

Adding Fellowship Questions

To allow applicants to complete the fellowship questions after submission follow the steps below:

1. On the application click "Insert Requirement" under Checklist.

Dashboard | Timeline | 2020 Fall-PY75-P... Awaiting Submission | 2020 Fall-MS76-M... Awaiting Submission | **2020 Fall-CH75-P...** | Graduate | Profile | Materials

2020 Fall-CH75-Ph.D.
Decided
Submitted December 17, 2019
Last updated January 27, 2020

Current Bin: AS - Awaiting Submission Admit/Accept Status: Received

Checklist

[Insert Requirement](#)

<input checked="" type="checkbox"/>	Recommendation (Johanna Spaeder, ucsd)	Awaiting	▼
<input checked="" type="checkbox"/>	Transcript (Art Institute of California: San Diego)	Awaiting	▼
<input checked="" type="checkbox"/>	06/13/2019 Transcript (Canterbury School Of Florida)	Received Copy	▼
<input checked="" type="checkbox"/>	Additional Educational Experience	Form	Awaiting ▼ Edit
<input checked="" type="checkbox"/>	Additional Educational Experience	Form	Awaiting ▼ Edit

Overview
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2. On the pop up that appears select "Form" from the Section drop down then select "Additional Educational Experience Reply Form" from the Form drop down. It will be near the bottom of the drop down under "Reply Forms"

3. Click on the checkbox to set the form as Active, leave the other check boxes blank, and click Save. Contact the applicant to inform them to login to their applicant portal and complete the checklist item.

*You can choose to select either to leave the "Optional" setting unchecked. Depending on your choice it will show up on the applicant portal as the options below.



Welcome to your applicant portal, Johanna

Status Update

An update to your application was last posted January 3, 2020.

[View Update >>](#)

Forms

Please complete the following forms

<input checked="" type="checkbox"/> Required	Additional Educational Experience
<input checked="" type="checkbox"/> Optional	Additional Educational Experience
<input checked="" type="checkbox"/> 01/03/2020	Decision Reply Form Display