**Reviewing Student Applications**

**Reviewer Overview**

When students apply via our online [application](https://www.bottomline.org/content/student-application), the application reviewer is the first person who sees their information come through. The reviewer's job is to assess the initial eligibility of each applicant and sort them into two categories - students who are definitely not eligible and students who may be eligible for the program. The reviewer then assigns each eligible student to an Intake Advisor who will be responsible for helping the student complete the rest of the application requirements.​​​​​​​

**Questions? Feedback? Bring them to the Student Recruitment Teams Channel!**

**Application At-A-Glance**

Reviewers are assessing the following:

* High School
* Zip Code
* GPA
* Family Income
* Parent Degree(s)
* Citizenship Status
* Partner Program Involvement
* College Attending (Success Only)

*Note: An additional step reviewers will take is to confirm that the correct high school is listed in the "High School" box. Salesforce may make a guess based on what the student entered, but this needs to be confirmed or keyed in by the reviewer.*

**Reviewing & Making Edits to a Student's Application**

If you need to review or edit any information that does not appear on the reviewer screen, click on the student's name. This will bring you to the Form Assembly form the student completed. You can review their application, make any changes as needed and click "Submit" at the bottom of the screen.

**Screening Applications**

This guide will help you determine which students should be marked as "Not Eligible" vs. "Under Review." For more context and region-specific information, click the button below.

[**Full Eligibility Info Here**](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Student-Eligibility-Criteria.aspx)

**Under Review**

Mark a student as "Under Review" if all of the following is true:

* Zip Code in service area
* GPA = 2.3+ (75+ in NYC)
* Income over cap? = No, Not Sure
* Citizenship Status = US Citizen, Permanent Resident, Refugee/Asylee, or other [eligible status by region](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Student-Eligibility-Criteria.aspx)
* High School and Partner Program are not a cause for concern ([see regional list](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Student-Eligibility-Criteria.aspx))

**Not Eligible**

*First, check the partner program list and note if the student belongs to a partner program where we often make eligibility exceptions. If so, follow the protocol laid out in the partner's MOU.*

Otherwise, mark a student as "Not Eligible" if any of the following is true:

* Zip code is outside service area
* GPA is less than 2.3 (75 in NY)
* Income over cap? = Yes
  + Double check that the family size and benefits questions support the assumption that this student is not income eligible
* Citizenship Status = A status that is not supported by your region ([see regional list](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Student-Eligibility-Criteria.aspx))
* High School or Partner Program is one that we do not work with​​​​​​​ ([see regional list](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Student-Eligibility-Criteria.aspx))

When students are marked as "**Under Review**," they will get the following e-mail from the recruitment e-mail address for your region:

​​​​​​​*Thanks for your interest in Bottom Line.  We are excited that you are interested in joining our program!  Based on your initial application, you have been selected as a finalist for Bottom Line.*

***Now What?***

*In order to complete your application, please do the following:*

* *Click this link to get started (LINK)*
  + *​​​​​​​Note: this link will expire in****7 days!***
* *Create a password (Your username is \_\_\_\_\_\_\_\_\_\_\_\_)*
* *Begin working on the finalist form!*
  + *You can save and return at any time*
  + *You will be asked to collect and upload some documents to confirm your eligibility for Bottom Line*

*Bottom Line fills each class on a first-come, first-serve basis, so we recommend completing this next step as soon as possible.  
​​​​​​​*

*Let me know if you have any questions!*

*Bottom Line*

When students are marked as "**Not Eligible**," they will get the following e-mail (about an hour later) from the recruitment e-mail address for your region:

*Thank you for your interest in Bottom Line.*

*We have reviewed your application, and based on the information you submitted, you do not appear to be eligible for our program.*

*If you believe there has been a mistake, please let me know so we can re-evaluate your application.*

*We’re sorry that we are unable to work with you this year; however, see below for other organizations in your city that provide college counseling:*

[https://www.bottomline.org/content/other-access-success-programs](https://nam12.safelinks.protection.outlook.com/?url=https://www.bottomline.org/content/other-access-success-programs&data=04%7c01%7cdflynn%40bottomline.org%7c13b7b809067e41b7998d08d8c9339505%7c97405bf368fc4681aa9f205c2a526573%7c0%7c0%7c637480570681110496%7cUnknown%7cTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7c1000&sdata=sFJRmNvPWrceNaXJK0AIbP7qqsbEEkA5Xww53nyuw1k%3D&reserved=0)

**Assigning Intake Advisors**

Pull up the [Intake Dashboard](https://app.powerbi.com/groups/me/apps/d849f2ad-465f-419f-97ee-d69b2d2a5681/reports/d36ceea3-e80e-4bb7-af50-7589b7845a14/ReportSection9d8e2801c3b28ff3cda0?ctid=97405bf3-68fc-4681-aa9f-205c2a526573) in a new tab, select the "Advisor Caseload Assignments" tab and filter for your region. In the box labeled "Intake Advisors by Caseload Size" you will see all advisors with at least one student on their caseload, and the number of students currently assigned to them. Use this table to help you determine how to distribute new applicants to the folx on your recruitment team.

**FAQ**

What if I make a student **Not Eligible by mistake**, or the student replies to say that they made a mistake on their application? *If you realize your mistake within an hour, the student will still be on the Review New Applicants list and you can change them from there. If the student has already received notification that they are not eligible, use "Search this list" to locate the student in the "All Intake" list view in the Intake Portal. Click the down arrow at the far right and select "Edit." This will give you the ability to change their applicant status back to New Applicant, or to assign them to an Intake Advisor and change their applicant status to "Under Review" (see screenshots, below.)*​​​​​​​

**What happens next?**

[Click here to see the process for students and advisors once students are invited to complete the Finalist Form](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Completing.aspx)