LSAC Unite™

Unite Education Program v6.1
Job Aid: 5583

Export a List of Generic Application Fee Waivers

If you want to distribute generic application fee waivers at a recruiting event or other function, you can export a list of the fee waiver codes to a .PDF or an .XLSX file. When you distribute the codes, it is recommended that you document and track the name of each person who receives one. This ensures that each person gets only one code. Generic application fee waivers are not associated with a particular person, so careful distribution is important.

To export a list of generic application fee waivers

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the **Waivers/Coupons** tab.

4. Verify you are on the *Application Fee Waivers* grid.

5. If you want to include specific application fee waiver codes in your export list, select the check box for each fee waiver code you want to include. Otherwise, skip this step.

   Note

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

6. On the grid toolbar, click to export the list of selected fee waivers to an .XLSX file, or click to export the list to a .PDF file.

7. Open and save the export file.

Note

The steps to open and save an export file may vary depending on your browser settings.