Adding Applications Manually

Before entering an application, you need to do a Search/Match to determine if the applicant already has a person record in GUS. If the person is not in GUS, **Navigate to Add Application** to create a person record and an application.

If the person is already in the system, you do not want to create a duplicate person record. Go to Maintain Application to see if he has a current application. If the person does not have a current application, you create a new application by using their ID on the Application Entry page.

- Main Menu -> Student Admissions -> Application Entry -> Add Application

Favorites ▾ | Main Menu ▾ > Student Admissions ▾ > Application Entry ▾ > Add Application

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Application Entry

Add a New Value

| If you are adding an application to a person that already has a record in GUS, enter their ID in this field

Application Nbr: 00000000
ID: NEW
Academic Institution: UAMS1
Academic Career:

Graduate
Medicine
Undergraduate
Pharmacy
Physician Assistant

Select the Academic Career then click the Add Button Add

Biographical Details

Use these tabs to enter the majority of the information about the applicant

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Wor

| Biographical Details | Regional | Application Program Data | Application Data | Application School/Recruiting | ▶ |

NEW
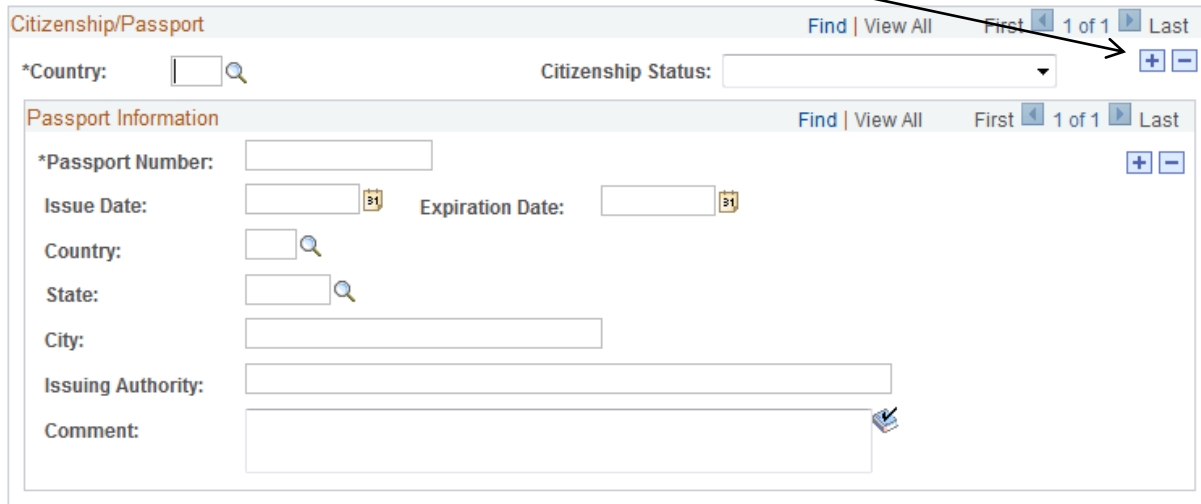
This is where the applicant's ID will show once you save the application

Person Information

Effective Date: 04/10/2015

*Format Using: English   Change Format

Prefix: ▼

First Name: [   ]   Middle Name: [   ]

Last Name: [   ]

Suffix: ▼

Date of Birth: [   ]   Birth Information   Campus ID: [   ]

Biographical History
Find | View All   First ◀ 1 of 1 ▶ Last   ➕ ➖

*Effective Date: 04/10/2015

*Marital Status: Unknown ▼   As of: [   ]

*Gender: Unknown ▼

National ID
Personalize | Find | 🗗 | 🏢   First ◀ 1 of 1 ▶ Last

*Country	*National ID Type	National ID	Primary	
USA 🔍	Social Security Number ▼	[ ]	☑	➖

[Add]

Contact Information

Addresses Find | View All   First ◀ 1 of 1 ▶ Last

*Address Type: Home ▼

Effective Date: 04/10/2015   ➕ ➖

*Status: Active ▼

Country: USA 🔍

Address: Edit Address

Phone

*Type	*Phone	Ext	Country	Preferred	
[ ]	[ ]	[ ]	[ ]	☐	➖

[Add]

Email

*Type	*Email Address	Preferred	
▼	[ ]	☐	➖

[Add]

Visa/Permit Data   Citizenship

💾 Save   🖅 Notify   ♻ Refresh   ➕ Add

Choose the **Address Type** and use the **Edit Address link** to enter their address. You can add additional addresses by clicking on the ➕ plus sign. You can also ➕ Add add more than one **Phone** and **Email** type. If there is more than one phone or email, you must designate one as **Preferred**.
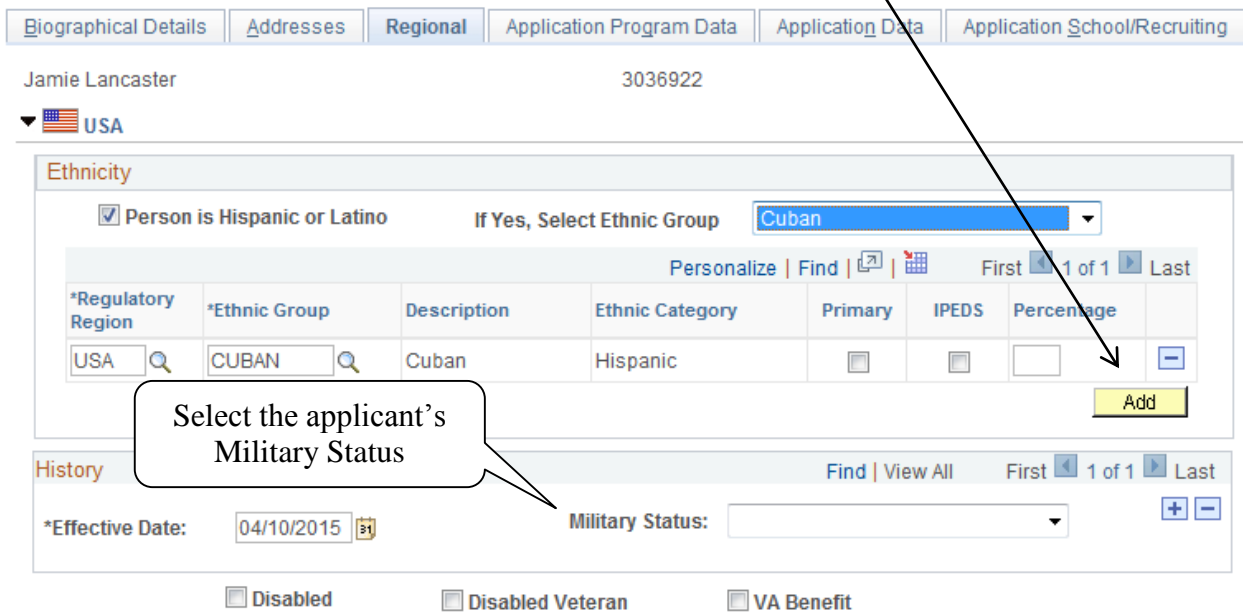
Don't overlook the **Citizenship.** If the applicant is an international student, select his country's citizenship, then add ➕ USA as the country and enter his citizenship status in the US.

Citizenship Detail

Citizenship/Passport	Find	View All	First ◀ 1 of 1 ▶ Last

*Country: [ ] 🔍   Citizenship Status: [_____ ▾]   ➕ ➖

Passport Information	Find	View All	First ◀ 1 of 1 ▶ Last

➕ ➖

*Passport Number: [_____]

Issue Date: [___] 📅   Expiration Date: [___] 📅

Country: [___] 🔍

State: [___] 🔍

City: [_____]

Issuing Authority: [_____]

Comment: [_____]

Regional

Select the applicant's ethnicity(s). If you select that the person is Hispanic or Latino and choose the ethnic group, GUS will create an ethnicity 'Row.' Click Add [Add] if he identifies as additional ethnicities.

Biographical Details	Addresses	Regional	Application Program Data	Application Data	Application School/Recruiting

Jamie Lancaster   3036922

▾ 🇺🇸 USA

Ethnicity

☑ Person is Hispanic or Latino   If Yes, Select Ethnic Group [Cuban ▾]

Personalize | Find | 🔲 | 🏢   First ◀ 1 of 1 ▶ Last

*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage	
USA 🔍	CUBAN 🔍	Cuban	Hispanic	☐	☐	[ ]	➖

[Add]

> Select the applicant's Military Status

History	Find	View All	First ◀ 1 of 1 ▶ Last

*Effective Date: [04/10/2015] 📅   Military Status: [_____ ▾]   ➕ ➖

☐ Disabled   ☐ Disabled Veteran   ☐ VA Benefit

Application Program Data

You must complete all fields with asterisks (*) on this page before you are able to save the application.

Only change the program action while in the Maintain Application Mode - Do Not Change the Program Action while in the Add Application Mode.

The Application has to 'progress' through the Program Actions.

Applicant Withdrawal	Matriculation	Program Change
Waitlist Offer	Deny	Plan Change
Waitlist	Intention to Matriculate	Admission Revocation
Administrative Withdrawal	Defer Enrollment	Admit
Reconsideration	Defer Decision	Conditional Admit
Readmit Application	Data Change	Application

Application Data

Application Center is required.

The screenshot shows a UAMS PeopleSoft application entry page with the following navigation and content:

Navigation: Favorites ▾ | Main Menu ▾ › Student Admissions ▾ › Application Entry ▾ › Add Application | Home

Tabs: Biographical Details | Regional | Application Program Data | **Application Data** | Application School/Recruiting ▶

NEW

Academic Institution: UAMS
Academic Career: Graduate
Application Number: 00000000

Application Data

*Application Center: [ ] 🔍   *Admit Type: [ ]
*Application Date: 04/12/2015   Academic Level: [ ]
*Created On: 04/12/2015   *Notification Plan: Regu...
☐ Prior Application   Application Method: [ ]
☐ Previous Attendance   From Date: [ ]
                          To Date: [ ]
☐ Graduated early?
☐ Not Currently Attending School
☐ Electronic Signature
☐ Criminal Conviction

Additional Information

Housing Interest: [▾]   ☐ Financial Aid Interest

File Information   **Application Fee Information**
Complete: ☐   Date: [ ]   Status: Calculate Application Fees
External Application Nbr: [ ]   Fee Type: Standard ▾   Transaction Summary
                                                      Display Errors / Warnings

▽ File Attachments   Personalize | Find
[Attachments] [Audit]
Attached File   View   Add Attachment
                       View   [Add Attachment]

Transfer To: Education ▾ [Go]

[Save] [Notify] [Refresh]   [Add]

Callout boxes:

- You cannot save the application until the Program Data tab is complete and the Application Center and Admit Type have been entered.

- The External Application Nbr is where any CAS application numbers will pull in from the CAS

- The File Attachments section is where you will upload any pertinent electronic documents

Application School/Recruiting

The screenshot shows a UAMS application entry page with the following elements:

Navigation: Favorites → Main Menu → Student Admissions → Application Entry → Add Application

Tabs: Biographical Details | Regional | Application Program Data | Application Data

Academic Institution: UAMS
Academic Career: Graduate

School Information
- Last School Attended:
- Graduation Date:
- School Type:
- City:
- Proprietorship:
- State:

Callout box (pointing to School Information): You can enter the Last School Attended, but it will only carry over to the Education Section **if you enter it before you Save the application**. If you enter the School information after you have Saved the application, the information will not be carried over to the Education section.

Recruiting Information
- Region:
- From:
- Primary Recruiter ID:

Assign Region From
- Home Postal Code
- School Postal Code

Recruiting Categories — Find | View All — First 1 of 1 Last
- *Category:
- Sub-Cat:
- Description:
- Group:

Recruiters — Find | View All — First 1 of 1 Last
- Recruiters Prompt | *Recruiter ID | Recruiter Type | Primary:
- Recruiters

Transfer To: Education [Go]

[Save] [Notify] [Refresh] [Add]

Application Details

At this time, UAMS will not be using the Additional Details tab.