Accepting or declining an offer of admission in the Applicant Center

Once you have verified your identity at my.osu.edu and set up two-factor authentication at buckeyepass.osu.edu, you can accept or decline an offer of admission by visiting appstatus.osu.edu.

Once logged in, click the Applicant Center link:

Next, click the Accept/Decline link:

Next, click the ACCEPT/DECLINE link for the application:
You can then choose to accept or decline your offer of admission:

If **declining**, your application will be cancelled.

If **accepting**, you may be presented with the Community Enrollment Question. If so, you must answer this question truthfully:

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**Community Enrollment Question**

**Disciplinary Action and Felony Disclosure**

As a condition of enrollment, all admitted applicants are required to disclose prior or pending:

- Academic or behavioral misconduct charges from high school, college or university
- Felonies

**If I disclose my offense, what will happen with my admission?**

If you answer yes below, your enrollment is put on hold. You are asked to complete a disclosure form and provide a personal statement that describes the situation fully. The university will review your submission, then follow up with you about your enrollment.

**What happens if I don’t disclose an offense?**

Failure to provide complete, accurate and truthful information will be grounds to revoke your offer of admission and/or cancel your enrollment.

Learn more at [go.osu.edu/community-review](http://go.osu.edu/community-review).

**HAVE YOU EVER:**

- Been found responsible for **academic or behavioral misconduct** at an educational institution you attended from the 9th grade forward that resulted in disciplinary action, or is disciplinary action or investigation currently pending against you? These actions could include but are not limited to: suspension, removal, dismissal or expulsion from the institution. **You do not need to disclose academic suspensions related to low GPA or high school offenses that resulted in detention or in-school suspension.**

  --OR--

- Plead guilty to or been convicted of a **felony**, or is any felony charge currently pending against you? You are not required to answer yes to this question if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded or otherwise ordered by a court to be kept confidential.

**ONE OR BOTH OF THESE SCENARIOS ARE TRUE FOR ME:**

[ ] No  [ ] Yes

[Cancel]  [Submit]
If your answer is NO to the Community Enrollment Question (or if the question is not presented to you), you will confirm your intent to accept:

If there are no acceptance fees or deposits due, you will see a confirmation page showing that you have successfully accepted your offer of admission:

You will also receive a confirmation email at the email address you provided on your application. The status of your application will change from “Admitted” to “Confirmed” and then, later, to “Active” once you matriculate. Soon after you matriculate, you will receive information from the Registrar’s Office regarding your next steps as a student.

If there are acceptance fees or deposits due, you will be prompted to pay:
Click the Pay and Continue button to go to our online payment page:

Fill in all billing information of the person making the payment, then click the Pay Now button. The information you provide must match what is on file with the card issuer.

If the payment is successful, you will receive a confirmation page along with a payment confirmation email sent to the email address you provided on your application:

Click the OK button to return to the main page of your Applicant Center.
Because your acceptance will not register in our system until the payment vendor transmits the funds to us (M-F, in the early evening), you will not see an immediate change in your application status, but you will notice that the Accept/Decline link is no longer present, which is another indication that your payment and acceptance was successful.

Once the payment is transmitted to OSU, the status of your application will change from “Admitted” to “Confirmed” and then, later, to “Active” once you matriculate. Soon after you matriculate, you will receive information from the Registrar’s Office regarding your next steps as a student.

**If your answer is YES to the Community Enrollment Question,** meaning you have a previous or pending disciplinary action or felony to report, click the Yes radio button. You will receive a pop-up message confirming whether you meant to answer Yes.

If you accidentally answered Yes but do not have a previous or pending disciplinary action or felony to report, Click NO on this pop-up and you will return to the question so you can answer it correctly.

If you do have a previous or pending disciplinary action or felony to report, click Yes on the pop-up to confirm that answer. You will then be given information on the University Community Enrollment Review process:

![Image](image.png)

Once you submit the requested documents, a review will be performed. When the review is complete, the committee will inform you of the outcome by email to the email address you provided on your application.