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1. Introduction

This guide has been developed to support the University Admitting Bodies (UABs) in the use of eVision to manage Graduate Student Admissions.

It aims to:

- Demonstrate how to access eVision specifically Graduate Admissions screens and navigate around key areas of the application.
- Provide guidance on how UABs can complete specific tasks against an individual application.

1.1 Intended Audience

This manual is intended for University Admitting Bodies (UABs).

1.2 Pre-requisites

It is assumed that you have read the Quick Reference Guide: Logging into eVision, and are able to navigate around eVision.

1.3 Objectives

On completion of this manual you will be able to:

- Manage Decisions & Conditions.
- Request a Change to an Application.
- Process Reject (College condition failed).
- Manage College Allocation.
- Record Applicant Response.
- Edit Research Details.
- Manage Scholarships.
- Upload Documents.
- Edit Contact Details.
- Add New Passport.
- Record Issue of Card Form.
- Withdraw Application.
- Manage Qualifications.
- Manage Tests.
- Complete CAS Request and Visa Application.
1.4 Conventions

Indicates additional useful information.

Indicates an important piece of information, take particular care to read this information.

Indicates there is something that you should not do, take particular care to read this information.

**Bold Text**
Indicates menu names.

*Italic Text*
Indicates window, screen, page or dialogue box titles.

[F4]
Keys on your keyboard are indicated in **bold text** enclosed in square brackets `[ ]`.

**File > Open**
Moves through a navigation path are indicated with a >. In this case you would click on the **File** menu, then select **Open**.
2. UAB Graduate Admissions Overview

Once the Graduate Admissions Office (GAO) have processed an application and all required documents have been provided, an automated email is then sent to the respective main contacts at the appropriate UAB or contact at course level to make them aware that an Application is available for review.

2.1 Graduate Application Deadlines

Graduate Applications are managed with deadline cycles. More information on deadline cycles and application deadline dates can be found in the Graduate Admissions Handbook at:

https://www.ox.ac.uk/gafhandbook/gaf-processes/application-processing

2.2 Graduate Open College Application Tool (GOCAT)

Graduate Applicants may specify a college on their application or indicate they have no college preference. More information on deadline cycles and application deadline dates can be found in the Graduate Admissions Handbook at:

https://www.ox.ac.uk/gafhandbook/college-processes/allocating-places

3. Accessing eVision

To access the Quick Reference Guide with instructions on how to login and logout of eVision, please enter the URL below or use the following link and select “Access and Navigate eVision” under the eVision link.

https://www1.admin.ox.ac.uk/studentsystems/support/guides/

4. Access Admissions Functionality

4.1 Log into eVision

1) Log into eVision using your Single Sign On credentials.

2) Click on the menu item at the top of the screen.

The available options will be displayed
Note: the items shown along the top of the home screen will depend on the access level of the user.

4.2 Search for Applications

There are two eVision screens which allow authorised users to search for graduate applications in order to review, update and/or process them:

- Search for Individual Applicants
- Search for Groups of Applicants

UABs will only be able to retrieve applications for their own UAB and only those which have been processed by GAO and are complete.

The UAB search will only return applications for graduate programmes, Recognised Student programmes and undergraduate programmes which are processed by GAO.

Note: The results of the search can be sorted by each column by using the arrows in the column headings.

4.2.1 Search for Individual Applicants

Note: This search can also be used for searching for group applicants, but the results will appear in a random order. E.g. this search can be used for searching for more than one applicant with the same surname, which is not a parameter option in the Search for Groups of Applicants.

To search for an individual application:

1) Click on Search for Individual Applicants menu option which will display the Search for Applications screen.
Multiple search criteria can be entered.

2) Leave blank or enter one or more search parameters as required (e.g. student number) and then click on **Search**.

   **Note**: When entering text into the name or student number fields, wildcards can be used. Any characters (*) and Any single character (?)

If the selection criteria entered do not match with any graduate applications, then a message will be displayed, and you will need to select the **Search for Individual Applicants** menu to return to the option. The previous search criteria will still be in place and can either be amended or click on **Reset** to remove all search criteria and reset the form.

### 4.2.2 Search for Groups of Applicants

To search for a group of applications:
1) Click on **Search for Groups of Applicants** menu option which will display the Search for Applications screen.

![Applicant Search](image)

Multiple search criteria can be entered.

2) Leave blank or enter one or more search parameters as required and then click on **Search**.

If the selection criteria entered do not match with any graduate applications, then a message will be displayed, and you will need to select the **Admissions** menu to return to the **Search for Groups of Applicants** option. The previous search criteria will still be in place and can either be amended or click on **Reset** to remove all search criteria and reset the form.

![System Message](image)

**4.3 Search Results**

The **Process Applications** screen will be displayed. For each application there will be a link to the **Expected Next Action**. The contents of this field will depend on the stage the application has reached in the admissions process e.g. Record Decision, Update Conditions, Send Card Form etc.
Note: The screen will display data for the user’s UAB only. The screen will only display applications which have been assigned to an application deadline (i.e. have been marked as complete by GAO processing) and will appear alphabetically by name.

Note: For each page, the results of the search can be sorted by each column by using the arrows in the column headings.

4.4 Access the application

1) To view an application, click on the appropriate Student Number link. The Application Summary page is displayed:
## Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TKN</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Surname</td>
<td>Pankratz</td>
</tr>
<tr>
<td>Forename</td>
<td>Barry</td>
</tr>
<tr>
<td>Middle Name</td>
<td>-</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>-</td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
</tr>
<tr>
<td>Previous Surname</td>
<td>-</td>
</tr>
<tr>
<td>Previous Forename</td>
<td>-</td>
</tr>
</tbody>
</table>

## Contact Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>29 Woodwind Cottage</td>
</tr>
<tr>
<td></td>
<td>Brighton</td>
</tr>
<tr>
<td></td>
<td>BN1 1PS</td>
</tr>
<tr>
<td>Correspondence Address</td>
<td>Flat 7, Cowley Heights</td>
</tr>
<tr>
<td></td>
<td>Cowley</td>
</tr>
<tr>
<td></td>
<td>Oxford</td>
</tr>
<tr>
<td></td>
<td>OX4 7HP</td>
</tr>
<tr>
<td>Date effective from</td>
<td>01/09/2017</td>
</tr>
<tr>
<td>Date effective to</td>
<td>30/09/2018</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:protest1@admin.ac.uk">protest1@admin.ac.uk</a></td>
</tr>
<tr>
<td>Alternative Email Address</td>
<td><a href="mailto:protest2@admin.ac.uk">protest2@admin.ac.uk</a></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+44 77896 227748</td>
</tr>
</tbody>
</table>

## Nationality and Fee Status

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Birth</td>
<td>China</td>
</tr>
<tr>
<td>Nationality</td>
<td>China</td>
</tr>
<tr>
<td>Start Date of Nationality</td>
<td>13/Sep/1995</td>
</tr>
<tr>
<td>Other Nationality</td>
<td>-</td>
</tr>
<tr>
<td>Do you expect to require a visa to enter the UK for your study?</td>
<td>Yes</td>
</tr>
<tr>
<td>Completed Course under UK Tier 4 Child Visa?</td>
<td>No</td>
</tr>
<tr>
<td>Fee Status</td>
<td>Overseas</td>
</tr>
</tbody>
</table>

## Ordinary Residence and Leave to Remain

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Country of Ordinary Residence</td>
<td>China</td>
</tr>
<tr>
<td>I am an EU national resident in the UK for the main purpose of full-time education.</td>
<td>No</td>
</tr>
<tr>
<td>Previous Country of Residence</td>
<td>-</td>
</tr>
</tbody>
</table>

## Passport Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Number</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Country of Issue</td>
<td>China</td>
</tr>
<tr>
<td>Issue Date</td>
<td>01/09/2015</td>
</tr>
<tr>
<td>Expire Date</td>
<td>30/09/2018</td>
</tr>
</tbody>
</table>

## Nomination Third Party

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>-</td>
</tr>
</tbody>
</table>

## Accommodation

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you intend to apply for accommodation owned by the university?</td>
<td>No</td>
</tr>
<tr>
<td>Do you intend to apply for accommodation owned by the college?</td>
<td>Yes</td>
</tr>
<tr>
<td>How many adults will be accompanying you?</td>
<td>0</td>
</tr>
<tr>
<td>Details of any accompanying children</td>
<td>-</td>
</tr>
</tbody>
</table>
4.5 Application summary

The top section of the screen contains the applicant summary.

1) Click on **Important Information** to view additional information. This may consist of up to three items depending on the declarations on the application form:
   - Fee Status is “Query”
   - Applicant has declared a disability (including a description of the declared disability)
   - Applicant has declared a criminal conviction

2) Click on **View Application File** to open and view or download the application form as a pdf file.

4.6 Task Selection Button

The Task Selection button lists all available tasks which a UAB will carry out on an application.

1) Hover over the **Task Selection** button to display the list of available tasks.

Note: The options displayed under the Task Selection button will depend on where the application is in the process. Once an offer has been made then the following options may then appear.

(Edit Research details will only appear if viewing a research applicant. Record Issue of Card Form and Manage College Allocation may also appear on the Task Selection menu).
4.7 Tabbed View of the Application

4.7.1 Personal Details

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Application Details</th>
<th>Research</th>
<th>Supporting Materials</th>
<th>Language Tests</th>
<th>Qualifications, other tests</th>
<th>UAB Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>College History, Decisions</td>
<td>Funding</td>
<td>Other Applications</td>
<td>Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Personal Details

- **Title:** Mr
- **Surname:** Pinkerton
- **Forename:** Barry
- **Middle Names:** 
- **Preferred Name:** 
- **Sex:** Male
- **Previous Surname:** 
- **Previous Forename:** 

### Contact Details

- **Home Address:** 25 Woodwind Cottage, Brighton, BN1 3PS
- **Correspondence Address:** Flat 7, Cowley Heights, Cowley, Oxford, OX4 7HP
  - **Date effective from:** 01/Jan/2017
  - **Date effective to:** 30/June/2018
- **Email Address:** contact1@admn.un.ac.uk
- **Alternative Email Address:** contact2@admn.un.ac.uk
- **Telephone Number:** +44 7794 3277485

### Nationality and Fee Status

- **Country of Birth:** China
- **Nationality:** China
- **Start Date of Nationality:** 15/Sept/1995
- **Other Nationality:** 
- **Do you expect to require a visa to enter the UK for your study?** Yes
- **Confirmed Visa Required?** This applicant will require a visa
- **Completed Course under UK Tier 4 Child Visa?** No
- **Fee Status:** Overseas

### Ordinary Residence and Leave to Remain

- **Current Country of Ordinary Residence:** China
- **I am an EU national resident in the UK for the main purpose of full-time education:** No
- **Previous Country of Residence:** 
- **If you are not a UK or EU national but you are currently living in the UK, do you have Indefinite Leave to Remain status (which has been entered on your passport)?** No

### Passport Details

- **Passport Number:** E123456
- **Country of Issue:** China
- **Issue Date:** 11/Jan/2015
- **Expiry Date:** 10/June/2025

### Nominated Third Party

- **Name:** 

### Accommodation

- **Do you intend to apply for accommodation owned by the University?** No
- **Do you intend to apply for accommodation owned by the college?** Yes
- **How many adults will be accompanying you?** 0
- **Details of any accompanying children:** 

[Return to List] [Return to Search] [Return to Admissions]
4.7.2 Application Details

<table>
<thead>
<tr>
<th>Application Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Status</td>
<td>Application Active</td>
</tr>
<tr>
<td>Application Submission Date</td>
<td>01/Oct/2017</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>Early January Deadline</td>
</tr>
<tr>
<td>Application Type</td>
<td>Standard</td>
</tr>
<tr>
<td>Expected Term and Year of Entry</td>
<td>Michaelmas 2018/19</td>
</tr>
<tr>
<td>Mode of Attendance</td>
<td>Full-time</td>
</tr>
<tr>
<td>Dates unavailable for interview or visit</td>
<td>-</td>
</tr>
<tr>
<td>Year of Programme</td>
<td>Year 1</td>
</tr>
<tr>
<td>External Application Id</td>
<td>-</td>
</tr>
</tbody>
</table>

**Future Plans**

What are your future career plans? Short-term plan is to go onto a PhD and later seek for post-Doc position, long-term aspiration is to become an academic staff in university.

4.7.3 Research

<table>
<thead>
<tr>
<th>Proposed Research Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Field and Title of Research Project</td>
<td>Field: Wireless sensor network; ‘Internet of Things’ application; IPS application; Low-power sensing. Project Title: IPS for Emergency Response</td>
</tr>
<tr>
<td>Proposed supervisor(s)</td>
<td>Professor Jessica Wise</td>
</tr>
</tbody>
</table>

**Note:** Only ‘Proposed Research Details’ will appear prior to an offer being made. The other three heading will appear following an offer being made. The view with taught courses (with research questions) and for Recognised students differs slightly to the above.

4.7.4 Supporting Materials

<table>
<thead>
<tr>
<th>Supporting Material Details</th>
<th>Status</th>
<th>Date Document Submitted</th>
<th>Document Type</th>
<th>Document URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application File</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>System generated</td>
<td>View Document</td>
</tr>
<tr>
<td>Application Form</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>System generated</td>
<td>View Document</td>
</tr>
<tr>
<td>CV</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Barry Inskip (Applicant)</td>
<td>View Document</td>
</tr>
<tr>
<td>English language test (new)</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Barry Inskip (Applicant)</td>
<td>View Document</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Anthony Kiddle (Graduate Administrator)</td>
<td>View Document</td>
</tr>
<tr>
<td>Reference 2</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Anthony Kiddle (Graduate Administrator)</td>
<td>View Document</td>
</tr>
<tr>
<td>Statement of purpose/research proposal</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Barry Inskip (Applicant)</td>
<td>View Document</td>
</tr>
<tr>
<td>Transcript</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Barry Inskip (Applicant)</td>
<td>View Document</td>
</tr>
<tr>
<td>Transcript</td>
<td>Passed</td>
<td>01/Oct/2017</td>
<td>Barry Inskip (Applicant)</td>
<td>View Document</td>
</tr>
</tbody>
</table>
4.7.5 Language Tests

<table>
<thead>
<tr>
<th>Knowledge of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is English your first language?</td>
</tr>
<tr>
<td>Have you completed, or are you completing, a full-time qualification equivalent to a UK degree entirely taught and assessed in English?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Language Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Waiver requested?</td>
</tr>
<tr>
<td>English Language Waiver granted?</td>
</tr>
<tr>
<td>Recommendation to attend English language course prior to admission?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IELTS (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Report Form (TS) Number</td>
</tr>
<tr>
<td>17GRCDZB92F12345678</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge of Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
</tr>
<tr>
<td>Chinese (Mandarin)</td>
</tr>
</tbody>
</table>

4.7.6 Qualifications, Other tests

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
</tr>
<tr>
<td>UK The University of Manchester</td>
</tr>
<tr>
<td>Not Listed, North China Electric Power University, Beijing</td>
</tr>
</tbody>
</table>

Other UK Study

If you require a Tier 4 student visa, please give details of any period of study (including non-degree level courses), complete or incomplete, undertaken in the UK that are not already listed above.

Other Degree-Level Study

- Have you undertaken degree-level study at any institution which you have not completed, excluding any qualification you are currently working towards? | No |
- Details provided by applicant | - |
- Are you planning to begin, or to continue studying for, a degree at any institution, at the same time as you would be studying at Oxford for the course for which you are now applying? | No |
- Details provided by applicant | - |
4.7.7 UAB Decisions

<table>
<thead>
<tr>
<th>Decision</th>
<th>Date</th>
<th>Decision Approved By</th>
<th>Recorded By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition</th>
<th>Condition Deadline</th>
<th>Condition Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No UAB condition set</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Date Uploaded</th>
<th>Document Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Note: A full audit of the Colleges that have considered the application will be displayed under “College History”.

4.7.8 College History, Decisions

<table>
<thead>
<tr>
<th>College</th>
<th>Outcome</th>
<th>Decision Date</th>
<th>Date Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not allocated</td>
<td>Open College Application</td>
<td>-</td>
<td>01/Oct/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return to List</th>
<th>Return to Search</th>
<th>Return to Admissions</th>
</tr>
</thead>
</table>
### 4.7.9 Funding

<table>
<thead>
<tr>
<th>Proposed Funding Arrangements</th>
<th>Proposed Source of Funding</th>
<th>Amount of Funding per Year (if known)</th>
<th>Period Covered (Years)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications for Departmental Studentships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised Reference Code 1</td>
</tr>
<tr>
<td>Advertised Reference Code 2</td>
</tr>
<tr>
<td>Advertised Reference Code 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Scholarships requiring Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hill Foundation</td>
</tr>
<tr>
<td>Mica and Ahmet Ertegun Postgraduate Scholarship in the Humanities</td>
</tr>
<tr>
<td>Oxford Centre for Islamic Studies</td>
</tr>
<tr>
<td>Weidenfeld-Hoffmann Scholarships and Leadership Programme</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Flag</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oxford Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
</tr>
<tr>
<td>Type of Scholarship</td>
</tr>
<tr>
<td>Full or Partial</td>
</tr>
<tr>
<td>Total Amount of Funding (£)</td>
</tr>
<tr>
<td>Name of Scholarship</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 4.7.10 Other Applications

<table>
<thead>
<tr>
<th>Other Current Applications to Oxford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Programme</td>
</tr>
<tr>
<td>UAB College Year of Entry Application Deadline Combined UAB and College Decision Status</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current/Previous Study at Oxford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Programme</td>
</tr>
<tr>
<td>UAB College Year of Entry Expected End Date Actual End Date Student Status Result (if complete)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications to Other Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return to List</th>
<th>Return to Search</th>
<th>Return to Admissions</th>
</tr>
</thead>
</table>
4.7.11 Fees

Displays the Course Fee and Living Costs (low and high) for all years. Years 2+ are estimated amounts.

<table>
<thead>
<tr>
<th>Application Calculated Fees</th>
<th>Course Fee</th>
<th>Living Costs - Low</th>
<th>Living Costs - High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>7925</td>
<td>12168</td>
<td>16635</td>
</tr>
<tr>
<td>Year 2</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 3</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 4</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 5</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 6</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 7</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Year 8</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

4.8 Bulk PDF download

The eVision Bulk PDF Download functionality allows college and UAB administrative staff to simultaneously download multiple graduate applications as individual pdfs contained within a zip file. Zip files are single files, sometimes called "archives", which contain one or more compressed files. Zip files make it easy to keep related files together and make transporting and downloading files faster and more efficient due to their compressed size. The downloaded zip file should be stored on a local/network drive before extracting the pdf application files for DGS review.

In this example Microsoft Internet Explorer is used to demonstrate the eVision Bulk PDF Download functionality. Alternative steps for Chrome and Firefox users are provided in Section 4.8.1 of this document.

On your eVision Home page:

1. Click on the Admissions link

The College Administrators container is displayed containing links to all eVision tools/functions appropriate for college administrative staff.
2. Click on the Application PDF Bulk Download link.

The Enter Search Criteria page is displayed containing search criteria fields for locating the required applications. Single or multiple criteria fields can be used to locate the required applications. However, only single options can be selected from the criteria lists of values, and wildcards and operators cannot be used.

3. Enter appropriate search criteria and click on the Search button.

A description of the available Bulk PDF Download criteria is available in Appendix 4 at the end of this document.

The Select Applications page is displayed containing all applications that meet the search criteria. Select applications to be downloaded as a pdf file by entering ticks into the appropriate tick-boxes. A Select All tick box is also available to select/deselect all applications.

To avoid performance issues limit the number of pdf files to be downloaded by running the search in smaller batches. The Surname parameter can help in doing this:

Any applications with a Application File Status of In Progress highlighted in red is being updated and will not be available for an hour.
4. Click in the tick boxes to select/deselect applications as appropriate.

5. Click on the **Export** button.

The *Download Applications* page is displayed containing a download link for downloading the zip file containing the pdf versions of the applications.

6. Click on the download link.

A Microsoft Windows prompt is displayed to either open the downloaded file or save it to a specific location.

7. Click on the **Save As** option.

The Microsoft Windows *Save As* window is displayed to specify a location and name for the downloaded zip file. By default the File Name is export.zip and can be changed as required.
8. Select an appropriate location.

9. Enter an appropriate File name.

10. Click on the Save button.

A Microsoft Windows download confirmation prompt is displayed.

11. Click on the Open button

12. The zip file is opened as a new window displaying the individual pdf files contained within. Move or copy the pdf files to a local drive or network drive. The pdf filenames follow the following format - Surname, Forename 1, short course name, Application Number, all separated by underscore (_), for example: JOHNSON_KATE_DPhil_Fine_Art_1000011_01_01.pdf.

13. Copy or move the application pdf files to an appropriate location.
4.8.1 Alternative Steps for Google Chrome and Mozilla Firefox Users

If you use Chrome or Firefox, the zip file will be automatically downloaded to the Download folder (usually on the H:/ drive) which can quickly fill up if bulk pdf download is used a lot. In these browsers, right-click on the download link and specify a suitable download location for the zip file.

On the Download Applications page:

1. Follow steps 1 - 8 as shown in Section 4.8 above.
2. Right-click on the download link.
3. Click on the Save As option.

The Microsoft Windows Save As window is displayed to specify a location and name for the downloaded zip file.

4. Select an appropriate location.
5. Enter an appropriate File name.
6. Click on the Save button.

A Microsoft Windows download confirmation prompt is displayed.

7. Click on the Open button.

The zip file is opened as a new window displaying the individual pdf files contained within. Move or copy the pdf files to a local drive or network drive. The pdf filenames follow the following format - Surname, Forename 1, short course name, Application Number, all separated by underscore (_), for example: JOHNSON_KATE_DPhil_Fine_Art_100011_01_01.pdf.
8. Copy or move the application pdf files to an appropriate location.
5. **UAB Manage Decisions and Conditions**

UABs are required to assess each complete application against their selection criteria, and against the other complete applications submitted for the deadline. They can then choose from one of the following outcomes:

- Make a UAB offer (conditional or unconditional).
- Re-evaluate the application in the next available application deadline (if applicable excl. Open Field).
- Put the application on a waiting list (if no more deadlines available excl. Open Field).
- Reject the application.

**Note:** If an offer letter is not uploaded at the same time as the offer is made, then it will appear as the Expected Next Action.

5.1 **Record a Decision – College Allocations**

1) Follow steps 4.2 to 4.4 to Search for and access the appropriate application.

Either

2) Click on the **Record Decision** link from the Expected Next Action column on the search results list.

This will retrieve an Applicant Summary and details of the current UAB decision.

**Evidence of English language proficiency required**

Or

3) Click on the appropriate Student Number from the search results page and choose ‘Manage Decision and Condition’ from the Task Selection options.
4) Hover over  to display the options available for that stage in the offer process. e.g.

5) Other options may appear if viewing the Task Selection menu after an initial decision has been made e.g. if College conditions have been failed or if an applicant is rejected.

6) Click on  .

5.2 Recording an offer in eVision

<table>
<thead>
<tr>
<th>Condition</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Named Deadline and Open College Application (No GOCAT opt-out) or Named Deadline and College Chosen by Applicant</td>
<td>See 5.2.1</td>
</tr>
<tr>
<td>Open Field</td>
<td>See 5.2.2</td>
</tr>
<tr>
<td>Named Deadline, Open College Application and UAB has opted out of GOCAT</td>
<td>See 5.2.3</td>
</tr>
<tr>
<td>All Others including: Open Field and College Chosen, Non-Matriculated programme (i.e. No College association) and Rhodes Applicants</td>
<td>See 5.2.4</td>
</tr>
</tbody>
</table>

### Offer Scenarios

**Offer - (Named Deadline and Open College Application (No GOCAT opt-out) or Named Deadline and College Chosen)**

If the application is in the Open Field, UABs may need for funding reasons to put a 'hold' on a candidate’s college record either for the preferred college or to prevent the allocation of a college to an application via GOCAT. See Section 2.2 for more information on GOCAT.

Most commonly this will be for Clarendon scholars or college-linked RCUK studentships. If you do apply a “hold”, you should advise the preferred college that you are doing so and the reason. Rhodes Applicants are excluded.

**Note:** “Evidence of English Language proficiency required” will be displayed in red for an applicant who does not have English as their first language and who has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. It will also be displayed for an applicant applicant who does have English as their first language but is not a national of a majority English-speaking country and has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. See section 5.3 for guidance.

1) Select Yes or No in the College Hold section of the screen.
2) Once selection is made click on "Save".

3) Go to Section 5.3.

5.2.2 Offer - (Open Field)

If this application is in the “Open Field” which is the mechanism by which UABs can continue to accept applications for programmes after the standard application deadlines, if they are running ad hoc studentship competitions or where places are available or an open college application then the UAB must discuss with potential colleges and select the agreed College in eVision. See Section 2.1 for more information on deadline cycles.

Rhodes Applicants are excluded (see section 5.1.5)

Note: Applications which are in the Open Field with no college allocated will appear as ‘On Hold’. The hold will automatically be removed once step 4 is completed.

Note: “Evidence of English Language proficiency required” will be displayed in red for an applicant who does not have English as their first language and who has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. It will also be displayed for an applicant applicant who does have English as their first language but is not a national of a majority English-speaking country and has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. See section 5.3 for guidance.

If the applicant had specified a college preference it will be stated on the following screen, otherwise it will state ‘Not allocated’.

1) A dialogue box appears requesting you to select a college.

   Note: Colleges who do not offer places for a particular course will not be displayed in the college drop down list.

2) Select applicable college.
3) Click on Next.

4) Click on Save if the change is to be completed or Back if you want to modify the College.

5) Go to Section 5.3.

5.2.3 Offer - (Named Deadline, Open College Application and UAB has opted out of GOCAT)

If the application is not in the Open Field and a College has yet to be chosen but the UAB has opted out of GOCAT then an additional section will be displayed. A dialogue box appears requesting you to select a college and also the option to add a college hold.

Note: “Evidence of English Language proficiency required” will be displayed in red for an applicant who does not have English as their first language and who has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. It will also be displayed for an applicant who does have English as their first language but is not a national of a majority English-speaking country and has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. See section 5.3 for guidance.

1) If the applicant stated a college preference then this college will default in or it will state ‘Not allocated’. To change the college, select the college from the drop down box.
Note: Colleges who do not offer places for a particular course will not be displayed in the college drop down list. Select the applicable college.

2) If required select the drop down box next to the College Hold required field.

If Yes is chosen then a reason for the hold is automatically displayed as “Funding”.
If No is chosen then a reason is not displayed.

3) Click on **Cancel** if the change is no longer required or **Save** to continue.

4) Click on **Next**.

5) Go to Section 5.3.

### 5.2.4 Offer - All Others including: Non-Matriculated programme (i.e. No College association), Rhodes Applicants and SBS in Open Field.

If the Application is in the Open Field and the college has been chosen and the Award Programme is non matriculated (i.e No College is required) or if the Applicant is a Rhodes Scholar then go straight to Section 5.3.
Note: “Evidence of English Language proficiency required” will be displayed in red for an applicant who does not have English as their first language and who has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. It will also be displayed for an applicant applicant who does have English as their first language but is not a national of a majority English-speaking country and has either a) not provided evidence of proficiency or b) for whom a waiver has not been granted. See section 5.3 for guidance.

5.3 English Language Details

The University requires all applicants whose first language is not English or whose first language is English but who are not a national of a majority English-speaking country recognised by UK Visas and Immigration to submit the results of a recognised English language test as part of the graduate admissions process.

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Applicant name</th>
<th>Date of birth</th>
<th>Programme</th>
<th>UAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>702605</td>
<td>Mr Bobby White</td>
<td>14 November 1986</td>
<td>RD_PE1_CCC - DPhil Paediatrics</td>
<td>Paediatrics</td>
</tr>
</tbody>
</table>

Evidence of English language proficiency required

A requirement is made to specify whether an English test is required or an English Language Waiver has been granted.

5.3.1 Applicant has stated that English is not their first language

1) The below questions appear if the applicant has either stated that English is not their first language or if they are not a national of a majority English speaking country recognised by the UK Visas and Immigration.

<table>
<thead>
<tr>
<th>Language Course and Waiver Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is applicant advised (but not required) to attend a pre-sessional course at the Language Institute? *</td>
</tr>
<tr>
<td>Has an English Language waiver been granted? *</td>
</tr>
</tbody>
</table>

2) Enter if the applicant must attend a Pre-Sessional Course at the Language Institute.

Note: If this is requirement rather than a recommendation then say “No” here and add it as a condition.

3) Specify whether an English Language Waiver has been granted.
4) Click on **Next**.

5) If a waiver has been granted then enter the reason for the Waiver.

6) Select **Next**.

7) Click on **Save** if the change is to be completed or **Back** if you want to modify the waiver details.

**Note:** The red text will only disappear once the **Save** button has been used, following a waiver being granted.

### 5.3.2 Applicant has stated that English is their first language

1) If the applicant has stated that English is their first language then the UAB will be asked to confirm if they agree with the statement.
2) If the UAB agrees that English is the applicant's first language and they are a national of a majority English speaking country recognised by the UK Visas and Immigration then they can select ‘Yes’ and ‘Save’ to move onto the next stage in the offer process (see section 5.2).

3) If the UAB agrees that English is the applicant's first language but the applicant is not a national of a majority English speaking country recognised by the UK Visas and Immigration then they must still fulfil the English Language requirements.

4) The below questions appear if the applicant has either stated that English is not their first language or if they are not a national of a majority English speaking country recognised by the UK Visas and Immigration.

5) Enter if the applicant must attend a Pre-Sessional Course at the Language Institute.

   **Note:** If this is a requirement rather than a recommendation then say “No” here and add it as a condition.

6) Specify whether an English Language Waiver has been granted.

7) Click on **Next**.
8) If a waiver has been granted then enter the reason for the Waiver.

9) Select Next.

The following information will be stored against the application record. Please check to confirm whether it is correct.

5.4 Record Decision – UAB Offer – Unconditional for a Research Student

1) Follow steps 4.2 to 4.4 to Search for and access the appropriate application.

2) Hover over the Task Selection button to display the list of available tasks

3) Click on Record Decision to display the Record Decisions: Offer screen

Note: If an English waiver was granted then the red English Language text will disappear once the entry has been saved.
4) Click on **Unconditional Offer** from the **Type of Offer** drop down list.

Selecting **Edit Year of Programme** will allow the user to change the year of study to which the applicant is being admitted, e.g. when a research student is transferring with their Supervisor from another institution and is allowed to begin their studies in Year 2.

Note: GAO also have access to make this change on an Individual Application on behalf of a department if required.

5) The **Edit Year of Programme** button can be selected.

6) Click on **Save** if the change is to be completed or **Back** if you want to modify the specified Year of programme.
7) Enter using the calendar the date that the offer is made.

<table>
<thead>
<tr>
<th>Decision Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Offer</td>
</tr>
<tr>
<td>Year of Programme</td>
</tr>
<tr>
<td>Decision Date</td>
</tr>
<tr>
<td>Decision Maker</td>
</tr>
<tr>
<td>Applicant Response Deadline</td>
</tr>
</tbody>
</table>

8) Enter the single sign on or enter the name of the person that approved the decision, using the dynamic search.

<table>
<thead>
<tr>
<th>Decision Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Offer</td>
</tr>
<tr>
<td>Year of Programme</td>
</tr>
<tr>
<td>Decision Date</td>
</tr>
<tr>
<td>Decision Maker</td>
</tr>
<tr>
<td>Applicant Response Deadline</td>
</tr>
</tbody>
</table>

9) A date can then be added as to when the Applicant needs to respond to the Offer.

<table>
<thead>
<tr>
<th>Decision Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Offer</td>
</tr>
<tr>
<td>Year of Programme</td>
</tr>
<tr>
<td>Decision Date</td>
</tr>
<tr>
<td>Decision Maker</td>
</tr>
<tr>
<td>Applicant Response Deadline</td>
</tr>
</tbody>
</table>
10) The opportunity is then made available to edit the Applicants proposed Thesis title with the use of the button.

Note: The Applicants original proposed Title is retained and can be viewed from the Tabbed View of the Application. The Title can also be changed by using the “Edit Research Details” option.

11) Click on if the change is to be completed or if you do not want to modify the Thesis Title.

You then have the opportunity to add a Supervisor.

Note: For all Research Applicants the UAB must appoint a Supervisor at the point of Admission. However as the Supervisor may not yet be set up in the system, this is not Mandatory. i.e: A Supervisor may be new to Oxford and may not yet be in the Core User Directory (CUD).

Supervisors can be edited / added later via “Edit Research Details”

As an example: If 2 Supervisors are required but one is not in the CUD, then add 1 Supervisor with a 50% weighting and add the 2nd Supervisor later with 50% via the “Edit Research Details” link.

12) Click on the button.
13) Enter the Supervisor single sign on or name into the Supervisor cell and then a dynamic list will appear.

<table>
<thead>
<tr>
<th>Supervisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Supervisor Weighting</td>
<td></td>
</tr>
</tbody>
</table>

14) Select appropriate Supervisor.

<table>
<thead>
<tr>
<th>Supervisor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Weighting</td>
</tr>
</tbody>
</table>

15) Enter the weightings value, a numeric integer value in the range 0 to 100.

<table>
<thead>
<tr>
<th>Supervisor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Weighting</td>
</tr>
</tbody>
</table>

16) If there are multiple Supervisors then the Weighting value must not exceed 100%.

<table>
<thead>
<tr>
<th>Supervisor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Weighting</td>
</tr>
</tbody>
</table>

17) Click on **Cancel** if the change is no longer required or **Next** to continue with the change.

A confirmation window is displayed.

<table>
<thead>
<tr>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
</tr>
<tr>
<td>Supervisor SSO</td>
</tr>
<tr>
<td>Weighting</td>
</tr>
</tbody>
</table>

18) Click on **Save** if the change is to be completed or **Back** if you do not want to Add the Supervisor.
19) If more than 1 Supervisor is needed then repeat from step 9.

20) Click on the Remove link should you need to delete the specified Supervisor.

21) If required Update the Supervisor Weightings.

You can also modify the Milestone deadlines by clicking “Edit Milestones” button.

Each programme is setup with default terms for completion of milestones (Transfer of Status, Confirmation of Status and Maximum Submission Date). This is used to calculate the default dates for the term and academic year of entry allocated with the application record. The default dates can be edited if required. If the system cannot calculate or if there is no default stated then the fields will be blank. (They should advise the Data Quality Team if the details are wrong).

A Transfer of Status Deadline can be set to specify for example when a Research student moves from a probationary student to a DPhil student i.e after completing a mini Viva.

22) Using the calendar icon select the appropriate deadline.
Should a Waiver be granted e.g. for Re-Admissions, then:

23) **Click on** Manage Waiver

24) **Click on** Yes or No to grant the Waiver

25) **Click on** Cancel to return to previous screen or **Save** to complete the Waiver change.

A confirmation Window is displayed.
26) Confirm the Status Deadline and Maximum Submission Date.

27) Click on **Cancel** to enter different deadlines or **Save** to complete the deadline changes and return to offer screen.
28) Once the Offer has been completed Click on the **Next** button.

![Offer Details]

The following information will be stored against the application record. Please check to confirm whether it is correct.

**Decision Details**
- Type of Offer: Unconditional
- Year of Programme: Year 1
- Decision Date: 13/Oct/2015
- Decision Approved By: Martin Robert Eley
- Applicant Response Deadline: 20/Oct/2015

**Thesis Details**
- Thesis Title: IT Training and the future

**Supervisor Details**
- Supervisor: Weighting
- Victoria Eleanor Jervis: 100

**Milestone Deadlines**
- Transfer of Status Deadline
- Confirmation of Status Deadline: 05/Oct/2018
- Maximum Submission Date: 11/Oct/2019

29) Click on **Save** to record the Offer entered or **Back** to make modifications.

![Record Decision: Offer]

![Evidence of English language proficiency required]

The application record has been updated.

**Decision Details**
- Type of Offer
- Year of Programme: Year 1
- Decision Date
- Decision Approved By: Martin Robert Eley
- Applicant Response Deadline: 20/Oct/2015

**Thesis Details**
- Thesis Title: IT Training and the future

**Supervisor Details**
- Supervisor: Weighting
- Victoria Eleanor Jervis: 100
You can either choose to navigate to the Application Tabbed View or which will take you to the search results page, or which will allow you to run a new search, enabling you to choose a new menu option or to enable you to upload a pdf file of the Offer Letter.

**Note:** UABs are required to upload the Offer Letter as must be accessible to colleges. If the Offer Letter is unavailable at this time then it can be uploaded from the “Upload Documents” link or from the Search Results the next expected action will be “Upload Offer Letter”

### 5.4.1 Upload Offer Letter

1) Click on the **Upload Offer Letter** button.

![File Upload Screen](image)

2) Click on the **Browse** button.

![Choose file to Upload](image)

3) Locate the appropriate file and click on **Open**
4) Click on **Upload file**.

A confirmation window is displayed.

![Upload file confirmation](image)

**Note:** UABs are required to upload the Offer Letter as it must be accessible to colleges. If the Offer Letter is unavailable at this time then it can be uploaded from the “Upload Documents” link or from the Search Results the next expected action will be “Upload Offer Letter”.

5) See 5.4.1 for the Upload Offer Letter functionality.
5.5 Record Decision – UAB Offer – Conditional for a Research Student

The following steps are to be taken when the UAB wishes to make an offer with conditions attached to a Research Student.

1) Follow 5.4 Tasks 4) to 29) with the following addition.

2) Click on all the Conditions that need to be fulfilled by the Applicant by placing a tick in each appropriate box. Multiple conditions may be selected.

---

**Academic Conditions**
- Bachelor's pass degree 1st class
- Bachelor's pass degree 2:1 or above
- Bachelor's pass degree 2:2 or above
- Masters pass degree with distinction
- Masters pass degree 2:1 or above
- Masters pass degree with merit
- Masters pass degree
- Diploma pass degree
- GPA 3.8 or above
- GPA 3.75 or above
- GPA 3.7 or above
- GPA 3.65 or above
- GPA 3.6 or above
- GPA 3.55 or above
- GPA 3.5 or above
- Original/Certified copy: Bachelors transcript
- Original/Certified copy: Masters transcript
- Original/Certified copy: Doctoral transcript
- Receipt and approval of additional reference
- Degree: pass equivalent to UK bachelor's 1st class
- Degree: pass equivalent to UK bachelor's 2:1 or above
- Degree: pass equivalent to UK master's distinction
- Degree: pass equivalent to UK master's with merit
- Degree: pass equivalent to UK master's pass level
- Other Academic Condition 1
- Other Academic Condition 2
- Other Academic Condition 3
- Other Academic Condition 4
- Other Academic Condition 5

**Language Conditions**
- English language test score at higher level
- English language test score at standard level
- Attendance at English language course
- Original English language test score
- IELTS 7.5: at least 7.0 in each component
- IELTS 7.0: at least 6.5 in each component
- TOEFL IBT: 110, with min. score in each component
- TOEFL IBT: 100, with min. score in each component

**Other Conditions**
- Deposit payment
- Health Check
- Police Check
- Completion of financial declaration

---
**Note:** The condition **Completion of Financial Declaration** should only be used if this application is managed by the UAB. In most cases this condition should only be set by a college.

<table>
<thead>
<tr>
<th>Academic Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors: pass degree 1st class</td>
</tr>
<tr>
<td>Bachelors: pass degree 2:1 or above</td>
</tr>
<tr>
<td>Bachelors: pass degree 65% or above</td>
</tr>
<tr>
<td>Masters: pass degree with distinction</td>
</tr>
<tr>
<td>Masters: pass degree 2:1 or above</td>
</tr>
<tr>
<td>Masters: pass degree with merit</td>
</tr>
<tr>
<td>Masters: pass degree</td>
</tr>
<tr>
<td>Diploma: pass degree</td>
</tr>
<tr>
<td>GPA 3.8 or above</td>
</tr>
<tr>
<td>GPA 3.75 or above</td>
</tr>
<tr>
<td>GPA 3.7 or above</td>
</tr>
<tr>
<td>GPA 3.65 or above</td>
</tr>
<tr>
<td>GPA 3.6 or above</td>
</tr>
<tr>
<td>GPA 3.55 or above</td>
</tr>
<tr>
<td>GPA 3.5 or above</td>
</tr>
<tr>
<td>Original/Certified copy: bachelors transcript</td>
</tr>
<tr>
<td>Original/Certified copy: masters transcript</td>
</tr>
<tr>
<td>Original/Certified copy: doctoral transcript</td>
</tr>
<tr>
<td>Receipt and approval of additional reference</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK bachelors 1st class</td>
</tr>
<tr>
<td>Degree: pass equiv to UK bachelors 2:1 or above</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK masters distinction</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK masters with merit</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK masters pass level</td>
</tr>
<tr>
<td>Other Academic Condition 1</td>
</tr>
<tr>
<td>Other Academic Condition 2</td>
</tr>
<tr>
<td>Other Academic Condition 3</td>
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<tr>
<td>Other Academic Condition 4</td>
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<tr>
<td>Other Academic Condition 5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Language Conditions</th>
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</thead>
<tbody>
<tr>
<td>English language test score at higher level</td>
</tr>
<tr>
<td>English language test score at standard level</td>
</tr>
<tr>
<td>Attendance at English language course</td>
</tr>
<tr>
<td>Original English language test score</td>
</tr>
<tr>
<td>IELTS 7.5: at least 7.0 in each component</td>
</tr>
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<td>TOEFL IBT: 100, with min. score in each component</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit: payment</td>
</tr>
<tr>
<td>Health Check</td>
</tr>
<tr>
<td>Police Check</td>
</tr>
<tr>
<td>Completion of financial declaration</td>
</tr>
</tbody>
</table>
3) Click on the **Next** button. The selected conditions will be displayed.

![Record Decision: Offer](image)

**Decision Details**
- Decision: Conditional
- Decision Date: 13 October 2015
- Decision Approved By: Martin Robert Eley

**Conditions**
- Police Check
- Completion of financial declaration
- IELTS 7.5: at least 7.0 in each component
- Diploma: pass degree
- Degree: pass equiv to UK bachelors 2:1 or above
- Other Academic Condition 1

![Condition Deadlines](image)

**Condition Deadlines**
- Now showing records 1 - 1 of 1
- Other Academic Condition 1: Extra Condition

![Other Condition Details](image)

**Other Condition Details**
- Other Academic Condition 1: Extra Condition

4) Click on **Save** to record the Offer entered or **Back** to cancel the modification.

If Other Academic Conditions 1 – 5 are selected then enter the text to specify the condition details.

5) Click on **Save** to record the Condition entered.

6) And confirm by clicking on the **Next** button or Cancel by clicking the **Back** button.

7) Confirm the deadline for each condition (the default will be 31 August).

8) Click on **Save** once completed.
The final Confirmation page is displayed.

9) You can either choose to navigate to the Application Tabbed View or which will take you to the search results page, or which will allow you to run a new search, enabling you to choose a new menu option or to enable you to upload a pdf file of the Offer Letter.

   Note: UABs are required to upload the Offer Letter as it must be accessible to colleges. If the Offer Letter is unavailable at this time then it can be uploaded from the “Upload Documents” link or from the Search Results the next expected action will be “Upload Offer Letter”

10) See 5.4.1 for the Upload Offer Letter functionality.
5.6 Record Decision – UAB Offer – Unconditional for a Taught Student

The following steps are to be taken when the UAB wishes to make an offer with NO conditions attached to a Taught Student.

1) Select Unconditional Offer from the Type of Offer drop down list.

2) Enter using the calendar the date that the decision was made not the date that this update is processed.

3) Enter the single sign on or enter the name of the person that approved the decision, using the dynamic search.
4) A date can then be added as to when the Applicant needs to respond to the Offer.

5) Click on Next.

6) Click on Save to record the Offer entered or Back to cancel the modification.
7) You can either choose [Application Summary] to navigate to the Application Tabbed View or [Return to List] which will take you to the search results page, or [Return to Search] which will allow you to run a new search, enabling you to choose a new menu option or [Upload Offer Letter] to enable you to upload a pdf file of the Offer Letter.

**Note:** UABs are required to upload the Offer Letter as must be accessible to colleges. If the Offer Letter is unavailable at this time then it can be uploaded from the “Upload Documents” link or from the Search Results the next expected action will be “Upload Offer Letter”.

8) See 5.4.1 for the Upload Offer Letter functionality.
5.7 Record Decision – UAB Offer – Conditional for a Taught Student

The following steps are to be taken when the UAB wishes to make an offer with conditions attached to a Taught Student.

1) As 5.6 Tasks 4) to 5) with the following addition.

2) Select all the Conditions that need to be fulfilled by the Applicant by placing a tick in the appropriate box. Multiple conditions can be selected.

<table>
<thead>
<tr>
<th>Academic Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors: pass degree 1st class</td>
</tr>
<tr>
<td>Bachelors: pass degree 2:1 or above</td>
</tr>
<tr>
<td>Bachelors: pass degree 65% or above</td>
</tr>
<tr>
<td>Masters: pass degree with distinction</td>
</tr>
<tr>
<td>Masters: pass degree 2:1 or above</td>
</tr>
<tr>
<td>Masters: pass degree with merit</td>
</tr>
<tr>
<td>Masters: pass degree</td>
</tr>
<tr>
<td>Diploma: pass degree</td>
</tr>
<tr>
<td>GPA 3.8 or above</td>
</tr>
<tr>
<td>GPA 3.75 or above</td>
</tr>
<tr>
<td>GPA 3.7 or above</td>
</tr>
<tr>
<td>GPA 3.6 or above</td>
</tr>
<tr>
<td>GPA 3.55 or above</td>
</tr>
<tr>
<td>GPA 3.5 or above</td>
</tr>
<tr>
<td>Original/Certified copy: bachelors transcript</td>
</tr>
<tr>
<td>Original/Certified copy: masters transcript</td>
</tr>
<tr>
<td>Original/Certified copy: doctoral transcript</td>
</tr>
<tr>
<td>Receipt and approval of additional references</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK bachelors 1st class</td>
</tr>
<tr>
<td>Degree: pass equiv to UK bachelors 2:1 or above</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK masters distinction</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK masters with merit</td>
</tr>
<tr>
<td>Degree: pass equivalent to UK masters pass level</td>
</tr>
<tr>
<td>Other Academic Condition 1</td>
</tr>
<tr>
<td>Other Academic Condition 2</td>
</tr>
<tr>
<td>Other Academic Condition 3</td>
</tr>
<tr>
<td>Other Academic Condition 4</td>
</tr>
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<th>Language Conditions</th>
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</thead>
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<tr>
<td>English language test score at higher level</td>
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</tr>
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</tr>
<tr>
<td>IELTS 7.5: at least 7.0 in each component</td>
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<td>TOEFL IBT: 100, with min. score in each component</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit: payment</td>
</tr>
<tr>
<td>Health Check</td>
</tr>
<tr>
<td>Police Check</td>
</tr>
<tr>
<td>Completion of financial declaration</td>
</tr>
</tbody>
</table>
**Note:** The condition *Completion of Financial Declaration* should only be used if this application is managed by the UAB. In most cases this condition should only be set by a college.

### Academic Conditions
- Bachelor's: pass degree 1st class
- Bachelor's: pass degree 2:1 or above
- Bachelor's: pass degree 65% or above
- Master's: pass degree with distinction
- Master's: pass degree 2:1 or above
- Master's: pass degree with merit
- Master's: pass degree
- Diploma: pass degree
- GPA 3.8 or above
- GPA 3.75 or above
- GPA 3.7 or above
- GPA 3.65 or above
- GPA 3.6 or above
- GPA 3.55 or above
- GPA 3.5 or above
- Original/Certified copy: bachelor's transcript
- Original/Certified copy: master's transcript
- Original/Certified copy: doctoral transcript
- Receipt and approval of additional reference
- Degree: pass equivalent to UK bachelor's 1st class
- Degree: pass equiv to UK bachelor's 2:1 or above
- Degree: pass equivalent to UK master's distinction
- Degree: pass equivalent to UK master's with merit
- Degree: pass equivalent to UK master's pass level
- Other Academic Condition 1
- Other Academic Condition 2
- Other Academic Condition 3
- Other Academic Condition 4
- Other Academic Condition 5

### Language Conditions
- English language test score at higher level
- English language test score at standard level
- Attendance at English language course
- Original English language test score
- IELTS 7.5: at least 7.0 in each component
- IELTS 7.0: at least 6.5 in each component
- TOEFL IBT: 110, with min. score in each component
- TOEFL IBT: 100, with min. score in each component

### Other Conditions
- Deposit: payment
- Health Check
- Police Check
- Completion of financial declaration
3) Click **Next**. 

The selected conditions will be listed.

4) Click on **Save** to record the Offer entered or **Back** to cancel the modification.

If other Academic Conditions from 1 – 5 are selected then enter the necessary conditional Text.

5) Click on **Save** to record the Condition entered.

6) And confirm by selecting the **Next** button or Cancel by selecting the **Back** button.

7) Confirm the deadline for each condition (it will default to 31 August)

8) Click on **Save** once completed.
The final Confirmation is displayed.

Evidence of English language proficiency required

9) You can either choose Application Summary which will take you to the search results page, or Return to Search which will allow you to run a new search, enabling you to choose a new menu option or Upload Offer Letter to enable you to upload a pdf file of the Offer Letter.

Note: UABs are required to upload the Offer Letter as must be accessible to colleges. If the Offer Letter is unavailable at this time then it can be uploaded from the “Upload Documents” link or from the Search Results the next expected action will be “Upload Offer Letter”

10) See 5.4.1 for the Upload Offer Letter functionality.
5.8 Move an application to be re-evaluated in the next deadline cycle

If an applicant may be acceptable, then the UAB can re-assess against future applications. The applicant can be re-evaluated in the next application deadline, if one is available. Applications cannot be re-evaluated in the Open Field so the Re-evaluate option will not be available if the UAB has no further “named” deadlines.

More information on re-evaluating applicants can be found in the Graduate Admissions Handbook at:

https://www.ox.ac.uk/gafhandbook/uab-processes/application-assessment/decisions

1) Follow steps 4.2 to 4.4 to search for and access the appropriate application.

2) Hover over the button, and Select Re-evaluate.

3) Enter the Decision Date.

4) And the Decision Approver

5) Click on to enter the Re-evaluate Decision.
6) Click on Back if you wish to modify an entry or Save to store to the database.

5.9 Waitlist an application

If an applicant is acceptable to the UAB, but either the total number of offers for the programme have already been made, or will be made if the offers from the current application deadline are taken into consideration, then an applicant can be wait-listed if no subsequent Application Deadline is available.

More information on re-waitlisting applicants can be found in the Graduate Admissions Handbook at:

https://www.ox.ac.uk/gafhandbook/uab-processes/application-assessment/decisions

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Click on the Manage Decision / Conditions link which will display the Decision Summary window.
3) Hover over the `Decision Type` button, and Select `Waitlist`.

4) Enter the `Waitlist Rank` (a numerical value).

1) Enter the date the Decision was made not the date entered using the ☀ icon.
2) Enter the Approver single sign on or name into the Decision Approved By cell and then a dynamic list will appear.

![Dynamic Approver List]

3) And select the appropriate Approver.

![Selected Approver]

4) And confirm by selecting the Next button or Cancel by selecting the button.

![Confirmation Window]

5) Click on Save to record the Condition outcome entered or Back to cancel the modification.

A confirmation window is displayed.
6) You can either choose [Application Summary] to navigate to the Application Tabbed View or [Return to List] which will take you to the search results page, or [Return to Search] which will allow you to run a new search, enabling you to choose a new menu option.

**Note:** On the Search Results page the **Next Expected Action** remains as **Record Decision** until the application has been accepted or rejected.

The Waitlist letter should be sent but it is not mandatory to upload.

### 5.10 Reject an application

This section deals with the case where a UAB does not make an offer. The functionality allows you to Reject an Individual Application.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Click on the **Manage Decision / Conditions** link which will display the Decision Summary window.

3) Hover over the **Decision Type** button, and Click on **Reject**.
4) Click on a Rejection Reason from the drop down list.

![Decision Details](image)

**Note:** Course Full is normally used to Reject someone on the Waitlist.

5) Enter the decision date.

![Decision Details](image)

6) Enter the Approver single sign on or name into the Decision Approved By cell and then a dynamic list will appear.
7) And confirm by selecting the Next button or Cancel by selecting the Cancel button.

8) Choose to confirm the rejection

Then the confirmation screen appears

5.11 Reject - College Condition Failed

This part of the system allows UAB Administrators to process applications which have failed the College condition.

A UAB Offer has been made Conditional or Unconditional but the application has failed the College Condition, an email will be sent by the college to the UAB explaining that this applicant has failed a condition.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Click on the Manage Decision / Conditions link which will display the Decision Summary window.
3) Hover over the Decision Type button, and Click on **Reject - College Conditions Failed**.

This displays the Decision details.

4) Enter the date the Decision was made.

   Decision Date *= 20/Oct/2017

5) Enter the Decision Approver single sign on or name into the Decision Approved By cell and then a dynamic list will appear.

   **ADMN13**

6) Select appropriate Decision Approver.

   **ADMN1344** Abigail Taylor

7) Click on **Cancel** to modify the data entered or **Next** to enter the Reject Decision.
A confirmation screen is then shown giving you the final chance to make changes.

8) Click on **Back** if you wish to modify an entry or **Save** to store to the database.

9) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option.

5.12 Update Conditions

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.
2) Hover over **Task Selection** Decision Type to display the task list.

3) Click on **Update Conditions**.

4) Select Pass, Waive or Fail for the outstanding conditions.

5) If there is more than one condition outstanding then all conditions can be passed together by choosing **Pass All**.

5.12.1 **Pass Condition (Individually)**

1) In the Outstanding Conditions section click on **Pass** in the Action column.
2) Enter the Date Approved using the calendar icon.

3) Enter the Approver single sign on or name into the Decision Approved By cell and a dynamic list will appear.

4) Select the appropriate Approver.

5) Confirm by selecting the Next button or Cancel by selecting the Cancel button.
6) Click on **Save** to record the Condition outcome entered or **Back** to cancel the modification. A confirmation window is displayed.

7) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option or **Return to Aquisitions** to enable you to return to the list of conditions or **Update Qualification Record** (or depending on the type of condition).

### 5.12.2 Pass All Conditions

1) In the Outstanding Conditions section click on **Pass All** in the Action column.

2) Enter the Date Approved using the **calendar** icon.
3) Enter the Approver single sign on or name into the Decision Approved By cell and a dynamic list will appear.

4) Select the appropriate Approver.

5) Confirm by selecting the Next button or Cancel by selecting the Cancel button.
6) Click on **Save** to record the Condition outcome entered or **Back** to cancel the modification.

A confirmation window is displayed.

7) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, **Return to Admissions** enabling you to choose a new menu option or **Return to Manage Conditions** to enable you to return to the list of conditions or (or depending on the type of condition).

**Note:** If the applicant has met all UAB and College conditions then the ‘Record Issue of Card Form’ will also appear.
5.12.3 Waive Conditions

1) Enter the Date Approved using the Date icon.

2) Enter the Approver single sign on or name into the Decision Approved By cell and a dynamic list will appear.

3) Select the appropriate Approver.

4) Confirm by selecting the Next button or Cancel by selecting the Cancel button.
5) Click [Save] to record the Condition outcome entered or [Back] to cancel the modification.

A confirmation window is displayed.

6) You can either choose [Application Summary] to navigate to the Application Tabbed View or [Return to List] which will take you to the search results page, or [Return to Search] which will allow you to run a new search, enabling you to choose a new menu option or [Return to Admissions] to enable you to return to the list of conditions.

5.12.4 Fail Conditions

7) Enter the Date Approved using the [ ] icon.

8) Enter the Approver single sign on or name into the Decision Approved By cell and a dynamic list will appear.
9) Select the appropriate Approver.

10) And confirm by selecting the **Next** button or Cancel by selecting the **Cancel** button.

11) Click on **Save** to record the Condition outcome entered or **Back** to cancel the modification.

A confirmation window is displayed and an email is sent to the College Administrator.

12) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, **Return to Admissions** enabling you to choose a new menu option or **Return to Manage Conditions** to enable you
to return to the list of conditions or (or depending on the type of condition).

5.13 Cancel Reject Decision

This functionality enables the user to cancel a Reject that was entered in error.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over  button.

3) Select the link which will display the Decision Summary window.

4) Hover over the Decision Type button, and Select Cancel Reject Decision.

Cancellation of the Rejection decision will change the UAB decision to Pending.
Fields marked with * are mandatory

5) Enter the Decision Date using the icon.
6) And confirm by selecting the **Save** button or Cancel by selecting the **Cancel** button.

You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to Search** which will take you to the search results page, or **Return to List** which will allow you to run a new search, enabling you to choose a new menu option.
6. Manage Tests

Manage Tests will display details of the admission and language tests provided by the applicant. UABs can amend results, verify results and add new entries as required.

6.1 Add a Test Score

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the Task Selection button.

3) Select the Manage Tests link.

4) You can either choose to navigate to the Application Tabbed View or which will take you to the search results page, or which will allow you to run a new search, enabling you to choose a new menu option.

5) Select Add New to be able to add new results to the application if they have been received.
Manage Tests

6) Enter the date the test result was received using the calendar icon .

7) Enter the results against the relevant test title.

<table>
<thead>
<tr>
<th>GRE</th>
<th>Verbal %</th>
<th>Verbal Score</th>
<th>Analytical %</th>
<th>Analytical Score</th>
<th>Quantitative %</th>
<th>Quantitative Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/Nov/2016</td>
<td>100</td>
<td>170</td>
<td>100</td>
<td>6</td>
<td>100</td>
<td>170</td>
</tr>
</tbody>
</table>

8) Click on Next to display a confirmation message or select Cancel to delete the modification.

The following information will be stored against the application record. Please check to confirm whether it is correct.

<table>
<thead>
<tr>
<th>GRE</th>
<th>Verbal %</th>
<th>Verbal Score</th>
<th>Analytical %</th>
<th>Analytical Score</th>
<th>Quantitative %</th>
<th>Quantitative Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/Nov/2016</td>
<td>100</td>
<td>170</td>
<td>100</td>
<td>6</td>
<td>100</td>
<td>170</td>
</tr>
</tbody>
</table>

9) Select Save to record the test values entered or Back to cancel the modification.

GRE is made of up 3 test types and each one has a score and a percent. So in total there could be up to 6 results. Verbal percent and score, analytical percent and score and quantitative percent and score. IELTS is made of up 4 test types and an overall score. So in total there could be up to 5 records. Total score, reading, speaking, listening and writing. TOEFL is made of up 4 test types and an overall score. So in total there could be up to 5 records. Total score, reading, speaking, listening and writing. Cambridge test details are held in just one record and so are Cambridge Proficiency test details.

10) You can either choose Application Summary to navigate to the Application Tabbed View or Return to List which will take you to the search results page, or Return to Search which will allow you to run a new search, enabling you to choose a new menu option or Upload Test Score to enable you to upload a pdf file of the Offer Letter or .

11) Select Return to Manage Tests to return to the Manage Test screen and see the test scores listed.
Note: The test result will appear as ‘Claimed’ under the ‘Status’ column until verified by the UAB (see section 6.3).

6.2  Amend and Existing Test Score

1) To amend an individual test record click on the Edit button in the table row in the Action column.

2) Make the required changes.

3) Select Next to have the opportunity to confirm the changes or Cancel to cancel the modification.
Manage Tests

4) Choose **Save** to save the changes or **Back** to make further amendments.

5) Click on **Edit Details** to continue modifying other results or **Save** to store the changes.

If a record already exists for this student and Application sequence then an error message will be displayed.

Note: The test result will appear as ‘Claimed’ under the ‘Status’ column until verified by the UAB (see section 6.3).

6.3 Verify a Test Score

1) From the Manage Test screen you can verify the test results.

2) Choose the test you wish to verify and select the **Verify** button from the Action column.

3) Enter the Date Verified and who it was verified by

4) Then choose **Save**. The following screen will appear.
Note: If the test being verified relates to an English Language proficiency test (e.g. TOEFL) then the red text at the top of the screen will disappear following the save in Step 4.

5) Choose **Return to Manage Tests** to return to the Managing Tests screen.

6) The test that was verified now has a status of ‘Verified’ in the Status column. The **Edit** and **Verify** buttons no longer appear for the verified test.

### 6.4 Upload the Test Score document

1) Select **Upload Test Score** to enable you to scan and upload an image of the hard copy of the results which can then be attached to the application.

2) Select the **Browse** button.
3) Locate the appropriate file and select **Open**.

4) Select **Upload file**. A confirmation window is displayed.

5) From the Manage Tests Summary page you can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option.
7. **Edit Contact Details**

Personal details will display current details for the applicant’s Home and Correspondence addresses and contact details.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the **Task Selection** button.

3) Select the **Edit Contact Details** link.

4) Select **Return to Application Summary** to cancel out of this task without making any changes.

5) Select **Edit** to modify either the Home Address, Correspondence Address, Email Address, Alternative Email Address, Telephone Number or Mobile Telephone Number.
6) Enter a postcode and then select **Get Address** to retrieve the full postcode address. Alternatively you can enter or amend the address details directly.

**Note:** The **Get Address** function works for most UK addresses, and some North American and European countries.

7) Highlight the appropriate Address and press **Select**.
8) Select [Save] which will cause the student Address record to be updated with the entered address. A record of the previous address will be automatically saved.

9) Select [Return to Application Summary].
8. Response from Applicant

UABs are able to record an applicant’s response received by email to their UAB Offer.

The following applicant has declined their college offer. Please process a withdrawal if required:

<table>
<thead>
<tr>
<th>Student Number</th>
<th>1110861</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename</td>
<td>ADITYA</td>
</tr>
<tr>
<td>Surname</td>
<td>JAIN</td>
</tr>
<tr>
<td>Award Programme Title</td>
<td>DPhil Computer Science</td>
</tr>
<tr>
<td>Award Programme Code</td>
<td>RD_CN1</td>
</tr>
<tr>
<td>Term of Entry</td>
<td>MT</td>
</tr>
<tr>
<td>College</td>
<td>Wolfson College</td>
</tr>
<tr>
<td>Applicant Response Date</td>
<td>02/Oct/2017</td>
</tr>
<tr>
<td>Reason for Response</td>
<td>Financial Reasons</td>
</tr>
</tbody>
</table>

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the button.

3) Select the link.

8.1 Accept

1) Select from the Select Applicant Response drop-down list

2) Select if you no longer want to enter the Applicant’s response or to continue with the change against the application.

The Record Applicant Response page is updated to display a Response Date field for recording the date the applicant’s response was received by the UAB.
3) Select **Save** if the change is to be completed or **Back** if you do not want to modify the Response Details.

4) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option

### 8.2 Decline

1) Select **Decline** from the Select Applicant Response drop-down list.
2) Select [Return to Application Summary] if you no longer want to enter the Applicants response or [Next] to continue with the change against the application.

The Record Applicant Response page is updated to display a Response Date field automatically completed with today’s date and a field is provided for you to select the reasons for the Decline.

3) Select [Next] if the change is to be completed or [Back] if you do not want to modify the Response Details. A confirmation screen is displayed.
4) Select **Save** if the change is to be completed or **Back** if you do not want to modify the Response Details.

5) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option.
9. **Upload Documentation**

UABs are able to upload Offer Letters, Correspondence relating to an application, Change Requests or documents relating to fulfilment of conditions when they are submitted. These documents can be received via email which can be downloaded to your hard drive and uploaded, or via the postal service in which case the documents will need to be scanned onto your hard drive and then uploaded.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the **Task Selection** button.

3) Click on **Upload Documents**.

4) Select the appropriate document type from the drop down list.
5) Click on Upload a document.

If the document is not an offer letter or correspondence the following screen is displayed

6) Enter the date that the Document was submitted.

7) Click on Upload a document.

8) Select the Browse... button and navigate to the hard drive location where the documents have been stored.
9) Select the appropriate file and press the Open button.
10) Select the Upload file button to add the document to the application.

A confirmation window is displayed.

11) Select the Back button to return to the Upload Document page where the newly uploaded document will be stored.
You can either choose to navigate to the Application Tabbed View or which will take you to the search results page, or which will allow you to run a new search, enabling you to choose a new menu option.

**Note:** If a UAB uploads an Offer Letter or Correspondence it will be displayed under the UAB tab. If the UAB uploads documents from the applicant these will be displayed under the Supporting Materials tab.
10. Withdrawal

UABs are able to record a Withdrawal. This may be because the Applicant has contacted the UAB to confirm their Withdrawal or as a result of an applicant declining the college offer. When the college records the response of **decline** the system will generate an email to the UAB and a Next Expected Action of **Process Withdrawal (College offer Declined)** will be displayed on the UAB Search results.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the **Task Selection** button.

3) Select the **Withdrawal** link.

4) Enter a reason why the Withdrawal has been stated.

5) Enter the date of Withdrawal.

6) Select **Return to Application Summary** to return to the Applicant Summary page or select **Next** to accept the change.
Withdrawal

7) Select the **Back** button to modify the details entered or select **Save** to confirm the Withdrawal.

   **Note:** If a UAB withdraws an applicant an email is sent to the College Administrator if the applicant is currently assigned to a college.

8) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, **Return to Admissions** enabling you to choose a new menu option.
11. **Edit Research Details.**

When a UAB offer is recorded, the UAB confirms the Thesis title, may add a main Supervisor and confirms milestone deadlines.

This functionality also allows UAB Administrators to edit details specific to research students, including thesis title, main Supervisor details and milestone deadlines, which were recorded when the offer was made.

![Edit Research Details](image)

**11.1 Edit Thesis Title**

The Thesis title agreed when the offer was recorded can be modified.

1) Select the **Edit Thesis Title** button to access the necessary functionality.

![Thesis Details](image)

2) Enter the changes required.
3) Select **Cancel** to enter a different Thesis Title or **Save** to complete the Title change.

**Note:** The applicants proposed Thesis title is retained in the system. There is no audit trail of the changes made by the UAB during the admissions process.

## 11.2 Add / Remove Supervisor / Update Weightings

You have the ability to Add / Remove a Supervisor and amend the Supervisor weighting

1) Select **Add Supervisor** to enter a Supervisor.

2) Enter the Supervisor single sign on or name into the Supervisor cell and then a dynamic list will appear.

3) Select the appropriate Supervisor.
4) Enter the weightings value, a numeric integer value in the range 0 to 100.

If 2 Supervisors were added then the Weighting value must total 100%.

5) Select [Cancel] if the change is no longer required or [Next] to continue with the change.

A confirmation window is displayed.

6) Select [Cancel] to enter a different Supervisor or Weighting value or [Save] to complete the Supervisor changes.

7) Select [Add Supervisor] to add another Supervisor and [Update Supervisor Weightings] to modify the Weightings value.

8) Select the [Remove Supervisor] link should you need to delete the specified Supervisor.
9) Click on the Back button to return to the Summary of Research Details page with a history of Supervisors displayed.

11.3 Milestone Deadlines

1) Select Edit Milestones to edit Deadline dates.
2) Use the calendar icon to amend the date if required.

3) Select to enter a different deadline or to complete the Waiver change.

4) Select Yes or No to grant the Waiver.

5) Select to enter a different deadline or to complete the Waiver change.
A confirmation Window is displayed.

If No Waiver is granted

6) Confirm the Status Deadline and Maximum Submission Date.

7) Select Cancel to enter different deadlines or Save to complete the deadline changes.

Note: The Maximum Submission Date is non-editable. You will need to inform the Data Quality Team if the date is incorrect.
12. Manage Scholarships

UABs should add Departmental and Research Council Scholarships to applications. They can also edit College Scholarships if necessary.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the **Manage Scholarships** button.

3) Select the **Manage Scholarships** link.

4) Select **Add New Scholarship** to go to the main Graduate Applications window or **Add New Scholarship** to enter the required scholarship.

12.1 Add New Scholarship

1) Select the **Add New Scholarship** button.
2) Enter one expense type that the scholarship will be used for.

3) Then select the Type of Scholarship being given.

4) Once selected choose **Cancel** to ignore the change or **Next** to accept the choice.

5) If the scholarship is funding this expense type in full for the duration of the course, select Full from the Full or Partial dropdown list. If it is only funding this expense type partially for the duration of the course, select Partial.

6) Only if the scholarship is partial, enter the total amount (across the course duration) of funding for this expense type. If the scholarship is covering the expense type in full, leave the total amount field empty.
7) Enter the Name of the Scholarship if applicable.

8) If the scholarship is funding other expense types, you can select the appropriate copy option.

9) Choose [Cancel] to ignore all the changes for Scholarship made or [Save and Continue] to accept the added content.

10) You can edit the Full or Partial, Total amount and Name of scholarship fields before you save the information. Remember to adjust the amount of funding for partial scholarships to reflect the amount for the individual Expense types across the course duration.
11) Choose **Cancel** to ignore all the changes for the Scholarship or **Save and Continue** to accept the modified fields.

12) Choose **Cancel** to cancel the Scholarship, **Save and Add New Record** to Save the entered details and add another scholarship or **Save and Finish** to Save the details and See an overview of the Scholarship information.

13) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option **Return to Admissions** which will display the details of the Scholarship chosen.

### 12.2 Edit or Delete Scholarship

Use this functionality should a Scholarship have been added and there is a need to modify or delete one of the Expense Types.

1) Select the **Manage Scholarships** link.
2) Select either Edit or Delete whichever is appropriate.

12.2.1 Edit

1) Select Edit against the Expense Type that needs to be modified.

2) Modify the necessary fields and select Cancel to ignore the change or Next to accept the modification.

3) Select Back to modify the changes or Save to complete the Scholarship change.

4) Select Back to enter different deadlines or Save to complete the scholarship changes.
5) You can either choose [Application Summary] which will take you to the search results page, or [Return to List] which will allow you to run a new search, enabling you to choose a new menu option or [Return to Search] which will display the details of the Scholarship chosen.

12.2.2 Delete

1) Select [Delete] against the Expense Type that needs to be deleted.

2) Either select [Cancel] to ignore the change or [Delete Record] to accept the deletion.
3) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option or **Return to Funding Summary** which will display the details of the Scholarship chosen.

**12.3 Assign Scholarship Flag**

**12.3.1 Assign**

A Scholarship Flag can be added to rank a student should they possibly be in line for a Scholarship.
1) Select the Assign Scholarship Flag button.

2) Enter a UAB Ranking.

3) Enter a Divisional Ranking.

4) Select Cancel to ignore the change or Next to accept the Rankings.
5) Select **Back** to modify the changes or **Save** to complete the Scholarship Flag change.

6) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option or **Return to Admissions** which will display the details of the Scholarship chosen.

### 12.3.2 Edit

Once a Scholarship Flag is added you can edit the rankings at a later stage.

1) Select the **Edit Scholarship Flag** that has appeared should a scholarship flag be present on the Application.
2) Make the necessary changes.

3) Select **Cancel** to ignore the change or **Next** to accept the modified Rankings.

4) Select **Back** to modify the changes or **Save** to complete the Scholarship Flag modification.

5) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, enabling you to choose a new menu option **Return to Admissions** which will display the details of the Scholarship chosen.
13. Manage Qualifications

UABs are able to record details concerning the Applicants Qualifications including:

- Verifying a Qualification
- Editing details of a Qualification
- Adding a New Qualification
- Recording the actual Result of a Qualification

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.
2) Hover over the button.
3) Select the link.

Manage Qualifications

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Start Data</th>
<th>Qualification</th>
<th>Main Subject</th>
<th>Actual / Expected Result</th>
<th>GPA</th>
<th>Date of expected/actual completion</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Imperial College of Science, Technology &amp; Medicine</td>
<td>01/Oct/2014</td>
<td>Master of Science (UK)</td>
<td>Physics</td>
<td>D</td>
<td>-</td>
<td>01/Nov/2015</td>
<td>Verified - 15/Aug/2017 (J SAMPARD)</td>
<td>-</td>
</tr>
<tr>
<td>HK Chinese University of Hong Kong</td>
<td>01/ Sep/2013</td>
<td>Bachelor of Science (Non-UK)</td>
<td>Physics</td>
<td>OTHER - 2.8</td>
<td>3.185</td>
<td>01/Jul/2014</td>
<td>Claimed</td>
<td>Record Result &amp; Verify</td>
</tr>
</tbody>
</table>
13.1 Verify Result

**Note:** The option to **Verify Result** will only be available if the Actual/Expected Result and the Date of expected/actual completion have already been entered. If this information is missing then Missing result will be shown rather than the Verify Result option.

If the Verify Result option is missing, choose Record Result & Verify instead (see section 13.2). If Missing Details is displayed rather than Record Result & Verify, then use the Edit Qualification Details option instead (see Section 13.3)

1) Select the Result link.
Verify Qualifications

2) Enter the Date verified.

3) Enter who verified the Qualification.
4) Select **Cancel** to cancel the change or **Save** to complete the verification.

<table>
<thead>
<tr>
<th>Date Verified *</th>
<th>15/Oct/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verified By *</td>
<td>C0349769 - Victoria Eleanor Jervis</td>
</tr>
</tbody>
</table>

5) You can either choose **Application Summary** to navigate to the Application Tabbed View or **Return to List** which will take you to the search results page, or **Return to Search** which will allow you to run a new search, **Return to Admissions** enabling you to choose a new menu option or **Return to Manage Qualifications** to go back to the Qualification screen.

13.2 Record Result and Verify

**Note:** The option to Record Result & Verify will only be available if the Qualification, Main Subject and Institution details have already been entered. If this information is missing then Missing Details will be shown rather than the Record Result & Verify option.

If the Record Result & Verify option is missing, choose the Edit Qualification Details option instead (see Section 13.3).

1) Select the **Verify** link.
2) Record the result received.

3) Enter the Actual Date of Completion.
4) Enter the Date Verified.

5) Enter who verified the Qualification.
Verify Qualifications

6) Select [Cancel] to ignore the change or [Next] to accept the Qualification.

7) Select [Back] to ignore the change or [Save] to accept the Qualification.

8) Select [Return to Manage Qualifications] to go to the Manage Qualifications screen or [Upload Transcript] to add the Transcript to the application.
### Supporting Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>Uploaded by</th>
<th>Uploaded Date</th>
<th>Document Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form</td>
<td>Anthony Pardoe</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>CV</td>
<td>Martin Eley</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Application Dossier</td>
<td>Martin Robert Eley</td>
<td>10/ Oct/2015</td>
<td>View</td>
</tr>
<tr>
<td>English language test result</td>
<td>Martin Robert Eley</td>
<td>10/ Oct/2015</td>
<td>View</td>
</tr>
<tr>
<td>Application Form with Supporting Documents</td>
<td>Martin Robert Eley</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Martin Robert Eley</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Reference 2</td>
<td>Martin Robert Eley</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Statement of purpose/research proposal</td>
<td>Martin Eley</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Transcript</td>
<td>Martin Eley</td>
<td>16/ Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Deferral Confirmation Letter</td>
<td>Martin Robert Eley</td>
<td>11/ Oct/2015</td>
<td>View</td>
</tr>
</tbody>
</table>

9) **Select the Document Type**

<table>
<thead>
<tr>
<th>Document Type *</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Select]</td>
<td>[Upload a document]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Type *</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Select]</td>
<td>[Upload a document]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[Select]</th>
<th>[Upload a document]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>[Select]</th>
<th>[Upload a document]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>[Select]</th>
<th>[Upload a document]</th>
</tr>
</thead>
</table>

10) **Then select the Upload a document button.**
11) Select the **Browse** button and choose the appropriate file.

12) Once chosen select the **Open** button.

13) Select the **Upload file** button and a confirmation window is displayed.
14) Select the **Back** button to go back to the Applicant Summary window which will include the newly uploaded Supporting Documents.

### 13.3 Edit Qualification Details

- **Application form**
  - Uploaded by: Anthony Perdoes
  - Uploaded Date: 16/Sept/2015
- **CV**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 16/Sept/2015
- **Application Dossier**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 11/Oct/2015
- **Merged Reference 1**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 02/Oct/2015
- **Application Form with Supporting Documents**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 16/Sept/2015
- **Reference 1**
  - Uploaded by: Martin Robert Eley
  - Uploaded Date: 16/Sept/2015
- **Reference 2**
  - Uploaded by: Martin Robert Eley
  - Uploaded Date: 16/Sept/2015
- **Statement of purpose/research proposal**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 16/Sept/2015
- **Transcript**
  - Uploaded by: Martin Robert Eley
  - Uploaded Date: 11/Oct/2015
- **Written work 1**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 16/Sept/2015
- **Written work 2**
  - Uploaded by: Martin Eleyone
  - Uploaded Date: 16/Sept/2015
Verify Qualifications

1) Select the link

2) Modify the necessary fields.

3) Select [Cancel] to ignore the change or [Next] to accept the modified field.
Verify Qualifications

4) Enter the Expected Result

5) Select to modify the changes entered or to complete the Qualification Details modification.

6) Select to modify the changes entered or to confirm the Qualification Details modification.
7) Select Back to have one more chance to modify the changes entered or Next to finally confirm the Qualification Details modification.

8) You can either choose Application Summary to navigate to the Application Tabbed View or Return to List which will take you to the search results page, or Return to Search which will allow you to run a new search, enabling you to choose a new menu option or Return to Manage Qualifications to go to the Manage Qualifications screen.
13.4 Add New Qualification

1) Select the **Add New Qualification** button.

2) Enter the Institution. Start typing in the name of the Institution and the displayed will be the Institutions that match the criteria entered.

3) Enter the Start Date.

4) Enter the Qualification obtained from the dropdown list. Start typing in the Qualification and the Qualifications displayed will best match the criteria entered.
5) Enter the Main Subject and GPA if appropriate. Start typing in the Main Subject and the Subjects displayed will best match the criteria entered.

6) Enter the Date of Expected / Actual Completion.

7) Select [Cancel] to ignore the change or [Next] to add the Qualification.

8) Enter the Expected Result
Verify Qualifications

9) Select [Back] to modify the changes entered or [Next] to confirm the Qualification Details added.

The confirmation screen appears

10) Select [Return to Manage Qualifications] to go to the Manage Qualifications screen or [Verify Result] to verify the qualification as the next step.
14. **Manage College Allocation.**

This functionality allows UAB Administrators to remove a College Hold which was added when the offer was recorded or manually assign a College to an application if the Director of Graduate Studies (DGS) selection is required.

1) Select the **Manage College Allocation** link, an **Action** button is displayed with the following choices.

If there is no college hold then the following is displayed.

14.1 **Remove College Hold**

The Manage College Allocation task only enables a UAB Administrator to remove an existing hold. It cannot be used to add a college hold - this will be done when the UAB offer is recorded.

1) Select the **Action** button to access the **Remove Hold** functionality.

Once **Remove Hold** is selected the following screen is displayed.
Manage College Allocations

The following information will be stored against the application record. Please check to confirm whether it is correct.

<table>
<thead>
<tr>
<th>College Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>College allocation</td>
</tr>
</tbody>
</table>

2) Select [Back] if the change is no longer required or [Save] to save the change against the application.

A Confirmation window is displayed.

<table>
<thead>
<tr>
<th>Remove Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Summary</td>
</tr>
<tr>
<td>Student Number</td>
</tr>
<tr>
<td>10000098</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College History</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
</tr>
<tr>
<td>All Souls College</td>
</tr>
<tr>
<td>All Souls College</td>
</tr>
<tr>
<td>All Souls College</td>
</tr>
</tbody>
</table>

The application record has been updated.

<table>
<thead>
<tr>
<th>College Hold Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Allocation</td>
</tr>
</tbody>
</table>

3) Select [Application Summary] to go back to the Application Tabbed View.

14.2 Remove Hold & Assign College

You also have the option of removing the hold and assigning the Applicant to a different college.

<table>
<thead>
<tr>
<th>Manage College Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Summary</td>
</tr>
<tr>
<td>Student Number</td>
</tr>
<tr>
<td>10000098</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College History</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
</tr>
<tr>
<td>All Souls College</td>
</tr>
<tr>
<td>All Souls College</td>
</tr>
<tr>
<td>All Souls College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Hold &amp; Assign College</td>
</tr>
</tbody>
</table>

1) Select the [Action] button to access the Remove Hold & Assign College functionality.

2) Select the required college.
3) Select [Cancel] if the change is no longer required or [Next] to continue with the change against the application.

![Application Details](image)

4) Select [Back] to choose a different college or [Save] to complete the application change.

A Confirmation window is displayed.

![Application Confirmation](image)

5) Select the [Application Summary] button to return to the Graduate Applications Tabbed view.

### 14.3 Assign College

The UAB Administrator can only assign a college using the Manage College Allocation task if the application record has reached the stage of DGS Selection.

The UAB administrator should only be able to assign a college that is still accepting applicants for that programme for the current admissions year.

**Note**: Applications without a preferred college which are made in the Open Field must have a college assigned by the UAB – this will be done when the UAB offer is recorded. This will also be the case for applications for a programme which is completely excluded from GOCAT (e.g. SBS programmes).

![College Selection](image)
2) Choose the appropriate college followed by the Next button.

3) Select Back if the change is no longer required or Next to continue with the change against the application.

4) Select Back to choose a different college or Save to complete the application change.

A Confirmation window is displayed.

5) Select the Application Summary button to return to the Graduate Applications Tabbed view.
15. Add New Passport

UABs are able to record an applicant’s New Passport details.

**Note:** This can also be done using the Visa functionality if a CAS request has been started.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the button.

3) Select the link.

4) Add the Passport Number.

5) Select the Nationality from the drop down list.
6) Add the Issue Date

7) Add the Expiry Date.

8) Once all the details are entered you can either Select to ignore the change or to accept the New Passport Details.
9) Click on **Save** to confirm the addition of the new passport details or click on **Back** to discard the change.

10) You can either **Search**, **List**, or **Admissions** which will take you to the search results page, **Search** which will allow you to run a new search, **List** enabling you to choose a new menu option.

**Note:** Details of the new passport will be displayed in **Personal Details** in the tabbed view of the application.
16. Request a Change to an Application

UABs are able to create a request to GAO for one of the following changes to an application:

- **Re-Route** – This is a request to change the course to which the application is being considered. This may be a change within a UAB or to a programme which is offered by another UAB.

- **Early Start** – This is a request to change the Term (Occurrence) to an earlier Term. This may be in a different academic year. E.g. applicant had applied for entry in Michaelmas Term 2016/17 but is being admitted for Trinity Term 2015/16. UABs are expected to make these requests before an offer has been recorded.

- **Late Start** – This is a request to change the Term (Occurrence) to a later Term, e.g. applicant has applied for entry in Michaelmas Term 2016/17 but is being admitted for Hilary Term 2016/17. UABs are expected to make these requests before an offer has been recorded.

- **Deferral** – This is a request to change the Term/Year of admission for an applicant who has already been made an offer and has fulfilled all conditions both UAB and College.

The functionality allows a UAB to select a type of request, to upload supporting documentation (e.g. related correspondence) and to generate an email to GAO which is pre-populated with details from the application. There is no validation against the type of request made so GAO will determine whether or not the request is permissible and will then process the request.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the **Task Selection** button.

3) Select the **Request Change to Application** link.

4) Select the Type of Change required.
5) Specify if you are uploading supporting documents.

6) Enter the details that you want to appear on the email.

For Re-Route – Include details of the new programme and confirm that agreement has been sought from the applicant and the new UAB if applicable.

For Early Start, Late Start or Deferral – Include the revised Term and Year of Admission.

7) Select to ignore the change or to email the details to GAO.

If you leave the email content box empty the following error is presented.

Error submitting answers

The values for the following fields are invalid
Field Email Content * = This field cannot be left blank.
Completion of the sections below will generate an email to the Graduate Admissions Office.
Fields marked with * are mandatory

**Details of Change**

<table>
<thead>
<tr>
<th>Type of Change *</th>
<th>Deferral</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Yes</em></td>
</tr>
</tbody>
</table>

**Email Content ***
It is not necessary to include details of the applicant or the original programme details. Supporting documents can be uploaded from the next page.

Re route: include details of the new programme and confirm that you have sought agreement from the applicant and new UAB (if applicable).
Early Start, Late Start or Deferral: Include the revised term and year of admission.

Please defer this applicant due to personal reasons.

8) You can then upload the Supporting Documentation using the **Upload Documents** button.

**Upload Document**

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Applicant Name</th>
<th>Date of Birth</th>
<th>Programme</th>
<th>UAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1134151</td>
<td>Mr Peter Piper</td>
<td>25 February 1992</td>
<td>TM_SE59P1_KEL - MSc Software Engineering</td>
<td>Computer Sci</td>
</tr>
</tbody>
</table>

**Evidence of English language proficiency required**

<table>
<thead>
<tr>
<th>Document Type *</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9) Select the Document Type
11) Then select the **Upload a document** button.

12) Select the **Browse** button and choose the appropriate file.

13) Once chosen select the **Open** button

14) Select the **Upload file** button and a confirmation window is displayed.
15) Select the button to go back to the Applicant Summary window which will include the newly uploaded Supporting Documents.

![File Upload successful](image)

**Upload Documents**

**Applicant Summary**

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Applicant name</th>
<th>Date of birth</th>
<th>Programme</th>
<th>UAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000010</td>
<td>Mr Martin Eley</td>
<td>28 May 1995</td>
<td>RD_CN1_BNC - DPhil Computer Science</td>
<td>Computer Sci</td>
</tr>
</tbody>
</table>

**Important Information**

Your document has been successfully uploaded.

[Back]

**Upload Document**

**Applicant Summary**

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Applicant name</th>
<th>Date of birth</th>
<th>Programme</th>
<th>UAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000010</td>
<td>Mr Martin Eley</td>
<td>28 May 1995</td>
<td>RD_CN1_BNC - DPhil Computer Science</td>
<td>Computer Sci</td>
</tr>
</tbody>
</table>

**Important Information**

**Fields marked with * are mandatory**

<table>
<thead>
<tr>
<th>Document Type *</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Upload a document</strong></td>
</tr>
</tbody>
</table>

**Supporting Documents**

<table>
<thead>
<tr>
<th>Type</th>
<th>Uploaded by</th>
<th>Uploaded Date</th>
<th>Document Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form</td>
<td>Anthony Parfodoe</td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>CV</td>
<td>Martin Eley</td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Application Dossier</td>
<td></td>
<td>10/Oct/2015</td>
<td>View</td>
</tr>
<tr>
<td>English language test result</td>
<td>Martin Robert Eley</td>
<td>10/Oct/2015</td>
<td>View</td>
</tr>
<tr>
<td>Application Form with Supporting Documents</td>
<td></td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Martin Robert Eley</td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Reference 2</td>
<td>Martin Robert Eley</td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Statement of purpose/research proposal</td>
<td>Martin Eley</td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td>Transcript</td>
<td>Martin Eley</td>
<td>16/Sep/2015</td>
<td>View</td>
</tr>
<tr>
<td><strong>Deferred Confirmation Letter</strong></td>
<td>Martin Robert Eley</td>
<td>11/Oct/2015</td>
<td>View</td>
</tr>
</tbody>
</table>

[Return to Task Selection]

**Note:** Details of the Change Request will be in the Application Details Tab on the Tabbed view.
17. Record Issue of Card Form

UAB Administrators can record the issue of a Card Form and upload the Final Offer Letter.

1) Follow steps 4.2 to 4.4 to Search for and Access the appropriate application.

2) Hover over the button.

3) Select the link.

4) Using the calendar icon please enter the date that the Card Form was Sent.

5) Once is selected a confirmation screen is displayed or select to delete the modification.

6) Select to record the Date the Card Form was Sent or to cancel the modification.
18. eVision Dataviews & Admissions Reports

18.1 Dataviews

Dataviews provide information about various aspects of the applicant and student lifecycle. All dataviews can be exported to Excel for further data manipulation. In order to access eVision Dataviews you will need to have the appropriate permissions assigned to your eVision login. This is managed by your local Information Custodian.

You will also need to ensure that your preferred browser supports pop ups. For further guidance on this, please contact your local IT Support in the first instance as the steps vary according to the type and version of browser you are using.

For descriptions of the available eVision Dataviews see Appendix 1 at the end of this manual.

18.1.1 Accessing Dataviews.

1. Log into eVision

2. Click on the link at the top of the eVision home page.

7) The Reporting for staff -Dataviews screen is displayed. The Dataviews are grouped under four main headings: Admissions and Enrolment; Examinations and Assessments; On-course Students (including historic records) and Other Dataviews.

![Dataviews Screen](image-url)
18.1.2 Running a Dataview

Dataviews share a common functionality and all work in the same way. In this example the Submitted Graduate Applications dataview is used to demonstrate functionality common to all dataviews – only the individual parameters available for each dataview.

1. Click on the link at the top of the eVision home page.

The Reporting for staff -Dataviews screen is displayed.

2. Click on link for the dataview you wish to run e.g. Submitted Graduate Applications.
The Microsoft Reports Screen is displayed for entering relevant parameter values to restrict the dataview results to only those records you are interested in. The available parameters will vary according to the selected dataview.

3. To select a value from a parameter drop down list, you can either scroll down the list or use the filter box to find the value of interest.
4. If multiple values are supported, untick ‘All’ or click ‘Uncheck All’ and then tick the checkboxes next to relevant options.

5. Click on the Run Report button at the bottom of the page.

The results will appear in a new ‘Report Viewer’ Tab opened in your internet browser.

The dataview results are divided into two sections:

- **Search Parameters** – the parameters used to run the dataview are displayed at the top of the page, as well as the date the dataview was run, who by and the total number of rows (records) returned.

- **Results** – the main section consists of a row for each application, student or other types of records depending on the nature of the report. A total of 35 records are displayed on each page.

6. Navigate through the dataview results by using the tool bar at the top of the page.
18.1.3 Exporting Dataview Results to Microsoft Excel

1. Select and run the required dataview.
2. Click on the drop arrow next to the Export icon on the Tool bar at the top of the page.

3. Click on the Excel option

Depending the browser you are using, you will then be asked if you want to Open or Save the export.

The first tab of the excel spreadsheet will display the University’s conditions for using applicant and student data (Data Supply Conditions), the second tab will display the parameters used to generate the report (Parameters) and the third tab will show the dataview results.

18.2 eVision Admissions Reports

A standard set of eVision Graduate Admissions Reports is available to all GAF, UABs and College administrators. Unlike dataviews, these are only available to those users that have access to the Admissions area of eVision. To request access, please contact your Information Custodian.

The admissions reports provide information on applications to assist the monitoring of applications in the admissions process. All Admissions reports can be exported to Excel for further data manipulation.

Ensure that your preferred browser supports pop ups. For further guidance on this, please contact your local IT Support in the first instance as the steps vary according to the type and version of browser you are using.

For descriptions of the available eVision Admissions Reports see Appendix 2 at the end of this manual.

18.2.1 Accessing Admissions Reports.

1) Log into eVision

2) Click on the link at the top of the eVision home page.

The Admissions page is displayed containing the Admissions reports at the bottom of the page. The Dataviews are grouped under four main headings: Pre Offer; Post Offer; College Decision Making and Annual Changes.
18.2.2 Running an Admissions Report

eVision reports share a common functionality and all work in the same way. In this example the Data for Mail Merge report is used to demonstrate functionality common to all reports – only the individual parameters available for each report differ.

1. Click on the link at the top of the eVision home page.
2. Click on the name of the report you wish to run e.g. Data for Mail Merge

The Microsoft Reports Screen is displayed. The parameters listed will vary according to the purpose of the report.
8) Try to make your report as specific as possible by selecting and entering the relevant parameter values to restrict the report to only those records you are interested in.

3. To select a value from a parameter drop down list, you can either scroll down the list or use the filter box to find the value of interest.

or

4. If multiple values are supported, untick ‘All’ or click ‘Uncheck All’ and then tick the checkboxes next to one or more value(s).
At any point you can reset your search parameters back to the default, by clicking on the Reset Report Parameters button in the Report Selector section at the bottom of the page.

- Some reports may include date parameters, which default to 1/1/1900 12:00:00 AM. Unless you wish to enter an alternative date using the calendar icon, these should not be changed otherwise the report will not return any results.

9) Click on the Run Report button at the bottom of the page.

A new Report Viewer tab is opened in your internet browser window containing the report results.

10) Click on the Report Viewer tab

The report is divided into two sections:

- **Search Parameters** – the parameters used to run the report are displayed at the top of the page, as well as the date the report was run, who by and the total number of rows (records) returned.

- **Results** – the main section consists of a row for each application, student or other types of record depending on the nature of the report. A maximum of 35 records are displayed on each page.
Users can navigate to the next page by using the tool bar at the top of the page.

11) 18.2.3 Exporting Report Results

To export the report details:

1. Select and run the required report.
2. Click on the drop down arrow next to the Export icon on the Tool bar at the top of the page.

3. Select the format in which you wish to export the results from the drop down menu. Excel is the recommended option.

When exporting dataview results, the first tab of the excel spreadsheet will display the University’s conditions for using applicant and student data (Data Supply Conditions), the second tab will display the parameters used to generate the report (Parameters) and the third tab will show the dataview results.

12) 13)
### Submitted Graduate Application Dataview

#### Report Viewer: Viewing Submitted Graduate Applications

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Application Details</th>
<th>Research Details</th>
<th>Language Tests</th>
<th>Qualifications</th>
<th>UAB Decisions</th>
<th>College History/Decisions</th>
<th>Funding</th>
<th>Other Applications/Dean's Study</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>Applicant Name</td>
<td>Date of Birth</td>
<td>Programme</td>
<td></td>
<td>UAB</td>
<td>Department for Continuing Education (DE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>782794</td>
<td>Bob Johnson</td>
<td>08/26/1990</td>
<td>PhD in International Relations</td>
<td>Language Proficiency</td>
<td>UAB</td>
<td>Department for Continuing Education (DE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Supporting Documents Required

<table>
<thead>
<tr>
<th>Description</th>
<th>Date Submitted</th>
<th>Mandatory</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other Documents Submitted

| Description | Date Submitted |
|-------------|----------------|-------------|
19. Accessing the Applicant CAS Requests Functionality

1) Click on the Visa Management link in the menu at the top of the screen to display the Visa management functions for staff screen.

![Visa management functions for staff](image)

19.1 Searching for Applicant(s) to Create a CAS Request

1) Click on the Applicant CAS Requests (Graduate and Recognised) link to display the Points Based Immigration – Applicant Search screen.
2) Enter the required data:
   a) **Academic Year**
   b) **College** (Department / divisional staff can select all colleges, no college or a specific college).
   c) **UAB** (UAB staff can select one UAB, not necessarily their own).
   d) **Award Programme Level**

   All other fields are optional but use is encouraged to return more precise results. (The UAB field will default to the Users current UAB but can be modified.)

3) Click on **Search** to display the **Student and Latest CAS Request Details Matching Search Criteria** screen.

19.1.1 **Refine Search Results**

1) Enter free text search criteria into the ‘Search’ textbox at the top right of the screen. The search results will automatically adjust according to the search criteria entered.

19.1.2 **Copy Search Results**

1) Click on **Copy** to copy the search results.
19.1.3  Save Search Results as an Excel File

1) Click on Excel.

2) A standard browser Save as dialogue box opens.

3) Select the location where you wish to save the search results, re-name the file (if required) and click save.

19.1.4  Print Search Results

1) Click on Print to display a print preview of the search results and use your browser’s functions to print.

2) Press Esc on your keyboard to return to your search results.
19.2  Locating Applicant Details and CAS Request History

1) Click on the student number of the relevant student to display the Student and CAS Request Summary screen.

2) Click on View to the right of any listed CAS Request History to view the CAS Request Screen – Read Only.
3) Return to the Student and CAS Request Summary screen by clicking Back at the bottom of the CAS Request Screen – Read Only.

4) Return to the search results by clicking Back to Search Results at the bottom of the Student and CAS Request Summary screen.

19.3 Raising a Applicant CAS Request

1) Click on Create to the left of the student you wish to create a CAS request for to display the New CAS Request Preview screen.
**Note:** If you see the error message **Value missing** this indicates a compulsory field for the CAS request has not been populated and will require amendment.

2) Click on **Confirm** to display the CAS Request screen.

**Note:** The CAS Request screen is made up of several sections; each section requires either the pre-populated information to be checked or new data to be entered. Fields marked with an * are mandatory. Any incorrect data must be amended before the CAS request can be submitted.
Accessing the Applicant CAS Requests Functionality

Note: The top sections of the CAS Request screen show guidance and read only data. The CAS Request Information section includes the field Validation Status; the CAS request cannot be submitted until that status is shown as valid.

3) To save the CAS request at any time without submission click on [Save/Validate] at the bottom left of the CAS Request screen to display the CAS Request Saved/Validated screen which lists all sections that are not valid and why.

4) Click on [Back to CAS] to return to the CAS Request screen.

Note: When a CAS request is started but not submitted the Request Status will change to Draft. Refer to Appendix 1 for a list of all CAS request statuses. The Create button in the Create New CAS field will no longer be available but there will be an Update button in the Update CAS/Update Fees Only field in the Student and Latest CAS Request Details Matching Search Criteria screen.

19.3.1 Notes Section

1) There are two types of notes:
a) Internal notes are for University use only and will not be included in the CAS request to the Home Office. It does not replace email contact with the Student Immigration team who will only see the note if you advise them directly.

b) Sponsor notes are used by Student Immigration team only, and college, department and divisional users will only have read access and are not able to add or edit sponsor notes. Sponsor notes are used for small amendments to the CAS details after the CAS has been assigned and before it changes to a used status e.g. if a passport number changes, or minor typographical mistakes. To add a sponsor note contact Tier4compliance@admin.ox.ac.uk.

19.3.2 Personal Details and Award Programme Details

Data in these fields is read only but must be checked for accuracy. Any incorrect information must be corrected before the CAS request is submitted to the Home Office.

19.3.3 Nationality/Passport Records

1) Select the radio button to the left of the relevant passport. If there are no passport details, or the existing passport details show the passport has expired, click on Add Passport to display the Add Passport screen.

Note: The “Add Passport” button will not appear if the CAS number has been assigned. Users should contact the visa team if a change is needed.
2) Enter in passport details and click on [Add].

3) Select the Radio Button against the most recent passport.

4) Select the nationality stated in the student’s passport. If the nationality is not listed in the drop-down list, contact the Student Immigration team.

**Warning:** Passport nationality and citizenship must match for the CAS number to be issued. See the Visa-Vis Weblearn site for information about Hong Kong SAR, China PC, British Nationals Overseas, and Taiwan passports.

Do not: Enter any spaces in the passport number field as this will cause the upload to the Home Office database to fail.

19.3.4 Qualifications

5) To add new data click on [Edit] to display the Qualification Details screen.

The Qualifications Details screen is split into four sections.
19.3.5 Evidence Used to Obtain Statement

1) Select the box(es) to the left of the qualifications on which the offer of admission is based, this would normally be the highest appropriate qualification achieved.

2) Click on Create Statement to populate the yellow text box.
19.3.6 English Language Qualifications

1) In all cases you should leave is SELT (Secure English Language Test) required? As No.

2) Select the appropriate reason from the drop down list.

19.3.7 Previous Study within the UK

1) Their current level of study is recorded in the Award Programme Details section of the CAS request.

2) The level of the previous studies must be selected from the drop-down list if appropriate.
19.3.8 Progression Justification

1) Select the radio button to the left of the relevant statement and click on **Create Progression Justification Statement** to populate the text box above.

2) Click on **Save** at the bottom of the page to return to the main CAS Request screen. The entered details are displayed in the Qualifications section.
19.3.9 Certificates Required

1) ATAS Certificate Required defaults to ‘Yes’ for programmes recorded as requiring an ATAS (Academic Technology Approval Scheme) certificate. However, this should be checked if you are unsure by looking on the Visa-Vis Weblearn site. Information about programme JACS (Joint Academic Coding System) codes that require an ATAS certificate, is available on the ATAS website and Weblearn.

2) Postgraduate doctors and dentists may require a letter from the Postgraduate Dean providing evidence from the medical community demonstrating the student’s viability for the course.

19.3.10 Start Date

1) Users should leave the date filed blank unless the applicant is attending a formal induction programme or other pre-sessional training.

Note: Visiting and recognised students will also have an Expected End Date (Override) field. This is mandatory because there is no fixed end date in the student record as these students may come for one, two or three terms. See Visa-Vis Weblearn for information on the appropriate end date to use.

19.3.11 Fee and Payment Information

1) The student’s course fee, for their first year of study (or entire course if it is less than a year) should be recorded but should not include accommodation costs or any other living or incidental expenses. If the course includes a pre-sessional component that fee should also be included. If the student is funded by a scholarship or bursary the full fee must still be entered and the student will submit an original scholarship letter with their visa application to show how the fees will be paid. The fee amount must be in pounds sterling and you should not use the £ symbol or commas to separate numbers, only numerals and decimal points may be used.

2) Record the total amount that the student has paid up front at the time of applying for their visa. If the student has not yet made a payment, enter 0. If the student has a scholarship this should also be set as 0 unless the money has already been paid into the college bank account.

3) If the student has completed their fee liability period you need only enter the continuation charge if they are liable to pay this fee.

4) If the student is allocated University or college accommodation, enter the amount that they have paid toward the accommodation at the time of applying for their visa. You cannot include accommodation paid in advance if it is private accommodation.
Note: The Home Office will only deduct a maximum of £1,265 from the amount of living expenses the student is required to show the Home office if they have paid money towards accommodation costs. You may indicate more than £1,265 when determining the amount of living expenses a student needs to confirm. The Home Office currently ask for students to show evidence of living costs of £1,015 a month, up to a maximum of nine months i.e. £9,135.

19.3.12 Fee Update History

5) The Fee Update History section will remain blank until the CAS request has been submitted. Following submission it will be populated with the data entered in the ‘Total University and College Fees (Year 1)’, ‘Total Fees Paid to Date’ and ‘Accommodation Fees Paid to Date’ fields in the Fee and Payment information section. Following submission, the data in those three fields can be amended and the changes will be reflected in the Fee Update history section. The Home Office will be notified of these changes. Refer to section 2.6 for amending fees data in a submitted CAS request.

Warning: If the CAS status has already changed to used (indicating a visa decision has been made) the fees cannot be updated on the Home Office database. Student Immigration staff will alert you if this is the case.

19.3.13 Visiting/Recognised Student Home Institution

1) If the student is a visiting or recognised student, their home institution details must be entered here. Click on to display the Visiting/Recognised Student Details screen.
2) Enter the students home institution details and click on **Save** to return to the CAS Request screen, which will display the institution details.

### 19.3.14 Work Placement

1) If the student’s award programme includes a period of work placement, and the address of the work placement is known, it should be entered. Click on **Edit** to display the Work Placement Details screen.

2) Enter the work placement details and click on **Save** to return to the CAS Request screen, which will display the work placement details.
19.3.15 Partner Institute

1) If the award programme the student is undertaking is a joint award with another institution the institution details should be entered. Click on **Edit** to display the *Partner Institution Details* screen.

2) Enter the partner institution details and click on **Save** to return to the *CAS Request* screen, which will display the partner institution details.

19.4 Save and Validate CAS Request

3) Click **Save/Validate** at the bottom left of the *CAS Request* screen to display the *CAS Request Saved/Validated* screen.
This screen will list any sections that are missing information.

If all mandatory sections are complete and the applicant has met all of their offer’s conditions (their offer is unconditional) the CAS Request Saved/Validated screen will state the CAS request is valid. This means that the CAS request can be submitted.

4) Click on Back to CAS to return to the CAS Request screen.

19.4.1 Email Notifications

5) Click on Send Draft to send a draft copy of the CAS Request to the student. The student must check that details in the CAS request are correct and match the details they are entering in their visa application. The student is instructed, in the email, to contact their college or department administrator to inform them if all the details are correct or if any information needs to be changed. If you have made a number of changes it is possible to send a second draft CAS email for the student to check but it is not essential.

Note: It is recommended that you always send students a draft CAS request every time you create a CAS request, this ensures that the student takes some responsibility for checking the accuracy of the information in the CAS request. A copy of the email that is sent to the student can be found in Appendix 2.

6) The Email Notification section will show when previous email(s) were sent. Click View Email to open a copy of the email that was sent to the student.
19.5 Submitting an Applicant CAS Request

Once all relevant fields are complete, the CAS request validation status will change to Valid and the Ready to Submit button will appear at the bottom left of the CAS Request screen.

Note: Correspondence must be received from the student stating that all the information in the CAS request is correct, before it can be submitted to the Home Office.

7) Click on Ready to Submit to display the Confirm CAS Request Submission screen.
8) Click on **Confirm** to display the *Fee Updates Only* screen.
9) Click on UnSubmit to cancel the submission or click on Back to Search Results to return to the Student and Latest CAS Request Details Matching Search Criteria screen.

Note: The option to unsubmit will only be available up to the time when the CAS request is sent to the Home Office. CAS requests are sent to the Home Office at approximately 4pm each day and in the busy summer period at 10am, and 4pm each day.
10) The Request Status of the student will change to Submitted (unless UnSubmit was clicked). Click on **Update** to amend any details or to view the CAS request.

**Note:** Following submission to the Home Office the Request Status will change to Processed – Assigned and the Update button will be replaced with the Fees button.

19.6 **Amending Fees Data in a Submitted CAS Request**

11) Locate the student whose fees data you wish to amend within their submitted CAS request.

12) Click on **Fees** to display the *Fee Updates Only - CAS Request Screen.*
13) Amend the fees data in the Fee and Payment Information section of the Fee Updates Only – CAS Request Screen and click on the **Submit Fees Update** button to display the Confirm Fees Update screen.

14) Click on the **Confirm** button to return to the Fee Updates Only - CAS Request Screen.
15) Click on **Back to Search Results** to return to the **Student and Latest CAS Request Details Matching Search Criteria** screen.

16) The Request Status of the student will change to **Submitted-Assigned**.

**Note:** Changes of fee data in a submitted CAS request have to be sent to the Home Office. This process is automatically run each day.

If the CAS status has already changed to used (indicating a visa decision has been made) the fee update to the Home Office will fail, the Student Immigration team will notify you if this happens.

19.7 Manually Emailing a Student Their CAS Request Number Following Submission

1) CAS emails are sent automatically by Student Immigration but if an incorrect email address was used, or you need to send a second copy you can do this manually. Locate the student whose CAS request number you wish to email.
2) Click on **Fees** to display the *Fee updates Only- CAS Request Screen*.

3) Click on **Send CAS No** in the Email Notifications section.

4) The *Fee Updates Only- CAS Request Screen* will automatically refresh. Click **View Email** to open a copy of the email that was sent to the student.

**Note:** A copy of an email that is sent to the student can be found in Appendix 3.
20. Accessing the Student Passport/Visa Copies Functionality

**Note:** College staff will have access to view, enter and amend student passport and visa details. Department and divisional staff will have access to view student's passport and visa details only.

1) Click the **Visa Management** link in the menu at the top of the screen to display the *Visa management functions for staff screen.*

**Department/divisions staff view:**

![Visa Management Screen](image)

20.1 Searching for Student(s) to Record Passport/Visa Details Against

1) Click on the **Student Passport/Visa Copies** link to display the *Point Based Immigration – Student Passports/Visas* screen.
2) Enter the required data:
   a) Academic Year
   b) College (This field is only mandatory for college staff. Only the college(s) you have access to will appear. Department / divisional staff can select all colleges, no college or a specific college).

All other fields are optional but use is encouraged to return more precise results. (For department users the Department field will default to your current department but you can change it to another department, you cannot select Any).

3) Click on **Search** to display the search results.
Note: Department staff will not see the Record copy button.

20.2 Locating Student Details, Passport/Visa Copies and CAS History

1) Click on the student number of the relevant student to display the Student Details, Passport/Visa Copies and CAS History screen.
Accessing the StudentPassport/Visa Copies Functionality

Student Details, Passport/Visa Copies and CAS History

You can use this screen to review personal and student record information relating to the student prior to confirming a passport copy. This screen also shows details of previous passport copy details and CAS requests.

In the Passport Copies section you can amend or delete a record by clicking the link Update/Delete if you have appropriate authorisation to perform these actions.

For a read-only view of CAS requests created for this person please click the View button in the CAS Request History section.

To return to your search results click the Back to Search Results button at the bottom of the page.

Note: Department staff will not see the Update/Delete button.

2) Previous and existing visa details and the passport they are linked to will display in the Passport/Visa Copy History section. Click on Update/Delete to display the Record Passport/Visa Copy screen.
3) Click [Update] if you have amended the visa details. Click [Delete] to delete the visa details. Click [Back to Search Results] to return to the Students and Latest Passport/Visa Copy Confirmation Details Matching Search Criteria screen without making changes.

**Note:** Details of expired visas should not be deleted or amended.

### 20.3 Recording Passport Details Against a Student

1) Click on [Record Copy] to the left of the student you wish to record passport details against to display the Record Passport/Visa Copy screen.

**Note:** Department staff will not see the Record Copy button.
2) Click on the Add Passport button to display the Add Passport screen.
3) Enter the required data:
   a) **Passport Number**
   b) **Nationality**
   c) **Expiry Date**

   The **Issue Date** field is optional but it is suggested that you populate it.

4) Click on **Add** to display the **Passport Details Saved** screen.
20.4 Recording Visa Details Against a Student

1) Search for the student you wish to record visa details against.

2) Click on the Record Copy link to the left of the student you wish to record visa details against, to display the Record Passport/Visa Copy screen.
3) Enter the required data:
   a) Visa Type (if you are unsure of the visa type, please contact Tier4compliance@admin.ox.ac.uk). You should include non-Tier 4 visa types so we have an accurate record of the immigration status of all non-EEA nationals.
   b) Visa Expiry Date
      The Visa Start Date field is optional but it is suggested that you populate it.

4) Tick the check box to confirm agreement to the declaration and click on Confirm to display the Passport/Visa Copy Confirmed screen.
5) Click on **Continue** to return to your original search results. The Passport/Visa Copy Status column will show Copy Confirmed.
21. Running Visa Management Reports

1) Click on the Visa Management link in the menu at the top of the screen to display the Visa management functions for staff screen.

![visamanagementfunctionsforstaff](image)

2) Click on either, the Student CAS Requests Report, Student Passport / Visa Copies Report or Applicant CAS Request Report link to display the Microsoft Reports Screen.
Note: Department / divisional staff can select all colleges, no college or a specific college. College staff have access to their college only.

3) When selecting a specific parameter option use the dynamic search box to filter the choices.
Note: Ensure that your browser will allow pop ups.

4) Click **Run Report** and your report will open in a new web browser tab.

### 21.1 Exporting Visa Management Reports

1) Select the format in which you wish to export the report from the drop down menu and click Export.

Note: Microsoft Excel is the optimal format in which to export a report. The first tab of the spreadsheet will display the University’s conditions for using student data, the second tab will display the report parameters and the third tab will show the report.
<table>
<thead>
<tr>
<th>Student Number</th>
<th>Academic Year</th>
<th>Surname</th>
<th>Forename</th>
<th>Request ID</th>
<th>CAS Number</th>
<th>Validation Status</th>
<th>CAS Request Status</th>
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22. **Course Data Annual Changes**

This section describes the functionality that will be used by graduate admissions administrators in departments to review the courses they will be offering in the next admissions cycle, and the data associated with those courses.

The process steps for the annual review of the course data includes the following stages:

- GAO will initiate the review process and will email departments and colleges when the data is ready to be reviewed with instructions; departments and colleges will be given a deadline to review the data by.
- UAB and college administrators will access their course information via eVision screens and be able to make updates for the next year. Updates made at this point will not affect the current admissions cycle.
- UAB and college administrators will be able to run a report to review the current data and circulate to any academic staff who sign off changes.
- UAB administrators will be able to enter changes to course data in eVision and enter approval at course level.
- College administrators will be able to enter changes and approval for the courses they want to offer at the college.
- GAO will be able to monitor progress for each UAB and College and send reminders to any UABs and Colleges who have not completed their review process by the deadline.
- Once UAB administrators have submitted their changes, the data will be available to divisional offices for review and final sign off. Divisional users will be able to review the completed data via the Award Programmes Details report.
- Once the data has been submitted by divisional offices, GAO will be able to access the data and review it before roll-over takes place.
- GAO will be able to make changes manually to data after all data has been reviewed where late changes are submitted by UAB and college administrators by email, etc.
- At an agreed time in advance of the start of the new admissions cycle, the Student Systems Support Centre will run a process to update the current data with the reviewed data which will be used in systems (application form, eVision, etc. for the new cycle).

22.1 **Award Programme Details Report**

This report shows award programmes open to application during the current admissions cycle.

1) Select the Award Programme Details report from within the Graduate Admissions Report container.
2) Enter appropriate criteria and select Run Report.

Note: The report shows details of course data for both the current year and the following year; once department have made their changes in eVision, the report will highlight any changes made to the data with an *, so that it is easier for departments, colleges, divisions and GAO to spot changes made to the data.

22.2 Annual Changes Review

1) To start the Review process select the Annual Changes Review – UAB Course Data link from the Graduate Admissions (UAB Administrator) container.

2) Select the appropriate Department from the dropdown should you have more than one.
3) Select Next.

4) A report is then displayed showing all currently open courses for Direct Admissions in your selected Department.

5) To make amendments to the course data, click on the course number hyperlink in the first column. Amendments can be made as long as the Review Status in the second column is not ‘Confirmed’. Once you have clicked on the course number hyperlink, you will be presented with a number of fields that you can review. There are 3 groups of fields: Control Fields, Deadlines and Supporting Material Sets.
6) Follow the guidance notes against each control field to make any required changes for example “Open for Entry” change to “No” if this course is closing.

Note: You cannot amend the January deadline as all programmes must take the January deadline. If you have a query, please contact Graduate Admissions.

Only select Hilary or Trinity start term deadlines for courses which have Hilary Term or Trinity Term as the only possible start date for the course. This will apply to very few courses.

7) Current values are displayed for information. Next academic year values can be modified where required by using the drop down boxes or the action buttons Add, Delete and Change.

a) Selecting Add against a particular deadline will take you to a confirmation screen.

b) Select Continue.

c) Selecting Delete against an existing deadline will take you to a confirmation screen.
d) Select **Continue**.

e) Selecting **Change** against a supporting material set will allow you to select the supporting material set required.

f) Select **Save** to accept modification and return to Course Details screen.

8) If you wish to cancel changes made to control fields (Highlighted in Red) then select the **Back** button. If you select **Save**, this will store any changes made so far.
**Note:** Changes to deadlines and supporting materials are immediately saved and would need to be reversed by re-entering the current year values.

9) Selecting **Save & Submit** will commit the changes to the database and enable you to confirm that the course data is complete and correct.

10) A further screen will then be displayed where the user can supply details of the course director or any appropriate person in the department that has signed off the changes and the Date that approval was given.

11) The Single sign on or the Approvers full name can be entered.

12) Select **Save** and a confirmation window is displayed.

13) Select **Continue**.

14) The Review Status is now approved for this course.
15) Continue to review and approve the other courses that you are responsible for.

16) When the final course for the department has been Submitted then this message will be displayed.

17) Select [Continue], the review status for this Department now shows as Division Review.

18) Once all the programme course data for a UAB has been approved, then an email notification will be sent to the appropriate administrator in the relevant division.
**Note:** Course data can be reviewed by any user via the Award Programme Details report.

GAO can monitor progress of UAB review and will send reminders to department and college administrators and divisions who have not yet completed their review.

Further changes requested by the Division can be made using these screens until the division confirms final changes are complete.

If you wish to reopen a course that is closed to admissions in the current year then contact GAO.

If further changes are required after the division has confirmed the course data for the department, then those changes will need to be communicated to GAO by email and GAO will be able to make those changes on behalf of the UABs.
23. Appendices

23.1 Appendix 1 - eVision Dataviews

Dataviews provide information about various aspects of the applicant and student lifecycle. The Dataviews are categorised and grouped under four headings: Admissions and Enrolment; Examinations and Assessments; On-course Students (including historic records) and Other Dataviews.

23.1.1 Admissions & Enrolment

These Dataviews show details of applicants and offer holders, up to the point of initial registration.

<table>
<thead>
<tr>
<th>eVision Dataviews</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Offer Library</td>
<td>This dataview has been designed for the Undergraduate Admissions and Outreach team to enable them to review and check the standard undergraduate offers set up in the SITS:Vision Offer library.</td>
</tr>
<tr>
<td>Undergraduate Offer Outcomes</td>
<td>This dataview provides details of offer outcomes of all UCAS applications where the initial decision was either C (Conditional Offer) or U (Unconditional Offer). It includes details of the offer, the applicant and their response.</td>
</tr>
<tr>
<td>Submitted Graduate Applications</td>
<td>This dataview has been designed to support the graduate admissions process providing full details of submitted graduate applications including those that have yet to be checked and released by the Graduate Admissions Office (GAO). It will be of interest to a wide range of users from the GAO, Scholarship Panels, University Admitting Bodies (UABs/Departments) and Colleges to assess and monitor applications throughout the admissions cycle. In addition to providing key application details in a report format (which can be exported to MS Excel), users can download separate PDF files containing the individual’s application form and supporting materials such as CVs, references and written work, or download a single Application File containing all of the documentation relating to an individual application.</td>
</tr>
<tr>
<td>Graduate Scholarship Dataview - Applicants</td>
<td>For each graduate application this dataview provides the details of the Oxford Scholarships offered (central, divisional and college), and for those applicants who took up their place, their current student status and on-course details.</td>
</tr>
<tr>
<td>Graduate Scholarship Dataview - On-Course Students</td>
<td>For each graduate application this dataview provides the details of the Oxford Scholarships offered (central, divisional and college), recorded against their application record.</td>
</tr>
</tbody>
</table>
Freshers
This dataview lists new students who are expected to arrive for study at the start of each year (UG, undergraduate) or term (PG, postgraduate / VRO, visiting or recognised), and displays basic person and award programme details. This Dataview is intended for download as an MS Excel file for manipulation by the user.

Matriculation
This report lists new students who are expected to arrive who must attend a matriculation ceremony, and displays basic person and programme of study details. This dataview is intended for download as an Excel file for manipulation by the user.

23.1.2 Examination and Assessments

These Dataviews provide access to the First Public Examination and Final Honour School outcomes, and details of performance in individual examinations.

<table>
<thead>
<tr>
<th>eVision Dataviews</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Results (print-friendly)</td>
<td>Student Year outcomes, Final Award and associated results. Includes Average Classification/Mark, Position in Class and Position in Cohort. Intended for export to PDF.</td>
</tr>
<tr>
<td>Examination Results (data-export)</td>
<td>Student Year outcomes, Final Award and associated results. Includes Average Classification/Mark, Position in Class and Position in Cohort. Intended for export to Excel.</td>
</tr>
<tr>
<td>Year Outcome / Final Award</td>
<td>This dataview provides a view of the final award and/or year outcome for all students within the selected parameters, once these have been released. This Dataview is intended for download as an MS Excel file for manipulation by the user.</td>
</tr>
<tr>
<td>Student Assessments</td>
<td>This dataview provides details of a student's programme of study and assessment details within the selected parameters, including marks or grades once they have been released. It is intended for download as an MS Excel file for manipulation.</td>
</tr>
<tr>
<td>Exam Results Class List</td>
<td>Provides a view of the released Year Outcomes or Final Awards for each student within the selected parameters. For the selected Academic Year, it returns a list of Student Names, their College, Award Programme and Classification, grouped by examinations in alphabetical order.</td>
</tr>
<tr>
<td>Factors Affecting Performance Report</td>
<td>This report allows college users to view their students' FAP outcomes</td>
</tr>
</tbody>
</table>
23.1.3 On-course Students (including historic records)

These dataviews show the record of each Award Programme attempted by each student.

<table>
<thead>
<tr>
<th>eVision Dataviews</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Student Search</td>
<td>Provides information about all students including their personal details and specifics of their Award Programme.</td>
</tr>
<tr>
<td>All Students</td>
<td>This dataview provides information about all students including their personal details and specifics of their award programme. Users can also click on the student number, which will provide a drill-through to the Individual Student dataview. This MS Dataview is intended for download as an Excel file for manipulation by the user.</td>
</tr>
<tr>
<td>Research Students</td>
<td>This dataview provides information about all research students including their personal details, specifics of their award programme, thesis details, supervisor information and details of transfer and confirmation of status. Users can also click on the student number, which will provide a drill-through to the Individual Student dataview. This Dataview is intended for download as an MS Excel file for manipulation by the user.</td>
</tr>
</tbody>
</table>

23.1.4 Other

<table>
<thead>
<tr>
<th>eVision Dataviews</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmes Dataview</td>
<td>This dataview provides information about award programmes and provides basic and core programme details including length, JACS (Joint Academic Coding System), UCAS, (Universities and Colleges Admissions Service) codes, and award information. This Dataview can be used on an individual programme basis or downloaded as an MS Excel file for manipulation by the user.</td>
</tr>
</tbody>
</table>

23.2 Appendix 2 - eVision Reports

19) The following Graduate Admissions Reports are available to GAO, UABs and College administrators and provide information on applications to assist in the admissions process. The reports are categorised and grouped under four headings: Pre Offer; Examinations and Assessments; College Decision Making, and Annual Changes.

<table>
<thead>
<tr>
<th>eVision Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Tests and Waivers</td>
<td>Provides details of English Language Tests and Waivers for graduate applicants</td>
</tr>
</tbody>
</table>
23.2.1 Pre Offer

These reports provide information on applications relevant prior to making offers.

<table>
<thead>
<tr>
<th>eVision Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Applications – UAB Assessment Report</td>
<td>The ‘UAB Assessment Report’, shows additional information for UABs to help with assessment of applications (including previous qualifications)</td>
</tr>
<tr>
<td>Graduate Applications – All Incomplete Report</td>
<td>The ‘Incomplete Graduate Applications Report’, shows all active Graduate Programme applications that are incomplete as at the current date. The report will show the clearance checks (i.e. required submissions) pertaining to each application and whether each has been received or not as at the current date.</td>
</tr>
<tr>
<td>Graduate Offer and Intake Target Report</td>
<td>This ‘Graduate Offer and Intake report’ has been set up to help monitor the progress of the application cycle. Intake and Offer Targets (where provided) have been included alongside current numbers of applications, offers and acceptances (card form returned).</td>
</tr>
<tr>
<td>Graduate Applications – Missed Deadline Report</td>
<td>The ‘Incomplete Or Completed Too Late For Specified Deadline Applications Report’ will provide information about active Graduate Programme applications that have been submitted ahead of, but not completed in time for, a specified submission deadline for the course in question. Ordinarily these applications would be deemed to have missed the deadline in question, but the UAB will use this report to identify any applications that could arguably be ‘rescued’ back into the deadline and included with the corresponding gathered field.</td>
</tr>
<tr>
<td>Graduate Applications – Final Too Late Report</td>
<td>The ‘Final Too Late Applications Report’ lists the applications that have missed all of the deadlines for a given course, and were completed too late for consideration in the current cycle; i.e. there are no remaining submission deadlines for the application to slip into and the application will be discarded.</td>
</tr>
<tr>
<td>Graduate Applications–Awaiting Further Submissions</td>
<td>The ‘Final Too Late Applications Report’ lists the applications that are awaiting submissions of further documentation in support of their application for a given course.</td>
</tr>
<tr>
<td>Multiple Graduate Applications Report</td>
<td>The report allows the Graduate Admissions Office (GAO) and Departments (UABs) to track the progress of applications with multiple applications. The report returns all applicants with more than one application.</td>
</tr>
</tbody>
</table>
23.2.2 Post Offer

These reports provide information relevant to processing applications once an offer has been made.

<table>
<thead>
<tr>
<th>eVision Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data for Mail Merge</td>
<td>Graduate admission requires informing applicants about the outcome of their application statuses, sending out letters through email and by post [in special circumstances]. This process requires mass mail merging: the departments, colleges and the Graduate Admission Office[GAO] uses their own methods in order to generate letters.</td>
</tr>
<tr>
<td>Multiple Offer Holders Report</td>
<td>The reports will allow the Graduate Admissions Office(GAO) to assist Colleges to make a decision as to which College an applicant could be admitted to, as well as chase the applicant to make a prompt decision on which course/college to accept.</td>
</tr>
</tbody>
</table>

23.2.3 College Decision Making

These reports provide information relevant to processing applications once an offer has been made.

<table>
<thead>
<tr>
<th>eVision Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Applicants College – Current Status</td>
<td>Current Status report, will show the current status of all offer holders applications within the College Allocation process for the current cycle. The users will require the ability to export and then email the results from the report, particularly in support of the clearing process (i.e. by filtering against College Allocation Status = 'In Clearing').</td>
</tr>
<tr>
<td>Graduate Applicants College – History</td>
<td>College Allocation History report, shows the history of college decision making for the applications relating to a given academic year which is specified in the user input parameters. This history is obtained from the CAP Distribution Log (SRS_CDL).</td>
</tr>
<tr>
<td>Graduate Applicants College – Clearing</td>
<td>Clearing Report, is required specifically to support the clearing process. The users will require the ability to export and then email the results from the report to colleges who will have the ability to view a list of students that are in the clearing stage of the process.</td>
</tr>
</tbody>
</table>

23.2.4 Annual Changes

These reports provide information relevant to processing applications once an offer has been made.

<table>
<thead>
<tr>
<th>eVision Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Programme Details</td>
<td>This report provides details of the current award programmes in the system that applicants can apply to.</td>
</tr>
</tbody>
</table>
### Award Programme Details / College Combinations

This report provides details of the current award programmes and college combinations in the system that applicants can apply to.
23.3 Appendix 3 – eVision Automated Notification/Alert emails

The tables below provide information on the eVision notification/alert emails that are automatically generated and sent to appropriate and relevant parties when specific activities are completed on the eVision system.

### 23.3.1 Applicant Notifications

<table>
<thead>
<tr>
<th>Notification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application</td>
<td>eVision sends an email notification to an applicant when they have started their online application.</td>
</tr>
<tr>
<td>Application Submitted</td>
<td>eVision sends an email notification to an applicant when they have submitted their application form</td>
</tr>
<tr>
<td>Reference Submitted</td>
<td>eVision sends an email notification to an applicant when their referee has submitted a reference in support of their application</td>
</tr>
<tr>
<td>Application Complete</td>
<td>eVision sends an email notification to an applicant when their application is complete and being processed by GAO</td>
</tr>
<tr>
<td>Application Incomplete</td>
<td>eVision sends an email notification to an applicant when their application is marked incomplete and further documents need sending</td>
</tr>
<tr>
<td>Note: This notification will be switched off at peak times, and will be reviewed by Graduate Admissions and Funding.</td>
<td></td>
</tr>
<tr>
<td>Application Too Late</td>
<td>eVision sends an email notification to an applicant when their application is too late</td>
</tr>
<tr>
<td>Reject - Preferred College</td>
<td>eVision sends an email notification to an applicant when their application is rejected by their preferred college.</td>
</tr>
</tbody>
</table>

### 23.3.2 UAB Notifications

<table>
<thead>
<tr>
<th>Notification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application</td>
<td>eVision sends a daily email notification to the appropriate UAB Administrator team which lists any new applications which are complete and ready for assessment.</td>
</tr>
<tr>
<td>Application Complete</td>
<td>eVision sends an email notification to the appropriate UAB Administrator team when an applicant uploads additional item(s) of supporting material are uploaded for a complete application</td>
</tr>
<tr>
<td>College to be assigned</td>
<td>eVision sends a daily email notification to the appropriate UAB Administrator team which lists all applications which have been rejected by a College and which need to be assigned to a different college.</td>
</tr>
<tr>
<td>Failed College Condition</td>
<td>eVision sends an email notification to the appropriate UAB Administrator team when a College records that an applicant has failed a college condition.</td>
</tr>
<tr>
<td>Declined College Offer</td>
<td>eVision sends an email notification to the appropriate UAB Administrator team when a College records that an applicant has declined college offer</td>
</tr>
<tr>
<td>Application Withdrawn</td>
<td>eVision sends an email notification to the appropriate UAB Administrator team when GAO records that an applicant withdraws at any point during the admissions process</td>
</tr>
</tbody>
</table>
23.3.3 College Notifications

<table>
<thead>
<tr>
<th>Notification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application</td>
<td>eVision sends an email notification to the appropriate College Administrator team when new applications are assigned to their college for review and decision.</td>
</tr>
<tr>
<td>Failed UAB Condition</td>
<td>eVision sends an email notification to the appropriate College Administrator team when an applicant has failed UAB condition(s).</td>
</tr>
<tr>
<td>Declined UAB Offer</td>
<td>eVision sends an email notification to the appropriate College Administrator team when the UAB records that an applicant has declined UAB offer (and is withdrawn).</td>
</tr>
<tr>
<td>Application Withdrawn</td>
<td>eVision sends an email notification to the appropriate College Administrator team when GAO or UAB records that an applicant withdraws at any point during the admissions process.</td>
</tr>
</tbody>
</table>

23.4 Appendix 4 – Bulk PDF Download Search Criteria

The following provides a description of the available search criteria to locate required applications as part of the Bulk PDF Download functionality. Single or multiple criteria fields can be used to locate the required application. However, only single options can be selected from the criteria lists of values e.g., it is not possible to select multiple Award Programmes as a search criterion. Wildcards and operators cannot be used in any criteria field.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UAB</td>
<td>The list of values contains all UABs/Departments listed in ascending alphabetical order e.g. African Studies Centre, Blavatnik School of Government, etc.</td>
</tr>
<tr>
<td>Division</td>
<td>By default this criterion is set to ALL and will return applications for any/all Divisions. The list of values contains all Divisions listed in ascending alphabetical order e.g. Continuing Education, Humanities Division, etc. Select a Division to limit the search to only applications to the selected Division.</td>
</tr>
<tr>
<td>College</td>
<td>By default this will display the College Administrators own college and cannot be changed. Note: Some College Administrators are responsible for multiple colleges and will be able to select the appropriate college(s) from the list of values.</td>
</tr>
<tr>
<td>Award Programme</td>
<td>By default this criterion is set to ALL and will return applications for any/all Award Programmes. The list of values contains all Award Programmes listed in ascending alphabetical order. Select an Award Programme to limit the search to only applications to the selected Award Programme.</td>
</tr>
<tr>
<td>Programme Type</td>
<td>List of values containing the three Programme Types Research, Taught, and Recognised. Select a Programme Type to limit the search to only applications for the selected programme type.</td>
</tr>
<tr>
<td>Year of Entry</td>
<td>List of values containing all academic years in ascending numerical order, e.g. 2016/2017 Academic Year, 2017/2018 Academic Year, etc.</td>
</tr>
</tbody>
</table>
### Further Help and Information

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>List of values containing all possible application deadlines listed in ascending date order e.g. November Deadline, Early January Deadline, etc. Select an Application Deadline to limit the search to only applications with the selected deadline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Status</td>
<td>List of values containing all possible application statuses listed in ascending alphabetical order e.g. Active, Card form Processed, etc. Select an Application Status to limit the search to only applications for the status.</td>
</tr>
<tr>
<td>UAB Decision</td>
<td>List of values containing all possible UAB decisions e.g. Pending, Conditional Offer, etc. By default this criterion is set to Pending and will return any applications still awaiting a UAB decision. Select a different UAB decision to limit the search to only applications with the selected decision type.</td>
</tr>
<tr>
<td>Initial UAB Decision Recorded After</td>
<td>By default this criterion is blank and will return any applications with an initial UAB decision recorded after a specified date. Enter a date to limit the search to only applications with an initial UAB decision recorded after the specified date.</td>
</tr>
<tr>
<td>College Decision</td>
<td>List of values containing all possible college decisions e.g. Pending, Conditional Offer, etc. Select an Award Programme to limit the search to only applications to the selected Award Programme.</td>
</tr>
<tr>
<td>Surnames</td>
<td>By default this parameter will bring back all surnames. Select a letter from the From and To dropdown fields before running the search to narrow the results returned into small batches. e.g. From A To D.</td>
</tr>
</tbody>
</table>
23.5 Appendix 5 – Search for Applicants Criteria

The following provides a description of the available search criteria for College Administrators to locate required applications. Single or multiple criteria fields can be used in combination with wildcards and operators to locate the required application(s). However, only single options can be selected from the criteria lists of values, e.g., it is not possible to select multiple Award Programmes as a search criterion.

23.5.1 Search for Individual Applicants

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Number</strong></td>
<td>This free-text field can be used to enter a Student Number as a parameter to restrict the search to only applications submitted by a specific applicant.</td>
</tr>
<tr>
<td><strong>Surname</strong></td>
<td>This free-text field can be used to enter a Surname as a parameter to restrict the search to only applications submitted by applicants with a specified surname. This parameter is not case sensitive.</td>
</tr>
<tr>
<td><strong>Forename</strong></td>
<td>This free-text field can be used to enter a Forename as a parameter to restrict the search to only applications submitted by applicants with a specified forename, e.g. Jones. This parameter is not case sensitive.</td>
</tr>
<tr>
<td><strong>Preferred Name</strong></td>
<td>This free-text field can be used to enter a Preferred Name as a parameter to restrict the search to only applications submitted by applicants with a specified preferred name. This parameter is not case sensitive.</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>This date field can be used to enter a Date of Birth as a parameter to restrict the search to only applications submitted by applicants with a specified date of birth. Dates can be entered using the calendar icon or by manually typing the date in the dd/mmm/yyyy format e.g. 24/SEP/1971.</td>
</tr>
<tr>
<td><strong>UAB</strong></td>
<td>The list of values contains all UABs/Departments listed in ascending alphabetical order e.g. African Studies Centre, Blavatnik School of Government, etc. By default, this parameter is set to ALL and will return applications for any/all UABs. Enter an appropriate University Admissions Board (UAB) as a parameter to restrict the search to only applications submitted for a specified UAB. For example, entering a UAB of Department of Pharmacology will return only applications submitted for the Department of Pharmacology.</td>
</tr>
<tr>
<td><strong>College</strong></td>
<td>By default College Administrators will only be able select their own college(s) from the list of values.</td>
</tr>
<tr>
<td><strong>College Allocation Type</strong></td>
<td>All, On Hold or To be Assigned</td>
</tr>
<tr>
<td><strong>Award Programme</strong></td>
<td>The list of values contains all graduate Award Programmes in ascending alphabetical order, e.g. DPhil Clinical Medicine. By default, this parameter is blank and will return applications for any/all Award Programmes. Enter an appropriate Award Programme as a parameter to restrict the</td>
</tr>
</tbody>
</table>
Further Help and Information

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>search</strong></td>
<td>search to only applications submitted for the specified Award Programme. For example, entering an Award Programme of DPhil Clinical Medicine will return only applications for the DPhil Clinical Medicine Award Programme.</td>
</tr>
<tr>
<td><strong>Attendance Mode</strong></td>
<td>The list of values contains the two Attendance Modes, Full Time, and Part Time. By default, this parameter is set to ALL and will return applications with any/all Attendance Modes. Enter an appropriate Attendance Mode as a parameter to restrict the search to only applications submitted for Full Time or Part Time modes. For example, entering an Attendance Mode of Full Time will return only applications with a full time attendance mode.</td>
</tr>
<tr>
<td><strong>Year of Entry</strong></td>
<td>The list of values contains all academic years in ascending numerical order, e.g. 2015/2016 Academic Year, 2016/2017 Academic Year, etc. Enter an appropriate Year of Entry as a parameter to restrict the search to only applications submitted for a specified Academic year e.g. 2015/16. For example, entering a Year of Entry of 2016/2017 will return only applications for that specified year of entry.</td>
</tr>
<tr>
<td><strong>Term of Entry</strong></td>
<td>The list of values contains all academic terms in ascending date order, e.g., Michaelmas, Hilary, and Trinity terms. By default this parameter is set to ALL and will return applications for any/all terms of entry. Enter an appropriate Term of Entry as a parameter to restrict the search to only applications submitted for a specified academic term of entry e.g. Trinity. For example, entering a Term of Entry of Trinity will return only applications with a Trinity term of entry.</td>
</tr>
<tr>
<td><strong>Application Deadline</strong></td>
<td>The list of values contains all possible application deadlines listed in ascending date order e.g. November Deadline, Early January Deadline, etc. By default, this parameter is set to ALL and will return applications for any/all application deadlines. Enter an appropriate Application Deadline as a parameter to restrict the search to only applications submitted by a specified deadline e.g. November. For example, entering an Application Deadline of November will return only applications submitted with a November deadline.</td>
</tr>
<tr>
<td><strong>Fee Status</strong></td>
<td>The list of values contains the all available fee statuses in ascending alphabetical order e.g. European Union, Home, Overseas. By default this parameter is set to ALL and will return applications with any/all Fee Status. Enter an appropriate Fee Status as a parameter to restrict the search to only applications with a specified Fee Status, e.g. Home. For example, entering a Fee Status of Home as a parameter will return only applications submitted with a Home fee status</td>
</tr>
<tr>
<td><strong>Application Status</strong></td>
<td>The list of values contains all possible application statuses listed e.g. Active, Withdrawn, Card Form Processed. By default this parameter is set to ACTIVE and will return only active applications. Enter an appropriate Application Status as a parameter to restrict the search to only applications with a specified Application Status, e.g. Withdrawn. For example, entering an Application Status of Withdrawn will return only applications with a Withdrawn Application Status.</td>
</tr>
<tr>
<td><strong>UAB Decision</strong></td>
<td>The list of values contains all possible UAB decisions e.g. Pending, Conditional Offer, etc. By default this parameter is set to All Decisions (excluding Rejects) and will return any applications with a UAB decision excluding rejected applications.</td>
</tr>
</tbody>
</table>
Enter an appropriate UAB Decision as a parameter to restrict the search to only applications with a specified UAB Decision, e.g. Conditional offers. For example, entering a UAB Decision of Conditional Offer will return only applications with a Conditional UAB offer.

<table>
<thead>
<tr>
<th>Proposed Primary Language of Study</th>
<th>Defaults to All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Proposed Principal Language of Study</td>
<td>Defaults to All</td>
</tr>
<tr>
<td>Theology Subject Area</td>
<td>Defaults to All</td>
</tr>
<tr>
<td>External Application ID</td>
<td>Said Business School and Software Engineering</td>
</tr>
</tbody>
</table>

### 23.5.2 Search for Groups of Applicants

The following fields can be used:

- UAB
- College
- College Allocation Type
- Award Programme
- Programme Type
- Attendance Mode
- Year of Entry
- Term of Entry
- Application Deadline
- Fee Status
- Application Status
- UAB Decision
- Proposed Primary Language of Study
- Second Proposed Principal Language of Study#
- Theology Subject Area
- External Application ID
24. Further Help and Information

24.1 Student Systems Support Centre (SSSC)

The Student Systems Support Centre (SSSC) provides guidance and assistance with the use of the University’s student systems and associated business processes. Guidance and further information about eVision can be found on the Student Systems Support Centre website:

http://www.admin.ox.ac.uk/studentsystems/

24.2 Education IT Programme (Edu IT)

The Education IT Programme (Edu IT) is responsible for delivering the development of Oxford’s IT-based systems used by academic and administrative staff, applicants and students in support of many aspects of teaching and learning. Further information about the programme can be found at:

http://www.admin.ox.ac.uk/aad/studentsystems/programme/

24.3 Graduate Admissions and Funding Handbook

This handbook is designed to be a single resource for information about the procedures and policies that underpin all graduate admissions and funding processes.

https://www.ox.ac.uk/gafhandbook

24.4 Data Protection

You should familiarise yourself with the University’s policy on Data Protection by reading the information available at:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/

Further information about the Data Protection Act can be obtained from the website of the University’s Data Protection Officer:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/

All university members should adhere to the following regulations when using IT facilities:

http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

24.5 Document Information

This document is subject to change, please ensure you have the latest version.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Nov 2015</td>
<td>V0.1</td>
<td>Updated as requested by Esther Thomas.</td>
<td>ME</td>
</tr>
<tr>
<td>4 Nov 2015</td>
<td>V0.2</td>
<td>Reformatted and changed order.</td>
<td>ME</td>
</tr>
<tr>
<td>30 Nov 2015</td>
<td>V0.3</td>
<td>Updated Visa Management pages</td>
<td>ME</td>
</tr>
<tr>
<td>20 Jan 2016</td>
<td>V1.0</td>
<td>Published</td>
<td>ME</td>
</tr>
<tr>
<td>04 Feb 2016</td>
<td>V1.1</td>
<td>Added comments from Graduate Funding Department</td>
<td>ME</td>
</tr>
<tr>
<td>Date</td>
<td>Version</td>
<td>Change Description</td>
<td>Author</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>10 Apr 2016</td>
<td>V1.2</td>
<td>Further changes to Visa Management</td>
<td>ME</td>
</tr>
<tr>
<td>22 Apr 2016</td>
<td>V1.3</td>
<td>Added Annual Changes</td>
<td>ME</td>
</tr>
<tr>
<td>14 Nov 2016</td>
<td>V2.0</td>
<td>Open Offer, Test tabs and language changes added. Further Help and Information page also updated.</td>
<td>AQT</td>
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<tr>
<td>09 Dec 2016</td>
<td>V2.1</td>
<td>Updated screenshots for 9.2 upgrade and slight re-wording of text referencing menus.</td>
<td>AQT</td>
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<tr>
<td>03 Aug 2017</td>
<td>V2.2</td>
<td>Updated outdated screenshot</td>
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<tr>
<td>10 Nov 2017</td>
<td>V2.3</td>
<td>Updated with the Improvements for 28th November</td>
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<td>20 Nov 2017</td>
<td>V2.4</td>
<td>Updated further following Esther’s feedback.</td>
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<td>24 Nov 2017</td>
<td>V2.5</td>
<td>Appendix edited</td>
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<td>07 Feb 2018</td>
<td>V2.6</td>
<td>Update to include UAB Assessment Report and Targets Report</td>
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<td>06 Mar 2018</td>
<td>V2.7</td>
<td>PDF Bulk Download, addition of Surname (a-z) parameters</td>
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<td>08 Mar 2018</td>
<td>V2.8</td>
<td>Removal of disability and criminal convictions parameters</td>
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<td>19 Mar 2018</td>
<td>V2.9</td>
<td>Removal of Criminal Convictions Report</td>
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<td>21 Mar 2018</td>
<td>V3.0</td>
<td>Update to Section 13 (Qual. Verification: Missing Details/Result)</td>
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<td>V3.1</td>
<td>Combined Fee and August enhancements</td>
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<td>29 Aug 2018</td>
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<td>04 Feb 2019</td>
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<td>Updates to Supervisors</td>
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