BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

**The Graduate School**

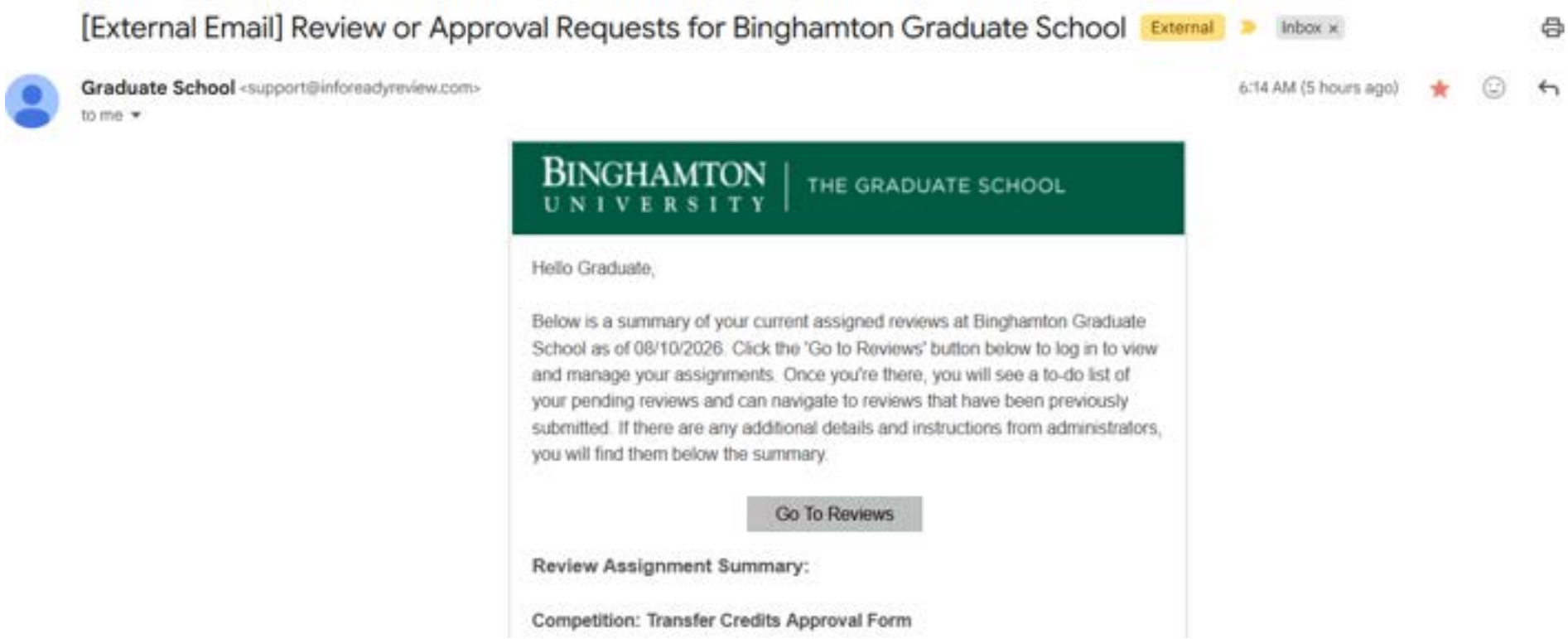
PO Box 6000
Binghamton, New York 13902-6000
607-777-2077
www.binghamton.edu/grad-school graduate@binghamton.edu

# How to Review the Graduate School's Forms Using InfoReady

I) After a form is submitted, you will receive an email from the **Graduate School** with the subject line: " ternal mail eview or Approval equests for Binghamton Graduate School."

- Ensure you have not activated any filter that automatically sends all external emails to your spam folder.

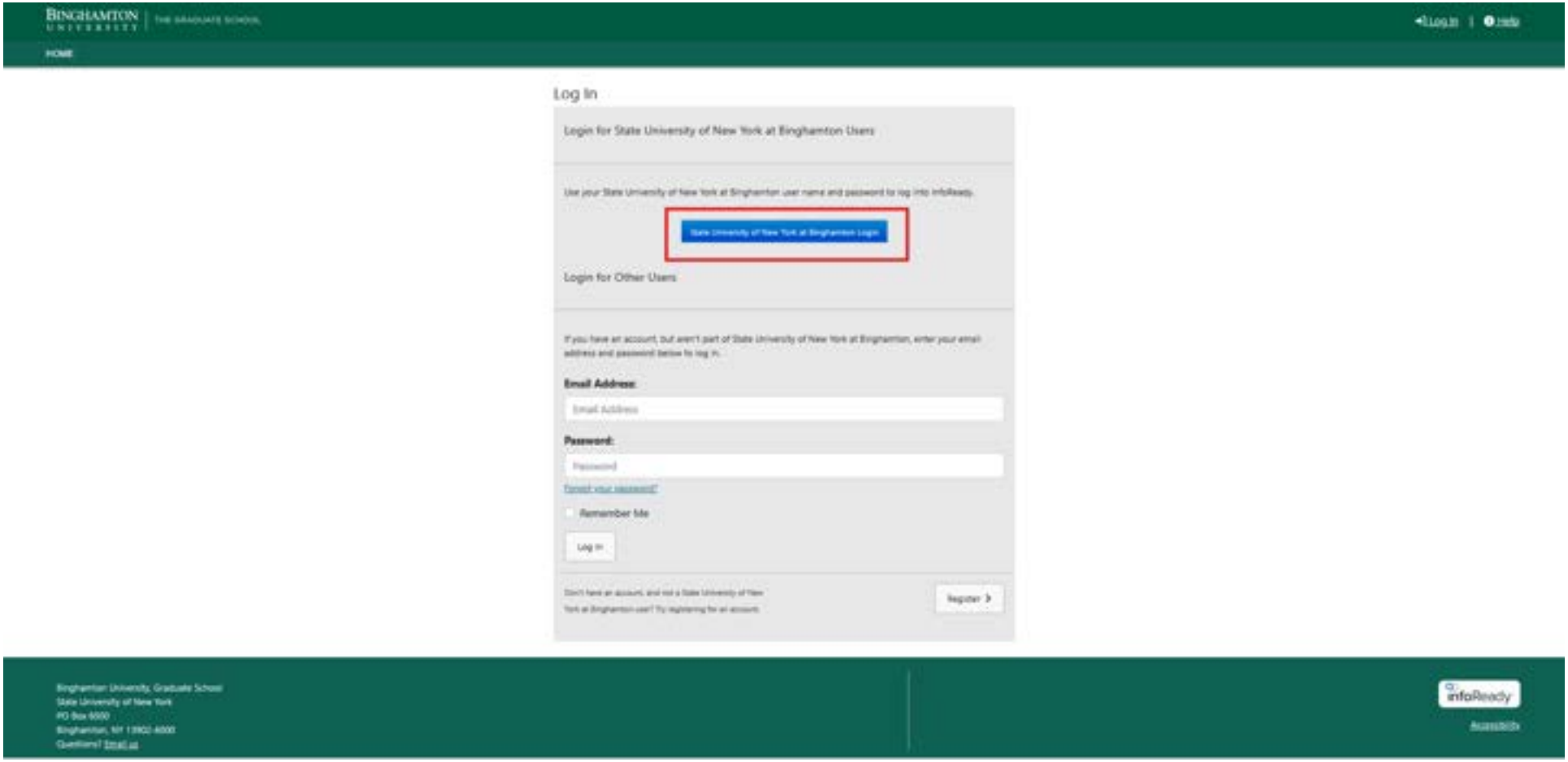
II) The email may contain details about a single form or a summary of multiple forms awaiting your review. Click "Go to Reviews."



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III) Click “State University of New York at Binghamton University” and log in to InfoReady using your Binghamton University email and password.

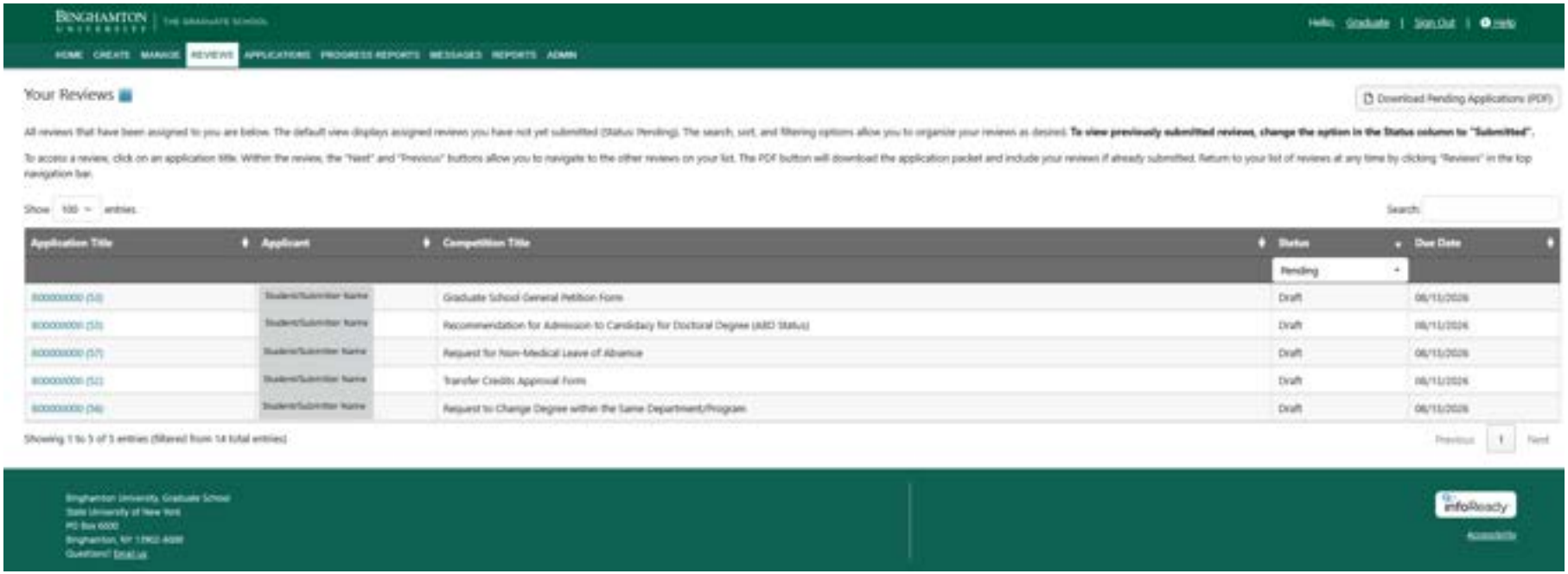


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IV) On this page, you will find all the forms awaiting your review. Click the student's B number to review the form.



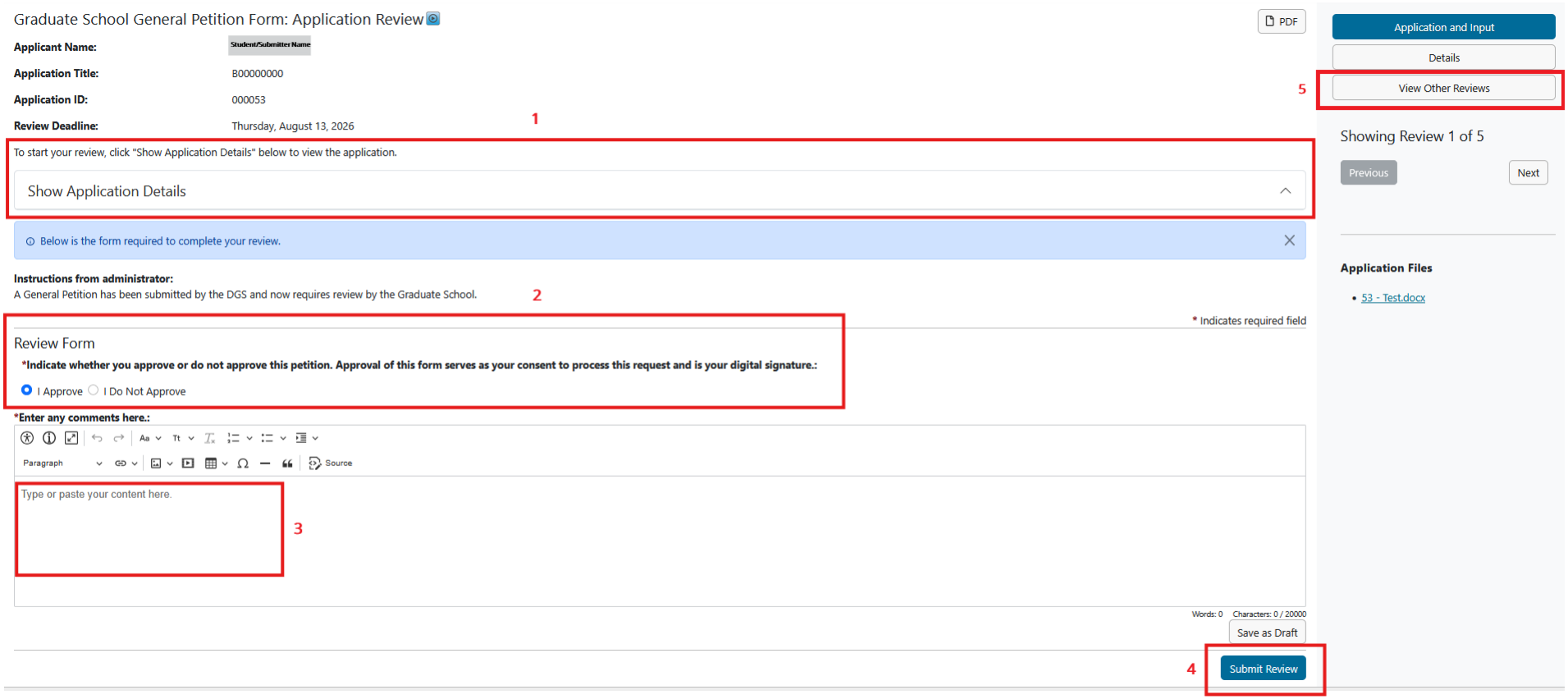
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V) You can make a decision about the form on this page:

1. Click "Show Application Details" to see more information about the request.
2. Make a decision in this section.
3. Add a comment here.
4. Submit your review.
5. Click "View other reviews" to see the previous review decisions and comments, if available.

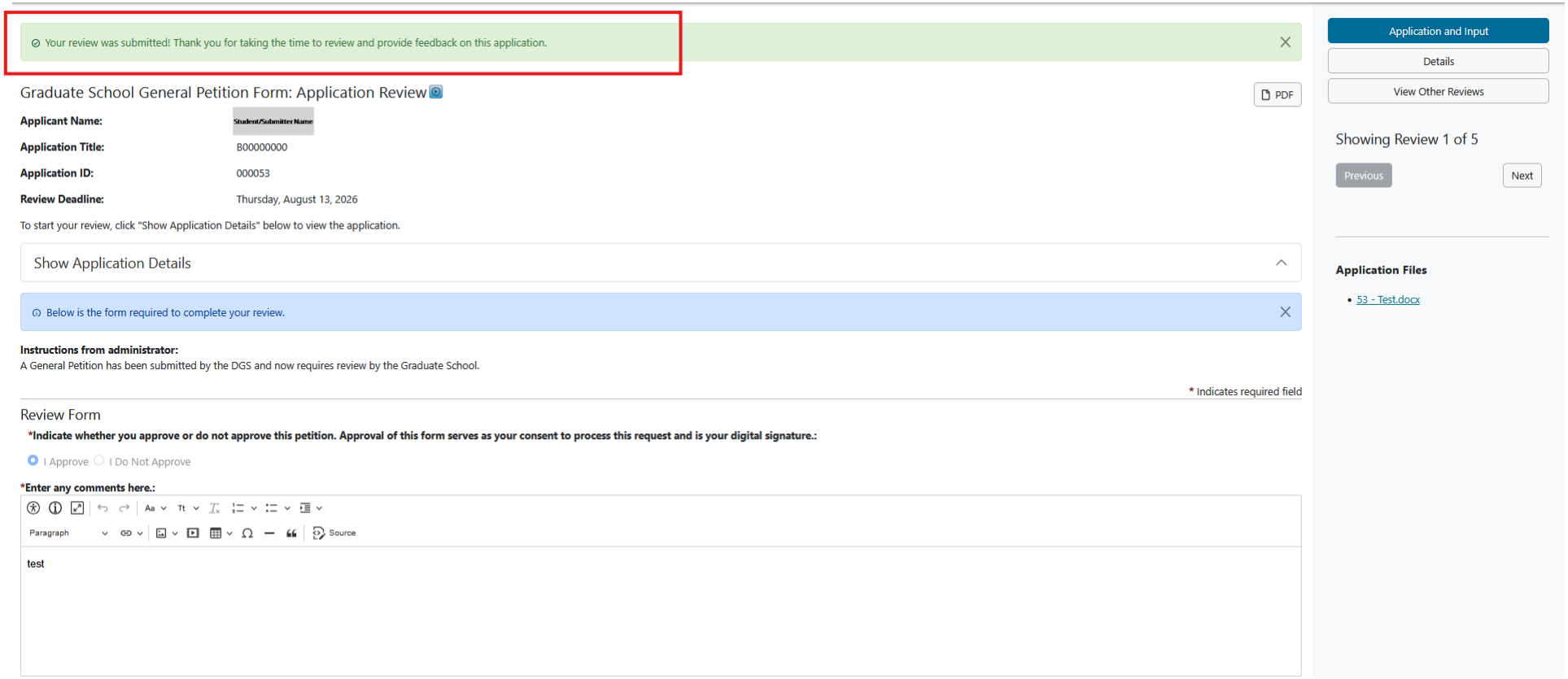


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VI) A confirmation message will appear at the top of the page after you submit your review. The Graduate School staff will review the submission and send a finalized copy of the form to you once a final decision has been made.




If you have a question about this process or encounter any technical difficulties, please contact the Graduate School at graduate@binghamton.edu.