Login to Slate [https://applygrad.case.edu/manage/](https://applygrad.case.edu/manage/) and use Single Sign-On to access the site. Search for an applicant using the Records tab at the top or the Search bar in the upper right corner.

The Dashboard tab will display contact and biographic information, as well as all applications created. The Timeline tab will display all account activities. When in the timeline tab, you can click the email subject line to display the content of the email that was sent.

All created applications will generate a new tab across the top

- Preferred Name is in parentheses
- Applicant ID Number

This section displays the applicant’s admission status (Admit, Deny, Withdrawn) or Matric if the applicant has been matriculated into SIS. If the student declined their offer, it will be Student-Initiated Withdrawal.

Status: Released means the official offer letter was sent.

Read Application will bring up the application in Reader.

(Continued on next page: Application)
The Checklist directly correlates to the one shown in the Student Status Portal. Items can be marked as Waived or Received by clicking the arrow button.

![Checklist Diagram]

The Materials section indicates any unofficial or official documents received. [See How to Record Official Documents in Slate PDF]

If you need assistance, contact the School of Graduate Studies.
Phone: 216.368.4390 • Email: gradadmit@case.edu