

Reviewing an Admissions Application



Access Admission Application Submissions for Review

1. Click on **Applications** Tab. Click on **Admission Applications** located in the side menu.
 2. Click on the student application you wish to review. This opens a split screen page.
 - a. On the left side of the pane, you can view the student's application.
 - b. On the right side of the pane, you can view the review forms.
 - c. Click on **Next**, to navigate the pages in the application by.
 3. Complete the review forms and click on **Save**.
 4. Any Required Items in the Checklist appears on the right side of the pane.
 - a. You can change the Status and indicate the date received at this time.
 5. Once your review is final you can enter a final result and comments.
 - a. **Comments:** students will be able to see these
 - b. **Internal Comments:** students will not be able to see these
 6. To exit the application, click on one of the following:
 - a. **Save:** You can click this at any time and return at a later time to finish the review.
 - b. **Submit:** This will submit your review form.
 - c. **Cancel:** Use this to exit the application without saving any changes.
- Note:** You cannot submit a final result until all review forms have been completed by all reviewers. If you are not the final reviewer to submit your review, you will need to leave the final result as **In Progress** when you submit your review.

Granting an Extension to an Application

Extensions can be granted to an application to extend the due date or to reopen the application for editing.

1. Click on **Applications** Tab and then on **Admission Applications** in the side menu.
2. Click on student application you wish to grant an extension to.
3. Click on **Extensions** sub-tab on the right side of the split screen.
4. Click on **Grant Extension**, then enter a new due date & time (it must be later than the original) and a comment.
5. Click **Grant Extension**.

Help Resources

Online Tutorials

Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources available to that role by functionality.

Tk20 Unit Administrator

Contact information can be found on the right side of your institution's Tk20 login page.