Unite Education Program v6.4
Job Aid: 5201

Verify an Application Using a Checklist

If your school added a verification checklist for a Flex app, you can use the *Application Verification* page to review an application and document progress as you work with people to ensure everything is in place for a formal review.

To verify an application using a checklist

1. Open a browser and log on to Unite.

2. On the main menu, click APPLICATIONS.

3. Verify that you are on the *Pending Verification* tab.

4. In the grid, click the person name for the application you want to verify.

   > **Note**
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   > You may need to sort, filter, or increase the items per page to see all the records in the grid.

5. On the *Application Verification* page, review the application details.

   > **Note**
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   > You can open and review each application document in a pop-up window. Click a specific document type to open just one document, or click **Open Documents** to open all documents in different pop-up windows at one time.

   > **Note**
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   > As you review application details, you can add general notes for yourself and other Unite users to consider.

6. In the *Application Verification Checklist* grid, select the check box for each item you verify.

   > **Note**
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   > Checklist items may include various documents and signatures, and can vary depending on the term, year, and application type.

   > **Note**
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   > Be sure to leave the check boxes blank for any items that are incorrect or missing information.

7. Click **Continue** .

   > **Note**
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   > You may need to wait until Unite performs an auto-save in order to continue.

8. If the status for the application should change as a result of your verification, select a new application status.

   > **Note**
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   > Once all required items on the checklist are selected, Unite prompts you to change the application status from **Pending Verification** to **Ready for Review**.

9. From the **Sub-Status (Optional)** list box, select substatuses if applicable.

10. Click **Submit** to save your work and return to the *Pending Verification* tab.