



SHARING AN APPLICATION IN EASY

Your incoming application has now been nominated by the home institution and moved to the **Nominated** category under **Offers and replies**. The next step would be to share the application with the reviewers. This is easily done using the Share function.

1. Find the applicant
2. Click on the **View** button to open the application
3. Click on **Share** (the last link on the left menu)

Now you can choose between two options: sharing the application via email in EASY or generating a sharable link.

SHARE VIA EMAIL

1. Insert the email address of the person you want to share the application with
2. Edit the text in the message body

As you see, the message body already includes a short template. It would be good to add comments to the existing template to explain about the application and what the reviewer is expected to do. You can also give a deadline to inform of the decision.

Note that you can select whether the invitation will be sent from your own or from EASY email address. Use your own email for further communication with the reviewers!

3. Click on **Send an invitation**

GENERATE A SHARABLE LINK

You can also generate a link of the application that you can copy-paste to an email and send out from your mailbox.

1. Click on **get a shareable link** next to the email box.
The link will be generated automatically in the same window.
2. Click on **Copy the link to clipboard**. You can now copy-paste the link in an email and send it to the chosen recipients.

With both options the recipient will receive a direct link to the application and have full access to all filled out info, attached documents and the portfolio.

You can always access the list of shares and links of each application from the Share function. By default the share will expire in 3 months but you can customize the expiry of the links if

necessary. To do that, click the small arrow next to the expiry date. You can also revoke access at any time.

Keep in mind that when you delete the link in the Share view, the link in the shared email will no longer work!

CHANGE THE APPLICATION STATUS

You should now also change the status of the application under **Offers and Replies** to inform the student of the application progress.

Select the application, click on the coloured button with the current offer status (“Nominated”) and tick the option **Sent to committee** in the menu on the left. You will see a short template text in the message body. Edit or complement the text as necessary.

Note that you can also cc the student’s home institution coordinator, yourself or any other recipient you find necessary. For that, click **Cc-s** on top of the message body and tick the emails of people who should be copied on the message. The home institution coordinator – named Home Institution – should be already on the list and you can add email addresses below.

When you click **Confirm and send out**, an email will automatically be sent to the student – and to the home institution coordinator if selected.

You can also save the new application status by clicking on **Save**. Keep in mind that when you only click “Save”, the offer will not be sent out to the student. If the offer has been saved but not sent out there will be a clock icon next to the offer status.

The application will be automatically moved to the new status category under Offers and replies.

INFORM OF THE ACADEMIC DECISION

After the academic evaluation the reviewers will give feedback (e.g. by replying to the share email) informing about the positive or negative decision.

Make sure to again change the status of the application accordingly! Select **Accepted**, **Rejected** or **Waitlisted** under **Offers and Replies** and edit the prewritten template as needed. It would be good to add some extra comments for the applicant, explaining the reasons behind the offer decision.

Keep in mind that you should always cc the home institution coordinator and don’t forget to click **Confirm and send out**!