

CIEP Interim Process - Adding an Application Manually

Purpose: The instructions below describe how CIEP enters an application manually. Before adding a new application, perform a Search/Match to determine if a person record already exists. If a person record already exists, enter the person ID on the first page of Add Application (Step 1 below). The existing information in the person record will pre-fill on the application.

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Access Add Application	2
Enter Biographical Details	3
Enter Ethnicity	5
	6
Enter Application Program Data	
Enter Application Data	7
Enter Application/School Recruiting (High School)	8
Enter External Education (College Record)	9
Enter Residency	10



Step	Action
1.	Navigate to the Add Application page. Select Main Menu > Student Admission > Application Entry > Add Application.
	Result: The Application Entry page displays. University of Northernlowa Northernlowa Favgites Main Menu > Student Admissions > Application Entry > Add Application Image: Student Admissions > Application Entry > Add Application
	Application Entry Add a New Value
	Application Nbr: 000000000 ID: NEW Academic Institution: UNICS Academic Career: Q
2.	 Complete the following: Application Number – DO NOT CHANGE. The system will automatically assign an application number once the application is saved. ID – DO NOT CHANGE. This will be auto assigned. <i>Note:</i> If the person already exists in the system (determined by Search/Match), enter their existing id here. This pre-populates some fields on the application. Academic Institution – UNICS (University of Northern Iowa Campus Solutions). You may set this value as a default. Academic Career – Use the Lookup button Q to select GRAD (graduate) or
	• Academic Career – Use the Lookup button \leq to select GRAD (graduate) or UGRD (undergraduate)



Step	Action
3.	Click the Add button.
	Result: The Add Application page (Biographical Details tab) displays.
	NEW
	Person Information
	Effective Date: 05/11/2011
	*Format Using: English Change Format
	Prefix:
	First Name: Middle Name:
	Last Name:
	Suffix: Birth Information Detail
	Date of Birth: Birth Information Camp Birth Location:
	Biographical History Birth Country:
	*Effective Date: 05/11/2011 Birth State:
	*Marital Status: Single - As of: OK Cancel Refresh
	*Gender: Unknown -
	National ID Customize Find First 1 of 1 Last *Country *National ID Type National ID Primary
	*Country *National ID Type National ID Primary USA Q Social Security Number Image: Country Co
	Add
	Contact Information
	Addresses Find View All First 1 of 1 Last Phone Fxt Country Preferred
	*Address Type: Permanent Home 👻
	Effective Date: 05/11/2011
	*Status: Active Email Country: USA Preferred
	Country: USA Type Email Address Preferred Address: Edit Address Image: Country in the second sec
	Add
	Visa/Permit Data Citizenship
	Edit Address
	Country: United States 🔶 Change Country
	Address 1: Address 2:
	Address 3:
	City: State: Q. Postat:
	OK Canot



Step	Action
4.	Complete the following on the <i>Biographical Details</i> tab:
	 Person Information: Effective date – Today's date (can be changed if needed) *Format Using – Defaults to English – DO NOT CHANGE Prefix – Select appropriate prefix or leave blank First Name – Enter first name as given Last Name – Enter last name as given Middle Name – Enter middle name as given Suffix – Select appropriate prefix as applicable Date of Birth – Enter as ddmmyyyy – CS will format OR use the Choose a Date button is to select from the calendar Birth Information link – Click to enter birth details such as City, Country Campus ID – NOT USED AT THIS TIME
	 <u>Biographical History:</u> *Effective Date – Today's date *Marital Status/ As of – NOT USED BY CIEP *Gender – Enter as given
	National ID: This is for SSN. NOT USED BY CIEP
	Contact Information: Addresses * *Address Type – Select as appropriate • Effective Date – Today's date • *Status – Active • Country – Select USA or change as appropriate if International • Address (Click Edit Address) • Address 1 – Street Address • City – Enter as given • State – Enter as given • Postal – Enter as given • County – DO NOT ENTER, the system will auto assign
	 <i>Phone</i> *Type – Select as appropriate *Phone – Enter as given without hyphens, CS will format Ext – If applicable Country – If applicable
	 <i>*Type</i> - Select as appropriate <i>*Email</i> Address – As given (ensure the address has "@" and "." <i>Visa/Permit</i> Data – Enter Visa status information – Entry Country (USA) & Type Citizenship – Enter Country of Citizenship



Step	Action
5.	Select the <i>Regional</i> tab. Complete the Ethnicity information on the Regional page:
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting NEW
	USA Ethnicity
	Person is Hispanic or Latino If Yes, Select Ethnic Group
	Customize Find]]] First 1 of 1 Last 'Regulatory Region 'Ethnic Group Description Ethnic Category Primary IPEDS Percentage USA Q Q Q Image: Category Image: Category
	Add History Find View All First I of 1]> Last
	*Effective Date: 05/11/2011 3 Military Status:
	Disabled Disabled Veteran VA Benefit
	 <u>Ethnicity</u> Person is Hispanic or Latino – Check if appropriate If Yes, Select Ethnic Group – Select ONLY if Hispanic/Latino box is checked. *Regulatory Region – USA *Ethnic Group – Select as appropriate Primary/IPEDS/Percentage – NOT USED AT THIS TIME History NOT USED AT THIS TIME
	History - NOT USED AT THIS TIME



Step	Action
6.	Complete the Program Data and Program Status information on the <i>Application</i>
	Program Data tab:
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting
	NEW
	Academic Institution: University of Northern Iowa Academic Career: Undergraduate Application Number: 00000000
	Academic Career: Undergraduate Application Number: 00000000 Program Data Find View All First I of 1 Last
	Program Number: 0 *Effective Date: 05/11/2011
	*Admit Term: Q Expected Graduation Term: Q 🎦 🖼
	*Academic Program: Q *Campus: Q
	Academic Load: Full-Time
	Program Status
	Status: Applicant Action Date: 05/11/2011
	*Program Action: APPL Q Application Action Reason: Q
	Career Number: 0 Evaluation
	Plan Data Find View All First 4 1 of 1 Last
	*Academic Plan: Q
	Sub-Plan Data Find View All First 🗹 1 of 1 🕨 Last
	*Sub-Plan:
	 Program Data *Admit Term – Select the appropriate term *Academic Program – Select NONUG (Nondegree-Undergraduate) Joint Program checkbox – NOT USED AT THIS TIME *Academic Load – Defaults to <i>Full Time</i>, change if applicable *Effective Date – Today's date Expected Graduation Term – NOT USED AT THIS TIME, will be autocalculated *Campus – Main Program Status Status – Determined by <i>Program Action</i>. *Program Action – Defaults to appropriate value (APPL – Application) Action Date – Today's date Action Reason – Not Required. Select the appropriate value, values are dynamic and change with each <i>Program Action</i> selected Evaluation link – NOT USED AT THIS TIME
	 Academic Plan – Enter CIEPUG for undergraduate students, and CIEPGR for graduate students



Step	Action
7.	Complete the Application Data information on the Application Data tab:
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting
	NEW Academic Institution: University of Northern Iowa
	Academic Career: Undergraduate Application Number: 00000000
	Application Data Application Center:
	*Application Date: 05/11/2011 Academic Level:
	*Created On: 05/11/2011 3 *Notification Plan: Regular -
	Prior Application Method:
	Additional Information
	Housing Interest:
	File Information Application Fee Information
	Complete: Date: Status: Calculate Application Fees Transaction Summary
	External Application Nbr: Fee Type: Standard Fee Type: Standard Display Errors / Warnings
	File Attachments Customize Find View All □ □ First I of 1 ■ Last
	Attachments Audit Attached File View Add Attachment
	Application Data
	*Application Center – Select CIEP
	*Application Date – Today's date
	*Created On – Today's date Prior Application checkbox – NOT USED AT THIS TIME
	*Admit Type – Select as appropriate
	Academic Level – NOT USED BY CIEP
	*Notification Plan – NOT USED CIEP
	Application Method – NOT USED CIEP
	Additional Information/File Information/Application Fee Information - NOT USED AT THIS TIME
	File Attachments – NOT USED AT THIS TIME



Step	Action
8.	Complete the School Information information on the <i>Application School/Recruiting</i> tab:
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting
	NEW Academic Institution: University of Northern Iowa Academic Career: Undergraduate Application Number: 00000000 Events School Information
	Last School Attended:
	School Type: Proprietorship: City: State: Country:
	Recruiting Information
	Region: Q Assign Region From
	From: Home Postal Code School Postal Code
	Primary Recruiter ID: Image: Constraint of the second se
	*Category: Group:
	Sub-Cat:
	Recruiters Find View All First 1 of 1 Last
	Recruiters Prompt *Recruiter ID Recruiter Type Primary: Image: Comparison of the second secon
	 Last School Attended – Select last school attended. This could be a high school or college. Graduation Date – If last school is a high school, enter graduation date. Enter as ddmmyyyy, CS will format
	<u>Recruiting Information/ Recruiting Categories/Recruiters</u> – NOT USED AT THIS TIME



 9. At the bottom of the page, select Education from the <i>Transfer To</i> drop-down field. Click the Go button. Transfer To: Education page (External Education tab) displays. Result: The Education page (External Education tab) displays. Store University of Notifien lows Education Transcript Date Bate Received Transcript Status Data Source Data Medium Transcript Date Date Received Transcript Type Transcript Status Data Source Data Medium External Org ID - The system populates this field from the initial add of the Last School Attended. Use the Add Row button to enter the colleges or universities listed on the application form.
Result: The Education page (External Education tab) displays. Returnal Cong (D) 000002 \undersity (Monthem lows) Find (Mew All all of the set in the se
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School Information Find View All First 1 of 2 Last [School Details School Information If of 2 Last Find View All First 1 of 2 Last School Details If of 1 and 1 view All First 1 of 1 view
 External Org ID: 60082 University Of Normen Iowa Checkinst Item Update Find Yow AF First Section Checkinst Item Update Find Yow AF First Section Fi
 School Details Find View All First @ Let # I and @ L
 External Org ID - The system populates this field from the initial add of the Last School Attended. Use the Add Row button to view the School Details button to view the School Details.
 Data Number: 1 Career: Undergrad Career Comments From Date: 2011 Comments From Date: 2011 Comments From Date: 101102011 Comments Comments
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<i>Note:</i> Click the Expand Section (Expand Section button to view the School Details) button to view the School Details.
Details.
Details.
Details.
Details.
School Details
School Characteristics
Location: Main School Type: HighSchool
Country: USA United States School District:
Address: 100 East Claiborne Dr
Decorah, IA 52101-1400 Transcript Translation Req
School Codes
ATP Code: 161125 FICE Code: ACT Code: 161125 IPEDS Code:



Step	Action
10.	Navigate to Residency. At the bottom of the page, select Residency Data from the
	Transfer To drop-down field. Click the Go button.
	Transfer To: Residency Data 🗣 Go
	IMPORTANT: Residency must be entered in order to term activate!
	<i>Result:</i> The Residency Official 1 tab displays. This is the only tab used at this time.
	Residency Official 1 Residency Official 2 Residency Appeal Residency Self-Report
	Luke Skywalker 0799508
	orbedve .
	Residency Data Find View All First M t of t E Last
	Academic Career: Undergraduate
	Institution: University of Northern Iowa
	Residency: Residency Date:
	Admissions: Admission Residency Exception: Fin Aid Federal Residency:
	Fin Aid State Residency:
	Tuition: Tuition Residency Exception:
	Save Q. Return to Search 🕞 Notify
	Complete the following information:
	• *Effective Term – Use the Look Up Q button to select the appropriate term
	• Residency – Select the appropriate value (Non-Resident, Resident, Not
	Determined). <i>Note:</i> The <i>Additional Residency Data</i> section populates based
	on the selection made in the Residency field.
	 Residency Date – Use the Choose a Date button to select the appropriate date or enter the date (format = ddmmyyyy) - CS will add date format.
	Note: There are specific procedures to follow in the event of an exception. For
	example, the student is a non-resident, however we want to charge "resident"
	tuition rates, as an exception, because of military service, spouse of faculty, etc.
11.	Click the Save button streen.
	<i>Result:</i> The application has been saved. The system has assigned an Application Number to the new application.