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LSAC Unite Essentials
Managing Applications Part II
Updated 5/10/2024

Exercise 2 - Verify an Incomplete Application - LLM

Task: Open an incomplete application, add a document, and verify the application is complete and ready for review

Scenario: When verifying the application for Elesha Bezbatchenko, you asked her to send her English proficiency score report. Now that you have the report, you want to move the application to review.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

Guided Practice

The training exercise has three parts. The first part walks you through how to find the application. The second part walks you through how to add an application document and update checklist items. The third part walks you through how to confirm the application status.

Part 1: Find the Application

1. Click **APPLICATIONS.**

2. Click the *Search Criteria* tab.

3. Select the tab **Incomplete**.

4. Click Clear and enter search criteria:

    a. Last Name: **Bezbatchenko**

    b. First Name: Your **Greek** letter

5. Click **Search**.

Part 2: Add an application document and update checklist items

1. Click person name: Bezbatchenko, [Greek]-Elesha.

2. Click **Add Document**.

3. Select **Document Type**: **English Proficiency Score**

4. Click **Choose File**.

5. Navigate to file location.

6. In the LLM Participant Toolkit, select TOEFL.pdf.

7. Click **Open**.

8. Click **Upload**.

9. Click **X** to close the *Add Document* window.

10. In the Verification Checklist, check the box for item: **TOEFL/IELTS**.

11. Notice check boxes for all required items are selected.

Part 3: Confirm the application status

1. Click **Continue**.

2. Confirm status: Status: *Ready for Review.*

3. Click **Submit**.