

## 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.

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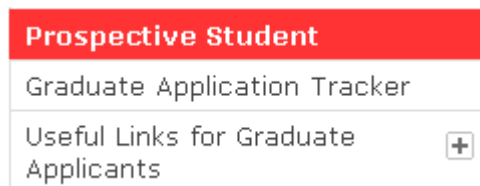
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### 1.0 Applicant

#### 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](https://lfy.lse.ac.uk/portal/p/m11-007_Graduate+Application+Tracker)
- Login using the username and password you have just created.

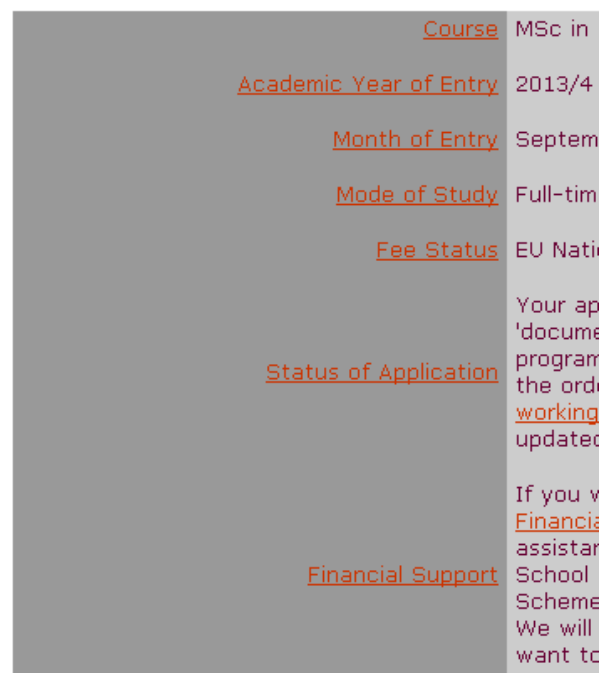


#### 1.2 Reviewing the status of your application

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 1<sup>st</sup> or 2<sup>nd</sup> 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.

Current Application Status -  Preference



### 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.

Documentation [latest processing times](#)

Administration fee	Passed Check
Second reference	
Transcript	Copy Received
Additional item(s) we have received:	Additional personal reference f
First reference	Copy Received (JOHN SMITH)
Fee Classification Questionnaire	
Pre-requisite GRE/GMAT score	

<b>Passed Check</b>	We have received an original or certified copy of this document.
<b>Copy Received</b>	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.
<b>Blank / No text</b>	This item has not been received/processed and is still outstanding. <b>You will need to provide this document before your application can be considered.</b> If you have not already submitted this document, you can use a relevant <a href="#">How do I...?</a> 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

Current Application Status -  Preference

<b>Status of Application</b> – the type of offer held and whether your offer acceptance has been received.	<a href="#">Status of Application</a>	1. We are pleased to 2. We require <a href="#">docum</a> headed 'conditions/t 3. All documents are 4. We have not yet i
<b>Financial Undertaking Form</b> – whether your Financial Undertaking Form has been received.	<a href="#">Financial Undertaking Form</a>	We have NOT receiv select the option 'Fi
<b>Financial Support</b> - the status of your funding application.	<a href="#">Offer Letter</a>	Your original offer le <b>Please allow 28 da</b> <a href="#">online guide</a> to what If your current cont you have still not re
<b>Proposed Fees</b> - pay your fees online.	<a href="#">Financial Support</a>	We regret that we a
	<a href="#">Proposed Fees</a>	You can pay your tu self-financed studer
		<a href="#">Click here to pay onlin</a>

## 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.

## 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.

### 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 spee

### Other Documents Required

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

### Prospective Student

Graduate Application Tracker	
Financial Undertaking Form	
Offer Reply Form	
Useful Links for Graduate Applicant Offer Holders	<a href="#">+</a>
Useful Links for Graduate Applicants	<a href="#">+</a>

## 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](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'.