

# Admissions eApplication Management for Students

## Overview

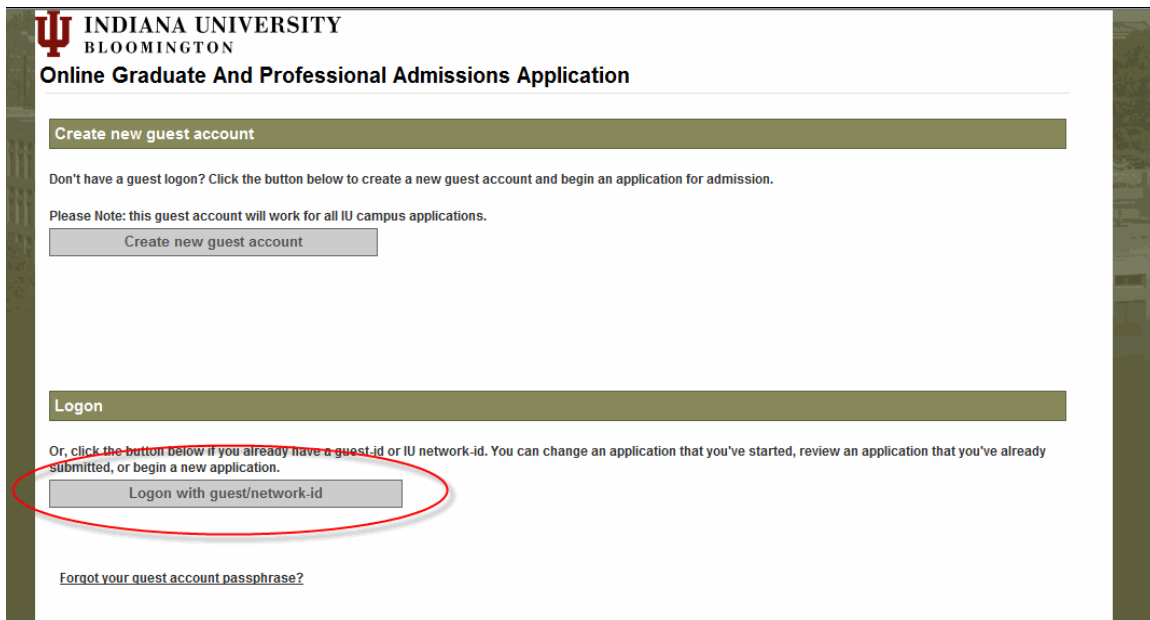
After submitting your Online eApplication, there are several helpful tools available to you.

- 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.



INDIANA UNIVERSITY  
BLOOMINGTON

### Online Graduate And Professional Admissions Application

Create new guest account

Don't have a guest logon? Click the button below to create a new guest account and begin an application for admission.

Please Note: this guest account will work for all IU campus applications.

Create new guest account

Logon

Or, click the button below if you already have a guest id or IU network-id. You can change an application that you've started, review an application that you've already submitted, or begin a new application.

Logon with guest/network-id

[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                             | <a href="#">View PDF</a><br><a href="#">Copy</a><br><a href="#">Add</a><br><a href="#">Recommend</a> |
|          | 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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## 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<br>Copy<br><b>Add Recommender</b> |
|          | Recco, Addie     | recommender@indiana.edu | Recommendation Received  |           |  |
|          | Williams, Donna  | recommender@yahoo.com   | Recommendation Requested | resend    |  |
|          | Recommender, lma | 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, lma 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:

Address: \* Line 1:   
Line 2:   
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.

# Admissions eApplication Management for Students

## 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.

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logout

### Online Graduate And Professional Admissions Application - Select an Application

Your applications

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|          | Recco, Addie     | recommender@indiana.edu | Recommendation Received  |                        |  |
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|          | Recco, Add       | recommender@hotmail.com | Recommendation Requested | <a href="#">resend</a> | 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

**Your applications**

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[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.

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## Online Graduate And Professional Admissions Application - Select an Application

**Your applications**

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|          | Recco, Add       | recommender@hotmail.com | Recommendation Requested | <a href="#">resend</a> | 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.