

Description	Document type	Code
ADA Form	Department Docs	ADA
Admission Intent Form	Supplemental Info	AIF
Application Fee Waiver & docs	Confidential	GAFW
Background Inquiry Release	Department Docs	BGIR
Certificate/Certification	Admission Reqs	CERT
College Transcripts*	College Transcripts	CT##
*CT01 - CT16 & CTGR: No term code no application number		
Conditional Correspondence	Admission Reqs	COND
Correspondence	Supplemental Info	CORR
Decision Letters	Admission Reqs	CORR
Degree Plan Empahsis Selection	Department Docs	DPEM
Department Application	Department Docs	DPAP
ESL/Bridge Contract	Admission Reqs	ESLB
Essay 1	Department Docs	ESS1
FICE Code Req/Int'l Coll. Research	College Transcripts	FCRS
Foreign Language Competency	Department Docs	FLCM
Portfolio	Department Docs	FLIO
GMAT Score	Admission Reqs	GMAT
Graduate Application	Admission Reqs	GSAP
GRE Score	Admission Reqs	GRE

Status of Transcript in checklist:
<u>Post Bacc Work:</u> work after bachelors & "need final" or "masters degree conferred" or "doctoral degree conferred" is not appropriate
<u>Need Updated:</u> updated trans needed (only used by coordinators)
<u>Bachelors, Masters or Doctoral:</u> degree conferred
<u>Need Final Grad:</u> Need final trans with degree statement
See Guide for more information

Description	Document type	Code
IELTS Score	Admission Reqs	IELT
Informed Consent Document	Department Docs	INCO
Letter for Graduating Seniors	Admission Reqs	LTGR
Letter of Appeal	Admission Reqs	LTAP
Letter of Good Standing	Admission Reqs	LTGS
Letter Verifying Future Grad Date	Admission Reqs	LTVD
Liscensure and Certifications	Department Docs	LICE
LSAT Score	Admission Reqs	LSAT
Mentor Recommendation	Department Docs	MNRC
Name Change Documents	Confidential	NMCH
Non-Degree Seeking Student Frm	Admission Reqs	NODG
Non-Degree Study Ap Form	Admission Reqs	NDGS
Portfolio	Department Docs	FLIO
Prerequisite or background Crs	Department Docs	PCFM
Recommendation Letter/Form 1-3**	Department Docs	REC#
**RECS 1-3: please type name of reference in description area		
Research Interest	Department Docs	RSIT
Resume/Vita (GR)	Department Docs	RESM
Sample of Creative Writing	Department Docs	SAMW
Statement of Purpose	Department Docs	STPR
Teaching Certificate	Department Docs	TCRT
Teaching Record	Department Docs	TREC
TOEFL Score	Admission Reqs	TOEF
Transcripts w calculated GPA	College Transcripts	CTGR
Unofficial transcript	College Transcripts	UCT
University Diploma*	Admission Reqs	DIPL
DIPL: No term code no application number		
Visiting Student Form	Admission Reqs	VSMF
Writing Sample Non-Fiction Doc	Department Docs	WRSM

Status of Documents/Scores:
<u>Waived:</u> score, fee or document waived
Status of Fees:
<u>Paid:</u> fee has been paid
<u>Waived:</u> fee waived

*****Scanners should redact SSNs on multiple pages but leave on page 1. Indexers should redact all but last 4 of SSN*****