

Admissions eApplication Management for Students

Overview

After submitting your Online e-Application, there are several helpful tools available to you.

- Resend recommendation request emails to your recommenders. (Graduate Only)
- Add additional recommenders to your application. (Graduate Only)
- Check the status of your recommenders' online recommendations. (Graduate Only)
- View a PDF version of your application. (Graduate & Undergraduate)
- Use the copy function to start a new application by copying the information from another application. (Graduate Only)

Steps

Resending Recommendation requests

1. Login with the guest/network id and password that you used to complete your application.

The screenshot shows the login page for the Indiana University Bloomington Online Graduate And Professional Admissions Application. At the top left is the IU logo and the text 'INDIANA UNIVERSITY BLOOMINGTON'. Below that is the title 'Online Graduate And Professional Admissions Application'. There are two main sections: 'Create new guest account' and 'Logon'. The 'Logon' section has a red circle around the 'Logon with guest/network-id' button. Below the 'Logon' section is a link for 'Forgot your guest account passphrase?'.

2. An Application Summary page will display and list the applications you have submitted or the applications that are still in-progress. Below your submitted application, you will see a list of your recommenders. Locate the recommender to whom you would like to resend the recommendation request email and click .

Admissions eApplication Management for Students

INDIANA UNIVERSITY BLOOMINGTON logout

Online Graduate And Professional Admissions Application - Select an Application

Your applications

Here are the Admissions applications you have entered. You can modify applications that are not yet submitted and review submitted applications. You may copy applications to a different program. Please note that you are not able to copy a Degree-Seeking application to a Non-Degree application, you must begin a new application for when applying under a different degree-seeking status.

Career	Program	Term	Application Number	Status	Action
Graduate	African Studies	Fall 2012	IU000840111	Submitted	View PDF Copy Add Recommend
	Recco, Addie	recommender@indiana.edu	Recommendation Received		
	Williams, Donna	recommender@yahoo.com	Recommendation Requested	<input type="button" value="resend"/>	
	Recommender, Ima	recommender@gmail.com	Recommendation Requested	<input type="button" value="resend"/>	
	Recco, Add	recommender@hotmail.com	Recommendation Requested	<input type="button" value="resend"/>	

Click to create a new application for Bloomington at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

- The recommendation request email is now sent to your recommender. You will now see a 'Request Sent' message next to the button of the recommender, reminding you that you have already resent the email to that particular recommender.

Recco, Addie	recommender@indiana.edu	Recommendation Received	
Williams, Donna	recommender@yahoo.com	Recommendation Requested	<input type="button" value="resend"/>
Recommender, Ima	recommender@gmail.com	Recommendation Requested	<input type="button" value="resend"/>
Recco, Add	recommender@hotmail.com	Recommendation Requested	<input type="button" value="resend"/> Request sent

Adding Additional Recommenders to Your Application

- From the Application Summary page, under the **Action** column, click the [Add Recommender](#) link.

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INDIANA UNIVERSITY BLOOMINGTON [logout](#)

Online Graduate And Professional Admissions Application - Select an Application

Your applications

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Career	Program	Term	Application Number	Status	Action
Graduate	African Studies	Fall 2012	IU000840111	Submitted	View PDF Copy Add Recommender
	Recco, Addie	recommender@indiana.edu	Recommendation Received		
	Williams, Donna	recommender@yahoo.com	Recommendation Requested	resend	
	Recommender, Ima	recommender@gmail.com	Recommendation Requested	resend	
	Recco, Add	recommender@hotmail.com	Recommendation Requested	resend	Request sent

[Begin New Application](#) Click to create a new application for Bloomington at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

- Complete the information for the recommender you would like to add.

INDIANA UNIVERSITY BLOOMINGTON Welcome, Ima Student | Application ID: IU000111111 | [logout](#)

IU Bloomington Graduate Admissions Application

[Add Recommendation](#)

An * marks a required field.

Please provide contact information for an individual who has agreed to provide a recommendation to support your application.

Name: * First (Given): Middle: * Last (Family/ Surname): Suffix:

* Country:

* Line 1:

Line 2:

Address: Line 3:

Line 4:

* City: * Postal Code:

* E-mail Address: * Phone:

[Add Recommender](#)

- Click [Add Recommender](#). The recommender will be added to your application and a Recommendation Request email will automatically be sent to the new recommender. Repeat steps 1-3 to add additional recommenders.

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Viewing the status of your Recommenders' Online Recommendations

1. From the Application Summary page, below your application you will see your list of recommenders. Below the **Application Number** column, you will see two possible messages for each of your recommenders.
 - **Recommendation Requested** - This means the recommendation request email has been sent to the recommender and has not been completed.
 - **Recommendation Received** - This means the recommender has completed their online recommendation.

INDIANA UNIVERSITY
BLOOMINGTON

logout

Online Graduate And Professional Admissions Application - Select an Application

Your applications

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Career	Program	Term	Application Number	Status	Action
Graduate	African Studies	Fall 2012	IU000840111	Submitted	View PDF Copy Add Recommender
	Recco, Addie	recommender@indiana.edu	Recommendation Received		
	Williams, Donna	recommender@yahoo.com	Recommendation Requested	resend	
	Recommender, Ima	recommender@gmail.com	Recommendation Requested	resend	
	Recco, Add	recommender@hotmail.com	Recommendation Requested	resend	Request sent

[Begin New Application](#) Click to create a new application for Bloomington at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

NOTE: Once a recommender has completed their online recommendation you cannot resend the recommendation request to them again.

Viewing a PDF of your submitted Application

1. From the Application Summary page, under the **Action** column, click the [View PDF](#) link.

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Online Graduate And Professional Admissions Application - Select an Application

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	Recco, Add	recommender@hotmail.com	Recommendation Requested	resend	Request sent

[Begin New Application](#) Click to create a new application for Bloomington at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

2. A PDF version of your submitted application will display.

Using the Copy function

In some cases you may wish to copy your application. For instance, if you wish to apply to another department/program within the University, this tool will save you time by allowing you to copy much of the information you have already completed on a particular application.

1. From the Application Summary page, below the **Action** column, click the [Copy](#) link on the application you wish to copy.

INDIANA UNIVERSITY BLOOMINGTON [logout](#)

Online Graduate And Professional Admissions Application - Select an Application

Your applications

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	Recco, Add	recommender@hotmail.com	Recommendation Requested	resend	Request sent

[Begin New Application](#) Click to create a new application for Bloomington at the Graduate level. Please use this if you have previously submitted an application and would like to submit a new one or if your degree intentions have changed from your original application.

2. A new application with a new application number will display. The new application will contain all of the information from the copied application except for the Intended Program/Plan and Department Information.