



EMORY

L A N E Y
GRADUATE
S C H O O L

How to Respond to an Offer of Admission

Follow the link in the email that informed you of the offer. It will take you to the page below. Click on “Review Your Activity.”

The screenshot shows the top navigation bar with the Emory University and Laney Graduate School logos. Below the navigation bar is a sidebar with links for Application Instructions, Admissions, Degree Programs, and Contact Help Desk. The main content area is titled "Application Menu" and includes sections for Getting Started (Create Your Account, Account Directions & Information), Apply Online (Online Graduate Application), and Manage Your Account (Review Your Activity, Change Your Password, Forgot Your Password?, Forgot Your Login?). A message from the university is also visible, providing contact information for accommodations.

You will be taken to a login page. Log in with the same user credentials you used submit your application. If you don't recall those credentials, you can use the links right below “Review Your Activity” to reset or recover them.

Your Activity page will contain links to the offer letter and to a decision form.

The screenshot shows the "Emory University - Laney Graduate School" activity page. It displays the user's activity for "Just Testing" (unilisso@emory.edu). A summary bar indicates 3 submitted forms and 1 unsubmitted form. The main content area shows a specific application for Admissions for Fall 2014, which has been submitted. Below this, there is a "Decision" section with two buttons: "View Your Decision Letter" and "Complete Your Decision Form". Red arrows point to these buttons with labels "Link to decision letter" and "Link to response form" respectively. There is also a link for "Online Letters of Recommendation".

The offer letter is a pdf document you can print and save.

The decision form is a web form where you can indicate your decision, and (if applicable) complete a brief survey.

Emory University - Laney Graduate School

Submit Decision Form

Please complete the following form. When you are finished, click the 'Submit' button.

Admitted Applicant Reply

Please **reply to the offer** of admission by selecting the appropriate answer(s) below, and entering your name and the date.

If you are **declining our offer** of admission, please take a moment to tell us about your decision by answering the questions to the right. Your answers will help us better understand how to improve our recruitment efforts.

When you are all done, click Save and Close at the bottom. Once you click Save and Close, you cannot change your information. If you are not yet ready to decide, click Cancel and come back later.

Offer

Applicant Decision: <input type="text"/>	Health Insurance Decision: <input type="text"/>
Today's Date: <input type="text"/>	

Questions for applicants who decline

If you are attending another university, please tell us which one:

Program: <input type="text"/>	Financial Support: salary/stipend: <input type="text"/>
Years: <input type="text"/>	Over months: <input type="text"/>

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