The Application Lifecycle / Workflow:

1. Application is ready for review once it moves into the **E. Faculty Review** bin:
   a. GPA adds applicants to faculty queues
   b. Faculty empty their queues by evaluating applications and filling out the Faculty Review Form
2. GPA moves applications (based on the Review Form responses) to either **I. Deny** bin or **F. Committee Review** bin:
   a. If moved to **I. Deny** bin, the GPA can release deny decisions and letters (this can be done in a batch or one by one)
   b. If moved to **F. Committee Review** bin, GPA adds applicants to a designated "decision-maker" queue
   c. The required Decision Form is filled out by that individual (only one Decision Form per applicant)
3. Application moves automatically into the **G. GS Admit Check** bin when the Decision Form is sent
4. Processor will move applications from **G. GS Admit Check** bin to **H. Admit** bin (or **J. Waitlist** depending on how the Decision Form was filled out):
   a. If in **H. Admit** bin, the GPA can release acceptance decisions and letters
      i. GS Admit Letter is the official letter and must be used
      ii. Additional custom letter may be uploaded
5. Applicant receives notification of admit, confirms intent to enroll, pays deposit and then moves from **H. Admit** bin to the **K. Accept Admission** bin and matriculation follows
   OR
   Applicant receives notification of admit, declines enrollment, and then moves from **H. Admit** bin to **L. Decline Admission** bin