What is a query?
A query is a method of searching for specific information on your graduate program's applicant pool. The Graduate School's ApplyYourself (AY) system has many queries you can use, some of the most popular of these are described below. If there is a custom query you would like created, please contact the Graduate Admissions office.

In the AY Search for Applicants screen, all Queries available for graduate programs are listed under the PROGRAM FOLDER section of the User Queries picklist. (see screenshot)
Below is a chart of the most common queries used by U of M graduate programs:

<table>
<thead>
<tr>
<th>Name of Query</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1.) prog &amp; term</td>
<td>This query will list all program applications for a particular semester.</td>
</tr>
<tr>
<td>#2.) Grad Initial Review</td>
<td>This query will list all program applications for a particular semester that are still being processed by the Graduate Admissions office.</td>
</tr>
<tr>
<td>#3.) Awaiting Program Decision</td>
<td>This query will list all program applications for a particular semester that have been processed by the Graduate Admissions office and are ready for review by your program.</td>
</tr>
<tr>
<td>#4.) Stage of Appl by dept</td>
<td>This query will list all program applications for a particular semester, and allows for you to search a specific ‘stage’ or status of the application, such as those that have decisions made, applicants who have deferred, etc.</td>
</tr>
<tr>
<td>#5.) Appraisal Form is Incomplete</td>
<td>This query will allow you to search for applications for which your program has not yet completed an appraisal form. (the appraisal form is required before official notification of a decision can be sent to applicants)</td>
</tr>
<tr>
<td>#6.) Applicant Type</td>
<td>This query will list your applicants by Applicant Type and Term. (new applicant, etc).</td>
</tr>
</tbody>
</table>

#1.) prog & term

Select prog & term from within the PROGRAM FOLDER section.

Click submit.
Select your major and the term of entry you wish to look up and click run.

The system will generate a list of all applicants in this category.
#2.) Grad Initial Review

Select **Grad Initial Review** from within the **PROGRAM FOLDER** section.

Click **submit**.

Select your **major** and **term of entry** you wish to look up and click **run**.

The system will generate a list of all applicants in this category.
#3.) Awaiting Program Decision

Select **Awaiting Program Decision** from within the **PROGRAM FOLDER** section.

Click **submit**. Select your **major** and **term of entry** you wish to look up and click **run** (note - the **Stage of Process** will already have highlighted **Awaiting Program Decision**, **Application Complete** – sent to program and **L Application Complete** – sent to program.

The system will generate a list of all applicants in this category.
#4.) Stage of Appl by dept

Select **Stage of Appl by dept** from within the **PROGRAM FOLDER** section.

Click submit. Select your major, term of entry, and the stage of process you wish to look up and click run.

The system will generate a list of all applicants in this category.
#5.) Appraisal Form is Incomplete

This query will allow you to search for complete applications that your program has not yet completed an appraisal form for. (The appraisal form is required before official notification of a decision can be sent to applicants)

Select **Appraisal Form is Incomplete** from within the **PROGRAM FOLDER** section.

Click **submit**.
Select your **Proposed Term of Entry** and **Major** and click run. The system will generate a list of all applicants in this category.

The system will generate a list of all applicants with appraisal forms your program still needs to complete.
#6.) Applicant Type

This query will allow you to search by applicant type for submitted applications by term and program.

Select Applicant Type from within the PROGRAM FOLDER section.

Click submit.

Select your Applicant Type, Proposed Term of Entry and Major and click run. The system will generate a list.