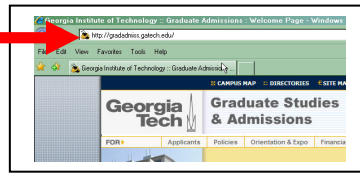
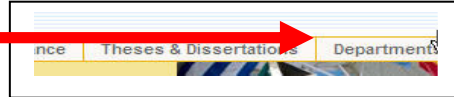


## VIEWING DOCUMENTS ASSOCIATED WITH AN APPLICANT

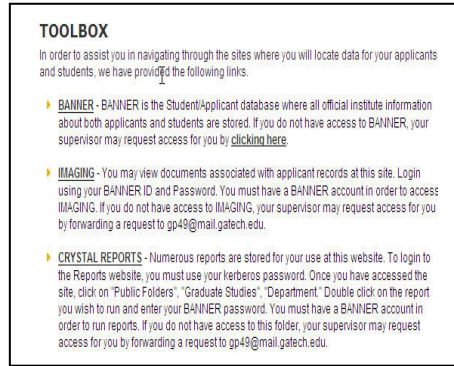
1. Open your WEB browser
2. Go to <http://gradadmiss.gatech.edu/>



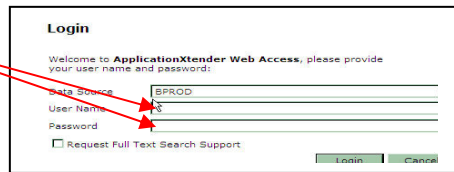
3. Click on the "Department" tab



4. Scroll down to "Toolbox" and click on "Imaging"



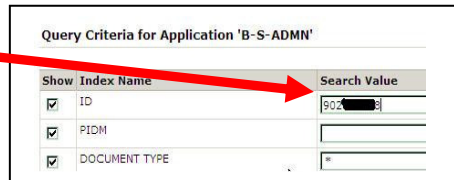
5. Enter your user id and BANNER password



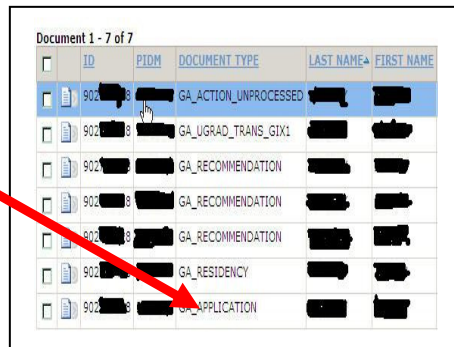
6. Place your cursor over B-S-ADMIN and double click to enter a query



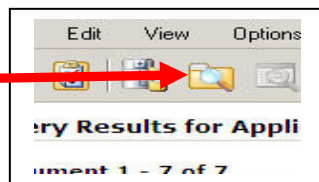
7. Enter the GTID from the list provided by the program office



8. You will see the list of available documents. To view a document, place your cursor over the name of the document and double click. It will open in a new window on your screen. You may resize it, scroll through it, etc. Close the document window or minimize it to open another document from the list.



9. To open the documents for the NEXT applicant On your list, you will use the QUERY icon located just above the list of documents. You will be taken to the screen in step 7 above where you will enter the next GTID.



**REPEAT STEPS 7, 8, AND 9 UNTIL ALL APPLICANTS HAVE BEEN REVIEWED**  
SEE NEXT PAGE FOR ADDITIONAL INFORMATION

10. What information is contained on the various documents?

#### **PRIMARY DOCUMENT TYPES NEEDING REVIEW**

**GA\_ACTION\_UNPROCESSED** = Contains all information from the evaluation of credentials completed by Graduate Admissions. Shows the term, level and program to which this applicant is eligible for admission. Shows the calculated GPA for all schools attended by this applicant. Shows all GRE/TOEFL/GMAT scores for this applicant if they have been provided. This is the document used to indicate the departments final decision regarding admission. Until this document is found in the imaged file, the applicant is not eligible for admission to Georgia Tech.

GA\_APPLICATION = The Georgia Tech Graduate Application – contains all information about the applicant including person information, academic history, etc.

GA\_RESIDENCY = The Georgia Residency Form – used by Graduate Admissions to determine if a person is eligible for instate or out of state tuition (i.e., legal Georgia Resident).

GA\_UGRAD\_TRANS\_GIX1 = Undergraduate Bachelor's Transcript – The transcript supporting the awarding of a Bachelor's Degree.

GA\_RECOMMENDATION = Recommendation Letter – Generally, there will be three supporting recommendation letters.

#### **OTHER DOCUMENT TYPES**

Depending of the circumstances, you may see additional document types in the list as follows:

GA\_UGRAD\_TRANS\_OTHER – not Bachelor's transcript, but transcript from another school attended at the undergraduate level

GA\_GRAD\_TRANS – transcript for a graduate program attended previously

GA\_UGRAD\_DEGREE or GA\_GRAD-DEGREE – indicates that this person received a degree (either undergrad or grad) from an international institution and has provided a specific "degree document" for this degree

GA\_TEST – unofficial copy of GRE/GMAT/TOEFL score report

GA\_FINANCIAL – documents provided by international applicants showing they have funding for one academic year

GA\_ACCEPT\_DEPT or GA\_DENY\_DEPT – letter showing department's decision as communicated to the applicant

GA\_ACCEPT\_GIT – Letter sent to applicant indicating acceptance to Georgia Institute of Technology – Note: Applicants must be admissible both to the institute and to the department in order to be fully accepted.