Instructions for Nominating a Graduate Council Fellowship (GCF) Candidate within Apply Yourself (AY)

1. From the MAIN MENU, select “Select a System,” then Application System, then Application for Admission.

2. From the APPLICATION MENU, Search for Applicants (using various search criteria).

3. From an individual, opened application, use the navigation box on the right and click on “Application for Admission to Graduate Studies.” From the options, select Nomination.

4. You will then see a Nomination selection box. Check “Graduate Council Fellowship Nominee”. Your screen should appear as below.
5. You will then see a message indicating that your actions have triggered “business rules”. Click “OK.”. This action will add the applicant to the GCF nominee roster and collect all pertinent information from his application.

** Since all applications are in Apply Yourself, the Graduate School will directly access the student’s application and letters of recommendation.

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