UNIVERSITY OF GLASGOW

Study Abroad and Exchange Detailed Application guide

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Introduction

This guide provides a short overview and some important points to consider when submitting applications via the University of Glasgow online system for:

- **Study Abroad students**
- **Non-European Exchange students**

<u>**Application Documents Required**</u>

Students must upload the following documents:
:
- Current official academic transcript. Scanned in colour if possible (and an official translation if required).
- Personal statement of 500 words explaining why applicant would like to study at the University of Glasgow and any previous experience they feel would be relevant i.e. clubs/societies, volunteering, previous travel experiences
- Once academic reference
- Copy of the photo page of passport
- If English is not the first language of the applicant an English test will be required. The Entry requirements for the Study Abroad and Exchange programme is 6.0 IELTS with no subtest less than 5.5.
- A financial letter if required see below:

IMPORTANT: If you are a Study Abroad student and your home University or external institution are paying your tuition and/or accommodation fees directly to Glasgow on your behalf you will need to upload a letter from your University/sponsor confirming this.

Exchange students and Study Abroad students paying their own fees to Glasgow will not need to upload a financial letter

The online system allows you to upload supporting documents only in PDF format. **Each file uploaded must not exceed 5MB in size**. **There is a maximum 10MB total upload size.** For a free PDF writer go to www.pdfforge.org/

1. Creating your Applicant's account

This is your own personal account

Access the Application system at

`http://www.gla.ac.uk/international/abroadexchange/studyabroadprogramme/howtoapply/`

The first step to be completed before entering an application is to register your details and create an account. Your account contains all personal and contact details, which means that you will not need to type these details for each application you submit.

We will use these details to contact you so please ensure that these details are correct.

The email you use to create your account is where all your correspondence will be sent so remember what this email is.

Use the same email throughout your application.

The password you create must be eight characters long and is case sensitive. Once you create a password make sure you remember it or make a note of it. Do not share your password with anyone else.

1.1.   Step 1: Create Log-in Details

Log-in Screen:

You will see this screen each time you wish to access your applicant's account.

To create your Applicant's account, type the Security Code in the Security Code field.
Note that the field is case-sensitive so the code must be typed exactly as seen.
Click **Register**.

Thank you for accessing the University of Glasgow's online application.

NEW APPLICANT

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address and password.
Then click the **Login** button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

Sign In to your account

'Email address: [   ] [?]

'Password: [   ] [Login]   **Forgotten your password?**

Don't have an account yet?

Enter the security code and click the Register button

'Security Code (case sensitive): [   ] [Register]

Security Code

z b d D u 5

For security purposes, please type the six characters shown above into the Security Code field.

You are now creating the log-in ID and password.

Log-in ID:
The Log-in ID is the email address you wish to use in your correspondence with the University of Glasgow.
Type it twice to confirm it is correct.

Password:
The password must be 8 characters long.
Select a password easy to remember. The Password is case-sensitive.
Type it twice to confirm it is correct.

Click **Next**.

1.2. Step 2: Adding your personal details

You will now enter your personal details:

Personal details should be entered as they appear on your Passport or ID document.
If you do not have a **First Name** or a **Last Name**, enter * in the required field.

Clicking on the 🔍 icon beside a box will assist you in finding the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.

Once you have completed all necessary fields, click **Next**.

The Progress Line at the top of the screen shows how many steps are to be completed. You may go between section by clicking next, or any number on the Progress Line, or any of the links on the left hand-side.

1.3.   Step 3: Adding Contact details

You will now enter your Contact details.
The **Residential Address** is your permanent address.
The **Mailing Address** is your contact address during term time for example.
If both addresses are the same, complete the residential address and tick the box '**Same address as above**' in the **Mailing Address field**.

Click **Next**.

Online Application - Create Account   Sign Out

1 — 2 — 3 — 4   < Previous   Next >

Contact Details   Step 3 of 4

Navigation

Login Details

Personal Details

Contact Details

Review & Register

Please enter your contact details. Your residential address is your address in your home country. If you choose United Kingdom, you can enter a postcode in Postcode field and choose "Find Address" to bring back valid addresses for this postcode.

Your mailing address can be the same as your residential address. It is the address we will use to contact you during the application process. Please make sure it is correct and provide valid dates when you will be there.

Residential Address

'Country:
'Address 1:
Address 2:
Address 3:
Address 4:
'City:
County/State:
Postcode:

Mailing Address

☐ Same address as above

Country:
Address 1:
Address 2:
Address 3:
Address 4:
City:
County/State:
Postcode:

Note that your email address which is also the log-in ID is already populated:

Phone & Email

'Home Phone:
Mobile:
Email: one.applicant@glasgow.ac.uk

1.4 Step 4: Review and Register

This final page allows you to review the information you have added to create your account. If you wish to amend any of the information, click on the link corresponding to the section to amend on the left hand-side, or click on the number of the section on the progress line.

Once you have checked all details are correct, click on **Register**.

Once the account is created, you will get the following message:

Click **OK**.

This takes you back to the log-in screen where you can now log-in with your email address and the password you have chosen.

Enter the email address and password fields.
Click **Login**.

Please note you do not need to enter the security code again.

Thank you for accessing the University of Glasgow's online application.

NEW APPLICANT

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address and password.
Then click the **Login** button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

Sign In to your account

'Email address: one.applicant@glasgow.ac.uk [?]

'Password: •••••••• [Login] **Forgotten your password?**

Don't have an account yet?

Enter the security code and click the Register button

'Security Code (case sensitive): [   ] [Register]

Security Code

J H c b 3 n

For security purposes, please type the six characters shown above into the Security Code field.

2. Filling in an application form

Please take time to read instructions on the Welcome screen as per below, then click **Continue**.

Welcome to On-line Applications

To begin your application you must first choose the programme of study you wish to apply for.

After this you will be taken to the on-line application form.

Fields marked with an asterisk (*) are mandatory – you must complete them. This is to ensure you have given us enough information to assess your application.

Please make sure each section is complete before you continue with your application. You can save your details by clicking 'Save & Return to my Applications' at any time and return to the application when you wish; however, the application must be submitted within 42 days or it will be automatically deleted.

There is a section for uploading supporting documents. Full instructions on what you need for each application can be found on the website for your chosen programme of study.

When you are ready to submit your application, click the Submit button at the end of the application.

Continue

2.1   Programme selection Criteria

Programme Selection Criteria

Institution	University of Glasgow
Academic Career:	
Admit Term:	
Mode of Study:	
Programme of Study:	

Search

Please enter a keyword or phrase to assist the search for Programme of Study. For example, "math" will return programmes of study including both Maths and Mathematics.
Leaving this field blank will bring back all valid programmes of study that meet the other criteria.
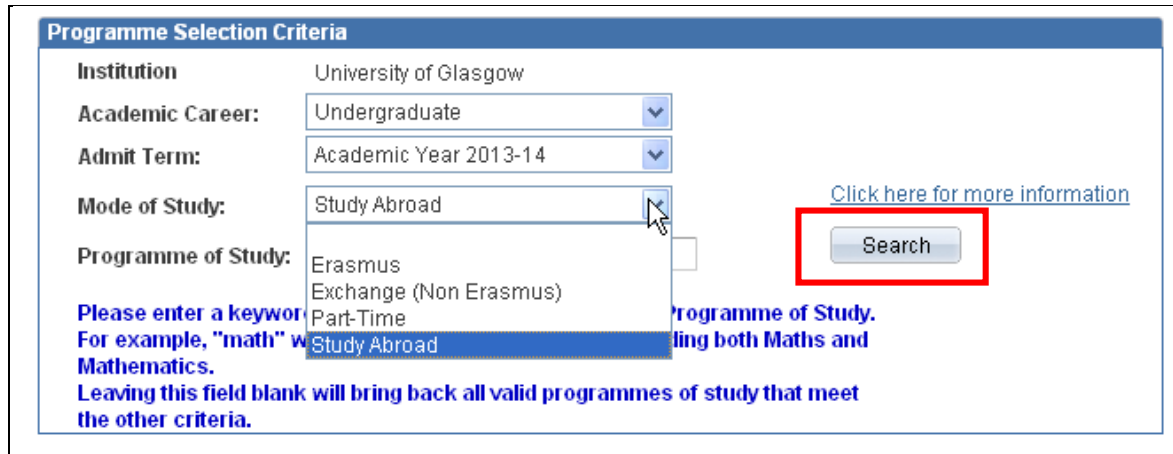
Academic Career is the level of study. Select **Undergraduate**.

Admit Term is the academic year you intend to attend.

Mode of Study - Click on the arrow and select the right mode of studies.

NOTE: You should select **Study Abroad OR Exchange (Non Erasmus).** Your choice will be reviewed by the Study Abroad Office when the application is submitted.

Programme Selection Criteria		
Institution	University of Glasgow	
Academic Career:	Undergraduate	
Admit Term:	Academic Year 2013-14	
Mode of Study:	Study Abroad	Click here for more information
Programme of Study:	Erasmus	Search
	Exchange (Non Erasmus)	
	Part-Time	
Please enter a keywor... Programme of Study.	Study Abroad	
For example, "math" w... ling both Maths and Mathematics.		
Leaving this field blank will bring back all valid programmes of study that meet the other criteria.		

Programme of Study is the course that you would like to attend.
To select a programme, click **Search** and select your programme from the list that appears at the bottom of the screen.
Click **Apply** to start an application for the programme of your choice.
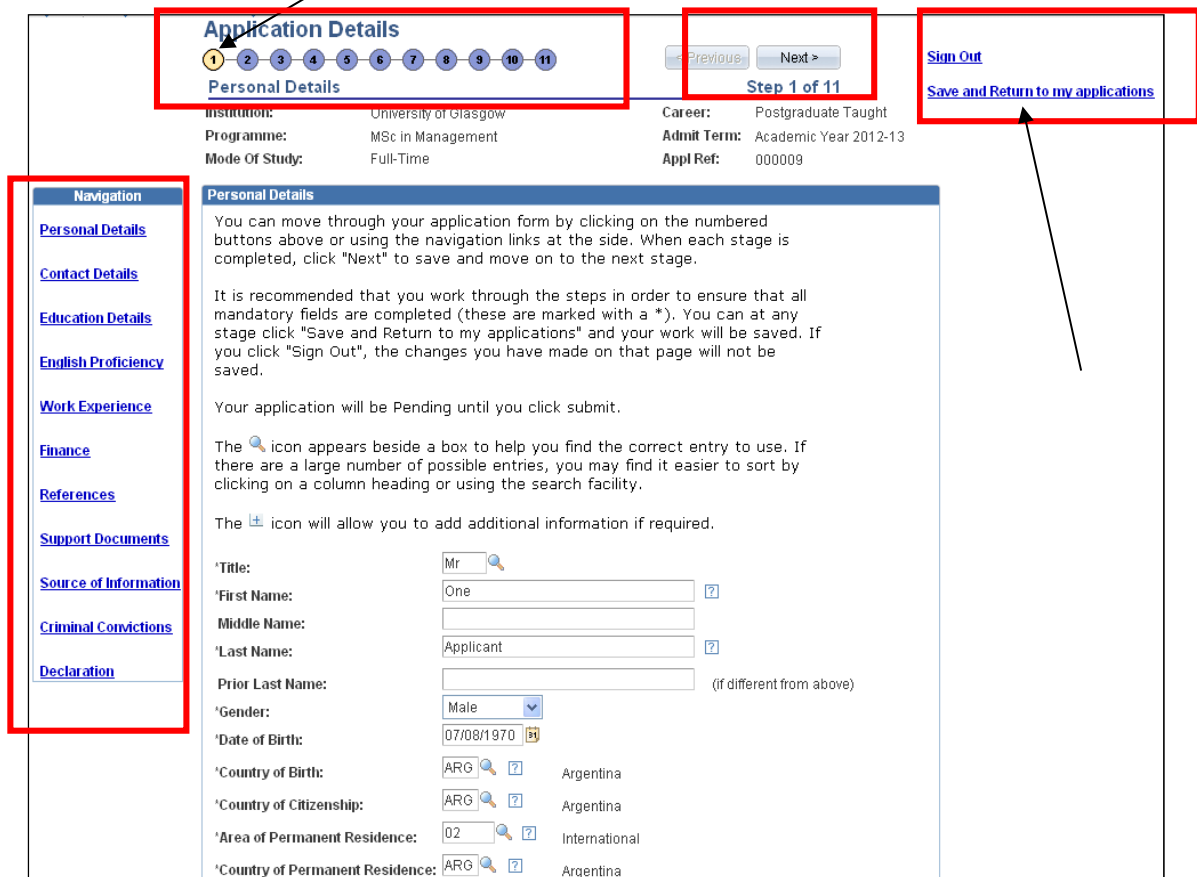
The example below is for Study Abroad programmes.

Course Choice	
Programme Name	**Apply**
Study Abroad UG College of Arts	Apply
Study Abroad UG College of Medicine, Veterinary Medicine and Life Sciences	Apply
Study Abroad UG College of Science and Engineering	Apply
Study Abroad UG College of Social Sciences	Apply
Study Abroad UG School Experience	Apply

Note: The choice of College should be based on the types of classes you would like to study at Glasgow. Students can select classes from across Colleges so selecting a College at this stage does not limit class choices. The Study Abroad and Exchange Office will review your choice and change your College if necessary – this is for administrative purposes and will not affect your class choices.

2.2 Step 1 – Personal Details

Personal details are the 1st step of the application. You can see this from the Progress Line at the top of the Screen.

Note the Personal Details are auto-populated from the details input in your account.

Check all details are correct and that all sections are complete.
Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.3   Step 2 – Contact details

Note the Contact Details are auto-populated from the details input in your account.

Note that the email address used to log in is already populated.

Check all details are correct and that all sections are complete.
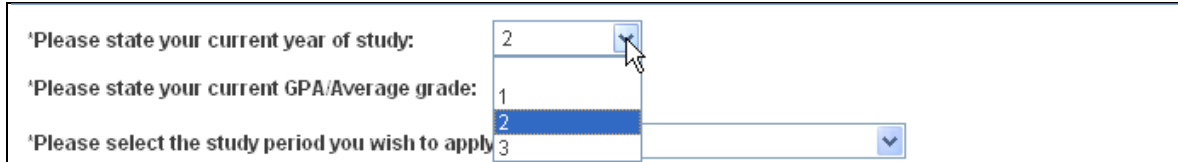Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.4   Step 3 – Education details

Please only enter details of your current studies.

There is no need to fill in the Prior Study Information.

Current/Previous Study Information:

Most institutions will be shown in the drop-down list. Click on the [icon] icon to view the list.

You can search for the institution by typing a keyword in full or partially. For example, if you are searching for the University of Madras, it is easier to enter the word 'Madras' and select 'contains' from the drop-down menu on the left hand-side of the box.
Click **Look Up**.
See below:
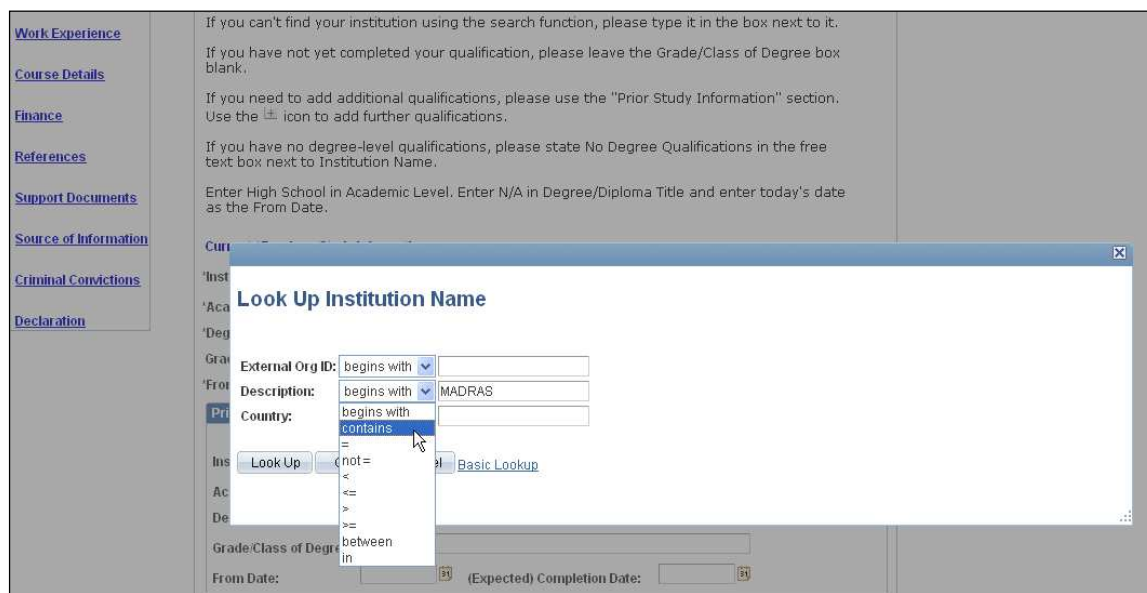
If the institution is not listed, please enter the institution manually in the adjacent box.
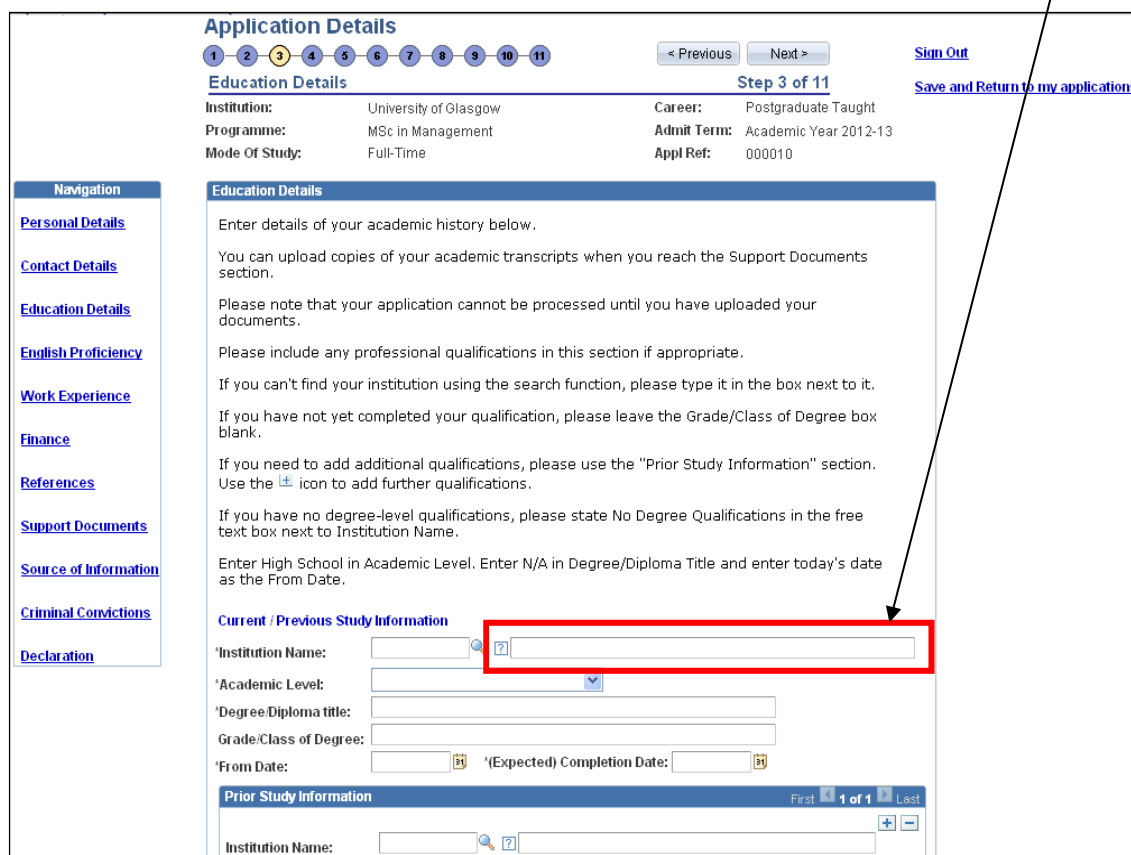
Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.5   Step 4 – English Proficiency
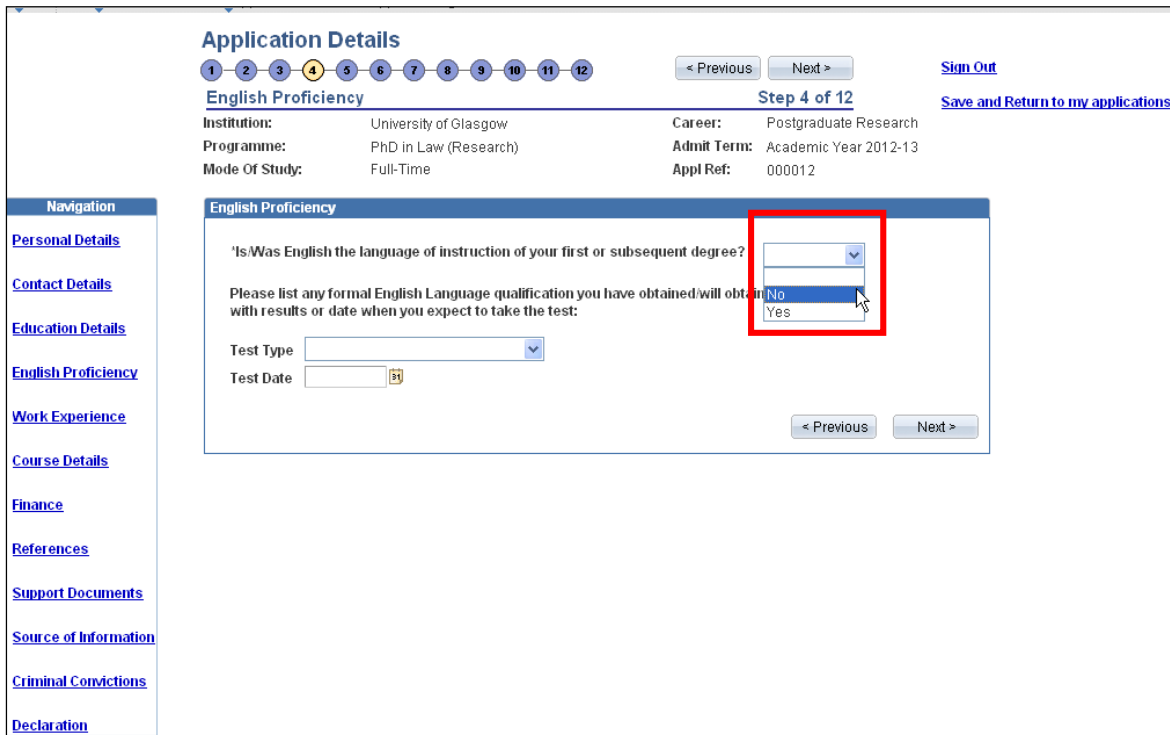
Under University policy, students whose first language is not English are required to submit a language test before they can be accepted at the University of Glasgow. The entry requirements of the Study Abroad programme are IELTS 6.0 with no subtest less than 5.5.

Language of Instruction:
- If the language of instruction at your Home University is English, select **Yes** from the drop down menu.
- If the language of instruction at your Home University is not English, select **No** from the drop down menu:

Language Test:
- If you have already taken a test fill in the details of the test
- If you have not taken a language test, please leave the fields blank.

Note the screen will change according to whichever test you select to allow you to enter your results. See examples below:

Example for IELTS results:

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.6 Step 5 – Course Details

You are now asked to enter the details of the courses you wish to apply for in Glasgow, its duration and the courses the student wishes to attend.

Select the **Current Year of Study** from the drop-down menu:

Type in your current **GPA/Average grade**:

Select the **Study Period** from the drop-down menu:

A **full academic year** is **September to June**.
A **full calendar year** is **Calendar Year**.
Semester 1 is **September to December**.
Semester 2 is **January to June**.

Course Choice
Finally select the courses you wish to attend.

Students should select a maximum of six classes within the application. Feedback on classes will be sent to applicants after they have been admitted to Glasgow and following consultation with the relevant departments. Applicants should only select classes they intend to take at Glasgow as if approval is given for classes then they will be signed up.
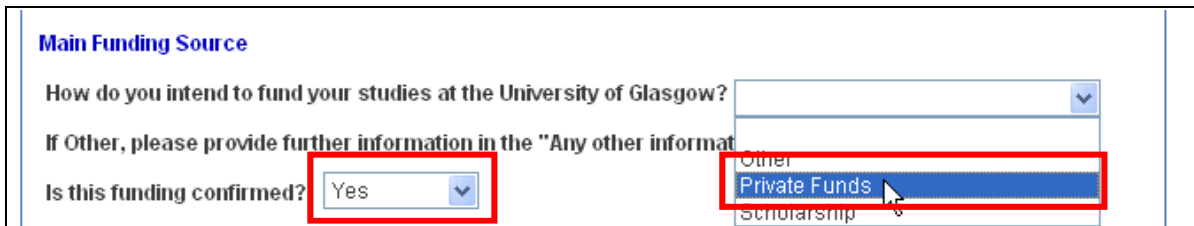
Full year students must take **120 credits** over the year they are at Glasgow.
Semester only students must take **60 credits** per semester at Glasgow.

First select the **subject area**. Click on the 🔍 icon to bring up the list of all available subjects and select the appropriate one.

Then select the **course** from the **Catalogue**. Click on the [🔍] icon to bring up the list of all available courses and select the appropriate one.

Click on the [＋] icon to add more courses. Click on the [－] icon to remove a course. Repeat these steps until you have reached the required number of credits or classes.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.7 Step 6 - Finance

There are 2 sections to complete, the Main Funding Source and the Tuition Fee Status Assessment.

Main Funding Source: use drop-down menu to populate each box.

➕ **Study Abroad and Exchange students paying tuition to the University of Glasgow**:

Select **Private Funds** in answer to the first question and **Yes** to the second question:
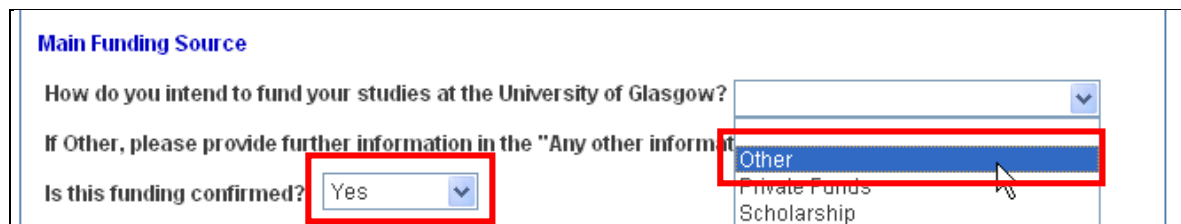
➕ **Study Abroad and Exchange students paying tuition to their home institution:**

Select **Other** in answer to the first question and **Yes** to the second question.
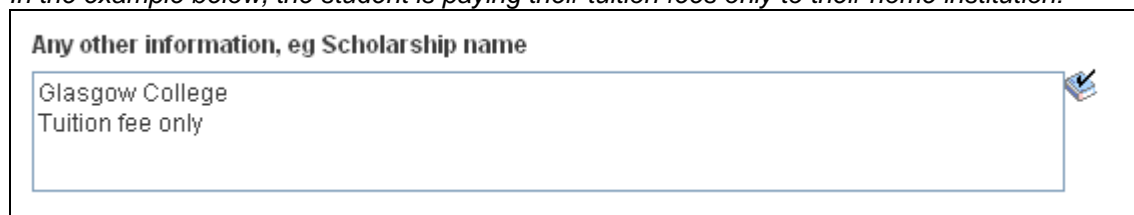
In the **Any Other Information** box, add the name of your home institution and whether you are paying the Tuition Fees and/or the Accommodation Fees.

In the example below, the student is paying their tuition fees only to their home institution:
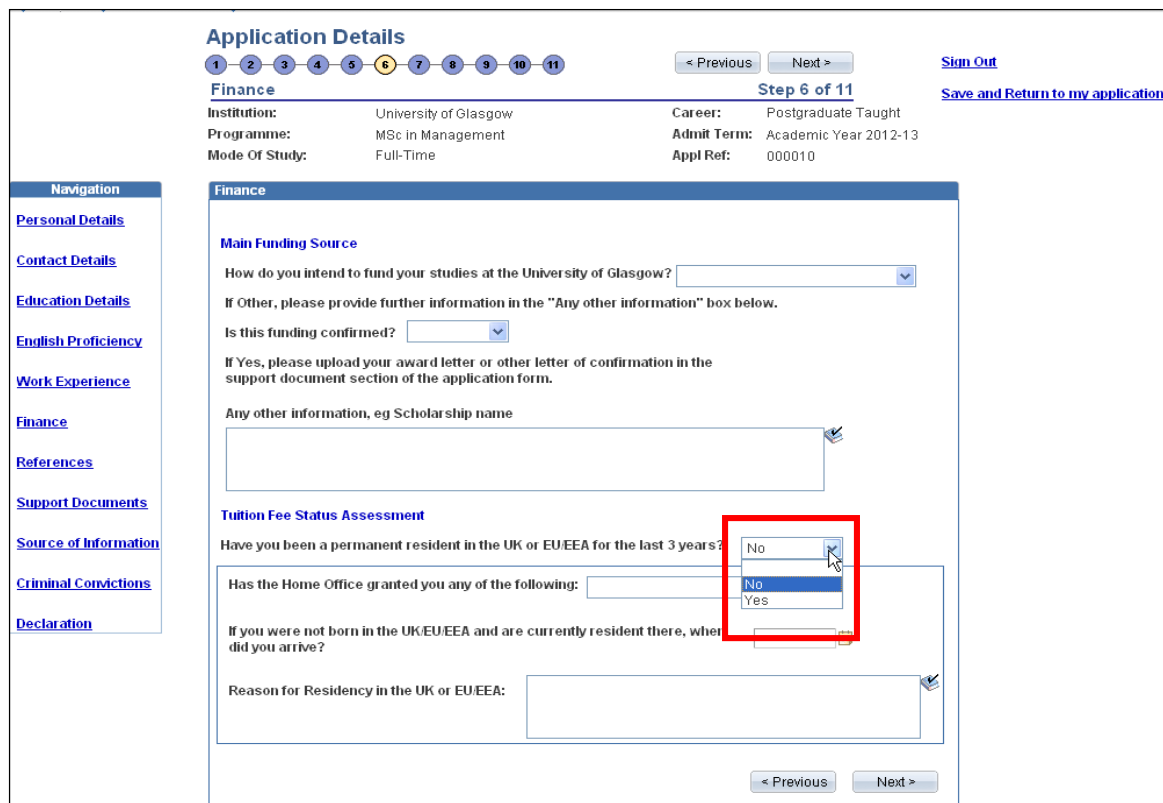
Tuition Fee Status Assessment:
We consider a permanent resident someone who has been ordinarily resident in the UK and Islands (the Channel Islands and the Isle of Man) for the full 3-year period before the start of their study, and whose main purpose for residence in the UK and islands must **not** have been to receive full-time education during any part of that 3-year period.

Most international students will not be considered permanent residents and you should therefore select **NO** in answer to the 1st question of this section.

University
of Glasgow

*****Please note a standard tuition fee applies to Study Abroad programmes and is not
dependent on nationality.**

Move to the next section by clicking **Next** or to any section of your choice by clicking on
one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link
Save and Return to my applications at the top right corner of the screen.

2.8 Step 7 - references

Applications to Study Abroad and Non-European Exchange programmes only require 1 reference.
Enter the name and address of your referee.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.9   Step 8 – Support documents

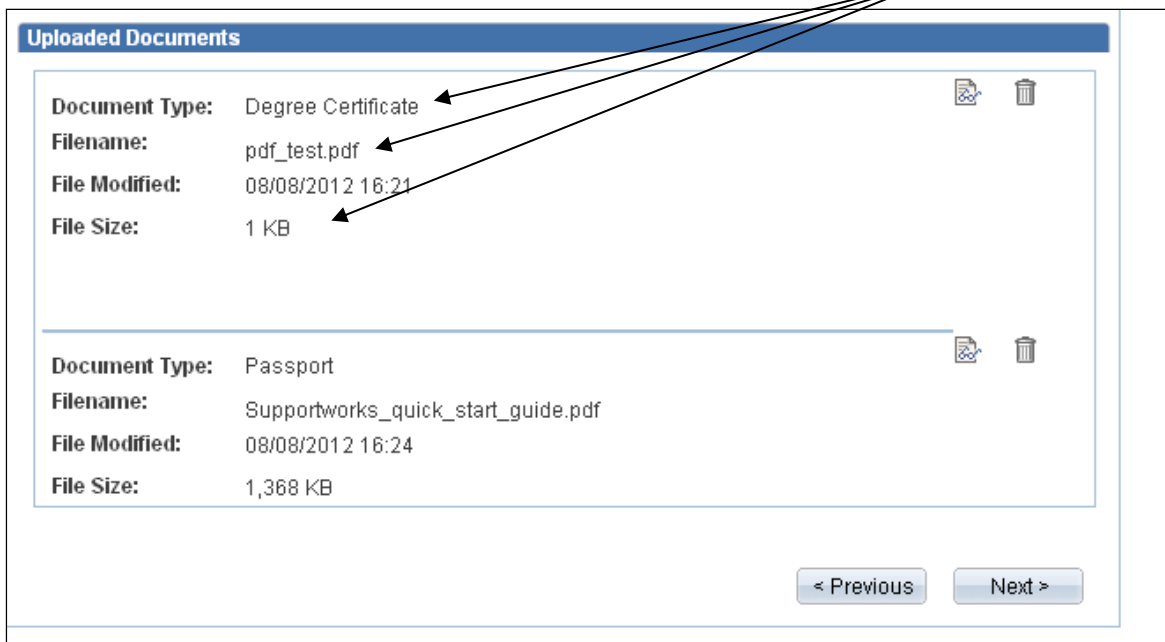The online system allows you to upload your supporting documents only in PDF format. Each file uploaded must not exceed 5MB in size. There is a maximum 10MB total upload size.
For a free PDF writer go to www.pdfforge.org/.
You should only upload documents that are required and that are relevant to the application:

- **Transcript** to date – compulsory
- **Reference** – compulsory
- **Personal Statement** - Compulsory
- **Language Test** – required only for students who first language is not English
- **Financial Evidence** – If you are a Study Abroad student and your home University or external institution are paying your tuition and/or accommodation fees directly to Glasgow on your behalf you will need to upload a letter from your University/sponsor confirming this.
  Exchange students and Study Abroad students paying their own fees to Glasgow will not need to upload a financial letter
- **Passport** –Compulsory. If applicants do not have a passport it can be uploaded at a later date and the application submitted without a copy of the passport.

Select the category of document you wish to upload from the drop down menu, and then click on **Upload Document**.
Click **Browse** and select the PDF document you wish to upload.
Click **Open**, and then **Upload**.

Repeat these steps until you have uploaded all the required documents.

You can view details of the documents you have uploaded as per below.
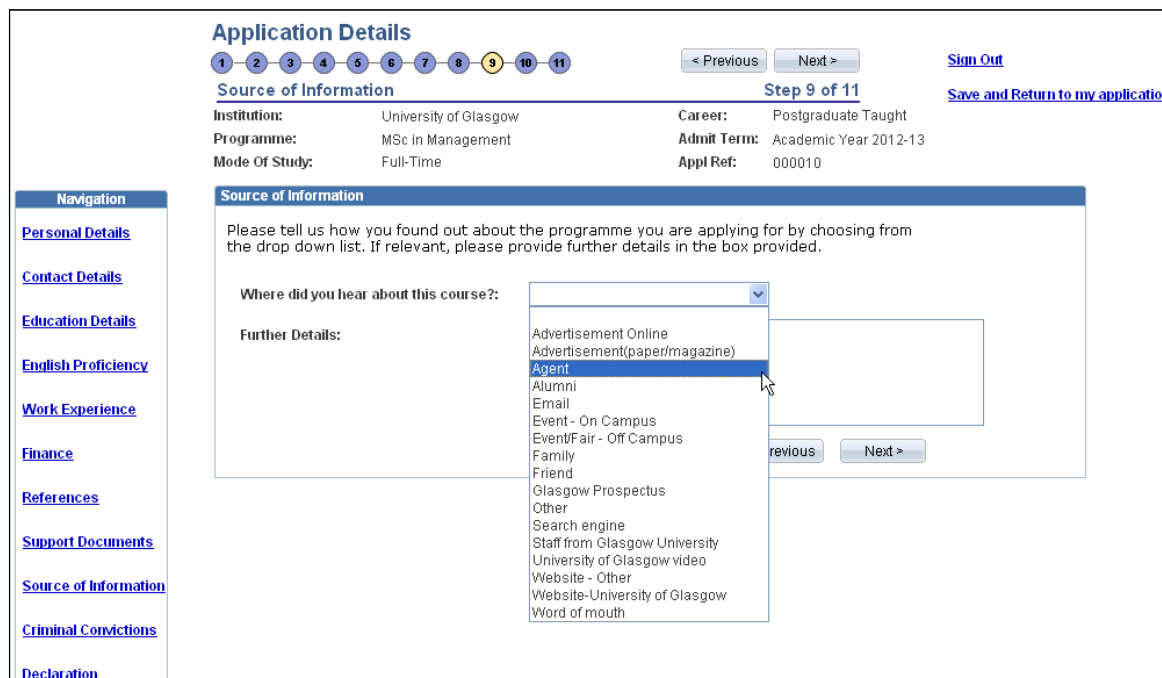

To view the document click on the [icon] icon.

To delete the document, click on the [icon] icon.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.10 Step 9 – Source of Information

In this section we ask you where you heard of the University of Glasgow.
Select the Source of Information from the drop down menu and use the **Further Details** box to add any additional information.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.11 Step 10 – Criminal Conviction

Please read this section carefully and only tick the box if it applies to you.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.12 Step 11 - Declaration

This is the last step of the application process. You should now review the application and submit it.

Incomplete Information:
If you have left compulsory fields empty, a warning message will appear at the bottom of the screen with a link to the section requiring attention.
You will not be able to submit the application until all information has been provided.

If there is no issue, tick the box to confirm that you have read the declaration then click on **Submit Application**.

Application Details

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪   < Previous   Next >   <u>Sign Out</u>

Declaration   **Step 11 of 11**   <u>Save and Return to my applica</u>

Institution:	University of Glasgow	Career:	Postgraduate Taught
Programme:	MSc in Management	Admit Term:	Academic Year 2012-13
Mode Of Study:	Full-Time	Appl Ref:	000010

Navigation

<u>Personal Details</u>

<u>Contact Details</u>

<u>Education Details</u>

<u>English Proficiency</u>

<u>Work Experience</u>

<u>Finance</u>

<u>References</u>

<u>Support Documents</u>

<u>Source of Information</u>

<u>Criminal Convictions</u>

<u>Declaration</u>

Declaration

I hereby apply for study at the University of Glasgow and I confirm that the information given in this application is correct.

I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.

I hereby confirm that I understand that the University of Glasgow will accept no liability for my tuition fees or living expenses in the event of my admission.

The University of Glasgow collects and processes information about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. The information is processed in accordance with the University's Notification with the Information Commissioner under the Data Protection Act 1998. You hereby acknowledge that the University may pass your information to third parties (including any appointed agents or subcontractors of the University and Glasgow International College) for the above purposes, and also in situations where you have given your consent, or where this is to meet a statutory obligation (an example of which is the disclosure of information to the Higher Education Statistics Agency). Any processing of your information outside the European Economic Area will be in accordance with the requirements of the Data Protection Act 1998.
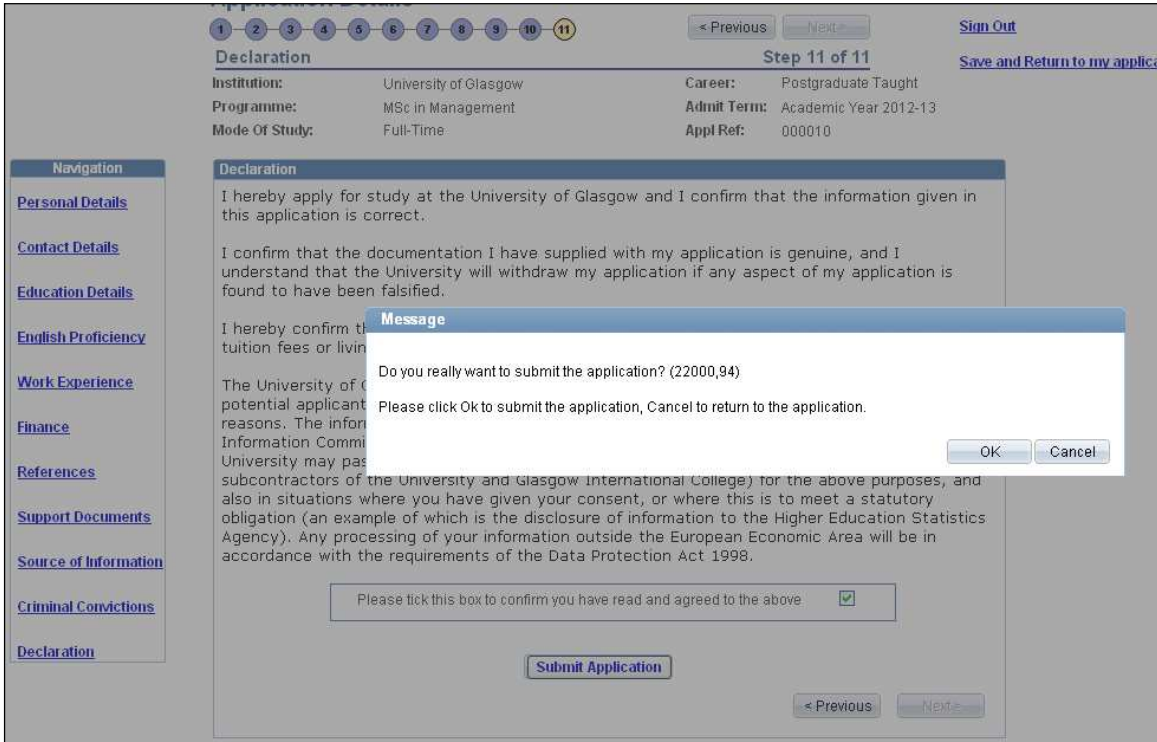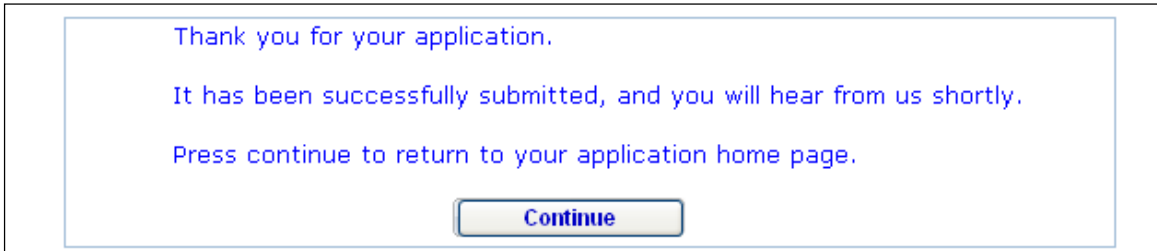
Please tick this box to confirm you have read and agreed to the above   ☑

Submit Application

< Previous   Next >

2.13 Submit the application

Once you have clicked **Submit Application**, you will get a warning message to ensure you want to submit the application. Click **OK** to submit, click **Cancel** to return to the application.

You will get confirmation that the application has been submitted:

Click **Continue**.

This will take you to the screen showing a summary of all submitted applications.
You can **Sign Out** or submit a new application for the same Applicant. To submit a new application, click on the **New Application** button.

Instructions

Below is a list of any existing applications you currently have.

Each application has a status of either PENDING or SUBMITTED.

Pending Applications – are those applications that you are working on and are still to be submitted. You can modify these when you wish and then submit each one when you are ready. However, applications must be submitted within **42 days** after creating the application or it will be deleted. If that occurs, and you still wish to apply, you will be required to create a new application and resubmit any documents as nothing is retained if an application is deleted after 42 days. If you wish to do so, you can also delete any pending applications.

Submitted Applications – are those applications that are complete and have been submitted by you. Your application will be processed by the University and you will receive an automated email notification. You are not able to modify these applications but you can submit further supporting documentation through your Self Service account. The details of accessing your Self-Service account will be in the automated email notification

Additional Applications - to start a new application, click on the New Application button below.
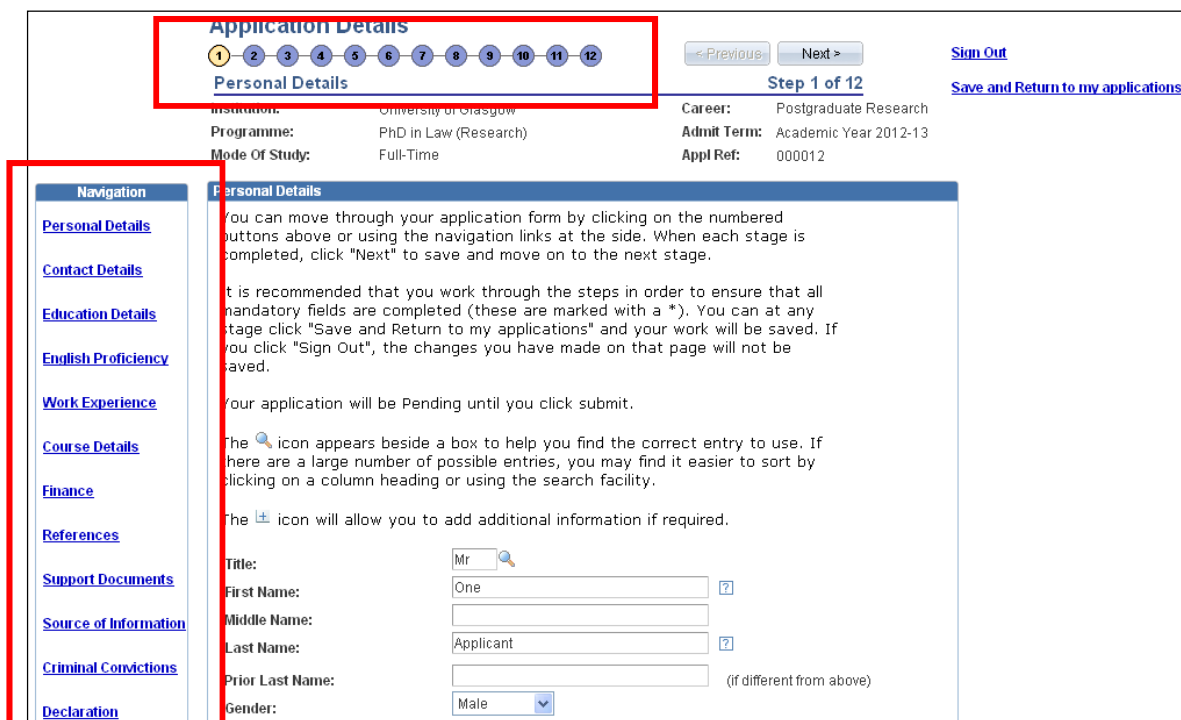
Sign Out
Change Password
New Application

Existing Applications

Institution:	University of Glasgow	**Admit Term:**	Academic Year 2012-13
Career:	Postgraduate Taught	**Mode of Study:**	Full-Time
Programme:	MSc in Management	**Appl Status:**	Submitted
Appl Ref:	000010		
Created DTTM	08/08/2012 14:11	**Last Updated**	08/08/2012 14:11

Select Application

To submit an application for a different Applicant, click on the **Sign Out** link and follow this entire process again.

3. Accessing a saved but unfinished application

Access the log-in screen.
Enter your email address and the password you have chosen when you created your account.
Click **Login**.

Please note you do not need to enter the security code again.

Thank you for accessing the University of Glasgow's online application.

NEW APPLICANT

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address and password.
Then click the **Login** button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

Sign In to your account

'Email address: | one.applicant@glasgow.ac.uk | ?
'Password: | ●●●●●●●● | Login | **Forgotten your password?**

Don't have an account yet?

Enter the security code and click the Register button

'Security Code (case sensitive): | | Register

Security Code

J H c b 3 n

For security purposes, please type the six characters shown above into the Security Code field.

You can now see a list of all applications submitted on behalf of the Applicant and their status.

Submitted Status: the application has been sent to the Admissions Team for review. The application may be viewed but not amended.

Pending Status: the application has **not** been sent to the Admissions Team for review and will not be until you submit it. Admissions staff will not be able to see the application at this stage. The application can be amended or deleted.

To delete the application, click on the Delete Application button.

To amend the application, click on the Select Application button.

Once in the application, use the Progress Line or the links on the left hand-side of the screen to navigate to the section you wish to complete or amend.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

What happens next?

Once your application is submitted, you will receive an email
- confirming your application is submitted
- providing your Applicant Number
- giving instruction to log in to the Student Centre

4. Student Centre

Details on accessing the Student Centre will be sent to you by email within 72 hours.

Student Centre is access to your student's account on the MyCampus system.
It allows you to
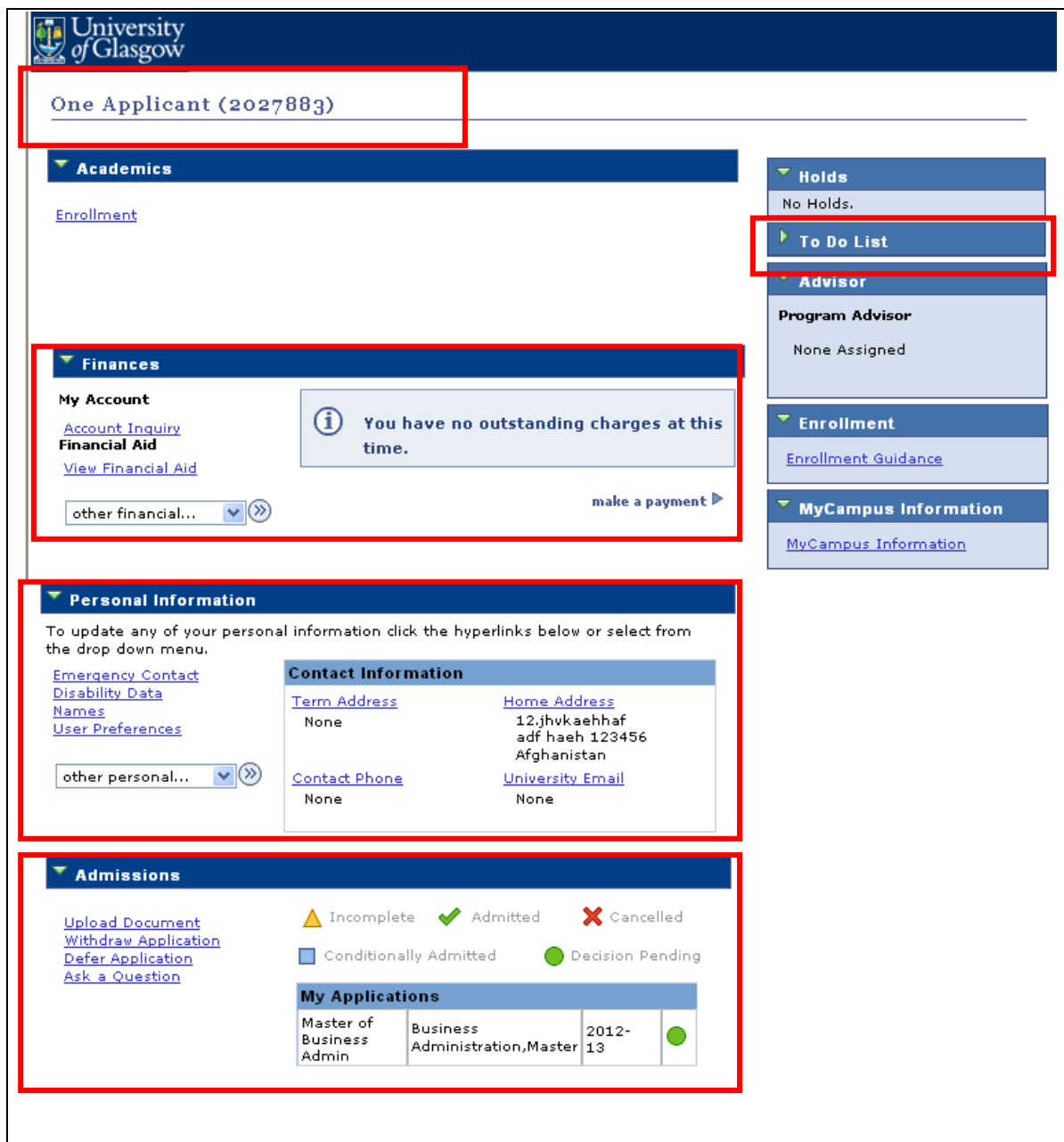
- View the status of your application
- View your To Do List
- Upload additional documents to your application or documents required to meet the conditions of your offer
- Withdraw your application
- Defer your application
- Make an enquiry about your application.
- Make a payment
- View your financial information, including Financial Aid awards
- Review and amend your personal details

4.1   Sections of Student Centre

The name and applicant number appear at the top left corner of the screen.

There are 4 sections that are relevant to you: Admissions; Personal Information; Finances; To Do List.

4.1.1 Personal Details

Personal details are those that you have entered when creating your account. If these details change, amendments must be done in Student Centre.

Use the links on the page to add or amend information.
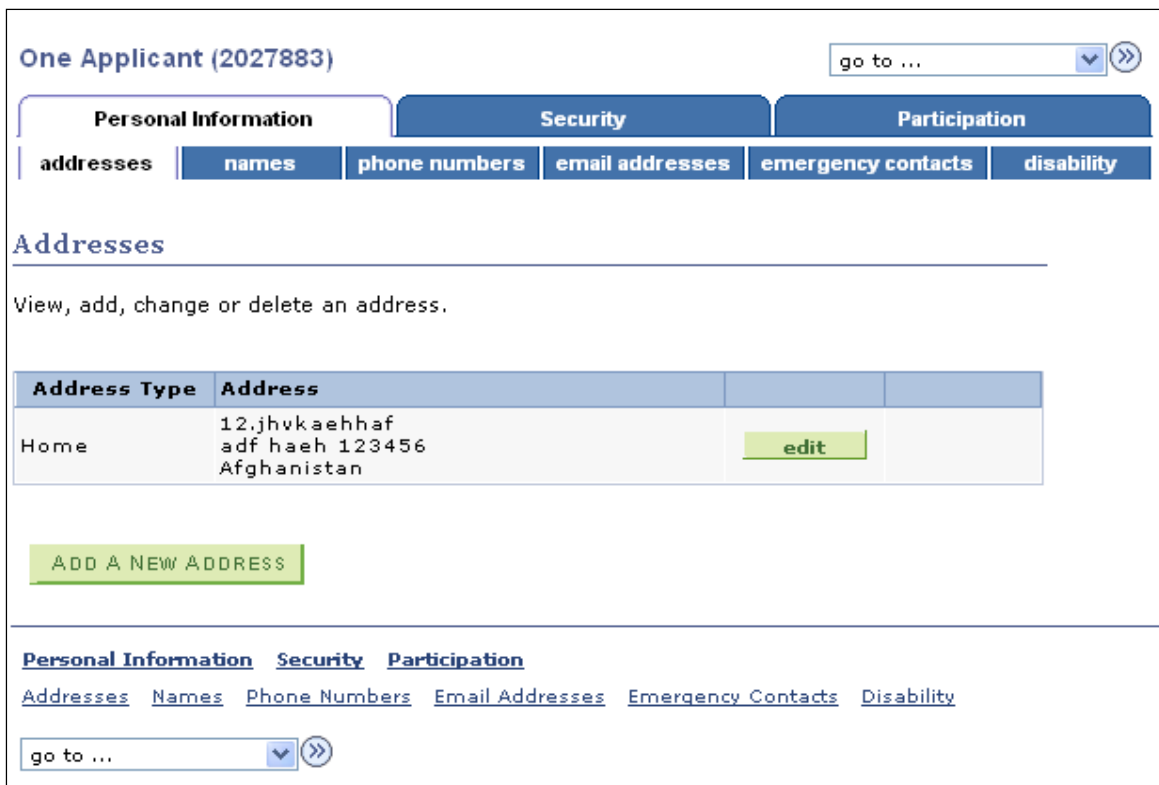
You can also access relevant section by using the drop down menu and clicking on the button. The link will take to the relevant tab as per below:

Use the and buttons on the relevant screens to add and amend the information.

To go back to the **Student Centre**, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button:
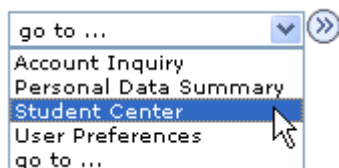
4.1.2 Admissions

The Admissions section is where you can:
- View the status of applications
- Upload documents
- Withdraw an application
- Defer an application
- Accept or Decline an offer
- Ask a question about an application

The **Application Status** is indicated by the following symbols:

To **Upload documents**, **Withdraw an application** or **Defer an application** use the links on the left hand-side of the screen:
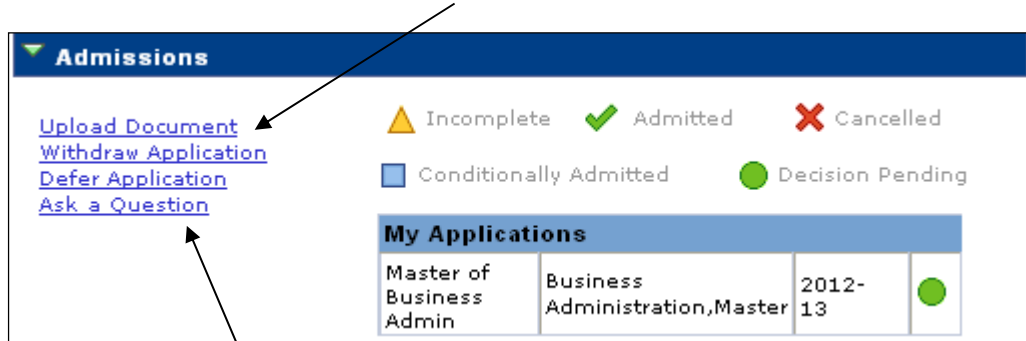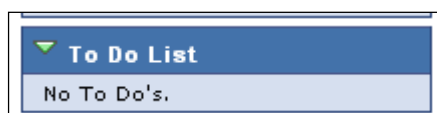

To **Ask a Question**, click on the relevant link. This will take you to an enquiry form. The form should be used instead of sending an email.
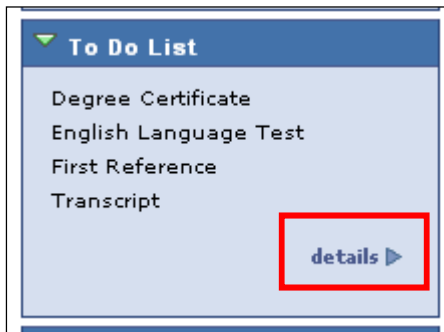
4.1.3 To Do List

The To Do List shows all the documents required to meet the conditions of offer for each application that has been submitted.

If no documents are required, the screen will look like this:

If further documents are required, the screen will list all the documents that are required. This will change for each applicant.

To view the documents required for each applications, click on **Details**.
See the section 4.4 below on how to view each items on the To Do List which are required to meet the conditions of offer.

4.1.4 Finances
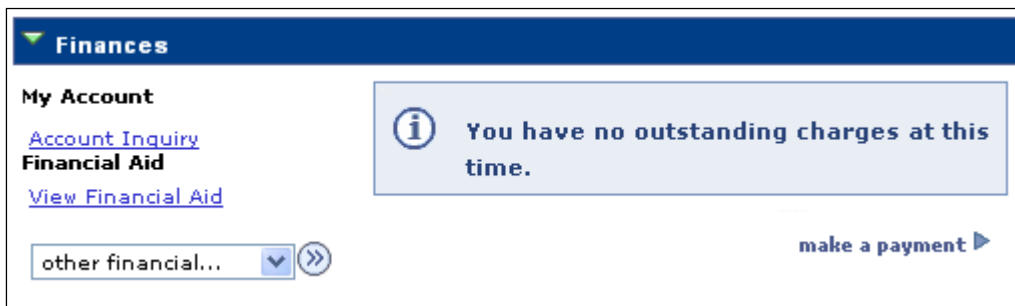
Account Inquiry
Click on the link to view your account and any payment you have made.

View Financial Aid
This is not applicable to Study Abroad and Non-European Exchange students.

Make a Payment
Click on the link to view your account and any payment made.

4.2 Uploading Additional documents

Click on the Upload Documents link.

Click on **Upload**.

To go back to the **Student Centre** instead, use the drop down menu either in the top right corner of the screen or the bottom left, select Student Centre, then click on the ⦾ button:

The top half of the screen shows details of the application.

In the **Uploaded Documents** Section, you can view the documents that you uploaded on the online application systems. Click on the [icon] icon to view the PDF.

To upload a new document, select the relevant category of document from the drop-down menu and click **Upload Document**.

Click **Browse**. Select the PDF document you wish to upload.
Click **Upload**.

The new document will appear in **Uploaded Documents** Section.

One Applicant

Upload Documents

Institution	University of Glasgow	Career	Postgraduate Taught
Admit Term	Academic Year 2012-13	Program	Master of Business Admin
Application Number	00024320	Plan	Business Administration,Master

Select Document Type | Passport | ▼ | UPLOAD DOCUMENT

Uploaded Documents

	Dcoument Name	Attached File	Date Uploaded	File Size	View	Delete
1	PDF_test_DEGREE_CERTIFICATE.pdf	PDF_test_DEGREE_CERTIFICATE.pdf	17/08/2012 14:59	54 KB	📄	
2	OAS Detail Report	43446_000329_oas_summ_rpt.pdf	17/08/2012 14:59	12 KB	📄	
3	Merged OAS Docs	43446_000329_Merged_OAS_Docs.pdf	17/08/2012 14:59	54 KB	📄	
4	Russian_passport.pdf (Passport)	Russian_passport.pdf	17/08/2012 17:34		📄	🗑

SAVE & RETURN

PREVIOUS

Click the [SAVE & RETURN] button to return to the Student Centre.

4.3 Viewing the status of an application

Scroll down to the **Admissions** section. The symbol next to your application will indicate the status of your application. The significance of each symbol is shown above the list of submitted applications.

In the example below, the applicant was made a conditional offer:
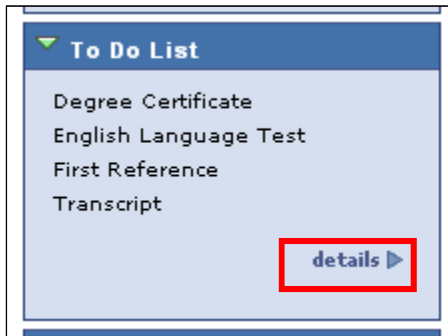
Admissions

Upload Document
Withdraw Application
Defer Application
Ask a Question
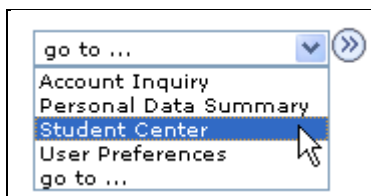
⚠ Incomplete   ✓ Admitted   ✗ Cancelled

☐ Conditionally Admitted   🟢 Decision Pending

My Applications

Master of Business Admin	Business Administration,Master	2012-13	☐	Accept or Decline

4.4 Viewing the conditions of an offer

On the right hand-side of the screen, the conditions will be listed under the section **To Do List**.

To view details of the conditions, click on the **Details** link.

All the documents you are required to provide are listed on this page.
Note the due date of each requested item. Documents must be provided within the deadline to meet the condition of offer or the offer may be withdrawn.

You can view more details for each item of the list by clicking on the item.

At the top of the screen, you will find the name of the applicant, the **To Do Item**, and details of the application the condition is for (**Academic career**, and **Application Number**)

The **Description** section will provide details of regarding the document you need to provide.

Click the Return button to go back to the list of **To Do Items**.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button:
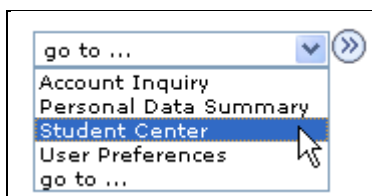
4.5 Withdrawing an offer

Log in to the Student Centre.

Scroll down to the **Admissions** section.

Click on the **Withdraw Application** link.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button: