

Unite Education Program v6.4

Job Aid: 5141

Promote a Deferred Application

A deferred application is an application that was reviewed, and a decision was made to admit the person. However, the person requested to postpone the enrollment date to a future term. In Unite, deferred applications should have an application status of **Admitted** and a substatus of **Deferred**. When you promote a deferred application, Unite updates the information on the original application and preserves all application documents.

To promote one or more deferred applications

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Click .
4. Specify the search criteria.

Note


To quickly find deferred applications, you can search for applications that have a status of **Admitted** and a substatus of **Deferred**.

5. Click .
6. Select the check box for each deferred application you want to promote.

Note

If you select more than one application, details for the promoted applications must be the same, to include: year, term, application type, degree, applicant type, and application status.

7. At the bottom of the grid, click .

8. Click  .
9. Specify details for the selected applications you want to promote.
10. Click  .