Requesting Resubmission of Requirements

This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our training page. If you have questions, please don’t hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am - 6:00 pm EST), or by email.

While reviewing applications, you may find a requirement that you need an updated version to be provided for review. The following steps show how to request a requirement be resubmitted.

Please note: The following process can only be completed on the Determine Eligibility, Schedule, Approve, or Confirm tabs. You are not able to request a resubmission from the Student Detail view currently.

To Request a Resubmission from the Determine Eligibility Tab:

1. Find the Applicant you wish to review.

2. Click the arrow to the left of the Applicant’s name to view the applications

3. Select the Application, and click “Open” on the Requirement you wish to request a resubmission for

4. Check the box to request a resubmission, enter in a comment, and click “Update”. Note: the information provided in the comment section will be included in the email request.
5. Once you have completed your review, and have selected any other requirements to be resubmitted, you must click “request Resubmission” to notify the responsible party of your request. You are also able to Discard your request.

6. Review the email, make any changes you wish, and click “Send.”

7. Once you send the notification, the application will move out of your workflow. You will be able to view the application on the Applications tab, by selecting “Awaiting Further Action” from the Status filter.

8. Once the requirement is resubmitted, the application will be displayed on the Determine Eligibility tab, so the processing can continue.
To Request a Resubmission from the Schedule, Approve, or Confirm Tab:

1. Find the Application you wish to review.
2. Click the arrow to the left of the Applicant’s name to view the requirements.
3. Click “Open” on the Requirement you wish to request a resubmission for.
4. Check the box to request a resubmission, enter in a comment, and click “Update”. Note: the information provided in the comment section will be included in the email request.
5. Once you have completed your review, and have selected any other requirements to be resubmitted, you must click “request Resubmission” to notify the responsible party of your request. You are also able to Discard your request.

6. Review the email, make any changes you wish, and click “Send.”

7. Once you send the notification, the application will move out of your workflow. You will be able to view the application on the Applications tab, by selecting “Awaiting Further Action” from the Status filter.

8. Once the requirement is resubmitted, the application will be displayed on the Schedule, Approve or Confirm tab, so the processing can continue from the same place you requested the resubmission.