

Withdrawing Applications in Slate

If an applicant wishes to withdraw their application, you will do so by moving them to the Application Withdrawal bin. Please see the documentation on declining an offer for an applicant if a decision has been released.

1. If they are at Committee Review status or further, you can simply add them to your queue in Slate Reader as you would normally. When you send them to the Application Withdrawal bin, you will be able to skip to Step 11.
2. If they are not available to you in Slate Reader, find the Application ID.

Graduate Programs - Biomedical Ir

Awaiting Confirmation
Submitted November 9, 2016
Last updated November 22, 2016

Entry Term: Fall 2017
Application ID: 041470221

3. Go to the queries page and click **Quick Query**. Select a population of Templates and a Template of Withdraw Apps then click **Build Query**.

Quick Query	
Population	<input type="text" value="Templates"/>
Template	<input type="text" value="Withdraw Apps"/>

4. The only thing you will change on this page is the filter. Double click on the Application Ref ID filter.

Filters Estimated Rows: 0

Application Ref ID IN LIST

Enter the App ID (if multiple applications, add a comma in between the IDs) and click Save.

Edit Part	
Status	<input type="text" value="Active"/>
Name	Application Ref ID
Source Type	Slate Template Library Filter
Estimated Rows	1
Application Ref ID	<input type="text" value="IN LIST"/>
	<input type="text" value="041470221"/>

5. Click **Run Query** at the top right of this page. Double check that this is the correct application. Change the Output from Excel to Bin and click **Export**

- Set the Bin Management fields as below (with yourself as the reader). Select Application Withdrawal as the bin. Click to check the box next to the application after verifying the name, program and appID.

Bin Management

Bin Action	Set Bin
Bin	Application Withdrawal
Queue Action	Add Readers
Add Reader	<input type="text"/>
	Kyle Johnson

- Click **Update Selected (1)**.
- Go to the Reader, click queue.

- Home
- Browse
- Search
- Queue

- Select the application you wish to withdraw from the list.

Applicant

Test_Bluejeans, Test_Barry

▶ Kyle Johnson

- Click **Review Form / Send to Bin**.

- Choose Application Withdrawal (current) as the next bin.

Send to Bin

Current Bin
Application Withdrawal

Next Bin (required)

Next Reader (optional)

Send Draft Saved

- Check the Withdraw by Applicant box and then choose the Status at Withdrawal based on when you received the request (before submission/before decision/etc).

Withdraw by Applicant

Withdraw by Applicant

Status at Withdrawal

- Click Send to finish the withdrawal process.