



Graduate Admissions Tracking System
The Graduate School, Northwestern University

Applications Tab

Overview: The Applications Tab

Searching for Applicants

Sending an Email to an Applicant Regarding Completion Status of Application

Overview: The Applications Tab

The Applications Tab contains a view of applicant information. In this area you will find a summary list of applicants. In this area you can perform the tasks listed below:

- View a summary list of all applicants.
- Search for an individual applicant or applicants based using a variety of criteria.
- Send reminder emails to applicant regarding “complete” or “incomplete” applications.

**Graduate Admissions Tracking System**
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[Main Menu](#) **Applications** [Admissions](#) [Reviews](#) [Messages](#) [Documents](#) [Reports](#) [System](#) [Sign out - jlt777](#)

Applications - Mathematical Methods in the Social Sciences 2009/2010

Application Summary: 2009/2010

You may [customize the display](#) by defining specific attributes that displayed applicants must possess. You may also [search for a particular applicant](#).
To sort on several columns at once, click on the header of the primary column first, then hold down the shift key and click on the other columns.

Applications submitted dates (yyyy-mm-dd): ~ [SET](#) [RESET](#)

Hide Options

Hide row if < Case is ignored. [Regular expressions](#) are allowed.

Last name^	First name^	Gender⇄	App date⇄	Specialization ⇄	Prev school 1 ⇄	Ugrad GPA⇄	Complete?⇄
Brady	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	Yes ☒
Clouse	George	Male	2010-07-05		Carnegie Mellon University	3.75	No ☒

Applicant Search

Searching for an individual applicant – You may need to quickly view an individual applicant’s information. Follow the steps below to perform an applicant search.

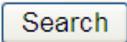
Step 1

Click on the [search for a particular applicant](#) link and you will be directed to the applicant search page.

You have several options to search for an applicant. You can choose to search by any of the following search criteria by clicking on the radio button next to your choice.

- Applicant names – You may also search on a portion of a name if you are unsure about the correct spelling
- SES Admissions Application Number
- SES Emplid
- Application/Personal statement – You may search for applicants based upon a word or phrase within their Application or Personal Statement. For example, a faculty member may wish to see applicants who have mentioned his or her name within the personal statement. Enter the last name of the faculty member to search for these results.

**** This feature will not search documents that have been scanned.**

Enter the term(s) for which you would like to search in the text box, select your search criteria and click the  button.

Search Applicants

Enter the term(s) for which you would like to search in the text box below and click Search.

If your search returns only one result, the system will automatically redirect you to that applicant's detail page. If your search returns no results, or more than one result, the system will display its findings below.

Search terms:

Search through: Applicant names SES Admissions Application Number SES Emplid Application/Personal statement

If your search has matching results they will be displayed in a table under “Search Results”. A message will display if your search returns no matching results.

Search Results

Your search yielded 1 results.

Application Number	Full Name
5017696	Brady, Greg Alan

Searching for applicants based on dates – You may need to quickly view applicants based on the date application submission. To view only applicants from a specific date range, follow the steps below.

Step 1

Click in the “Application Submitted” date box and a calendar will appear. Select your beginning date. Select your ending date in the next box. (You may also type in the dates but make sure you follow the YYYY-MM-DD format.)

Step 2

Click the  button to apply the date range to your applicants.

Step 3

To remove the date range, click the  button.

Applications submitted dates (yyyy-mm-dd): ~  

Hide Options

Hide row if <  Case is ignored. [Regular expressions](#) are allowed.

Last name	First name	Gender	App date	Specialization	Prev school 1	Ugrad GPA	Complete
Brady	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	Yes 
Clouse	George	Male	2010-07-05		Carnegie Mellon University	3.75	No 

Sending Application Completion Status Emails

You are able to send applicants an email reminding them that their application is incomplete from the Applications Tab. You are also able to send a message to an applicant informing them that all application materials have been received and their application is now complete. GATS will keep a history of messages sent to the applicant which can also be viewed here. To send an applicant a reminder message, follow the steps below.

Step 1

Scroll down to view your list of applicants. Listed under the field labeled “Complete”, you will see a “Yes” or a “No” indicating if the application is complete or it is not complete. Next to the “Yes” or “No” you will see the message icon. Click the  button. The Notify Applicant page will appear.

Note: Marking an application as complete is performed in the Admissions tab. See the Admissions Tab document for more information.

Last name^	First name^	Gender↕	App date↕	Specialization ↕	Prev school 1 ↕	Ugrad GPA↕	Complete?↕
Brady	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	Yes 
Clouse	George	Male	2010-07-05		Carnegie Mellon University	3.75	No 
Costner	Kevin	Male	2010-07-05		The Queen's College, Oxford	0.00	No 
Do	Scooby	Male	2010-07-02	quantitative analysis	Fudan University Shanghai	95.00	No 
Geller	Monica	Female	2010-07-05	writing	Univ Notre Dame	4.00	No 
Green	Rachel	Female	2010-07-05	reading	Ecole des hautes Etudes en Sciences sociales (EHES)	0.00	No 
Johnson	Michael	Male	2010-07-06	qualitative research	Suny Center Buffalo	3.75	No 
Rivera	Manuel	Male	2010-07-06		Instituto Tecnologico Universitario de Mexico	97.00	No 

Step 2

Above the message text you will see the E-mail Notice History indicating any application completion status messages that have been sent to the applicant and the date and time they were sent. Below the e-mail notice history you will see the text for the message you can send to the applicant. Review the text to ensure you wish to send the message.

Examples of the two different application completion status messages are below:

Application Status - Incomplete

E-mail Notice History

▶ No email notice has been sent to this applicant.

When you click **Send E-mail** below, the system will send the following message to the applicant (with a blind copy to you):

Dear George Clouse:

Thanks again for your interest in graduate study in the Mathematical Methods in the Social Sciences Department/Program at Northwestern University. Your application is currently missing at least one of the required supplemental materials. Please check the status of your application materials at the following URL: <https://ask.northwestern.edu/>

You may log in to this page using the email address to which this notice was addressed and the following application ID: 5018679

Please contact us as soon as possible to let us know when to expect any missing materials. An admissions decision cannot be made until all required supplemental materials have been received.

Feel free to contact us with any questions or concerns.

Sincerely,

Beth Boadewic

Notify Applicant

Application Status - Complete

E-mail Notice History

▶ No email notice has been sent to this applicant.

When you click **Send E-mail** below, the system will send the following message to the applicant (with a blind copy to you):

Dear Greg Brady:

Thanks again for your interest in graduate study in the Mathematical Methods in the Social Sciences Department/Program at Northwestern University. We have received your online application and all supplemental materials, so your application is now complete. It has been forwarded to the Admissions Committee for review.

You may confirm the status of your application materials at the following URL: <https://ask.northwestern.edu/>

You may log in to this page using the email address to which this notice was addressed and the following application ID: 5017696

Feel free to contact us with any questions or concerns.

Sincerely,

Beth Bogdewic

Step 3

Once you have reviewed the text to ensure that you wish to send the applicant this message, click the

Send E-mail

button. The message will be sent and a blind copy of the message has been sent to you.

You can return to this page to view the E-mail Notice History by clicking on the  icon.