Referring Applications to another Program

Applications that are not admissible to your program but would be an ideal fit for a different program can be referred for review internally through Slate via these steps. The most common example of this situation is referring a doctoral applicant to the master's program of the same subject.

1. Complete your review form as you would for any other applicant indicating a recommended decision of Deny.
2. Send the application to the Referral bin. A new form will appear allowing for the selection of the referred program. Readers from the referred program will have access to the application while the application is in the Referral bin.

   *An application can only be referred to one program at a time.*

3. Review the application.
   a. If the referred program does not wish to make an offer of admission but believes a different program would be a better fit, move the application into the Referral (current) bin. This will prompt the form to refer to another program.

   b. If the referred program does not wish to make an offer of admission and does not see a more suited program, move the application to the Deny bin. The original program will then deny the application.
c. If the referred program wishes to make an offer, move the application to the Program Change bin. Doing so will require you to verify that the program of admission is correct.

4. A Program Change letter will be released to the applicant making them aware of the offer at the same time as other decisions.

5. The application will be cloned overnight and an application for the referred program with an unreleased Admit decision will be available in the Admit bin. At this point, custom letters may be uploaded to the application. The decision will not be released until the decisions are verified on this new application.