REVIEWERS’ GUIDE for
PACKABROAD APPLICATION SYSTEM

The following is a step by step guide to facilitate your online review of student applications. If you have any questions please do not hesitate to contact the main office at 919-515-2087.

**Step 1 – Log In**

The log in link is located on the red menu on the far right side of our homepage, http://studyabroad.ncsu.edu.

Select “Login/Register” on the black menu bar or “NC State Login” in the center of the page; both will redirect to the Shibboleth secure login page.

Enter your Unity ID and password.

If you do not have a Unity ID, use the non-NC State login.
You will automatically be directed to your home page within our system. Click the **home icon** on the black bar and then click the “reviewer” link to access your program’s applications.

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**Step 2 – Reviewer Home Page**

The reviewer home page will list the name of the program(s) that you have access to review, and the students who have applied to the program(s).

Use the **Filter Options** to select the current year’s applicants only.

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You will then see a list of your applicants, indicating if they are ready for review and their current status (pending, accepted, committed).
Step 3 – Reviewing Applications

You may view complete applications marked “ready for review”. (Incomplete applications are inaccessible from this view; however you may access incomplete applications via the Applicants Tab – see below)

On this screen you will be able to review the student’s SIS information, including gender, DOB, GPA, major and minor, and more.

You may review the entire application from this view, including short answer questions, essays, course interests, and recommendations.

You will also submit your review of the applicant from this page. All comments are not made viewable to the student but will be viewable to the Study Abroad Office staff and anyone else with reviewer access to your program.

After you select accept, reject, or waitlist, check the “Mark as completed” box, and then click the “Submit” button to finalize your review. Your recommendation will not be submitted to the SAO until you check the ‘Mark as Completed’ box.

Please notify your contact in the Study Abroad Office when you have completed your reviews. The SAO will then enter the official ‘Accepted’, ‘Not Accepted’, or ‘Waitlisted’ decision based on the reviewer’s recommendation.

NOTE: After a student has been accepted, s/he will have two weeks to Commit to the program. To withdraw after committing, students must submit a request in writing to the SAO.
Other Features

Progress Audits

You may also run a Progress Audit from the Reviewer Home page.

Select “Pre-Decision” from the drop-down menu.

Select “Check Everything” and select “Next” to see the report.

- see at a glance which application components have been completed by which applicants
- access each application by clicking on the student’s name
- see their current application status
- send emails to those you mark, and export the list for further sorting
- export the applications to Excel for further sorting
Accessing Applications via Applicants Tab

From the Reviewer Home page you may search for applicants via the Applicants Tab.

Search your applicants

Search by program name or term to get a list of your applicants.

Sending Emails to the Applicant Group

You may email all of your applicants at one time by selecting “Send Email” from the Options drop down menu.

The email function allows you to send emails via the application system, thus a history of messages to applicants in maintained. Alternatively, you may also click “view copiable address list” to select all applicant’s emails and paste into a separate email account.

Batch Processing : Email

Email Recipients (82 Total)

(click arrow to show recipients)
(view copiable address list - includes ALL addresses)
View Individual Applicants (Even Incomplete Apps!)

To visit a student’s application overview, perform a search. Once you see the search results, click on the program link that appears next to the student’s name.

From the student’s application overview, you can access students’ responses to online questionnaires (Questionnaires tab), review which materials and signature documents have been submitted (Materials tab), view student demographic information (Applicant Info tab), view transcripts and other materials uploaded to the application (Documents tab), send email (Email tab), and view Recommendations if required for your program (Recommendations tab).

Reviews must be submitted from the Reviewer home page. Once a student has been marked ready for review, you can review a student’s application by clicking on their name. Please refer to steps 2 and 3 above to help navigate your reviewer homepage.

Please contact the Study Abroad Office with any questions about the PackAbroad application system!