

Your Application Status, Line by Line

What every portal code means, when each item posts, and what to do when one does not

APPLICANT Devin O. Marchetti-Ruiz	APPLICATION ID KU-2028-0184426	ENTRY TERM Fall 2028 (first-year, degree-seeking)	DECISION PLAN Regular Decision
INTENDED MAJOR Cognitive Science (B.S.), College of Arts and Sciences	SUBMITTED Mon Jan 8, 2028, 9:42 p.m. ET	CURRENT STATUS COMPL — complete, in review	CHECKLIST 12 of 13 required items received
OUTSTANDING ITEM Kesterly Aid Supplement, due Tue Feb 1, 2028	ADMISSION COUNSELOR Alina Beauchêne-Osei · Territory 14 (Midwest, ST and two adjacent states)	DECISION RELEASE Mon Mar 20, 2028, 4:00 p.m. ET	REPLY DEADLINE Mon May 1, 2028 (National Candidates Reply Date)

1A. PORTAL STATUS CODES — FROM SUBMISSION TO COMMITTEE					
CODE	WHAT THE PORTAL SHOWS	WHO OWNS THIS STEP	WHAT IT MEANS	WHAT YOU SHOULD DO	TYPICAL DURATION
SUB	Submitted, not yet processed	Admission Operations	Your application arrived from the platform and is queued for matching.	Nothing. The portal account is created within 2 business days of submission.	1–2 business days
MATCH	Materials matching in progress	Admission Operations	Documents that arrived separately are being attached to your record.	Check that the name, date of birth, and email on every document match your application.	3–5 business days
INCOMP	Incomplete — items outstanding	Admission Operations	One or more required items are missing and the file cannot move to review.	Open the checklist and resolve each item marked Not received.	Until the materials deadline for your plan
COMPL	Complete — ready for review	Admission Operations	Every required item is received. Optional items may still be added.	Nothing required. Send a mid-year report if your counselor has not.	1–3 weeks before first read
REV1	First read	Territory counselor	Your assigned counselor is reading the full file.	Nothing. New materials are still accepted and are added to the file.	1–3 weeks
REV2	Second read	Reader team	A second reader has the file, independent of the first.	Nothing.	1–2 weeks
CMTE	Committee	Admission Committee	The file is scheduled for committee discussion.	Nothing. Updates sent during committee may not reach the room in time.	Until the decision release date for your plan
DEC-P	Decision pending release	Office of Undergraduate Admission	A decision exists and is embargoed until the published release time.	Confirm your portal password now. Password resets are slow on release day.	Until the release date and time

The status code describes where the file sits in the process. It does not describe how the file is being received, and no code — including a long stay in REV2 or CMTE — carries information about the likely outcome.

1B. PORTAL STATUS CODES — DECISION AND AFTER

CODE	WHAT THE PORTAL SHOWS	WHO OWNS THIS STEP	WHAT IT MEANS	WHAT YOU SHOULD DO	TYPICAL DURATION
DEC-R	Decision released	Office of Undergraduate Admission	Your decision letter is posted in the portal.	Read the letter and the conditions in it, then follow Section 7.	—
HOLD-D	Deferred to Regular Decision	Office of Undergraduate Admission	An early-round file was moved into the Regular Decision pool.	Send mid-year grades by Fri Feb 11, 2028 and any substantive update by Mon Feb 28, 2028.	Until Mon Mar 20, 2028
WL-A	Waitlist — opted in	Office of Undergraduate Admission	You accepted a place on the waitlist and your file is active.	Keep your deposit at another institution. Send updates only if they are material.	Tue May 9 – Fri Jun 30, 2028
WL-I	Waitlist — inactive	Office of Undergraduate Admission	You did not opt in by the deadline, or you declined the waitlist.	No further action. The file closes for this cycle.	—
WDRW	Withdrawn by applicant	Office of Undergraduate Admission	You asked us to stop considering the application.	None. A withdrawal cannot be reversed after Fri Apr 7, 2028.	—
CLOSE	Closed — incomplete at the deadline	Admission Operations	Required items were still missing when the materials deadline passed.	Contact your counselor. Reopening is discretionary and is not available after Fri Feb 25, 2028.	—
RECON	Reconsideration request received	Director of Admission	A written request to review a released decision is logged.	Nothing further. Send new information once, in the request itself.	15 business days

A code in this group is the end of the cycle for your file unless you act. WL-A, HOLD-D, and RECON are the only three that keep the file open, and each has its own deadline.

2A. YOUR CHECKLIST — ADMISSION ITEMS

CHECKLIST ITEM	WHO SENDS IT	STATUS NOW	POSTED	TYPICAL POSTING LAG	REQUIRED?	NOTE
Common Application, submitted	Common Application	Received	Mon Jan 8, 2028	Immediate	Required	—
Kesterly writing supplement, two responses	Common Application	Received	Mon Jan 8, 2028	Immediate	Required	Submitted with the application, not separately
Application fee or fee waiver	Applicant or counselor	Received — fee waiver approved	Tue Jan 9, 2028	1–2 business days	Required	Counselor-verified waiver, no documents needed
Secondary school report and transcript	School counselor	Received	Thu Jan 11, 2028	3–5 business days	Required	Must be sent by the school, not by the applicant
Counselor recommendation	School counselor	Received	Thu Jan 11, 2028	3–5 business days	Required	—
Teacher evaluation 1	Teacher	Received	Fri Jan 12, 2028	3–5 business days	Required	Academic subject teacher, grades 11 or 12
Teacher evaluation 2	Teacher	Not received	—	3–5 business days	Optional	Not required; a third evaluation is not read
Mid-year report with fall-term grades	School counselor	Under review	Wed Feb 9, 2028	5–7 business days	Required for Regular Decision	Due Fri Feb 11, 2028
Standardized test scores	Testing agency or self-report	Waived — test-optional elected	Mon Jan 8, 2028	7–10 business days from the agency	Optional	Election made inside the application; it cannot be changed after Jan 15
Portfolio or audition, arts programs only	Applicant	Not applicable	—	10 business days after the portfolio deadline	Program-specific	Not required for Cognitive Science
English proficiency evidence	Applicant	Not applicable	—	7–10 business days	Required for some international applicants	Waived where instruction was in English for four years

Posting lag is measured from the moment a document physically arrives, not from the moment it was sent. An item marked Received cannot be replaced; an item marked Under review has arrived and is being matched or read. Duplicate submissions do not speed anything up and frequently create a second, unmatched record.

2B. YOUR CHECKLIST — FINANCIAL AID AND POST-DECISION ITEMS

CHECKLIST ITEM	WHO SENDS IT	STATUS NOW	POSTED	TYPICAL POSTING LAG	REQUIRED?	NOTE
FAFSA	Federal processor	Received	Fri Jan 26, 2028	3–5 business days after processing	Required for federal aid	Kesterly federal school code on file
Kesterly Aid Supplement (KAS)	Applicant and parent	Not received	—	2 business days	Required for institutional aid	Due Tue Feb 1, 2028
Verification documents, if selected	Applicant and parent	Not applicable	—	5 business days	Conditional	Requested only if the file is selected
Final official transcript with graduation date	School counselor	Not received	—	5–7 business days	Required after enrollment confirmation	Due Mon Jul 10, 2028

Aid items post to a different card in MyKesterly than admission items and are worked by a different office. An aid item that is late delays the aid package; it does not make the application incomplete.

Open item: One required item is outstanding: the Kesterly Aid Supplement, due Tue Feb 1, 2028. The KAS is an aid item, not an admission item — a missing KAS does not make the application incomplete and does not delay the admission decision, but it does delay any institutional aid package. Complete it in the MyKesterly financial aid card, not in the application platform.

3. 2027–2028 FIRST-YEAR CYCLE CALENDAR

PLAN	BINDING?	APPLICATION DEADLINE	MATERIALS DEADLINE	DECISION RELEASED	REPLY DEADLINE	AID PACKAGE RELEASED	POSSIBLE OUTCOMES
Early Decision I	Binding	Mon Nov 1, 2027	Mon Nov 8, 2027	Fri Dec 10, 2027, 4:00 p.m. ET	Fri Jan 5, 2028	Mid-December, with the decision	Admit, deny, or defer to Regular Decision
Early Action	Nonbinding	Mon Nov 15, 2027	Mon Nov 22, 2027	Fri Jan 26, 2028, 4:00 p.m. ET	Mon May 1, 2028	By Fri Feb 16, 2028	Admit, deny, or defer to Regular Decision
Early Decision II	Binding	Wed Jan 5, 2028	Fri Jan 12, 2028	Fri Feb 9, 2028, 4:00 p.m. ET	Fri Mar 3, 2028	Mid-February, with the decision	Admit, deny, or defer to Regular Decision
Regular Decision	Nonbinding	Mon Jan 15, 2028	Fri Feb 11, 2028	Mon Mar 20, 2028, 4:00 p.m. ET	Mon May 1, 2028	By Fri Mar 24, 2028	Admit, deny, or waitlist
Transfer, fall entry	Nonbinding	Wed Mar 1, 2028	Fri Mar 15, 2028	Rolling from Fri Apr 14, 2028	20 days after the decision	Within 10 days of the decision	Admit or deny

All times are Eastern. The portal opened Sun Aug 1, 2027 for this cycle. A materials deadline is the last day a required item can post to your file for that round; an item that arrives afterward is added to the record but may arrive after the file has been read.

4. FEES AND FEE WAIVERS

ITEM	AMOUNT	WHEN	REFUNDABLE	HOW IT WORKS
Application fee	\$70	At submission	Nonrefundable	Paid by card in the platform
Fee waiver, counselor-verified	\$0	At submission	—	Requested inside the application; no separate form
Fee waiver, platform-issued	\$0	At submission	—	Honored automatically when the platform transmits it
Fee waiver, written request	\$0	Before the application deadline	—	Email admission@kesterly.example from the counselor's school address
Credential evaluation, international transcripts	Varies, paid to the vendor	Before Feb 11, 2028	Set by the vendor	Course-by-course evaluation required for non-U.S. secondary records
Enrollment deposit, admitted students only	\$400	Mon May 1, 2028	Nonrefundable after May 1, 2028	Described in the admitted student timeline

A fee waiver has no effect on how an application is read and is not recorded in the reader's evaluation.

5. DECISION TREE — AN ITEM STILL SHOWS NOT RECEIVED

1. Count business days since it was sent. Do not act before the posting lag in Section 2a has elapsed.
2. Confirm the sender used your legal name, date of birth, and the email on the application. Mismatches are the top cause of unmatched documents.
3. If a school official sent it, ask for the transmission date, method, and confirmation number — not for a second copy.
4. Message your counselor through the portal with those details. Portal messages attach to the file; email from a personal address may not.
5. Send a replacement copy only when the office asks for one.
6. If the materials deadline is within three business days, call (555) 042-7700 rather than sending a message.

6. FINANCIAL AID ITEMS AND DATES

ITEM	WHO COMPLETES IT	DEADLINE	REQUIRED?	YOUR STATUS	WHAT TO KNOW
FAFSA	Federal processor	Priority Tue Feb 1, 2028	Required for federal and state aid	Received Fri Jan 26, 2028	Late filing does not disqualify you, but institutional funds are committed in priority order
Kesterly Aid Supplement (KAS)	Applicant and one parent household section	Tue Feb 1, 2028	Required for institutional need-based aid	Not received	The single most common reason an aid package is delayed
Verification, if selected	Applicant and parent	14 days from the request	Conditional	Not applicable	Packages are estimates until verification completes
Merit scholarship consideration	Automatic from the application	No separate deadline	No application required	In process	Considered for all first-year applicants who apply by Jan 15
Competitive scholarship interview	Invitation only	Invitations by Fri Feb 18, 2028	Interview in March	Not applicable	An invitation is not an award
Outside scholarship reporting	Applicant	Within 10 days of notification	Required if awarded	Not applicable	Outside awards may change the institutional package
Award notification	Student Financial Services	With the decision, or by Fri Mar 24, 2028	—	Pending	Aid offers are released only to admitted applicants
Aid appeal for changed circumstances	Applicant and parent	Within 21 days of the award	Optional	Not applicable	Requires documentation; an appeal is not an increase

Aid decisions are made separately from admission decisions and by a different office. Filing every aid document on time determines whether you are considered for the funds that remain; it does not establish eligibility, an award amount, or that any award will be made.

7. DECISION OUTCOMES AND WHAT EACH ONE REQUIRES FROM YOU

OUTCOME	PORTAL CODE	WHAT IT MEANS	WHAT YOU DO NEXT	BY WHEN	WHAT PEOPLE GET WRONG
Admit	DEC-R	You are offered a place in the entering class, subject to the conditions in the letter.	Confirm enrollment and pay or defer the deposit	Mon May 1, 2028	Read the conditions first: final transcript, graduation, and continued academic performance
Admit with conditions	DEC-R	The offer names specific requirements you must meet before or during your first term.	Acknowledge the conditions in the portal	Fri Apr 14, 2028	Conditions are not negotiable after acknowledgment
Deny	DEC-R	The application is not offered admission for this entry term.	None. Reconsideration is available only for a documented procedural error	Fri Apr 7, 2028	Transfer application for a later term remains available
Defer to Regular Decision	HOLD-D	An early-round file was moved into the Regular Decision pool for a second look with more information.	Send mid-year grades and one substantive update	Mon Feb 28, 2028	A deferral is not a waitlist and is not a negative decision
Waitlist	WL-A or WL-I	No place is offered now; the file may be revisited if space remains after May 1.	Opt in or decline in the portal	Sat Apr 15, 2028	Deposit elsewhere by May 1 regardless of the waitlist
Incomplete, closed	CLOSE	Required items were missing at the materials deadline.	Contact your counselor immediately	Fri Feb 25, 2028	Reopening is discretionary and is never guaranteed

Decisions are released in the portal, not by mail or telephone, and never before the published release time. Staff cannot read a decision to you in advance, and a status code that changes to DEC-P before the release time does not reveal the outcome.

8. DOCUMENT RULES THAT CAUSE AVOIDABLE PROBLEMS

- **Send once.** A duplicate transcript creates a second document to match and can move an item from Received back to Under review.
- **Schools send school documents.** A transcript forwarded by an applicant is unofficial and will not close the item.
- **Self-reported coursework must match.** Any discrepancy between self-reported coursework and the official transcript is reviewed, and a material discrepancy can rescind an offer.
- **The test-optional election is final after Jan 15.** Scores that arrive after the election cannot be added to a test-optional file.
- **Name changes need a note.** If documents will arrive under a different name, tell your counselor in advance through the portal.
- **Updates are welcome once.** One substantive update — a new award, a significant grade change, a completed project — is read. Repeated notes are not.

9. WHO CAN SEE YOUR APPLICATION

Before you enroll, your application record is governed by the university's applicant privacy notice rather than by the federal student-records law, because that law applies to students who are in attendance. In practice we do not discuss the content of an application with anyone other than the applicant and the applicant's secondary school counselor, and we do not confirm whether a particular person applied.

- Parents and guardians may see only what you choose to share, unless you grant portal guest access from the MyKesterly account settings.
- Your school counselor may see the status of the documents their school sent.
- Once you enroll, federal student-record rights transfer to you and apply to your education records at Kesterly, regardless of your age.
- Recommendation letters are confidential when you waive access, and a waiver cannot be reversed after submission.

10. CONTACTS AND RESPONSE TIMES

OFFICE	WHAT IT HANDLES	LOCATION	CONTACT	NORMAL RESPONSE	PEAK RESPONSE
Office of Undergraduate Admission	Application status, missing documents, decision letters, deferral and withdrawal requests, waitlist questions	Brandt Hall 200	(555) 042-7700 · admission@kesterly.example	2 business days	3–4 business days Jan 5 – Mar 20
Student Financial Services	FAFSA and KAS processing, verification, award letters, aid appeals, billing and payment plans	Brandt Hall 120	(555) 042-7730 · sfs@kesterly.example	3 business days	5 business days Feb 1 – May 15
Office of Residential Life	Housing application, room selection, roommate matching, accommodations	Tamblyn Commons 105	(555) 042-7810 · housing@kesterly.example	3 business days	5 business days Jun 1 – Aug 15
New Student Orientation	Orientation registration, session changes, family programming, fees	Tamblyn Commons 210	(555) 042-7845 · orientation@kesterly.example	2 business days	4 business days Jun 1 – Jul 31
Center for Academic Advising	Placement assessments, advising appointments, first-term registration	Weatherly Hall 340	(555) 042-7860 · advising@kesterly.example	3 business days	5 business days during orientation sessions
International Student Services	Form I-20 issuance, SEVIS records, visa questions, arrival check-in	Brandt Hall 315	(555) 042-7790 · iss@kesterly.example	3 business days	5–7 business days Jun 1 – Jul 15

Message through the MyKesterly portal whenever possible. Portal messages are attached to your application record; email sent from an address that is not on the application may not be matched to your file.

11. DOCUMENT CONTROL

VERSION	EFFECTIVE	OWNER	CHANGE SUMMARY
6.1	Fri Mar 24, 2028	Office of Undergraduate Admission (R. Nakashima-Cole, Director of Operations)	Waitlist activity dates added; reply-date extension request routed to the Director of Admission
6.0	Mon Oct 4, 2027	Office of Undergraduate Admission (R. Nakashima-Cole)	Rebuilt for the 2027–2028 cycle; portal status codes renumbered; self-reported coursework section added
5.3	Tue Apr 11, 2027	Admission and Student Financial Services (joint)	Aid item deadlines aligned to the admission calendar; verification turnaround restated
5.2	Mon Sep 12, 2026	Office of Undergraduate Admission (T. Bakhtiari)	Test-optional election moved into the application rather than a separate form

Guide ADM-STAT-6.1 · Reviewed each September before the cycle opens, and again after Regular Decision release · Next scheduled review: Mon Sep 11, 2028 · Companion document: ADM-YIELD-4.2, Admitted Student Timeline.

What a complete file is not: A complete application is an application that can be read. It is not an offer of admission, a promise of review by a particular date, a financial aid eligibility determination, or a guarantee of any scholarship, honors program, housing, or entry into a particular major. Admission decisions are made by the Admission Committee under the criteria in effect for this cycle. Where this guide and the published admission requirements, the aid policies, or a decision letter disagree, those official documents control.

Kesterly University, the offices, staff names, applicant name, application identification number, portal status codes, territory assignments, deadlines, decision release dates, fees, deposit amounts, and telephone numbers shown here are invented for this specimen document. Status codes, checklist items, posting lags, response times, and calendar dates are illustrative and do not restate the requirements of any statute, regulation, application platform, or real institution's admission policy. The description of applicant and student record privacy is a plain-language summary written for this specimen and is not legal advice. This document is not an offer of admission, an enrollment contract, a financial aid award, a housing assignment, a visa document, or a statement of institutional policy, and it must not be used to make an enrollment or financial decision for any real applicant or institution.