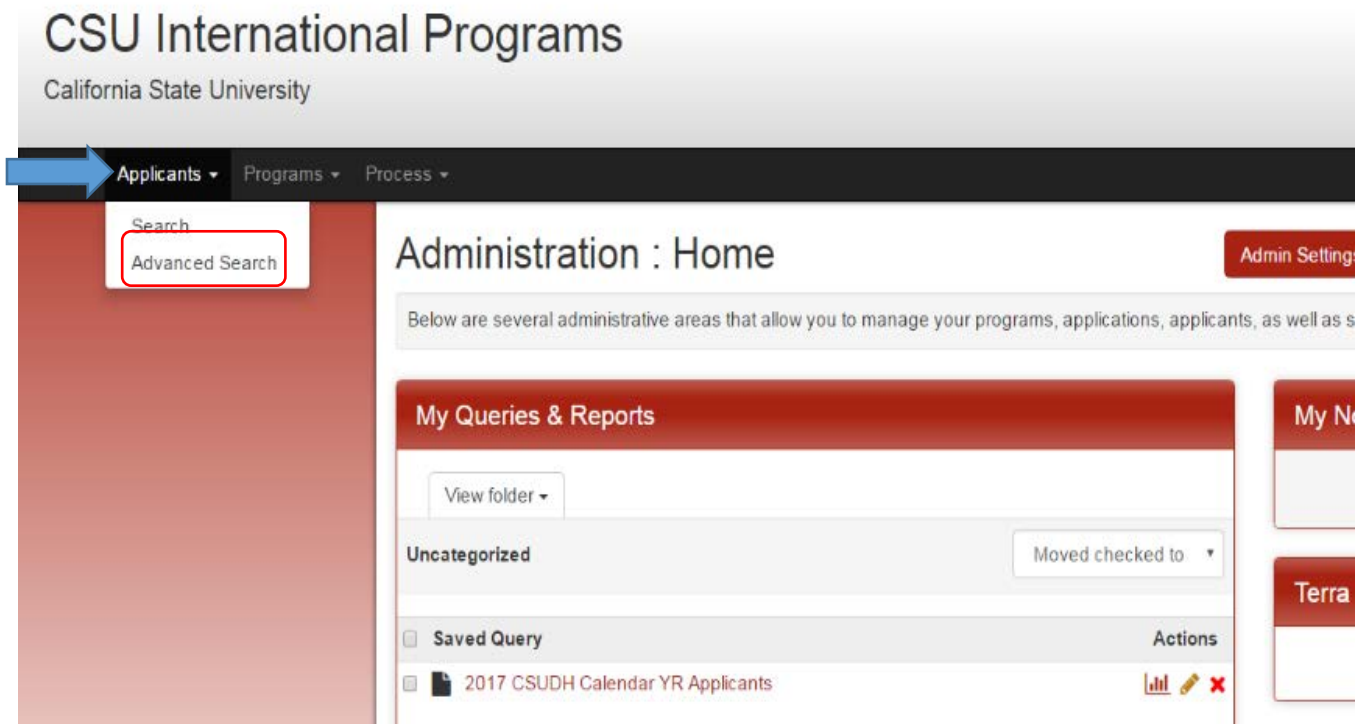


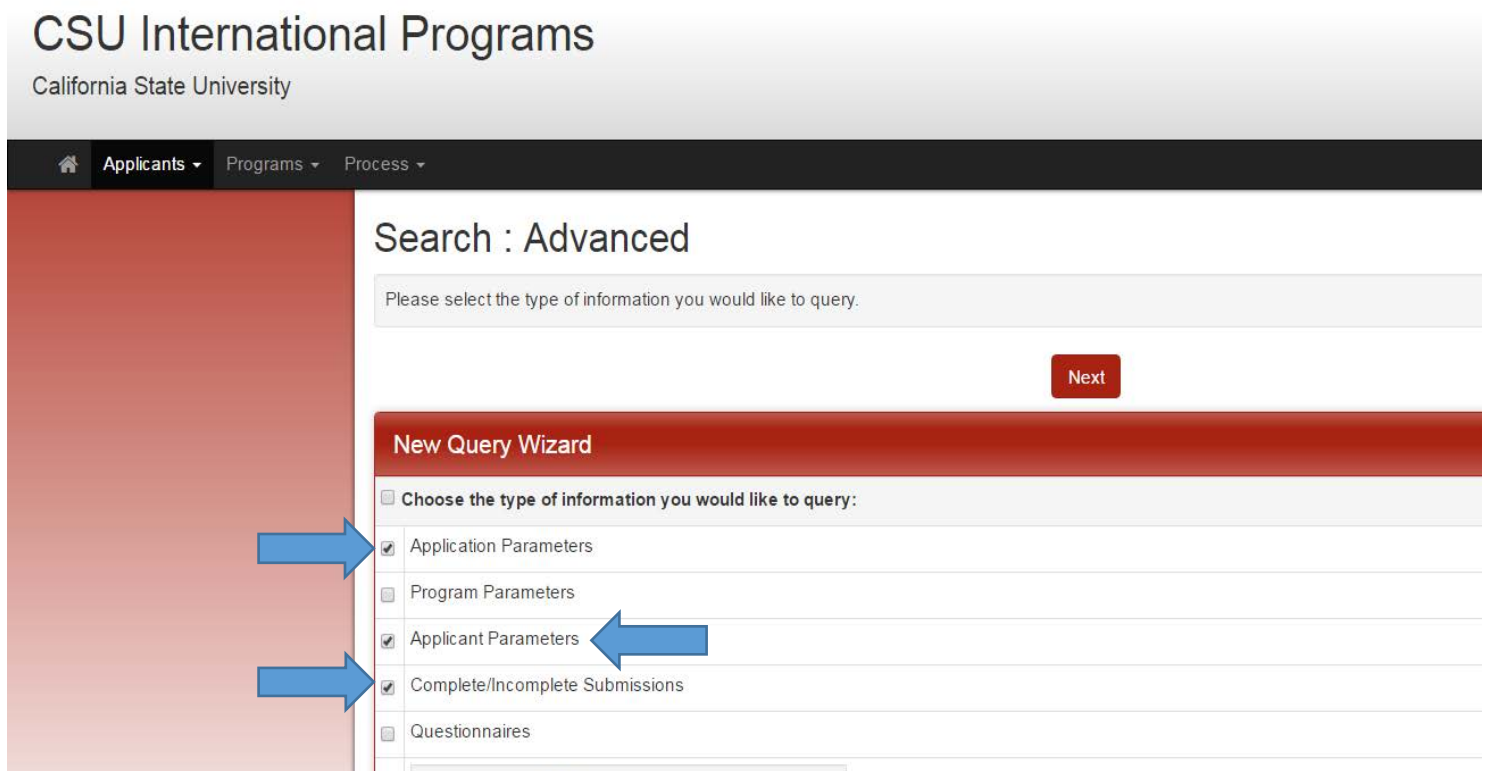
How to Search for IP Scholarship Applicants

1. Click on the “Applicants” tab and select “Advanced Search”



The screenshot shows the CSU International Programs Administration Home page. The navigation bar includes 'Applicants', 'Programs', and 'Process'. A blue arrow points to the 'Applicants' tab, and a red box highlights the 'Advanced Search' option in the search dropdown. The main content area is titled 'Administration : Home' and features a 'My Queries & Reports' section with a table of saved queries, including '2017 CSUDH Calendar YR Applicants'.

2. Check the boxes of “Application Parameters”, “Applicant Parameters”, and “Complete/Incomplete Submissions” and click “Next”.



The screenshot shows the 'Search : Advanced' page. It prompts the user to 'Please select the type of information you would like to query.' A 'Next' button is visible. Below is the 'New Query Wizard' section with a list of query types. Blue arrows point to the checkboxes for 'Application Parameters', 'Applicant Parameters', and 'Complete/Incomplete Submissions'.

New Query Wizard	
<input type="checkbox"/> Choose the type of information you would like to query:	
<input checked="" type="checkbox"/>	Application Parameters
<input type="checkbox"/>	Program Parameters
<input checked="" type="checkbox"/>	Applicant Parameters
<input checked="" type="checkbox"/>	Complete/Incomplete Submissions
<input type="checkbox"/>	Questionnaires

3. In the Application Parameters section, select the application cycle you are searching.

Show:

User Classification:
 All
 CSU System Only
 Non-CSU System Only

Program Types:
Outgoing
Incoming
Scholarship
Risk Management

By Institution:

(keyword search)

Exchange Status:
 All
 Exchange
 Non-exchange

Application Parameters:

Application Cycles:
All
Academic Year 2016-2017
Academic Year 2015-2016
Calendar Year 2017
Calendar Year 2016

Application Phase:
All
Advising
Pre Decision
Post Decision
Write Ahead

Application Tags:

Application Terms:

Application Years:

4. Scroll down until you see the Complete/Incomplete Submissions area. Select “CSU IP Scholarship Application” and “Complete” in the Questionnaires section and click “Search”.

Complete/Incomplete Submissions:

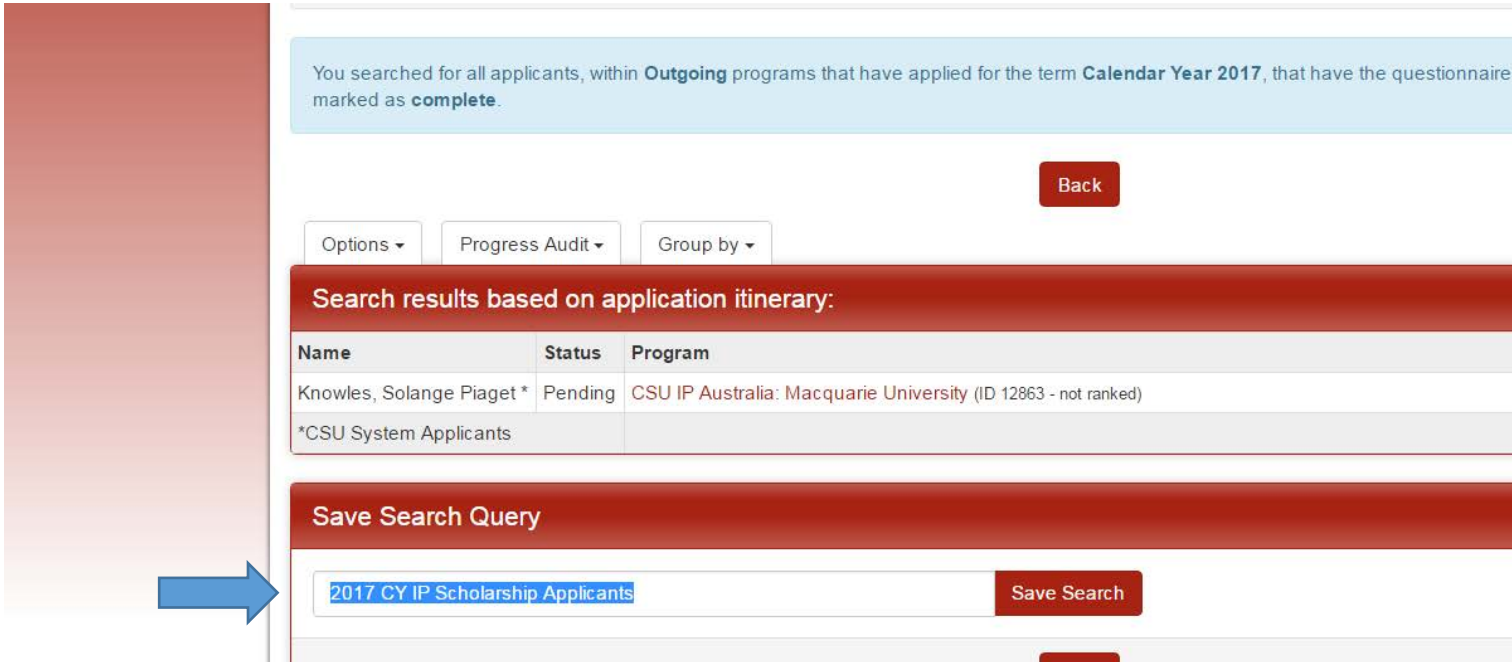
Material Submissions:
-- no selection --
CSU IP Agreement (Due May 1)
CSU IP Release of Liability (Due May 1)
Finance: \$500 Program Deposit (Due May 1)
Financial Verification
 Complete Incomplete

Signature Documents:
-- no selection --
Academic Toolkit (Read & Sign by May 1)
Additional Application Materials for Host University
Additional Information: Calendar, Arrival, Housing
Application of Deposit
 Complete Incomplete

Questionnaires:
CSU IP Daily Academic Concentration
CSU IP Scholarship Application
Currently Enrolled Courses
Disability Services Questionnaire (Due May 1)
English Language Proficiency
 Complete Incomplete

Assessments:
-- no selection --
How Did You Find Out About IP?
 Complete Incomplete

5. In the search results, you will be able to view all the applicants who have completed their IP Scholarship Application. In order to save this search, name the query and click “Save Search.”



You searched for all applicants, within **Outgoing** programs that have applied for the term **Calendar Year 2017**, that have the questionnaire marked as **complete**.

[Back](#)

Options ▾ Progress Audit ▾ Group by ▾

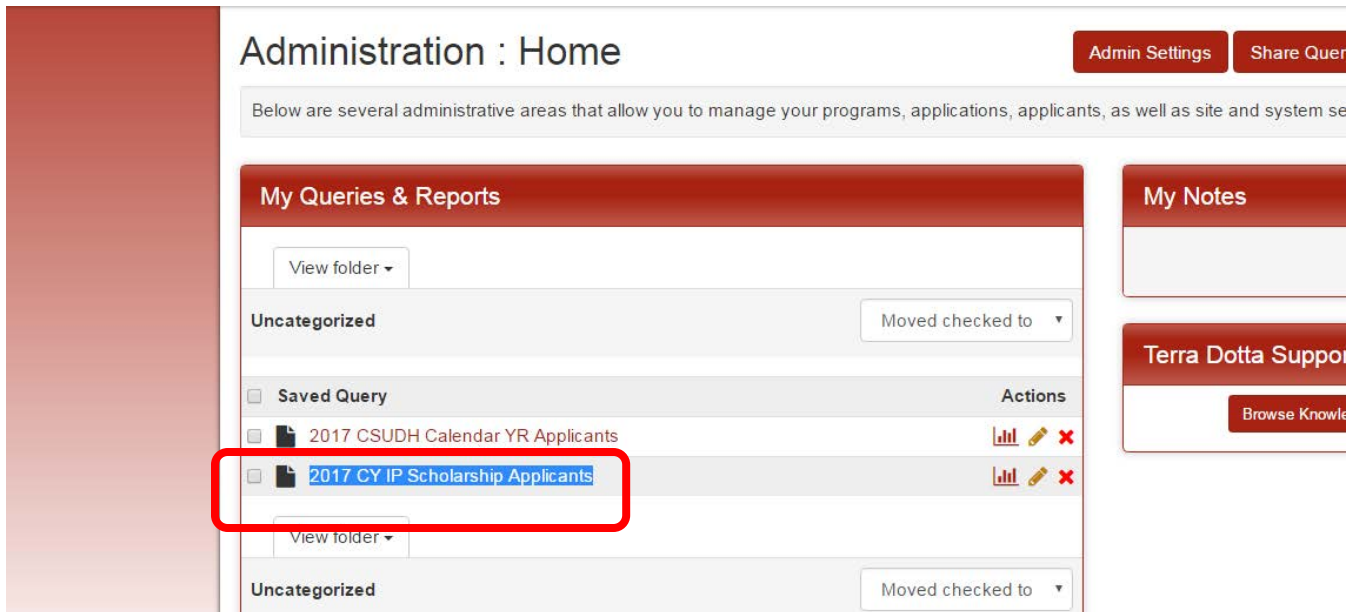
Search results based on application itinerary:

Name	Status	Program
Knowles, Solange Piaget *	Pending	CSU IP Australia: Macquarie University (ID 12863 - not ranked)
*CSU System Applicants		

Save Search Query

[Save Search](#)

6. You should now be able to view your saved query on your admin home page. Each time a new IP Scholarship application is submitted for this application cycle, the query automatically updates itself. You do not need to perform the search again.



Administration : Home [Admin Settings](#) [Share Query](#)

Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system se

My Queries & Reports

View folder ▾

Uncategorized Moved checked to ▾

<input type="checkbox"/> Saved Query	Actions
<input type="checkbox"/> 2017 CSUDH Calendar YR Applicants	View Edit Delete
<input type="checkbox"/> 2017 CY IP Scholarship Applicants	View Edit Delete

View folder ▾

Uncategorized Moved checked to ▾

My Notes

Terra Dotta Support

[Browse Knowledge](#)