

STATUS/ATTRIBUTE	WHAT DOES IT MEAN?	OPTIONS FOR A CHANGE OF STATUS
in process	the student works with the application the application is not considered filled at this stage	the next step is usually closing, i.e. filling out the application
closed	the application was filled in the electronic form and now, it has to be filled in the printed form with annexes	can be cancelled in case it was closed too early, you can ask the faculty IRO for a change of status to "in process" until the collection of applications is finished
cancelled	the application has gone through the final check at the faculty IRO , and the study results and awarded points have been updated the number of points for circumstances in the application is final now; this	in case it was cancelled by mistake, you can ask the faculty IRO for a change of status to "in process" until the collection of

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	status is usually reached shortly before the language exam only a completed application shall be further dealt with within the SP	applications is finished	
completeness	no	the application has not been subject to the final check at the <u>faculty IRO</u> ; in particular, the study results have not been updated	as soon as the study average is updated and all annexes are checked, the completeness shall be set to “yes”
yes	the application has gone through the final check at the <u>faculty IRO</u> , and the study results and awarded points have been updated the number of points for circumstances in the application is final now; this status is usually reached	points the student gets by passing the language exam shall be added to the application	

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	<p>shortly before the language exam only a completed application shall be further dealt with within the SP</p>	
<p>failed to appear</p>	<p>indicates the application where the applicant did not attend the test or interview (as part of the language exam) such application shall be excluded from further process</p>	