THE **LONDON SCHOOL**
OF **ECONOMICS** AND
POLITICAL SCIENCE ■

Graduate Application Tracker – User Guide

All applicants have access to our Graduate Application Tracker via LSE for You. Using the tracker is the fastest way of getting access to information about the status of your application. This guide will explain how you should make use of your LSE for You account as a Graduate applicant.

Contents

1.0 Applicant

1.1 Accessing the Graduate Application tracker

- Once you have activated your LSE for You account, it can be accessed here: https://lfy.lse.ac.uk/portal/p/m11-007_Graduate+Application+Tracker
- Login using the username and password you have just created.

Prospective Student

Graduate Application Tracker

Useful Links for Graduate Applicants   [+]

Current Application Status - [1st ▼] Preference

Course	MSc in
Academic Year of Entry	2013/4
Month of Entry	Septem
Mode of Study	Full-tim
Fee Status	EU Nati
Status of Application	Your ap 'docume program the ord working updated
	If you v Financia assistan
Financial Support	School Scheme We will want to

1.2 Reviewing the status of your application
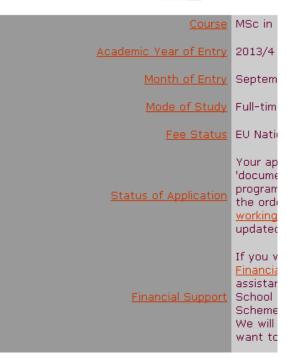Key information to review:
- Review your personal details, and scroll down to review your 'Current Application Status'.
- Use the drop-down option to view either your 1st or 2nd preference.
- View your 'Fee Status'
- Check the 'Status of your Application'. This will show whether your application has been sent to the Department, and the decision when returned.
- View the Status of your 'LSE Financial Support' application. Should you be eligible and wish to be considered, follow the 'LSE Graduate Support Application' link.
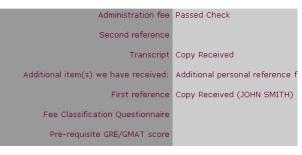
1.3 Checking the documentation we have received

Review the documentation we have received from you, and whether there are any items outstanding.

- The left-hand, dark grey section lists the document/requirement, such as 'First reference' or 'Transcript'.
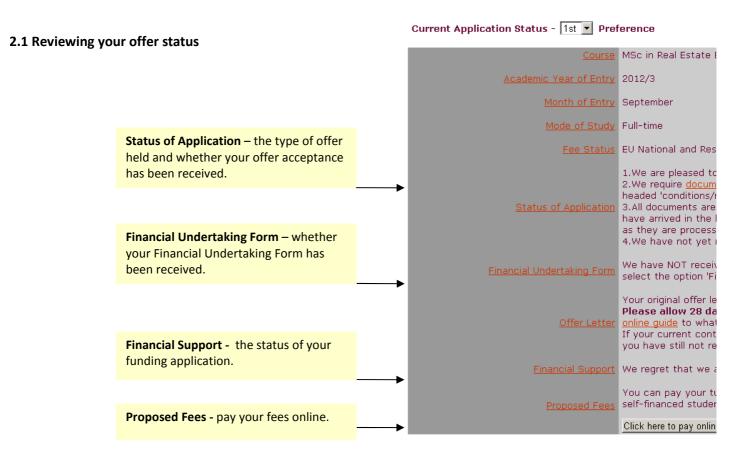- The right-hand, light grey section displays the status of the item.

Passed Check	We have received an original or certified copy of this document.
Copy Received	We have received a copy of this document. Your application can be considered, but if an offer is made we will require an original or certified copy to be sent.
Blank / No text	This item has not been received/processed and is still outstanding. **You will need to provide this document before your application can be considered.** If you have not already submitted this document, you can use a relevant How do I...? form to provide the document.

If you think we should have received a document from you, you can contact us to query the document. First, however, please check our current processing times.

2.0 Offer Holder

2.1 Reviewing your offer status

Status of Application – the type of offer held and whether your offer acceptance has been received.

Financial Undertaking Form – whether your Financial Undertaking Form has been received.

Financial Support - the status of your funding application.

Proposed Fees - pay your fees online.

2.2 Reviewing outstanding conditions and/or requirements

Conditions and documentary requirements are displayed as two separate sections. You will need to satisfy all before you can register. Once a document has been received, or a condition met, the item will disappear from your tracker.

Conditions of Offer or Notes latest processing times

| Degree with a minimum GPA of 3.5 | You are required to obtain your deg |
| English Test (Standard Score) | You are required to pass the British in each section) or 100 overall in th writing, 18 in reading and 20 in spea |

Other Documents Required

Transcript	We require an original or certified co
First reference	(JOHN SMITH) We require an origina
Pre-requisite GRE/GMAT score	
Personal statement	
CV / Resume	

2.3 Forms you will need to complete

Before you are able to register on to your programme, you will need to complete both the **Offer Reply Form** and **Financial Undertaking Forms**, located on the left-hand menu underneath the link to your tracker.

Prospective Student

- Graduate Application Tracker
- Financial Undertaking Form
- Offer Reply Form
- Useful Links for Graduate Applicant Offer Holders [+]
- Useful Links for Graduate Applicants [+]

3.0 Troubleshooting

Q. I cannot find the acknowledgment email from LSE so cannot log on to the system. What can I do?
- Check your junk mail file for emails from Graduate.Admissions-Do.Not.Reply.To.This.Address@lse.ac.uk . Ensure this email address is placed on your safe list. If you have deleted the email by mistake please contact us and we will resend it.

Q. The link (URL) you sent me to activate my account does not work. What can I do?
- Try re-copying and pasting the entire link (URL) into the address bar in your internet browser.
- The unique activation URL will expire. The expiry date is listed in your acknowledgement email. If today's date is beyond the expiry date, then you should have been sent another email containing a new URL. Please check your inbox (including your junk/spam folder).
- If you cannot find the new email and replacement URL please complete this form to request a new URL.

Q. I applied yesterday when will I get access to the online application tracker?
- We aim to process applications within 10 working days. Check our current processing times to find out

which date we are processing applications from. If you submitted your application over 10 working days prior to the date that appears here, you should contact us for further advice.

Q. I have already activated my account but cannot get in now. What shall I do?
-   Once you have activated your account the original unique URL will not work. Instead use the username and password you just created and access your account via https://lfy.lse.ac.uk/portal/p/m11-007_Graduate+Application+Tracker

Q. I need to change my username and or password. How do I do this?
- In LSE for You**,** under the 'Everyone' option on the left menu, click on the 'Account Management' link. Then select 'Change Username' or 'Change Password' as appropriate

Q. I need to change my address. How do I do this?
- In LSE for You**,** under the 'Everyone' option on the left menu, click on the 'Addresses' link. Then select either 'Contact Address' or 'Permanent Address'.