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.
3. Go to the queries page and click . Select a population of Templates and a Template of Withdraw Apps then click .
4. The only thing you will change on this page is the filter. Double click on the Application Ref ID filter.
   - 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.
5. Click 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.
6. 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 screenshot]

7. Click **Update Selected (1)**.

8. Go to the Reader, click **queue**.

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

![Application list screenshot]

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

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

![Send to Bin screenshot]

12. 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).

![Withdrawal options screenshot]

13. Click Send to finish the withdrawal process.