Admissions
Searching for a Grad eApplication

Overview

The on-line graduate application (Grad eApp) integrates with a tool called Workflow that assists the approval/denial process of submitted applications (eDocs) by routing them to the correct departments and then to the appropriate graduate offices for final approval. This document will show the user how to search for or look up an application based on common criteria.

Steps

Document Search via One.IU

1. Log into: one.iu.edu.
2. In the Search box, type “document search” and press ENTER.
3. Click on the Document Search (Kuali Rice) task.

If you are not logged in already, you will need to authenticate with Username and Passphrase. Once authenticated, the Document Search page is displayed.

Lookup the Application

1. In the Document Type field enter the following text: SIS.ADM.NonUgrdApp. You do not need to complete any of the other fields at this point. A more detailed search screen will appear on the next screen.

2. Click Search

3. Various criteria can now be selected to narrow down your search. Note that the Date Created From field will be automatically populated with today’s date if you don’t enter another date. If you are unsure when the application was submitted, it is best to clear this field.
4. Entering the **App Number** is a common way to search for applications in the system. The IU application numbers all start with IU and have nine numeric digits (example: IU000042785).

5. Once you have finished entering your search criteria, click **Search**.

The results of your search will show below the search area.

6. Click the **Document Id** number in the left hand column to view the application.