



GUIDE FOR ICD APPLICANTS

NAVIGATING THE APPLICANT STATUS TRACKER

INFORMATION AND DEFINITIONS

RED SYMBOL

"FURTHER ACTION REQUIRED"

The applicant needs to provide the required documentation before their application can proceed to the assessment review. (Read the *view comment icon* for an explanation on why the document has not been approved.)

YELLOW SYMBOL

"UNDER REVIEW"

The document has been received and ICD needs to review for final approval.

GREEN SYMBOL

"NO FURTHER ACTION REQUIRED"

The document has been approved and nothing more needs to be done by the applicant or the ICD team.

more information at icdeval.com

REVIEW ORDER

This is the section that contains the status of the application, including the specifics on each of the documents that are required.

WAITING FOR DOCUMENTS

Documents have not been received. Mailed/delivered documents may take 5-8 days to be uploaded into the applicant portal. Some documents are self-service and applicants can upload them into the portal. (i.e., identity documents, secondary school documents, and copies of diploma.) Please note self-service documents must be notarized.

UNDER REVIEW

Documents are currently being reviewed by ICD. Documents are reviewed for, but not limited to: providing all the necessary information, nothing has been omitted, none of the documents have expired, documents are visually clear and readable.

READY FOR EVALUATION

The documents have been received and are in the cue to be reviewed by ICD team for acceptance/approval.

MEETS REQUIREMENTS

The documents have been received and reviewed for acceptance/approval. (Including but not limited to: provided all the necessary information, nothing has been omitted, none of the documents have expired, documents are visually clear and readable.)

REPORT ISSUED

All documents have been received, reviewed, and accepted, which means the report has been written and distributed to the applicant/receiving authority (recipient).

REQUEST TO WAIVE

Applicant requests, with reason, that report is completed without document(s) and submitted for review. Caution: Requests for elimination of documents may result in the receiving authority still requiring that the documents are submitted. No request is guaranteed and final decisions are at the discretion of ICD.