

Reviewer Instructions

Education Abroad Application Portal

Login at txstate-sa.terradotta.com

- Select **Texas State Login** from the login screen.
- Login with your campus login credentials.
 - If you do not have a Texas State campus account, please email educationabroad@txstate.edu.

Application Reviews in the *Reviewer Console*


- When an application becomes ready for your review, you will receive an email.
- Select the **Complete Review** link at the bottom of the email to go straight to that application.
- You will then be prompted to login to the site. See the above instructions for details about logging in.
- Review the following documents before making a review decision.
 - Under the *Application Requirements* section, select each individual questionnaire to view applicant responses.
 - Review other items like applicant details (at the top), questionnaires, attached documents, etc. Your access to certain application requirements will vary depending on your role.
 - Within the *Review* section (right side of the screen), fill out the review form, leave any additional comments or notes as needed, then select **Submit**.
 - **IMPORTANT NOTE:** When you make this decision, this DOES NOT automatically trigger the applicant's status to be approved. The Education Abroad staff will manually update the applicant's official status after all review decisions are made for the applicant.

OPTIONAL:

- To see all applications ready for review, select ☰/🏠, then select **Reviewer Console** in the drop-down options.
- From the **Submitted Reviews** tab, you will be able to see previous applications you have reviewed.
- From the **Pending Reviews** tab, you can see all of the students who have completed and submitted their applications for review.

 Administrative

 Admin Console

 Reviewer Console

[See a video tutorial](#) about Reviewing Applicants

[Click here](#) to view Terra Dotta's documentation about the Reviewer Console.