

Unite Education Program v9.0
Job Aid: 5630

Close an Application

At the end of the admissions cycle, it is common to close applications that are no longer in consideration. To close an application, the application must be in one of the following final statuses: Admitted, Denied, Withdraw during Review, Pending Matriculation, Matriculated, or Application Incomplete. If you want the option to archive a person record at the time you close an application, you must close the application from the person record. The steps to close an application differ depending on whether you want to close an application from the application record or close one or more applications from the *All Applications* grid.

To close an application from a person record

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Select the *Search Criteria* tab.
4. Click  to clear the previous search.
5. Specify the search criteria.
6. Click .
7. In the *Search Results* list, click the name of the person.

Note

You may need to sort, filter, or increase the items per page to see all records in the grid.

8. Click the person's name.
9. In the person record, select the open application tab.

Note

You cannot close an application unless it is in a final status: Admitted, Denied, Withdraw during Review, Pending Matriculation, Matriculated, or Application Incomplete.

10. Click **Close**.
11. When prompted to close the application, click **Yes**.

Note

If this is the only open application for the person, Unite prompts you to archive the person record. If you think you may be working with the person in the future, you may want to leave the record active.

12. Click **X** to close the person record.

To close an application from the *All Applications* grid

1. Open a browser and log on to Unite.
2. On the main menu, click APPLICATIONS.
3. Click the *All Applications* tab.

Note

The *All Applications* grid is the only grid in Unite where you can close applications.

4. On the grid, select the check box for each person for whom you want to close an application.

Note

You may need to sort, filter, or increase the items per page to find the people in the grid.

Note

If a person has more than one open application in Unite, be sure to select the check box next to the person name for the application you want to close.

Note

You cannot close an application unless it is in a final status: Admitted, Denied, Withdraw during Review, Pending Matriculation, Matriculated, or Application Incomplete.

5. Click  .
6. Click  .
7. When prompted to close the application, click  .

Related resources

- 5441 - Edit an Application Record
- 5468 - Archive a Person Record
- 3011 - About Stages, Statuses, and Substatuses