Declining an Offer of Admission

The confirmation form (sometimes called enrollment form) where applicants accept or decline offers of admission could be ignored by an applicant who is not accepting the offer. While it is never appropriate for a program to accept an offer for an applicant, it is possible to decline for those who do not fill out the form but only send an email. To mark the offer as declined, complete the following steps:

1. In the Admit bin in Slate Reader, add the application to your queue.
2. Bring up the Review Form by clicking the button in the bottom right. Choose the Admit-Decline for the Next Bin field.

3. The Decline Offer form will appear. Enter as much information as is available. The first field is required.

4. Click Send to submit the form and add the appropriate decision.