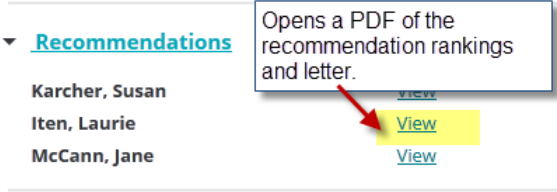
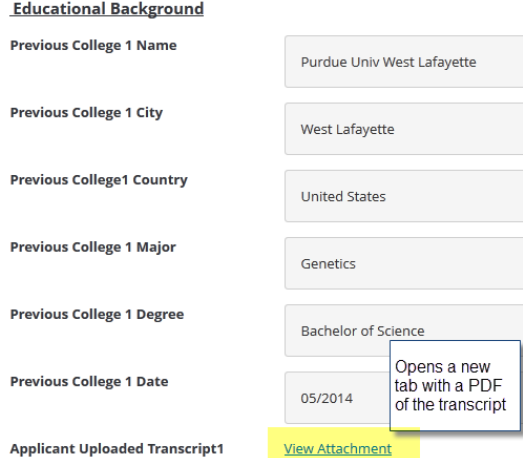
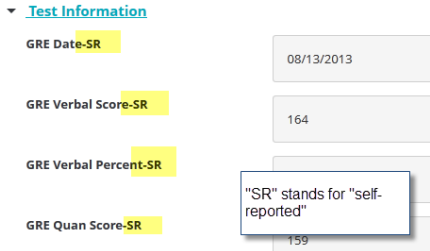
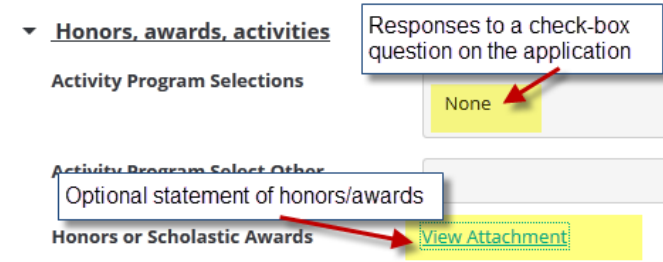

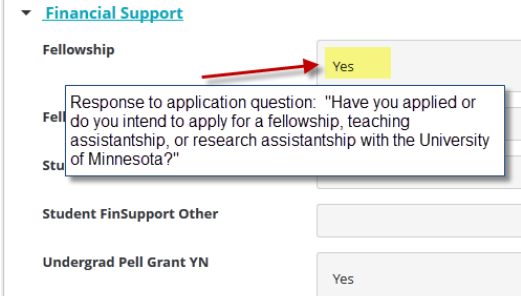


The AY application is divided into many sections. In PDF format, everything is combined into a single document that is not customizable. By contrast, AppReview retains this section structure (also called drawers within AR) and gives coordinators the ability to re-name, rearrange and even remove sections that display on the review sheet according to the individual program’s unique review process and reviewer preferences. Understanding the sections in ApplyYourself will allow you to create a streamlined review sheet for your reviewers.

The chart below provides an explanation of each section within the application, as well as suggestions for customizing each on the review sheet in AR.

AY SECTION NAME	DESCRIPTION/SCREENSHOT of REVIEWER VIEW	SUGGESTIONS
Recommendations	<p>Online recommendations</p> 	
Personal Information	Applicant’s bio/demo data (includes ethnicity, int’l student status, etc.)	
Application Information	Application details such as campus, intended major field, term of entry, multiple applications	Consider removing if data is irrelevant and/or given (such as major)
Educational Background	<p>Unofficial transcripts and GPAs</p> 	<p>Re-name as: “Unofficial Transcripts and GPAs” Or “Unofficial Transcripts”</p>
Test Information	Unofficial (applicant reported) test scores. Includes GRE, TOEFL and IELTS	<p>Re-name to clarify the the scores are not official e.g. “Applicant reported Test Scores”, “Self-Reported GRE scores” or</p>

		<p>“Unofficial Standardized Test Scores”</p>
<p>Languages</p>	<p>Responses to application questions regarding applicant’s native language and fluency in other languages</p>	<p>Consider removing unless language ability is a factor in review</p>
<p>Honors, Awards and Activities</p>		
<p>Employment Information</p>	<p>Employment history (last 3 employers and state of legal residence info)</p> 	<p>Info may be redundant if your program requires resume/CV upload</p>
<p>Financial Support</p>	<p>Application section that asks if applicant is applying for assistantships/fellowships and other means of support</p> 	<p>May not be relevant to your review process; may be redundant with program-specific questions on supplemental app/smart-form</p>

Statements	In the application, these are labeled “Statement 1”, “Statement 2” and “Extenuating Circumstances” respectively <ul style="list-style-type: none"> ▼ Statements Personal Statement View Attachment Diversity Other Statement 	
Supplementary Information	Called “Program Supplementary Information” on the application, contains many uploads such as Writing Sample, CV, Research Description, etc. <ul style="list-style-type: none"> ▼ Supplementary Information Graduate Program Additional Writing Sample Description of Research Resume or CV Other Information Upload 1 Upload 2 Link to Portfolio 	Consider re-naming this section and moving it higher on the review sheet.
Program Post-Sub Credentials	‘Behind-the-scenes’ section in AY where staff can upload ‘late’ (after submission) materials for applicants. This is also where an applicant can upload late materials after you give them permission and “flip a switch” in AY. (The switch makes this section available to an applicant from the applicant side of AY)	Remove this section if you do not allow late material submissions; or do not use this section for late materials on the AY side.
Credentials	Official Test Scores. This section will be empty for many applicants due to the delay between applicants sitting for a test and the University receiving scores.	Consider removing this section; definitely re-name as “credentials” is typically understood to mean transcripts.
1-GMAT	Official GMAT scores that have been <i>manually</i> entered into AY by program staff. Official GMAT scores <u>do not</u> auto-load into AY.	Remove this section if you don’t manually add GMAT scores to AY
Internal Educational Bckgrnd	Official transcripts. This section will be empty for almost all applicants at the time of review.	Consider removing; but definitely re-name.
SW Supplemental form, Civil Eng Geo, AEM Supplement, Comp Lit, etc...	Program-specific sections of the application (aka ‘smart-forms’). These are activated on the application when a student selects the corresponding major(s) as their program	Remove all, except your program’s smart-form if you have one. (Most programs do NOT have a smart-form.)