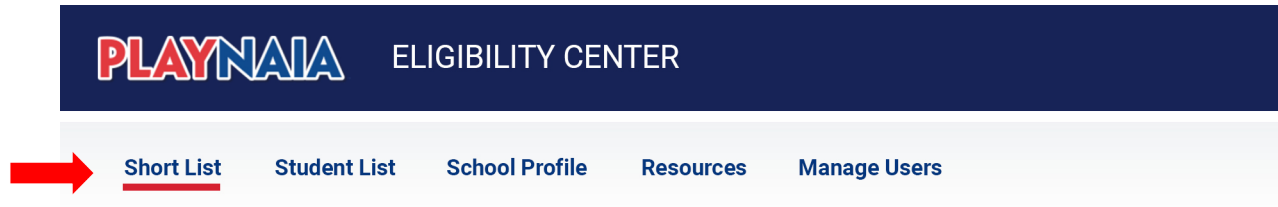
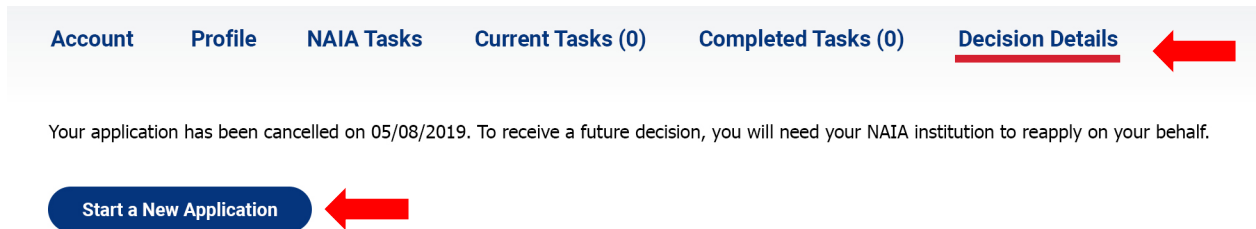


How to start a new application:

1. Log into PlayNAIA website and click on the **Short List** link.



2. Locate the student's name on your short list.
3. Open the student's profile.
4. Once on the student's profile, go to the **Decision Details** link.
5. Click on the blue **Start a New Application** button. If the student has a decision posted, this button will be located below the decision details.



6. Select the appropriate **New Term** and **Reapplication Reason** from the drop-down lists, and then select **Submit Reapplication**.

This process will start an application for a new term. If the student needs an updated decision for the current term, please submit an appellate request due to new information (such as summer grades) or [contact us](#).

Enter a new term for determination, and choose a reason for this reapplication.

New Term for Determination

Spring 2020

Reapplication Reason Code

Never received a decision.

