

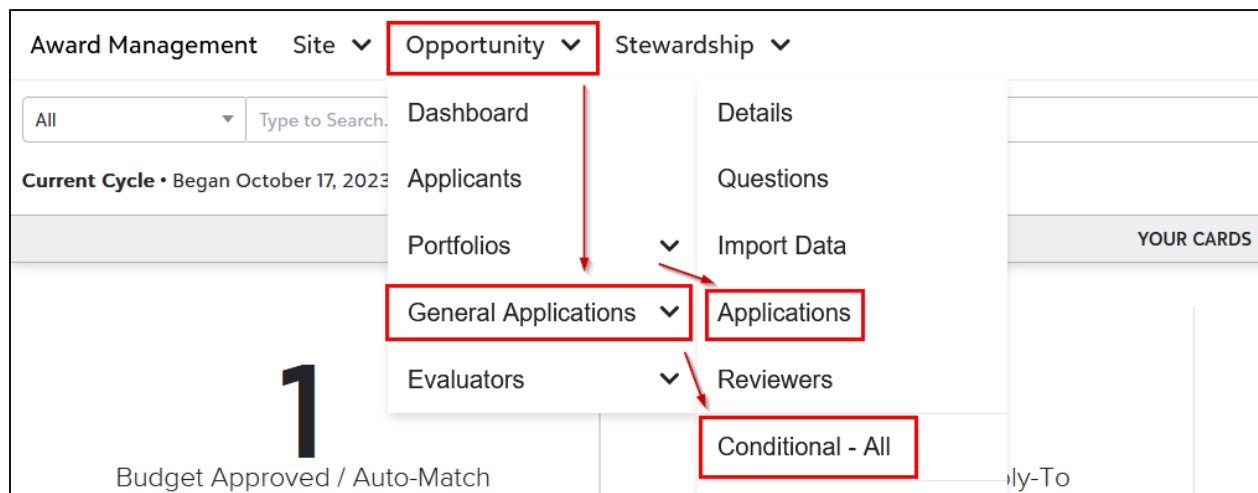
How to Force-Apply an Applicant

Administrators may sometimes find that there are no qualified applicants for an opportunity. Perhaps the criteria are very particular, and no one meets the qualifications; or, perhaps a qualified applicant did not fully complete the General Application or appropriate Conditional Application to be automatically added to the opportunity for consideration. Administrators may also locate a semi-qualified applicant and want the option to add them to the applicant pool. It is also possible that the opportunity's qualifications are not configured correctly. In this case, please email the ua-fs4u@fsu.edu help desk for assistance with updates to qualifications.

“Force-applying” is a mechanism that allows an Opportunity Administrator to manually intervene and apply a student to an opportunity on their behalf. Opportunity Administrators can force-apply applicants to any unarchived opportunity as long as the applicant has a Drafted or Submitted General Application, or Conditional Application if the opportunity is sourced to a college-specific application.

To force-apply an applicant to an opportunity, first determine whether the opportunity is sourced to the General Application or a Conditional Application, such as the College of Business Application. This will dictate which application to perform the following actions from.

1. Select either the General Application (Opportunity → General Applications → Applications) or the appropriate Conditional Application (Opportunity → General Applications → Conditional – All)



2. Mark the box of the applicant (or multiple applicants) that you would like to force-apply to an opportunity

General Application
 ▼ Current

Begin typing to search by name, email address, or user ID...

☆ ID ↓ ≡ ⌕

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Applied On	Name	Primary Email	Email Aliases	UID
<input type="checkbox"/>	View	Award Mode	1...	Drafted	04/14/2024	04/14/2024	Brady A			
<input checked="" type="checkbox"/>	View	Award Mode	1...	Submitted	11/16/2023	11/16/2023	Brady A			5722
<input type="checkbox"/>	View	Award Mode	1...	Drafted	10/18/2023	10/18/2023	Brady A			1729
<input type="checkbox"/>	View	Award Mode	1...	Drafted	10/18/2023	10/18/2023	Brady A			5998

3. Scroll to the bottom of the page and select **Act on Selected** → **Apply**

Apply
 Email Users
 Assign To Reviewer Groups
 Act on Selected

4. **Apply Selected** will appear as an overlay with the option to select a particular **Applicant Opportunity**

Apply Selected ⓘ

Applicant Opportunity
 Academic Enhancement Fund - Aid Year 2024

Apply

5. Once you have selected the appropriate opportunity, click **Apply**

This will create an application to the opportunity on behalf of the applicant, using whatever responses have been provided so far on the source application. If the opportunity contains qualifications that require a response on the source application, or if the application is an Apply-To opportunity, the student will appear with 0 qualification points. To avoid these situations, you should direct students to complete the appropriate application when possible.

Note that an opportunity that uses a Conditional Application will not appear when attempting to force-apply from the General Application. These must be force-applied from the Conditional Application. However, if you are unable to locate a student that should have access to your Conditional Application within that applicant pool, you may first have to force-apply them from the General Application to the Conditional Application. Every Conditional Application is listed in the **Applicant Opportunity** dropdown when selecting where to force-apply an application.

Apply Selected ⓘ

Applicant Opportunity

Academic Enhancement Fund - Aid Year 2024

Application - Current

Alumni Association Incoming Freshman Application - Current

Alumni Association Seminole Club Application - Current

College of Arts & Sciences Application - Current

College of Business Application - Current

College of Communication - School of Communication Application - Current

College of Communication - School of Information Application - Current

Apply

0	0	\$0.00	0	\$0.00	0
0	0	\$0.00	0	\$0.00	0
0	0	\$0.00	0	\$0.00	0
0	0	\$0.00	0	\$0.00	0

Note that you can search for the appropriate opportunity in the text-entry box that appears when clicking the drop-down.

Depending on how complete the source application is and the type of opportunity, the newly force-applied application may appear in either a **Drafted** or **Submitted** state. Opportunity Administrators may extend award offers to applicants in a **Drafted** state or with 0 qualification points, however it may be necessary to adjust the qualifications of an opportunity or to make adjustments to a reviewer group to enable reviewers to view these applications, if desired. If needing to enable reviewers to view these applications, please refer to the **Reviewing** section of the [FS4U Job Aids](#) site.

Additionally, an Archived application **CAN** be used to force-apply an applicant into open or unarchived opportunities if you find that you need to utilize older enrollment data to assess qualifications for an award given in arrears.