

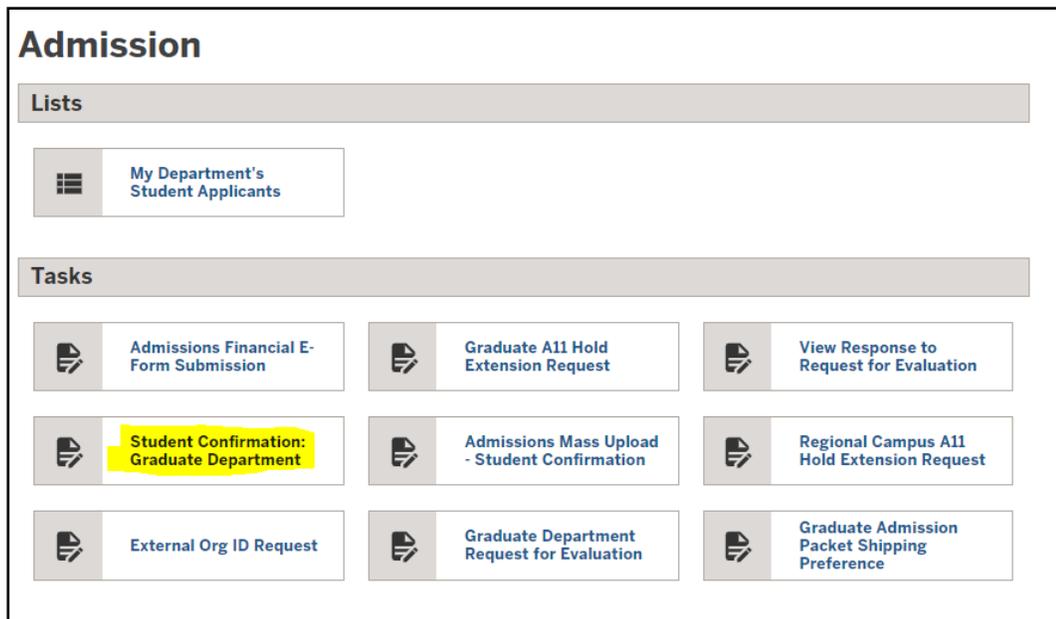
# Confirmation eform: Withdrawal

## Notes

The withdrawal eform can be used for either an admitted or not-admitted student's application.

## Steps to take in Atlas:

- 1.) Click, "Confirmation eform: Graduate Department"

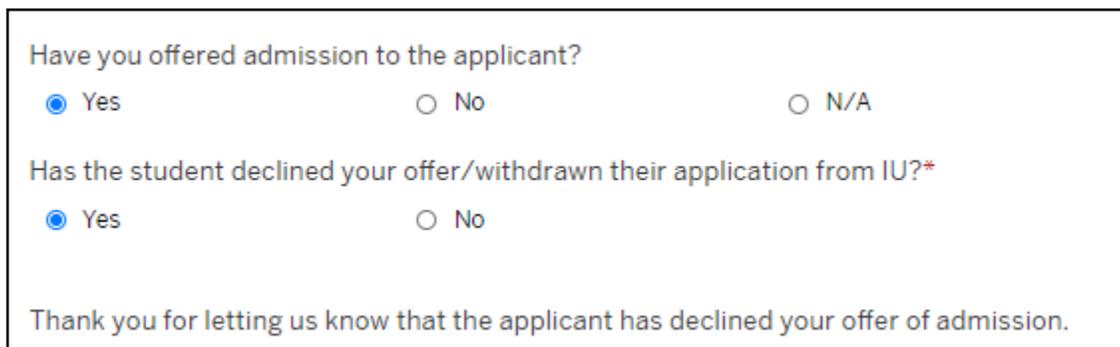


The screenshot shows the 'Admission' section of a web portal. Under the 'Lists' tab, there is a button for 'My Department's Student Applicants'. Under the 'Tasks' tab, there is a grid of task buttons. The button 'Student Confirmation: Graduate Department' is highlighted in yellow. Other tasks include 'Admissions Financial E-Form Submission', 'Graduate A11 Hold Extension Request', 'View Response to Request for Evaluation', 'Admissions Mass Upload - Student Confirmation', 'Regional Campus A11 Hold Extension Request', 'External Org ID Request', 'Graduate Department Request for Evaluation', and 'Graduate Admission Packet Shipping Preference'.

- 2.) Enter the student's UID in the UID box

- 3.) Select, "Notify of withdrawal of application" from the dropdown menu

- 4.) Answer the prompts that appear



The screenshot shows a survey form with two questions. The first question is 'Have you offered admission to the applicant?' with radio buttons for 'Yes' (selected), 'No', and 'N/A'. The second question is 'Has the student declined your offer/withdrawn their application from IU?\*' with radio buttons for 'Yes' (selected) and 'No'. Below the questions is a thank you message: 'Thank you for letting us know that the applicant has declined your offer of admission.'

- 5.) If applicable, enter comments/clarifications in the available box

- 6.) Click, "Submit"