Tracking Accepted/Declined Offers in Slate

Once applicants are formally admitted by the Graduate Admission Office, they are asked to notify the University if they plan to attend or not. The completed Enrollment Forms are available in Slate and your program can print them out or export the data for your record.

Below you will find instructions on how you can search for applicants who have completed the Enrollment Form as well as how applicants can access the Enrollment Form.

**The Administrative Perspective**

Please follow the steps below to find a list of applicants who have accepted or declined an offer.

1. From the Slate homepage, go to the Queries tab and click on the Admitted by Grad School* query link.

*Note: Acad Year 2020 includes Summer 2020, Fall 2020 and Spring 2021
Acad Year 2021 includes Summer 2021, Fall 2021 and Spring 2022
2. **Click Run Query.**

3. To export the data to **Excel**, click on the **Export** button. If you wish to access the form, click on an applicant’s record. **Click Export** if you wish to export the data to Excel. **Click on an applicant’s record if you wish access the applicant’s Enrollment Form.**

If applicants have declined the offer, you can see the decline reason on the query results screen. **Decline Reason**

4. A preview window will open. **Click Lookup Record.**
5. Scroll down to the **Activities** section and click the **Enrollment Form**.

<table>
<thead>
<tr>
<th>Date #</th>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/08/2018</td>
<td>Source</td>
<td>Enrollment Form</td>
</tr>
</tbody>
</table>

**Display Response**

- **Form**: Enrollment Form
- **Submitted**: 04/08/2018 at 03:39:57 AM
- **Last Updated**: 04/08/2018 at 03:39:57 AM
- **Created**: 04/08/2018 at 03:39:57 AM
- **Status**: Registered

- Do you accept this offer of admission and plan to attend Mizzou? **Yes**
- Do you require a visa or an updated immigration document to attend Mizzou? **Yes**
- Please select the **Visa Type** you require (for international applicants only): F1 (Form I-20) will apply for a new F1 visa
- Do you have any dependents? **No**

**The Applicant Perspective**

1. Once applicants have been formally admitted by the Graduate School, they log into their online application and the **Enrollment Form** link is available on their application status page. They are asked to view their decision letter first and complete the **Enrollment Form** in the **Forms** section toward the bottom of the status page.

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Updated on 02/17/2021
2. Below is an example of the Enrollment Form from the applicant perspective.

![Enrollment Form]

If applicants accept the offer, they will be asked to answer a question regarding a visa. However, if they decline the offer, they will see a question asking a reason why they decline the offer.

Dynamic questions

3. Once the form is submitted, applicants will receive an email message* from us.

![Graduate Studies]

Dear [Name],

Congratulations! Your Enrollment Form has been successfully submitted.

Soon you will receive an email message with login information for myZou, the University’s student information system. You will use myZou to register for classes, update your personal information, and manage your academic program. For more information about registration, please contact your graduate program or the Registrar’s Office.

Now that you have been admitted, check out our Admitted Student Checklist for your next steps.

Welcome to Mizzou!

Mizzou Graduate Admissions

Office of Graduate Studies
210 Jesse Hall, Columbia, MO 65211
573-882-6311 800-877-6312

Updated on 02/17/2021
*Note:* We will issue immigration documents for international applicants after the applicant completes the Enrollment Form. A completed, accepted Enrollment Form triggers a series of automatic email messages to the applicant; the messages contain a link to the “Admitted Student Checklist” page on the Graduate School website and more information about myZou, registration, etc.

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