LSAC Unite
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Deleting an Application from a Person Record

It is possible to delete an application from a person record: something you may want to do if an applicant submits the wrong application (for example, the wrong type or for the wrong term) or an application is erroneously manually added to a person record. IMPORTANT: Deleting an application from a person record is permanent. Once an application is deleted, it cannot be recovered. The ability to delete applications is controlled by user roles and permissions. The default permission settings for the Super User, Primary User, and Operations roles allow deleting applications. You can adjust the roles to change access to this permission if necessary.

This resource includes the steps to delete an entire application from a person record. This is not the same as deleting application information from applications after they are closed for a cycle. To learn how to close applications and delete application data (without deleting the entire application), see the job aid entitled, "Closing Applications and Archiving People at the End of a Cycle."

Deleting an application

1. From the PEOPLE area, select the Search Criteria tab.
2. Search for the person whose application you want to delete, using either the person or application search fields.
3. Once the person is found, select their name to open the person record.
4. In the Application area of the person record, locate the application you want to delete.
5. Before the Application Summary fields, locate the Delete button and select it.

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View Reviews   Copy Close Delete

Applicant Type	Scholarship Type	Application Status
1st Time	-	Pending Verification
Type	LSAC Final Transcript	Application Sub-Status
Regular	No	-

6. When asked to confirm, select Yes. IMPORTANT: Deleting an application from a person record is permanent. Once an application is deleted, it cannot be recovered.

Confirm Delete

Are you sure you want to delete this application?

No   Yes

7. Note that it is not possible to delete entire applications in bulk. For each application you want to delete, you must do so one person at a time.