

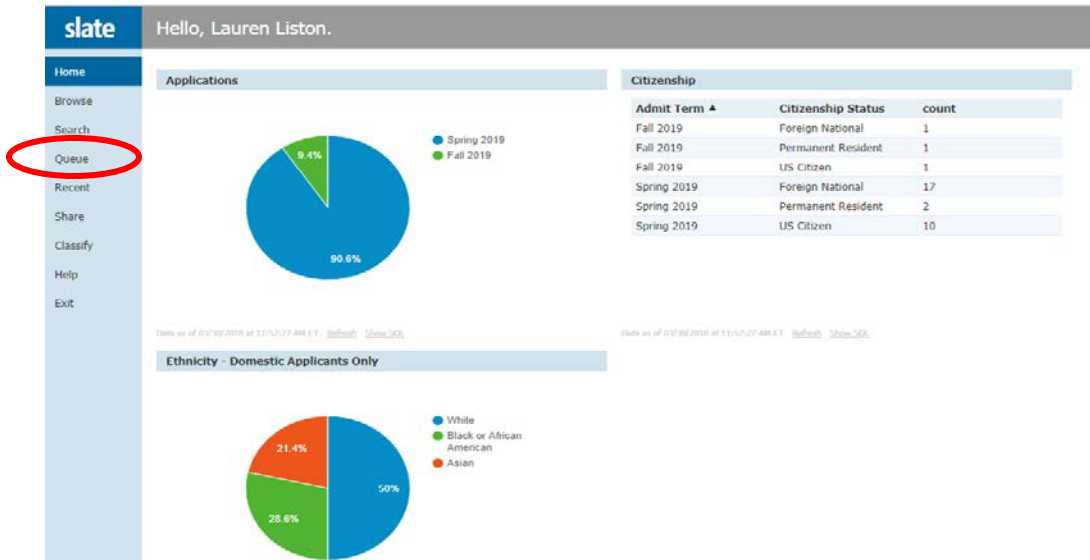
Access the Slate Reader by logging in with your unity ID and password at applygrad.ncsu.edu/reader

*You will receive a weekly notification email reminding that you have applications to review

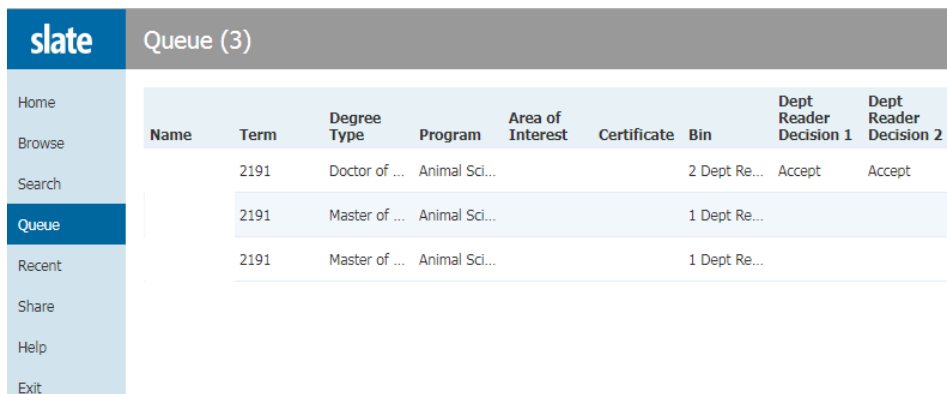
1. To review applications, click the “Departmental Reader” button. If you need to see an application for an admitted student, click the “Post Decision” button.



2. Click “Queue” on the left-hand navigation



3. Your queue contains applications that are assigned to you. Click anywhere on a row to open an application.



- The application dashboard will appear at the front of the application PDF. It shows the degree, area of interest, faculty advisor interest, education history, citizenship, test scores, etc. You can use your keyboard right arrow to scroll through all of the application questions.
- The bolded links on the left-hand menu allow you to jump to transcripts, personal statement, recommendations, etc.

1 Dept Review

NC STATE
The Graduate School

Groups/Tags:
 Admit Term:
 Date Submitted:
 Campus Safety Needed:

Degree:
 Program:
 Sub-Plan/Area of Interest:
 Faculty Advisor:

Applicant Information US Permanent Resident:
 Name: Citizenship:
 Email: Residency (self-reported):
 State ID: County (if NC):
 NCSU ID: Military:

Schools
 School 1: School 2:
 Rank: Rank:
 Location: Location:
 Degree Type: Degree Type:
 Date Awarded: Date Awarded:
 Major: Major:
 GPA: Scale: GPA: Scale:
 From: To: From: To:

Test Scores

GRE	Score	%	GMAT	Score	%	TOEFL	IELTS		
Q	<input type="text"/>	<input type="text"/>	T	<input type="text"/>	<input type="text"/>	T	<input type="text"/>	T	<input type="text"/>
V	<input type="text"/>	<input type="text"/>	V	<input type="text"/>	<input type="text"/>	L	<input type="text"/>	L	<input type="text"/>
W	<input type="text"/>	<input type="text"/>	Q	<input type="text"/>	<input type="text"/>	R	<input type="text"/>	R	<input type="text"/>
Subject:	<input type="text"/>		AWA	<input type="text"/>	<input type="text"/>	S	<input type="text"/>	S	<input type="text"/>
Score:	<input type="text"/>		IR	<input type="text"/>	<input type="text"/>	W	<input type="text"/>	W	<input type="text"/>
Exam Date:	<input type="text"/>			<input type="text"/>			<input type="text"/>		<input type="text"/>

- Click the Review Form button on the bottom right-hand side of the screen.



- Click the check box: Dept Reader Review Form to expand the full form:

NOTE: if you see the following message, you can ignore it. It simply means that other faculty reviewers have this application in their queue, but it will not prevent you from submitting your review.

Dept Reader Review Form

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

Current Bin
Dept Review

Send

Draft Saved

8. Enter your ratings and/or admission decision.

Dept Reader Review Form

Dept Reader Review Form

Please rank the applicant on the following characteristics:

Rating Scale:
5 - Outstanding
4 - Good
3 - Average
2 - Fair
1 - Poor

Academic Performance

Scholarly Activity and Writing Ability

Relevant Experience

Letters of Recommendation

Career Goals

Overall Fit for the Program

Total Rating

The ratings from these fields are averaged to produce the total rating.

Are you interested in serving as the advisor for this student

Yes
 No

Recommended Decision

Accept
 Deny

Recommend for Funding

No
 Yes, HAVE Funding to Offer
 Yes, NO Funding to Offer

Additional Comments

Send to Bin

Current Bin
1 Dept Review

Next Bin (required)

Next Reader (optional)

Click **Send** when you are finished and your decision will made available to your Director of Graduate Programs.