Request Reviewer List

A list of Reviewers must be established for all applications to your department for a specific term. GPS System Administrators will establish the reviewer lists. The department Administrator determines what information the Reviewers can see.

To request a list of Reviewers for your department applications, you must send information to the GPS System Administrator.

1. Include the following details in your email to the System Administrator.
   - First name and Last name
   - Email Id (NetID)
   - Program Name(s) for which the reviewers should have access
   - Questionnaires which the reviewers should be able to see
   - Applicant parameters which the reviewers should be able to see. These parameters can include any or all of the following information:
     
     Certificate(s)
     NetID
     Preferred Last Name
     Preferred First Name
     Preferred Middle Name
     Degree
     Class Year
     Acad Plan
     College Code
     College Description
     Acad Adv / Grad Dissertation Adv
     Academic Adviser 2 ID
     DOS / Dept Rep / Grad Dissertation Adv
     Citizen Flag
     Country Description
     Visa Code

2. Send to email: globalps@princeton.edu.

Additional Information
Contact globalps@princeton.edu if you need help with:
- More details about establishing reviewer lists
- How to address issues you have with the reviewer process.
To review a Video on this process: click on <LINK>. 