| STATUS/ATTRIBUTE | WHAT DOES IT MEAN? | OPTIONS FOR A CHANGE OF STATUS |
|---|---|---|
| **In process** | the student works with the application<br><br>the application is not considered filled at this stage | the next step is usually closing, i.e. filling the application |
| **Closed** | the application was filled in the electronic form | can be cancelled<br><br>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 shall not be included into the SP but it shall be kept in the systém<br><br>it is not possible to file a new application instead of the cancelled one within the same SP | 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 applications is finished |
| **Completness/NO** | the application has not been subject to the final check at the faculty IRO; 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” |

| STATUS/ATTRIBUTE | WHAT DOES IT MEAN? | OPTIONS FOR A CHANGE OF STATUS |
|---|---|---|
| **Completness/YES** | the application has gone through the final check at the faculty IRO, the study results and awarded points have been updated<br><br>the number of points for circumstances in the application is final now; this status is usually reached shortly before the language exam<br><br>only a completed application shall be further dealt with within the SP | points the student gets by passing the language exam shall be added to the application |
| **Failed to appear** | indicates the application where the applicant did not attend the test or interview (as part of the language exam)<br><br>such application shall be excluded from further process | |