**, and **Materials**- and an **Application Tab(s)**, which is always located in between the Timeline and the Profile tabs.

### Dashboard

A high-level summary of the applicant record is displayed on the **Dashboard** tab.

Test (Tiger), Truman

Applicant's Slate ID → Applicant 257928596

Dashboard Timeline MAST-2019 Awaiting Decision Profile Materials

Student Dashboard

Staff Assigned  
Contact Donna  
Mizzou ID

Donna Hoek  
Send Email  
10101010

Applicant Record Tabs: Specific details about an applicant will be organized on these tabs.

Click **Send Email** to email the applicant's admission advisor if you have any questions about this application.

Mizzou Student ID will appear in a couple of days after an application is submitted.

Columbia, MO  
MO-02 St. Louis & Eastern Missouri

210 Jesse Hall  
Columbia, MO 65211-1160

Contact  
Email [hyosunmcleod@icloud.com](mailto:hyosunmcleod@icloud.com)  
Phone +1 573-882-5874

Tags  
Mizzou Alum Opt Out Test Record

Status History  
02/24/2016 Interview

### Timeline

Interactions (mostly emails) associated with an applicant record are displayed on the **Timeline** tab.

Test (Tiger), Truman

Applicant 257928596

Dashboard Timeline MAST-2019 Awaiting Decision Profile Materials

Timeline Interactions Campaigns

05/15/2009 05/15/2019

2019 Apr 2019 Jan 2018 Oct 2018 Jul 2018 Apr 2018 Jan 2017 Oct 2017 Jul 2017 Apr 2017 Jan 2016 Oct 2016 Jul 2016 Apr

2019 April

04/12 9:55:55 PM Email Opened (+1) Mizzou Graduate Application for Admission  
04/08 8:58:13 PM Email Opened Mizzou Graduate Application for Admission

2019 March

03/19 2:41:59 PM Email Opened (+1) Mizzou Graduate Application Fee Waiver Processed  
03/19 2:34:10 PM Email Opened Mizzou Graduate Application for Admission

New Interaction

iPad MO, United States  
iPhone IL, United States  
iPhone MO, United States

All email messages sent from Slate are recorded on the **Timeline** tab, and can be re-sent from this tab. Please refer to the [Sending Email Messages from Slate](#) training packet for more information.

## Profile

Biographical information, contact information, address, schools and test scores are displayed on the **Profile** tab. If any updates are needed, please contact the Graduate Admissions office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).

**slate** Search...

Test (Tiger), Truman Applicant 257928596

Dashboard Timeline MAST-2019 Awaiting Decision **Profile** Materials

**Biographic**  
Truman Test  
Female  
Born 01/01/1987, age 32  
United States Citizen

**Address**  
210 Jesse Hall  
Columbia, MO 65211-1160

**Contact**  
Email [hyosunmcleod@icloud.com](mailto:hyosunmcleod@icloud.com)  
Phone +1 573-882-5874

**Academic History**  
University of Missouri Columbia (Mizzou), Bachelor's degree, 05/2010  
General Studies  
GPA 3 / 4.0  
Columbia, MO  
University of Missouri St Louis (UMSL), Certificate, 05/2009  
Counseling Psychology  
GPA 3.5 / 4.0  
St Louis, MO

**Overview**  
[Biographical](#)  
[Contact / Address](#)  
[Schools](#)  
[Scores](#)  
[Account](#)  
[Create Application](#)  
[Restore Application](#)  
[Edit Slate ID](#)

## Materials

All application materials uploaded to an application by an applicant or added administratively will be displayed on the **Materials** tab. Graduate programs can upload hard-copy materials which have been sent directly to their office such as hard-copy letters of recommendation. For more details, please refer to the [Uploading Materials to Slate](#) training packet.

**slate** Search...

Test (Tiger), Truman Applicant 257928596

Dashboard Timeline MAST-2019 Awaiting Decision Profile **Materials**

Date ▲	Description	Record	User
<a href="#">New Material</a>			
12/04/2018	App_Writing Sample	MAST-2019	
12/04/2018	App_Resume or Curriculum Vita	MAST-2019	
12/04/2018	App_Statement of Purpose	MAST-2019	
12/04/2018	Transcript (Official) University of Missouri Kansas City (UMKC)	Folio	Hyosun
12/04/2018	Transcript (Copy) University of Missouri St Louis (UMSL)	Folio	
12/04/2018	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	

**Materials**  
[Portfolio](#)

Any information associated with an application will be displayed on the application tab.

Updated on 09/15/2022

### Application Period & Round

In Slate, there are some basic data points that are required for an application to exist. Two of these basic data points are the **application period** and the **application round**. The **application period** is the year of the academic cycle to which students are applying and below are examples of the application period:

- **2018 Period** (Academic Year) includes Summer 2018, Fall 2018 and Spring 2019.
- **2019 Period** (Academic Year) includes Summer 2019, Fall 2019 and Spring 2020.

The **application rounds** are used to classify a distinct category of applicants within an application period. Below is a list of the application rounds being used in Slate:

- **DOCT**: Doctoral Round
- **EDSP**: Educational Specialist Round
- **MAST**: Master's Round
- **CERT**: Graduate Certificate Round

For example, “MAST-2019” means that an applicant is applying to a Master's program for the 2019 academic year.

### Application Dashboard

Test (Tiger), Truman Applicant 257928596

Dashboard Timeline

Application Status

Reader Bin Status

Decision Status

2019 Master's Program

Awaiting Decision  
Submitted October 2, 2018  
Last updated May 14, 2019

Current Bin: Acad Program/Committee Review

No decision on file.

Academic Program

Public Health/Health Promotion and Policy-Distance (MPH)  

Entrance Term

Fall 2019  

Mizzou ID

10101010  

Grad Prep program

N/A  

Military Status

N/A

Application Complete - Ready for Academic Program Review and Decision

Overview

Financial Aid

Workflows

Portfolio

Read Application

Read PDF

Save Req.(Pre-Submit)

Save Req.(Post-Submit)

Read Application

Read Comments

Read Decision Form

Read Immig Docs

Read Required Docs

Academic program, entrance term, Mizzou ID and application status is available here.

### Application Status

- **Awaiting Submission:** The application status remains “Awaiting Submission” until an applicant submits their application and pays an application fee.
- **Awaiting Materials:** Once an application is submitted and missing application items such as unofficial transcripts, letters of recommendation, and official test scores, the application status will be updated to “Awaiting Materials”.
- **Awaiting Decision:** Once an application is submitted and there are no missing application items, the application status will be updated to “Awaiting Decision”.
- **Awaiting Confirmation:** Once an acceptance decision is entered in the system, the application status will be updated to “Awaiting Confirmation”.
- **Decided:** Once admission is finalized by the Graduate Admissions office, the application status will be updated to “Decided”.

Not Submitted  
(In Progress)

Submitted

**Reader Bin Status:** The Reader is a new functionality available in Slate. By using the Reader, graduate programs can establish electronic, paperless application review process. Not all programs have to use the Reader to review their applications, but if your program would like to keep track of application review/decision status, the current bin status on the application dashboard will be a good indicator to determine the application review/decision status.

Pre-Review Awaiting Submission/Fee 15017	Academic Program Review Acad Program/Committee Review 967	Grad Admissions Review Grad Admissions Final Review 289	Decision Admitted 1171	Post-Decision New I-20 Processing 0
Submitted- Awaiting Materials 393	DGS-Contacts Final Processing 29	PBS (On Campus) Review 4	Denied/Withdrawn 5653	International Center Processing 1
		Reviewed- Apps with Issues 9		Offer Accepted 5714
		Reviewed- Awaiting Final Docs 395		Offer Declined 381

Reader Bin	Description	
<b>Awaiting Submission/Fee</b>	Unsubmitted applications with no application fee payment	
<b>Submitted- Awaiting Materials</b>	Submitted applications with missing application items	For graduate program users
<b>Acad Program/Committee Review</b>	Complete applications under program/committee review	
<b>DGS-Contacts Final Review</b>	Awaiting consolidated decisions from DGS/contacts on applications reviewed by program/committee	
<b>Grad Admissions Final Review</b>	Applications under the Graduate Admissions final review	For the Graduate Admissions office
<b>Reviewed- Apps with Issues</b>	Applications for accepted applicants with issues (e.g. GPA/English proficiency test scores are below minimum)	
<b>Reviewed- Awaiting Final Docs</b>	Applications with missing official documents to be admitted	
<b>Admitted</b>	Applications for officially admitted applicants	
<b>Denied/Withdrawn</b>	Applications for denied/withdrawn applicants	
<b>New I-20 Processing</b>	Applications for international applicants who need a new I-20	
<b>International Center Processing</b>	Applications for international applicants who need an updated I-20 or DS-2019 issued by the International Center	
<b>Offer Accepted</b>	Applications for those who have accepted the offer	
<b>Offer Declined</b>	Applications for those who have declined the offer	

**Decision status:** Once a decision is entered in the system, you can see the decision status on the application dashboard.

- **No decision on file:** Awaiting decisions from graduate programs
- **Accept (Provisional):** Awaiting the Graduate Admissions final review or official documents
- **Admit (Final):** Applicants officially admitted by the Graduate Admissions
- **Deny**
- **Withdrawal**

## Menu of the Application Tab

Test (Tiger), Truman

Applicant 257928596

Dashboard

Timeline

MAST-2019 Awaiting Decision

Profile

Materials

2019 Master's Program

Awaiting Decision  
Submitted October 2, 2018  
Last updated May 14, 2019

Current Bin: Acad Program/Committee Review

No decision on file.

Academic Program

Entrance Term

Mizzou ID

Grad Prep program

Military Status


Public Health/Health Promotion and Policy-Distance (MPH)

Fall 2019

10101010

N/A

N/A



Application Complete - Ready for Academic Program Review and Decision

Overview

Financial Aid

Workflows

Portfolio

Read Application

Download PDF

Dept. Waive Req. (Pre-Submit)

Dept. Waive Req. (Post-Submit)

Dept. GPA and Comments

Dept. Decision Form

Grad Studies Immig Docs

Grad Studies Required Docs

- [Read Application](#): Read an individual application in the Slate Reader
- [Download PDF](#): Download an individual application
- [DEPT Waive Req \(Pre-Submit\)](#): Used by graduate programs to waive the program requirements for their applicants prior to submitting applications
- [DEPT Waive Req \(Post-Submit\)](#): Used by graduate programs to waive the program requirements for their applicants after submitting applications
- [DEPT GPA and Comments](#): Used by graduate programs to enter comments and/or a GPA calculated by the programs
- [DEPT Decision Form](#): Used by graduate programs to accept or deny individual applicants
- [Grad Studies\\_Required Docs](#): Used by Graduate Admissions to request final, official transcripts/degree certificates from admitted applicants

## Application Details

- **Checklist**: The receipt status of application materials such as transcripts, test scores, and letters of recommendation can be tracked in the Checklist section.
- **Materials**: Application materials uploaded to an application by an applicant or added administratively can be viewed in the Materials section.
- **Decisions**: Decisions entered by department and decision letters assigned by the Graduate Admissions office will be displayed, if any.
- **Review Forms**: This section will appear if there are any application review forms submitted in the Slate Reader.
- **Activities**: This section displays information about application fee payments, official transcript/test score receipt status, etc.

## Other Training Resources

### Review Applications

- [Download Applications from Slate](#)
- [Review Applications in the Slate Reader \(Electronic Application Review System\)](#)

### Communicate Decisions to the Graduate School

- [Record individual application decisions](#)
- [Record application decisions in batch](#)
- [Upload GPA justification/award letters to Slate](#)

### Track Accepted Applicants

- [Track admitted students in Slate](#)
- [Track accepted/declined offers in Slate](#)

Check out the [Admissions and Student Services Training](#) page for application system training materials and other admission related resources. If you're interested in training, we offer a recorded training session [at this link](#), or complete the training request form [at this link](#) to request personalized training.

**Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) for more information or to schedule a training session.**