

# Undergraduate Gate 2 Instructions

For further details about each requirement, please refer to [Gate 2](#).

## Submitting an Application

1. Log into [LiveText](#) with your LiveText username and password.
2. Click the "LiveText Docs" tab.
3. Click the "New" button.
4. Choose "Gate Applications" from the Folder dropbox.
5. Choose "Undergraduate Gate 2 Application TEMPLATE" from the Template dropbox.
6. Title your application with your First Name and Last Name Gate 2 Application (Ex: Anne Smith Gate 2 Application).
7. Click the "Save as New Document" button.
8. Complete your Gate 2 application (attaching all necessary documents).
9. Click "Send for Review" (at the top of the application).
10. Type "Gate2" as the username.
11. Click on "Gate2" in the shadow box that appears.
12. Click "Submit for Review."

## View Assessed Application Rubric

1. Log into [LiveText](#) with your LiveText username and password.
2. Click the "Reviews" tab.
3. Click on your Gate 2 application in the list of reviews.
4. Click the "View Assessment" button.
5. Make sure to "undock" the rubric to view the in full screen, so you can review all rubric elements.
6. Check the ratings for each requirement on the rubric.
7. Any ratings of "Red Status" require additional updates before the application can be resubmitted.
8. Any ratings of "Yellow Status" require additional work in preparing for Gate 3 requirements.

If you have any questions, please feel free to email [uapply@liberty.edu](mailto:uapply@liberty.edu). Please be patient as the review period for applications can take up to two weeks. You can expect an email from [uapply@liberty.edu](mailto:uapply@liberty.edu) once the application has been reviewed.