

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

Welcome, Hyosun. You have accessed Slate from 2 devices in the past 72 hours. [Details](#) [Your Profile](#) [Supervised Login](#)

Home page **Queries** Reports - 2020 App. Funnel Reports - 2021 App. Funnel Report - DEPT Decision Status

Queries

Search for something?

Queries are targeted searches, such as a search designed to look for applicants who meet specific criteria. There are **preformatted general queries** created for all academic programs and the queries can be accessed from this page.

[Click here to learn more about queries.](#)

The Graduate School can create program-specific custom queries upon request. Please contact gradadmin@mizzou.edu if your program has the need for custom queries, or if you have questions or need assistance.

[Click here to access your program's custom queries.](#)

Application Queries (These queries are shared. Please DO NOT EDIT.)

Submitted Applications (by Term)
Find submitted applications pending academic program review by entrance term

Entrance Term	Application Status	
Fall 2020	Incomplete	Complete
Spring 2021	Incomplete	Complete
Summer 2021	Incomplete	Complete
Fall 2021	Incomplete	Complete
Spring 2022	Incomplete	Complete

Submitted Applications (by Year)
Find submitted applications pending academic program review by academic year

Academic Year	Application Status	
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Tracking Queries (These queries are shared. Please DO NOT EDIT.)

Tracking Official Admits
Find applicants who have been accepted by academic programs and/or formally admitted by the Graduate School.

Academic Year	Applicants	
2020	Accepted by Dept	Admitted by Grad School
2021	Accepted by Dept	Admitted by Grad School

[Click here to learn more about these queries!](#)

Tracking Accepted/Declined Offers
Find admitted applicants who have accepted or declined the admission offers

Academic Year	Applicants	
2020	Offer Accepted	Offer Declined
2021	Offer Accepted	Offer Declined

Unsubmitted App Queries (These queries are shared. Please DO NOT EDIT.)

Unsubmitted Applications (by Term)
Find in-progress, unsubmitted applications by entrance term

Entrance Term	Application Status	
Fall 2020	Unsubmitted	
Spring 2021	Unsubmitted	
Summer 2021	Unsubmitted	
Fall 2021	Unsubmitted	
Spring 2022	Unsubmitted	

Unsubmitted Applications (by Year)
Find in-progress, unsubmitted applications by academic year

Academic Year	Application Status	
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2. Click **Run Query**.

All Queries

Admitted Applicants_Offer Accepted-SS 17, FS17, Spr 18 (All) Edit

Folder Tracking / Acad Year 2017

User [Hyosun McLeod](#)

Population Applications by Program

Execution Mode Retrieve all records each time query is run

Filters [Bin](#) IN New I-20 Processing, International Center Processing, Offer Accepted
[Tag](#) NOT IN Test Record
[Entrance term](#) IN Summer 2017, Fall 2017, Spring 2018

Estimated Rows 28

Run Query Edit Query Edit Notes Check Logic

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.

All Queries > Admitted Applicants_Offer Accepted (All)

Admitted Applicants_Offer Accepted (All)

Output Export

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.

Mizzou Student ID	Last Name	First Name	Academic Program	Entrance Term	Bin
1			Ed, School & Counseling Psychology/Positive Co...	Fall 2017	Offer Accepted
1			Ed, School & Counseling Psychology/Positive Co...	Fall 2017	Offer Accepted
1			Ed, School & Counseling Psychology/Positive Co...	Summer 2017	Offer Accepted

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

All Queries > Admitted Applicants_Offer Declined-SS 18, FS 18, Spr 19 (All)

Admitted Applicants_Offer Declined-SS 18, FS 18, Spr 19 (All)

Output Export

Decline Reason

Mizzou Student ID	Last Name	First Name	Academic Program	Entrance Term	Bin	Decline Reason
1			Journalism/ Accelerated (BJ/MA) Progr...	Fall 2018	Offer Declined	
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	I was admitted to other schools closer ...
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	Another program
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	I have another program that would be...
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	I have decided to attend ASU because ...
1			Journalism (MA)/Two-year Program	Fall 2018	Offer Declined	
1			Journalism/ Accelerated (BJ/MA) Progr...	Fall 2018	Offer Declined	I decided to study in a different progra...

4. A preview window will open. Click **Lookup Record**.

Row Preview Prev [Next](#)

Record [Lookup Record](#)

Mizzou Student ID

Last Name

First Name

Academic Program Ed, School & Counseling Psychology/Positive Coaching-Distance (MEd)

Entrance Term Fall 2017

Bin Offer Accepted

5. Scroll down to the **Activities** section and click the **Enrollment Form**.

Date ▲	Code	Subject	User
04/08/2018	Source	Enrollment Form	

Click here.

Display Response

Registrant	[Redacted]
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 dependent(s)?	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.

[Application Homepage](#)

Thank you for applying to the University of Missouri,
Training Test!

Reference Number **824862254**
 Academic Program **Global Public Affairs (Grad Cert)**
 Entrance Term **Fall 2019**
 Admission Contact **[Donna Hoek](#)**

Important Note: Decision is available. Please click on the link below to access your decision letter and complete the **Enrollment Form** in the **Forms** section. Your visa eligibility certificate (Form I-20 or Form DS 2019) will be issued upon receipt of the Enrollment Form.

[Click here to access your decision letter](#) available beginning 10/23/2018

Forms
Required Enrollment Form

Decision letter link

Enrollment Form link



2. Below is an example of the Enrollment Form from the applicant perspective.

Enrollment Form

Training Test (mcleodh@missouri.edu)

Do you accept this offer of admission and plan to attend Mizzou?

- Yes
 No

Do you require a visa or an updated immigration document to attend Mizzou?

- Yes
 No

Please select the Visa Type you require (for international Applicants only):

- F1 (Form I-20/will apply for a new F1 visa)
 F1 Transfer (currently on an active I-20 at MU or another U.S. university/I-20 will transfer to MU)
 F1 (Changing visa status from F2 Dependent to F1 Student)
 J1 (Form DS 2019)
 I already have a visa, and do not require a different one.

If your passport has been issued, please upload a copy of the biographical data page of your passport below.

Browse...

Do you have any dependent(s)?

- Yes
 No

If yes, please complete a [Personal Information Sheet](#) and upload it below. If available, please upload copies of their passport information page along with the Personal Information Sheet.

Browse...

Submit

Cancel

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.

M Graduate Studies
University of Missouri

Dear [redacted],

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

***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.