Tracking Official Admits in Slate

The Graduate School communicates official admission decisions through Slate. The application system allows the Graduate Admission advisors to “post” a decision letter to each admitted applicant’s record and applicants are instructed to save or print the letter for their records. With the exception of those international applicants to whom we issue and send immigration documents, we do not send hard-copy admission letters to applicants by mail.

**Note:** The Graduate School only delivers the official admissions thru Slate. Academic programs are responsible for delivering decisions to denied applicants.

Below you will find out how to track your applicants’ progress after your program has communicated acceptance decision to the Graduate School by running a query. You will see the applicant view of this process as well.

Finding Applicants Formally Admitted by the Graduate School

Please follow the steps below to find a list of applicants who have been formally admitted by the Graduate School.

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.**

![Click Run Query](image1)

3. To export the data to Excel, click on the **Export** button. If you wish to access their admission letter, click on an applicant’s record.

![Click Export](image2)

![Click to access applicant's record](image3)

<table>
<thead>
<tr>
<th>Bin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted</td>
<td>Once applicants are formally admitted, their application will be moved to this bin and they will be asked to notify the University if they plan to attend or not by completing the Enrollment Form.</td>
</tr>
<tr>
<td>New I-20 Processing</td>
<td>Applications for international applicants who need a new I-20 will be moved to this bin. Once their I-20 is issued, their application will be moved to <strong>Offer Accepted</strong>.</td>
</tr>
<tr>
<td>International Center Processing</td>
<td>Applications for international applicants who need an updated I-20 or DS-2019 will be moved this bin. Once their information is forwarded to the International Center, their application will be moved to <strong>Offer Accepted</strong>.</td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>Applications for those who have accepted the offer will be moved to this bin.</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>Applications for those who have declined the offer will be moved to this bin.</td>
</tr>
</tbody>
</table>
4. A preview window will open. Click **Lookup Record**.

5. Scroll down to the **Decisions** section and click on the **Admit** decision code to view the applicant’s admission letter. To return to the Admitted Applicants_Admitted by Grad Studies (All) query, click on the query link in the top left portion of the page.

Click here to return to the query.  
Click here to advance to the next applicant record.  
Click here to view the applicant’s admission letter.
* The applicant perspective: the applicant logs into their online application to view their decision letter.

The Decision Letter is the same letter you can access from the applicant record screen.
Application Final Review Status

After academic programs accept applicants and communicate the acceptance decisions to the Graduate School, the Graduate Admission advisors will review academic credentials and/or financial documents. If required documents such as official transcripts, official TOEFL/IELTS reports (for non-native English speakers only) and/or financial documents (for international applicants only) are missing, the advisors will request these documents and process their admission upon receipt of the required documents. Please follow the steps below to track application final review status by running a query.

1. From the Slate homepage, go to the Queries tab and click on the Accepted by Dept* 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 their application, click on an applicant’s record.

<table>
<thead>
<tr>
<th>Bin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Admissions Final Review</td>
<td>Once decisions are entered by academic programs, the applications will be moved to this bin.</td>
</tr>
<tr>
<td>Reviewed-Awaiting Final Docs</td>
<td>After applications for accepted applicants are reviewed and if there are any required documents missing such as official transcripts, the applications will be moved to this bin.</td>
</tr>
<tr>
<td>Admitted</td>
<td>Once applicants are formally admitted, their application will be moved to this bin and they will be asked to notify the University if they plan to attend or not by completing the Enrollment Form.</td>
</tr>
<tr>
<td>Denied/Withdrawn</td>
<td>Applications for those who have accepted but withdrawn afterwards will be moved to this bin.</td>
</tr>
<tr>
<td>New I-20 Processing</td>
<td>Applications for international applicants who need a new I-20 will be moved to this bin. Once their I-20 is issued, their application will be moved to <strong>Offer Accepted</strong>.</td>
</tr>
<tr>
<td>International Center</td>
<td>Applications for international applicants who need an updated I-20 or DS-2019 will be moved this bin. Once their information is forwarded to the International Center, their application will be moved to <strong>Offer Accepted</strong>.</td>
</tr>
<tr>
<td>Processing</td>
<td></td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>Applications for those who have accepted the offer will be moved to this bin.</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>Applications for those who have declined the offer will be moved to this bin.</td>
</tr>
</tbody>
</table>

Decision Released Date will appear here once the Graduate School releases an admission letter.

Decision Received Date will appear here once an applicant views their admission letter.

4. A preview window will open. Click **Lookup Record**.
5. You can also determine the application final review status based on information available on the application tab dashboard.

* The applicant perspective: the applicant logs into their online application to view their application review status.

For applicants whose admission has not been finalized

In order to process your admission, we will need the following document(s):

- **Official transcript:** It is required that you send an official transcript(s) from the institution(s) listed in the Admission Checklist. Specifically, we would like to receive an official copy of your transcript from the University of Colombo. Please have the official transcript(s) sent to the Graduate Admission Office as soon as possible. Our address is as follows:

  Mizzou Graduate Admissions
  210 Jesse Hall
  Columbia, MO 65211

  The Office of Graduate Studies can accept digital transcripts from institutions within the United States. Digital transcripts can only be accepted if they are sent by your institution through a secure delivery system or by a secure vendor on behalf of your institution (e.g., eScriptSafe, Parchment, National Student Clearinghouse, etc.). Documents should be sent to gradadmin@mizzou.edu. Please note that sending transcripts to any other email address will result in a delay in processing.

  Transcripts that are faxed, scanned, or sent as email attachments cannot be accepted as official.

- **Financial documentation:** It is required that you submit evidence of financial support of $36,410. Please click the Financial Documentation link in the Admission Checklist to view instructions and upload the required document(s).

As soon as we receive all of the above, we will be able to finalize your admission.

**Admission Checklist**

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Awaiting</td>
<td>Financial Documentation</td>
<td></td>
</tr>
<tr>
<td>✗ Awaiting</td>
<td>Official Transcript for University of Colombo</td>
<td></td>
</tr>
</tbody>
</table>
For applicants whose admission has been finalized

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 |

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