



# WEB-LINK USER GUIDE

UCAS UNDERGRADUATE AND  
UCAS CONSERVATOIRES

UCAS

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# 1. INTRODUCTION

**web-link** is your application management support tool, and holds important details about your provider for UCAS Undergraduate, UCAS Conservatoires.

**web-link** was first released in 2005 and has been enhanced many times. This document describes most of the functional requirements for it, and contains some business rules governing its functionality.

Any future changes will be incorporated into this working document, to capture definitions and precise functionality – to aid development and support processes.

Please note: example screen shots are used throughout this document.

Only test applicant details are shown.



## 2. QUALITY OF DATA

**web-link** works in real-time – when transactions are submitted, the system is updated dynamically and applicants can view any changes in their application. It is, therefore, vital to ensure your transactions are correct before submitting them.

- ▶ Do not press submit twice if the system response seems slow, just press once and wait for the transaction to process.
- ▶ Do not navigate to another page while a transaction is in progress. Always wait for the transaction process to finish before moving on. A 'transaction successful' or error message (if unsuccessful) will appear when the process has completed.
- ▶ Do not use the browser's back and forward buttons for navigation. Always use the system's own navigation links to move between screens.
- ▶ Check saved data before moving on. Larger providers could consider setting up read-only accounts for users requiring access only to contextual sections of applications, e.g. personal statements or references.
- ▶ Do not refresh the page at any point. If you wish to check for new data, navigate away from the page and then return to it.
- ▶ Javascript needs to be enabled to use the search – check with your IT provider if you need help.
- ▶ To optimise your query, be as specific as possible when searching.

# 3. SUPPORT

The following is provided to assist efficient usage of web-link:

- ▶ **web-link** – click the help link in the top bar on any screen for guidance
- ▶ training is available by phone, email, or in person, by contacting UCAS on 01242 545 712 or sending an email to [training@ucas.ac.uk](mailto:training@ucas.ac.uk). You can also find helpful operational training modules within our **personal development plan**
- ▶ help and support is available from the Customer Success Team on 0344 984 1111, or at [CST@ucas.ac.uk](mailto:CST@ucas.ac.uk)

# 4. NAVIGATION AND ACCESS

Access to web-link is from the dashboard [here](#).

**web-link** allows users to:

- ▶ view and manage applications
- ▶ view and maintain offer abbreviations

There are static links at the top right of the screen giving the option to:

- ▶ return to the dashboard (applicant data)
- ▶ access the online help text for the current screen (applicant data)

Individual applications can be printed from web-link, using the print button on your browser.

When adding, deleting or changing data, click the relevant button (e.g. 'save changes') before navigating to a different screen. If you do not save the new details before leaving the screen, you'll need to re-enter them.

# 5. USER MANAGER OPTIONS

## 5.1 ADD NEW USER

### Stage 1 – register new user

If you have permission to manage users at your provider, and also have the web-link permissions, you'll need to go to the 'User management' tile from your dashboard. Here you can use the 'Add user' button to enter their email address and select the relevant access they will need, including the option to view and/or manage both undergraduate and conservatoire applications. Once you have added the user, they will need to register at [ucas.com](https://ucas.com) in order to verify their email address and gain access.

### UCAS user management

Here you can view and manage UCAS users

[Go to UCAS user management](#)

### Provider permissions

<b>UCAS management</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage UCAS users</li></ul>	<b>User management</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage users at this provider</li></ul>	<b>Application management (PGAMS)</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage postgraduate applications to this provider</li><li><input checked="" type="checkbox"/> View postgraduate applications to this provider</li><li><input type="checkbox"/> Manage undergraduate applications to this provider</li><li><input type="checkbox"/> View undergraduate applications to this provider</li><li><input type="checkbox"/> Push undergraduate offers in clearing</li><li><input type="checkbox"/> Manage conservatoire applications to this provider</li><li><input type="checkbox"/> View conservatoire applications to this provider</li></ul>	<b>Learner profile management</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Lock/unlock learner profiles</li><li><input type="checkbox"/> Delete learner profiles</li></ul>	<b>Course management</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage undergraduate courses at this provider</li><li><input checked="" type="checkbox"/> Manage postgraduate courses at this provider</li><li><input checked="" type="checkbox"/> Manage conservatoires courses at this provider</li></ul>
<b>Provider management</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage this provider's details</li></ul>	<b>Clearing Plus</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage courses in Clearing Plus</li><li><input checked="" type="checkbox"/> View matched applicants</li></ul>	<b>Record of prior acceptance (RPA)</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage Undergraduate RPAs</li></ul>	<b>Ucas.com -Not In Use</b> <ul style="list-style-type: none"><li><input type="checkbox"/> View a Provider</li><li><input type="checkbox"/> Administer a Provider</li><li><input type="checkbox"/> Edit Marketing</li></ul>	<b>Myriad Permissions</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Administer your data in Myriad</li></ul>
<b>Application management (web-link)</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage undergraduate applications to this provider</li></ul>	<b>Application and Decision Tracker</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> View Application and Decision Tracker service</li></ul>			

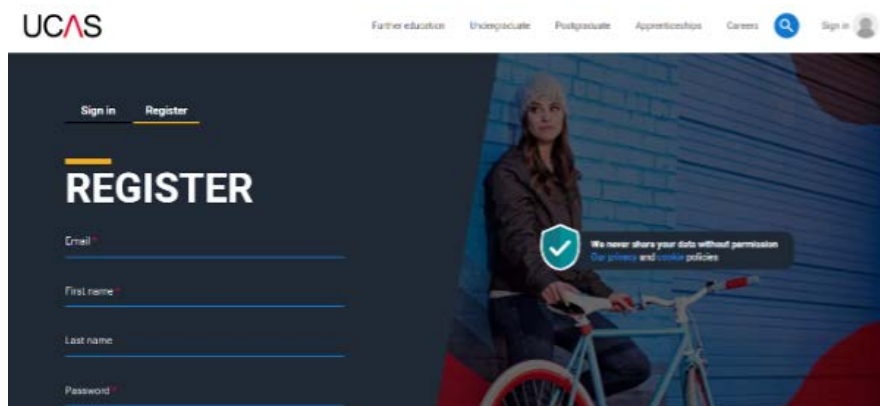


Two different levels of authority for applicant data can be selected for either UCAS Undergraduate or UCAS Conservatoires.

1. **Manage applications to the provider:** gives the user full access in web-link so they can process decisions etc.
2. **View applications to the provider:** gives the user 'read-only' access to view data.

Ticking the box next to the relevant permission will grant that particular level of access to the user. This can be amended at any time in the User Management section. Review periodically to ensure access remains necessary.

The staff member will then need to register for the provider section at [ucas.com](https://ucas.com) if they have not done so already.



As part of this process they will need to create a password and verify their email address.

If you are already registered but don't have access to web-link, please speak to your Primary Correspondent. You may need to log out and back in again for the changes to take effect.

## Stage 2 – set up user permissions / authority level

### Important points for user managers:

- ▶ Make sure you have a process to rescind web-link access, and/or to remove accounts when employees leave the organisation, or change roles and no longer require an account.
- ▶ Review dashboard accounts regularly to monitor this process, and remove any missed accounts.
- ▶ Consider removing web-link access, or removing dashboard accounts completely, if employees are under investigation, or subject to disciplinary proceedings.

## 5.2 UPDATE USER DETAILS

The 'User management' tile on the dashboard shows all registered users and their assigned web-link permissions, if they have any. To view/edit a user's access, click on their name.

To change user permissions (authority level), check or un-check the tick boxes next to the relevant option(s).

## 5.3 DELETE USER DETAILS

To remove a user, click on the 'Remove' button next to the user's account in 'User management'.

It's particularly important to update the user records of people moving to other jobs. If they are staying at the provider or school, it may be appropriate to:

- ▶ amend the authority level (e.g. by reducing it to 'view only')
- ▶ restrict the area(s) to which they have access, instead of removing the user record

Users leaving the provider must be removed from the dashboard as soon as possible.

If a user is accidentally deleted, the User manager will need to re-establish them by adding them as a new user again.



# 6. APPLICANT DATA

## 6.1 SCHEME LIST

The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for Further education, Undergraduate, Postgraduate, Apprenticeships, and Careers. A search icon and a user profile icon (BB) are also present. Below the navigation bar, there is a breadcrumb trail: <a href="#">Back to my dashboard</a>. The main content area is titled "web-link" and "Scheme list". It contains two links: "UCAS Undergraduate" and "UCAS Conservatoires". At the bottom of the page, there is a purple footer with various links: Contact us, Give feedback, Advers, Providers, Data, About us, Join our team, Accessibility, Ad opportunities, Glossary, Terms and conditions, Privacy and cookies, and Modern slavery statement. There are also social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram.

If your provider is a member of more than one admissions service (UCAS Undergraduate or UCAS Conservatoires), the required scheme must be chosen by clicking on its name. You will then be directed to the main menu for the chosen scheme.

If you are a member of only one scheme, this screen is bypassed completely and you will be taken directly to the relevant main menu.

## 6.2 MAIN MENU

The screenshot shows the UCAS Main Menu page. At the top, there is a navigation bar with the UCAS logo, a search icon, and a user profile icon (BB). Below the navigation bar, there is a search bar with the text "Personal Id/Name/APR:" and a search icon. There are also radio buttons for "This Inst" (selected) and "All", a dropdown menu for "Year code" with "2022" selected, and a "Find" button. Below the search bar, there is a "DOB:" field and a "Help Log Out" link.

### Main Menu

Please select the required option:

[Outstanding Decisions List](#)

[Management Information](#)

[Reference Information](#)

[Institution Information](#)

Choose one of the following main menu options:

- ▶ **Outstanding Decisions Lists (ODLs):** lists of applicants where no decision has been received, or are awaiting confirmation. Select different lists, depending on which system has been accessed and the stage of the application cycle.
- ▶ **Management Information:** lists of applicants sorted by status, including reject by default (RBD) and decline by default (DBD) lists; also allows users to export data.
- ▶ **Reference Information:** lists of codes and abbreviations used in connection with the application and decision-making processes.
- ▶ **Institution/Conservatoire Information** (this heading will depend on the system accessed): lists of abbreviations available for making offers.

## 6.3 APPLICANT SEARCH

At the top of the main menu screen, you can search for individual applicants who have either applied to your provider, or applied elsewhere in the same scheme and are 'visible'.

You can search for applicants in the current cycle, the previous cycle (if deferred as UF to the current cycle), and for unplaced applicants from previous cycles.

Additional searches are available for 'primary study' and 'course code' (UCAS Conservatoires only).

Searches can be made on Personal ID, surnames, forenames, and area of permanent residence (APR). Wildcards can be used if unsure of the spelling (a symbol used to replace or represent one or more characters). For example, if searching for names starting with 'Will' – enter 'Will%' and this will return all names beginning with 'Will' – such as Williams and Williamson.

To optimise your query, be as specific as possible with your search. Applicant details will be returned based on the search criteria entered, and the following details are displayed:

- ▶ surname, forenames
- ▶ Personal ID
- ▶ Application Scheme Code
- ▶ applied on date
- ▶ application processed date
- ▶ overall status (this is the overall status of the applicant, which may not be the status of the applicant at your provider, depending on the scheme. Access the applicant record for more details)
- ▶ date of birth
- ▶ first line of address

Search results

[Main Menu](#)

(click on a column heading to order results by that column)

Surname, Forenames	Personal ID	Application Scheme Code	Applied on	Application Processed	Overall status	Date of birth	First line of address
Smith,							
Smith,							
Smith,							
Smith,							
Smith,							
Smith,							
Smith,							
Smith,							

The search results can be reordered by clicking on any of the column titles. Clicking an applicant's name will take you to the overview screen – where all the application details can be accessed.

If an applicant name is not highlighted as a link (preventing users from accessing the overview screen), the applicant has not applied to that provider. Applicants who become eligible for Extra or Clearing (UCAS Undergraduate only) will automatically become available to view at the appropriate time.

Applicant search is available from all screens with applicant data.

**OVERVIEW** [FURTHER CHOICE DETAILS](#) [QUALIFICATIONS](#) [EDUCATION](#) [EXAM RESULTS](#) [EMPLOYMENT](#) [PERSONAL STATEMENT](#) [REFEREES](#) [APPLICANT CONTEXT](#)

[<< back to 'Applicants still awaiting confirmation decisions \(CF\)' list](#)

[PRINT THIS APPLICANT \(ASCII\)](#)  
[PRINT THIS APPLICANT \(Unicode\)](#)  
[TIMESTAMP](#)  
[RESET](#)

[< previous](#)

[next >](#)

Title & Forenames:		Personal ID:	
Surname:			
Previous Surname:			
Preferred First name:			
Address:		Application Scheme Code:	
		Unique Learner Number:	
		ISA Number:	
		TOEFL Number:	
Postcode:		IELTS Number:	
Country:		Application source:	
Returned Post:			
Gender:		Date Applied:	
Date of Birth:		Fee code:	
Age at 1st September:		Student Support Arrangements:	
Mobile Number:		Area of Permanent Residence:	
Home Number:		Residential Category:	
Email:			
Scottish Candidate Number:			
BTEC Registration Number:		Disability/Mental Health:	
Correspondence in Welsh:		Country of Birth:	
Progress file (UK Only):		Nationality:	
Lived/Worked in EU:		Settled/Presettled Status:	
Dual Nationality:		Parent/Spouse EU National:	
Application Processed:		Entered UK:	
Last Change:		Post 15 Jan:	
School:		Last educational establishment:	
Student Visa Required:		Student Visa Study UK:	
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Nominated Name:		Nominated Relationship:	

(Invisibility applies)

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
1			U20	H300	J	C	U	±		Z	N	01-09-2017	02-01-2017	13-01-2017		13-01-2017	X
4			U20	H302	J	C	REF	±		Z	N	01-09-2017	02-01-2017			02-01-2017	X

Overall Applicant Status: Retired

Adjustment Status: N/A

More information about the overview section is available in Section 12 – Applicant overview.

## 6.4 OUTSTANDING DECISIONS LISTS (ODLS)

### 6.4.1 UCAS Undergraduate

#### Outstanding Decisions List Menu

Please select the required option:

**On Time 2022 | 2021** - applicants who applied by (i.e. on or before) 15th January

**Post 15 Jan 2022 | 2021** - applicants who applied after 15th January

**Confirmation 2022 | 2021** - applicants still awaiting confirmation decisions (CI)

**Confirmation 2022 | 2021** - applicants still awaiting confirmation decisions (CF)

**Confirmation - Pending reason 2022 | 2021** - applicants still conditional with reason for pending confirmation

**All Applicants 2022 | 2021** - applicants with outstanding decisions

This screen allows selection of an ODL with specified criteria, depending on the scheme:

- ▶ On time – applicants who applied by (i.e. on or before) January ECD
- ▶ Post 15 Jan – applicants who applied after January ECD
- ▶ Confirmation – applicants still awaiting Confirmation decisions (conditional insurance)
- ▶ Confirmation – applicants still awaiting Confirmation decisions (conditional firm)
- ▶ All Applicants – applicants with outstanding decisions (regardless of when they applied)
- ▶ Confirmation - Pending reason – applicants with a pending confirmation (conditional firm and conditional insurance)

Dates (or guidance, where applicable) by which decisions must be made for applicants in each of the above ODLs can be found at the top of the ODL screen and in the **UCAS Undergraduate Admissions Guide**.

All ODLs show 'real-time' data for the selected criteria. Applicant records can be accessed, and decisions made, via the ODL.

UCAS Personal Id/Name/APR:  This Inst  All 2022 Year code  Find

H22 - ScotE - Full Access DOB:  Main Menu Help Back to Dashboard

2022 All applicants with outstanding decisions [Main Menu](#) --> [ODL Menu](#)

Note: This list contains all applicants (including those in other lists) who have outstanding decisions (ie decision status of REF, INV). Please note that this also includes applicants in Extra and Clearing.

3 records found:

[download: [csv](#) | [pipe](#) | [u-csv](#) | [u-pipe](#)]

Report Filters

Course code

Please be aware this filter is case sensitive.

(click on a column heading to order results by that column)

Choice	Surname, Forenames	Personal ID	Email Address	Application Scheme Code	Course code	Campus code	Faculty code	DEC	Reply	RBD Date	Applied on	Start date
				UC04	C866			REF	±	19-10-2022	24-07-2022	19-09-2022
				UC01	DN42			REF	±	19-10-2022	18-01-2022	19-09-2022
				UC01	D313			REF	±	19-10-2022	25-01-2022	19-09-2022

Having selected an ODL, the system displays a list of applicants whose status matches the selection. The following details are displayed:

- ▶ choice (this does not indicate the applicant's preference)
- ▶ surname, forenames (if the name is highlighted this gives a link to the overview screen)
- ▶ Personal ID
- ▶ Application Scheme Code
- ▶ course code
- ▶ campus code
- ▶ DEC (decision) – if there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.
- ▶ If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.
- ▶ reply
- ▶ RBD date
- ▶ applied on (date)
- ▶ start date

The search results are initially ordered by Personal ID, but can be ordered by any of the above columns, by clicking on its title. Results may be downloaded as a pipe delimited (|) or .csv file for internal use, if required.

## 6.4.2 UCAS Conservatoires

### Outstanding Decisions List Menu

Please select the required option:

**Main ODL 2022 | 2021** - All applicants with decisions outstanding

**Confirmation 2022 | 2021** - All applicants still conditional (GC or VC)

**Confirmation - Pending reason 2022 | 2021** - All applicants still conditional with reason for pending confirmation

- ▶ Main ODL – all applicants with decisions outstanding.
- ▶ Confirmation ODL – all applicants still conditional, GC (guaranteed conditional), or VC (reserve conditional).
- ▶ Confirmation – Pending reason – applicants with a pending confirmation (guaranteed conditional and reserve conditional)

Dates (or guidance, where applicable) by which decisions must be made for applicants in each of the above ODLs can be found at the top of the ODL screen and in the **UCAS Conservatoires Admissions Guide**.

All ODLs show 'real-time' data for the selected criteria Applicant records can be access, and decisions made, via the ODL.

The search results are initially ordered by Personal ID, but can be ordered by any of the above columns, by clicking on its title. Results may be downloaded as a pipe delimited ( | ) or .csv file for internal use, if required.

Having selected an ODL., the system displays a list of applicants whose status matches the selection. The following details are displayed:

- ▶ choice (this does not indicate the applicant's preference)
- ▶ surname, forenames – if the name is highlighted, this gives a link to the overview screen
- ▶ Personal ID
- ▶ Application Scheme Code
- ▶ campus code
- ▶ instrument 1
- ▶ audition location



- ▶ DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.

Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction.

If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.

- ▶ reply
- ▶ audition date
- ▶ applied on (date)
- ▶ start date
- ▶ overall fee outstanding



# 7. MANAGEMENT INFORMATION MENU

This area allows the selection of a list of applicants depending on their decision / reply status in the currently selected scheme.

All lists show 'real-time' data for your chosen criteria. Decisions can be made and applicant records viewed by accessing these management lists.

You can select any of the lists to view or export them, if you use web-link: applicant data as your main UCAS application management tool. To do this, choose 'Export data' to download the files locally.

## 7.1 UCAS UNDERGRADUATE

### Management Information Menu

Choose the list to view:

Applicants - Invited to interview [2022](#) | [2021](#)  
Applicants - Declined interview request [2022](#) | [2021](#)  
Applicants - Awaiting response to interview request [2022](#) | [2021](#)  
Applicants - Requesting alternative interview date [2022](#) | [2021](#)

Applicants - Unconditional offer, no reply [2022](#) | [2021](#)  
Applicants - Unconditional offer, firm reply [2022](#) | [2021](#)  
Applicants - Unconditional offer, firm reply (RPA) [2022](#) | [2021](#)  
Applicants - Unconditional offer, insurance reply [2022](#) | [2021](#)  
Applicants - Unconditional offer, declined [2022](#) | [2021](#)  
Applicants - Conditional offer, no reply [2022](#) | [2021](#)  
Applicants - Conditional offer, firm reply [2022](#) | [2021](#)  
Applicants - Conditional offer, insurance reply [2022](#) | [2021](#)  
Applicants - Conditional offer, declined [2022](#) | [2021](#)  
Applicants - With reason for pending confirmation [2022](#) | [2021](#)  
Applicants - Delayed Confirmation Decisions [2022](#) | [2021](#)  
Applicants - Full Decision [2022](#) | [2021](#)  
Applicants - Reject [2022](#) | [2021](#)  
Applicants - Withdrawal [2022](#) | [2021](#)  
Applicants - Declined [2022](#) | [2021](#)  
Applicants - Cancelled Applications [2022](#) | [2021](#)  
Applicants - Completely Withdrawn [2022](#) | [2021](#)  
Applicants - Movement List [2022](#) | [2021](#)  
Applicants - RBD Stop List [2022](#) | [2021](#)  
Applicants - Release into Clearing [2022](#) | [2021](#)  
Applicants - Substituted List [2022](#) | [2021](#)  
Applicants - Status List [2022](#) | [2021](#)  
Applicants - Auto-Declined [2022](#) | [2021](#)

Applicants - Clearing accept [2022](#) | [2021](#)  
Applicants - Outstanding Clearing Decisions [2022](#) | [2021](#)

Applicants - By Country (APR) [2022](#) | [2021](#)

RBD List [2022](#) | [2021](#)  
DBD List [2022](#) | [2021](#)

[Export Data](#)

Having selected an item from the management information menu, the system displays a list of applicants whose status matches the selection. The following details are displayed:

UCAS Personal ID Name/APR: [ ] This inst [ ] All 2023 Year code [Find]

C15 - ScotE - Full Access DOB: [ ] Menu Menu Help Back to Dashboard

2023 Applicants - Conditional offer, no reply Main Menu --> Management Information Menu

[download: csv | pipe | u.csv | u.pipe]

22 records found:  
(click on a column heading to order results by that column)

Choice	Surname, Forenames	Personal ID	Email Address	Application Scheme Code	Course code	Campus code	Faculty code	DEC	Reply	Applied on	Year of Application	Start date	OBD Date
4	[REDACTED]	[REDACTED]	[REDACTED]	UC02	C700		3	C	±	22-09-2022	2023	25-09-2023	
1	[REDACTED]	[REDACTED]	[REDACTED]	UC01	Q308		3	C	±	23-09-2022	2023	25-09-2023	
1	[REDACTED]	[REDACTED]	[REDACTED]	UC01	V100		4	C	±	01-10-2022	2023	25-09-2023	
4	[REDACTED]	[REDACTED]	[REDACTED]	UC01	V100		4	C	±	23-09-2022	2023	25-09-2023	

- ▶ choice (this does not indicate the applicant's preference)
- ▶ surname, forenames – if the name is highlighted, this gives a link to the overview screen
- ▶ Personal ID
- ▶ Application Scheme Code
- ▶ course code
- ▶ campus code
- ▶ DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.  
Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction.  
If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.
- ▶ reply
- ▶ applied on (date)
- ▶ start date

## 7.2 UCAS CONSERVATOIRES

### Management Information Menu

Choose the list to view:

RBD List 2022 | 2021  
DBD List 2022 | 2021  
Reserve List 2022 | 2021  
Applicants Status List 2022 | 2021  
Applicants - with reason for pending confirmation 2022 | 2021  
Applicants - Delayed Confirmation Decisions 2022 | 2021  
Applicants - Reject 2022 | 2021  
Applicants - Declined 2022 | 2021  
Applicants - Cancelled Applications 2022 | 2021  
Applicants - Completely Withdrawn 2022 | 2021  
Applicants - Movement List 2022 | 2021

GC Applicants 2022 | 2021  
GU Applicants 2022 | 2021  
GU Applicants (RPA) 2022 | 2021  
VC Applicants 2022 | 2021  
VU Applicants 2022 | 2021  
AP Applicants 2022 | 2021  
W Applicants 2022 | 2021

#### Export Data

Having selected an item from the management information menu., the system displays a list of applicants whose status matches the selection. The following details are displayed:

- ▶ choice (this does not indicate the applicant's preference)
- ▶ surname, forenames – if the name is highlighted, this gives a link to the overview screen
- ▶ Personal ID
- ▶ Application Scheme Code
- ▶ course code
- ▶ instrument 1
- ▶ audition location
- ▶ DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.  
Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction.  
If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.
- ▶ reply
- ▶ applied on (date)
- ▶ start date

The following management information lists are available for both schemes:

### 7.3 RBD LISTS – ALL SCHEMES

Applicants who have not been given a decision from your provider before the deadline are rejected by default (RBD). RBD lists only populate once the event has run.

### 7.4 DBD LISTS – ALL SCHEMES

Applicants who have received a decision from your provider but have not replied by their deadline are declined by default (DBD). DBD lists only populate once the event has run.



## 7.5 EXPORT DATA – UCAS UNDERGRADUATE

This screen enables you to choose the data files to be exported. This is only available to providers who use web-link: applicant data as their main application management tool.

UCAS ? Personal  
Id/Name/APR:   This Inst  All 2022 Year code    
H22 - ScottE - Full Access DOB:  [Main Menu](#) [Help](#) [Back to Dashboard](#)

### Export Menu

[Main Menu](#) --> [Management Information Menu](#)

Please select the required option:

Applicant Data 1	General applicant data	[select: csv   pipe   u-csv   u-pipe]
Applicant Data 2	Applicant background data	[select: csv   pipe]
Applicant Data 3	HESA Student Return details [available after the end of cycle]	[select: csv   pipe   u-csv   u-pipe]
Applicant Data 4	Applicant coded information	[select: csv   pipe   u-csv   u-pipe]
Applicant Data 5	Applicant choices information	[select: csv   pipe]
Applicant Data 6	Applicant qualifications and additional test information	[select: csv   pipe]
Applicant Data 7	Applicant Activities	[select: csv   pipe]
Applicant Data 8	ABL match details	[select: csv   pipe]
Applicant Data 9	ABL results	[select: csv   pipe]
Applicant Data 10	Clearing details on previous applicants	[select: csv   pipe]
Applicant Data 11	Cancelled and substituted applicants	[select: csv   pipe]

Files available for download (Note: These .csv and pipe files are contained in zip files see Help)

File number	File name	File Created	File format
No files available for download			

Files not yet completed

File number	Date requested	File format	Options
No files requested			

Files can be downloaded either in .csv or pipe-delimited (|) format. Clicking one of these options will generate a file request, the status of which can be viewed under 'files not yet completed'. The 'options' column will either show 'processing' for files that are in progress, or 'cancel' to give you the option to delete the request.

The system will not allow multiple requests for the same data file and format, if these have not yet been processed.

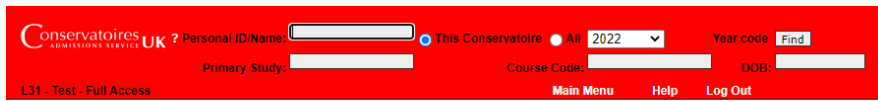
Data file requests will be regularly processed throughout the day, in 'date requested' order. Once a file has been processed, the entry will be removed from the 'files not yet completed' section and a new link will appear under 'files available for download'. Files in this section can be saved to a local PC, by clicking on the file name and following the prompts. The .csv or pipe delimited files are contained in zip files.

Note: files will remain available for collection until they are replaced by a new version of that file.

This facility is restricted to providers or schools with fewer than 10,000 UCAS applicants.

## 7.6 EXPORT DATA – UCAS CONSERVATOIRES

This screen enables you to choose the data files to be exported. This is only available to providers who use web-link: applicant data as their main application management tool.



### Export Menu

[Main Menu](#) --> [Management Information Menu](#)

Please select the required option:

- [Applicant Data 1](#) General applicant data
- [Applicant Data 2](#) Applicant background data
- [Applicant Data 3](#) HESA student return details [available after the end of cycle]
- [Applicant Data 4](#) Applicant coded information
- [Applicant Data 5](#) Applicant choices and offer details
- [Applicant Data 6](#) Applicant qualifications and additional test information
- [Applicant Data 7](#) Applicant examination match status
- [Applicant Data 8](#) Applicant examination match status and results
- [Applicant Data 9](#) Cancelled and substituted applicants
- [Applicant Data 10](#) Applicant education information

A description of all the fields contained in the selected file is displayed by clicking on the required item in the list. Also displayed is the size of each field, and the number of records that will be returned in the exported file.

### Applicant File 9

[Main Menu](#) --> [Management Information Menu](#) --> [Export Menu](#)

This file provides you with cancelled and substituted applicants, with a reason for the cancellation, for applicants who have applied to you.

Number of records in file = 8

[download: [csv](#) | [pipe](#)]

The file format is shown below.

Description of field contents	Size
Personal ID	10
Email Address	250
Application Scheme Code	4
Timestamp of last change	Date/Time
Y - Substituted	1
Y - Cancelled	1
Date Cancelled	Date
Reason for Cancellation	30

You can download the information in .csv or pipe-delimited format.

# 8. REFERENCE INFORMATION MENU

This screen enables you to choose the data files to be exported. This is only available to providers who use web-link: applicant data as their main application management tool.

UCAS   This Inst  All  Year code

B06 - BBTsS - Full Access  [Main Menu](#) [Help](#) [Back to Dashboard](#)

## Reference Information Menu

[Main Menu](#)

**Note:** To download each set of data in .csv or pipe-delimited format, click on the 'download' link on each screen.

<a href="#">Abbreviations - general</a>	UCAS standard abbreviations and text (used in offers)
<a href="#">Abbreviations - own</a>	Institution's own abbreviations and text (used in offers)
<a href="#">ABL subjects</a>	Exam subject codes and names
<a href="#">Amendment dates</a>	List of dates reference data last amended
<a href="#">APR</a>	Area of Permanent Residence (domicile) codes
<a href="#">Awarding bodies</a>	Awarding bodies' codes and names
<a href="#">Care codes</a>	Care codes and names
<a href="#">Care duration codes</a>	Care duration codes and names
<a href="#">Country of birth</a>	Country of birth codes and names
<a href="#">Courses</a>	List of UCAS courses
<a href="#">Criminal convictions declaration</a>	List of criminal convictions declaration codes and names
<a href="#">Disability</a>	Disability codes and text
<a href="#">Error</a>	Error codes and text (used in transactions)
<a href="#">Establishment group</a>	Establishment group codes and text
<a href="#">Ethnic origin</a>	Ethnic origin codes and text
<a href="#">Exam levels</a>	Exam levels and descriptions
<a href="#">Fee</a>	Fee codes and text
<a href="#">Free school meals</a>	Free school meals code and description
<a href="#">Gender</a>	Gender codes and text
<a href="#">Higher education activities</a>	Higher education activities code and description
<a href="#">Highest expected qualification</a>	Highest expected qualification codes and text
<a href="#">Highest qualification attained/expected</a>	Highest qualification attained/expected codes and text
<a href="#">Identifies as transgender</a>	Identifies as transgender codes and text
<a href="#">Institutions</a>	List of institutions
<a href="#">Joint admissions</a>	List of institutions recorded as Joint Admissions Entities for certain courses
<a href="#">Nationality</a>	Nationality codes
<a href="#">No Visa Required Reason</a>	No visa required reason codes and text
<a href="#">OEQ</a>	Other educational qualification codes
<a href="#">Offer subjects</a>	Subject abbreviations and text (used in offers)
<a href="#">Parent Higher Education Attendance</a>	Parent Higher Education Attendance codes and text
<a href="#">Parental occupation SOC 2000</a>	Parental occupation SOC 2000 codes and text
<a href="#">Parental occupation SOC 2010</a>	Parental occupation SOC 2010 codes and text
<a href="#">Parental occupation SOC 2020</a>	Parental occupation SOC 2020 codes and text
<a href="#">Reasons for Confirmation Delay</a>	Delayed Confirmation Reason code, description and long description
<a href="#">Refugee/asylum seeker status</a>	Refugee/asylum seeker status code and description
<a href="#">Regions</a>	Region codes and text
<a href="#">Religion/Belief</a>	Religion/Belief codes and text
<a href="#">Residential</a>	Residential categories
<a href="#">Schools</a>	List of schools
<a href="#">School contacts</a>	List of school contacts
<a href="#">School contextual data</a>	List of schools contextual data
<a href="#">School type</a>	School type codes and text
<a href="#">School year</a>	School year codes and text
<a href="#">Sexual orientation</a>	Sexual orientation codes and text
<a href="#">Socio-economic</a>	Socio-economic codes and text
<a href="#">Sponsor type</a>	Sponsor type codes and text
<a href="#">Status</a>	UCAS applicant status codes
<a href="#">Study Delivery Mode</a>	Study delivery mode codes and text
<a href="#">Tariff</a>	Exam grades and tariff scores



As well as being displayed on screen, each list (or data set) can be downloaded in .csv or pipe-delimited format.

- ▶ **Abbreviations – general:** UCAS standard abbreviation codes/ descriptions to be used in offers. Indication is given whether a code is valid for use in unconditional offers, withdrawal decisions, release into Clearing (not applicable to UCAS Conservatoires), and Tariff offers.
- ▶ **Abbreviations – own:** Provider's own abbreviations/descriptions to use in offers.
- ▶ **ABL subjects:** ABL codes for all exam subjects matched by UCAS as part of the Confirmation process.
- ▶ **Amendment dates:** dates when reference data was last amended.
- ▶ **APR:** area of permanent residence (domicile) codes, descriptions, and LEA flag awarding bodies.
- ▶ **Awarding bodies:** codes and names of awarding bodies.
- ▶ **Conservatoires:** (UCAS Conservatoires) details of conservatoires, if applicable.
- ▶ **Care codes:** (UCAS Undergraduate) care codes and descriptions.
- ▶ **Care duration codes:** (UCAS Undergraduate) codes and descriptions.
- ▶ **Country of birth:** descriptions of country of birth codes.
- ▶ **Courses:** course data.
- ▶ **Criminal convictions declaration:** list of codes for criminal convictions declarations and their descriptions.
- ▶ **Disability:** codes and descriptions.
- ▶ **Error:** error codes and text used in transactions.
- ▶ **Establishment group:** establishment group codes and descriptions.
- ▶ **Ethnic origin:** codes and descriptions.
- ▶ **Exam levels:** exam levels and descriptions.
- ▶ **Fee:** fee codes and descriptions.
- ▶ **Highest expected qualification:** (all schemes) highest expected qualification codes and text.
- ▶ **Highest qualification attained/expected:** highest qualification attained/expected codes and text.
- ▶ **Identifies as transgender:** identifies as transgender codes and text.
- ▶ **Institutions:** (UCAS Undergraduate) all providers in the UCAS Undergraduate scheme.
- ▶ **Instruments:** (UCAS Conservatoires) all instruments for which courses may be available through the UCAS Conservatoires scheme.
- ▶ **Joint admissions entities:** (UCAS Undergraduate) all providers that are recorded as joint admissions entities for certain courses. For more information, please refer to the relevant section in the **UCAS Undergraduate Admissions Guide**.
- ▶ **Nationality:** codes and descriptions.
- ▶ **No visa required reason:** No visa required reason code and text
- ▶ **OEQ:** other examination qualifications codes and descriptions.
- ▶ **Offer subjects:** subject abbreviations and descriptions (used in offers).
- ▶ **Parental Higher Education Attendance:** codes and descriptions.
- ▶ **Parental occupation:** codes and descriptions.
- ▶ **Reasons for Confirmation Delay:** delayed confirmation Reason code, description and long description
- ▶ **Regions:** (UCAS Undergraduate) codes and descriptions.
- ▶ **Residential:** residential category codes and descriptions.
- ▶ **Schools:** alphabetical list of schools, colleges and careers offices with contact details and addresses.
- ▶ **School contacts:** all school contacts.
- ▶ **School type:** codes and descriptions.
- ▶ **School year:** (UCAS Undergraduate) codes and descriptions.
- ▶ **Socio-economic:** codes and descriptions
- ▶ **Sponsor type:** (UCAS Undergraduate) codes and descriptions.
- ▶ **Status:** applicant status codes and descriptions.
- ▶ **Study delivery mode:** Study delivery code and text
- ▶ **Tariff:** Tariff scores and the equivalent exam levels and grades.
- ▶ **Visa or immigration status:** Visa or immigration status codes

# 9. PROVIDER AND CONSERVATOIRE

Here you can view details of codes and abbreviations used in making offers.

UCAS  Personal Id/Name/APR:   This Inst  All 2022 Year code  Find

U20 - Test - Full Access DOB:  [Main Menu](#) [Help](#) [Log Out](#)

## Institution Information Menu

[Main Menu](#)

Choose the required option:

[Own offer abbreviations](#)

[Standard offers](#)

There are two lists of offer abbreviations, each showing the code or abbreviation and the text (generated by it) which will display to the applicant.

**Own offer abbreviations** – displays a list of your current own offer abbreviations.

### Own offer abbreviations

[Main Menu](#) --> [Institution Information Menu](#)

Click on a code to view/edit/delete an offer letter abbreviation text. [Click here](#) to add a new offer abbreviation.

Code	Offer letter text	Last updated
01	DMM in an Extended Diploma or equivalent in a science subject	17-10-2016
02	For information on Open Days at Hartpury College please see <a href="http://www.hartpury.ac.uk">www.hartpury.ac.uk</a> .	07-10-2016
03	Please forward a copy of your GCSE and Level 3 qualifications certificates to <a href="mailto:admissions@hartpury.ac.uk">admissions@hartpury.ac.uk</a> .	07-10-2016
04	including a minimum of two A2s. This offer is also conditional upon providing satisfactory evidence of your GCSE grades. Please forward a copy of your GCSE certificates to <a href="mailto:admissions@hartpury.ac.uk">admissions@hartpury.ac.uk</a> .	07-10-2016
05	As you have not studied a Biological Science at Level 3, you will need to complete an equivalent science module as part of this programme.	03-12-2014
06	two A2s to include a biological science.	03-12-2014
07	DMM in an Extended Diploma or equivalent in a biological science subject	17-10-2016
08	successful completion of your Access to Higher Education Diploma including Level 3 credits in Biological Science.	08-01-2016
09	DDM in an Extended Diploma or equivalent in a science subject.	17-10-2016
10	MPP in an Extended Diploma or equivalent in a science subject	17-10-2016

### Standard offers

[Main Menu](#) --> [Institution Information Menu](#)

Click on a code to view/edit/delete a standard offer. [Click here](#) to add a new standard offer.

Standard offer	Offer name	Offer text
1	Accommodation	"For information on Accommodation at Hartpury College please see <a href="http://www.hartpury.ac.uk">www.hartpury.ac.uk</a> "
2	Open Days	"For information on Open Days at Hartpury College please see <a href="http://www.hartpury.ac.uk">www.hartpury.ac.uk</a> ."
3	Certificates	"Please forward a copy of your GCSE & Level 3 certificates to <a href="mailto:headmissions@hartpury.ac.uk">headmissions@hartpury.ac.uk</a> "
4	No A2 in a Biological science	"Equivalent science module to be completed as part of programme"+K
5	2 A2s biological science	"2 A2s to include a biological science"+k
6	2A2s PE	"2 A2s to include Physical Education"+k
7	Access	"pass in your Access to HE Diploma." +K
8	Unsuccessful	"Does not meet academic entry criteria of programme."

The 'click here' link adds a new abbreviation to the list. Offer text is a maximum of 250 characters, including spaces and punctuation.

### Add own offer abbreviation

Main Menu --> Institution Information Menu -->

Code:	* new record *
Description:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right;">250 characters remaining</p>
<input type="button" value="Add"/>	

Clicking 'add' takes you to the 'Edit own offer abbreviation screen', and will display 'insert successful' at the top of the screen. A new code (e.g. 08) will replace the \*new record\* text shown previously.

(This screen can also be accessed by clicking on the required code to the left of the offer letter text in the main 'Own offer abbreviations screen').

Once in the 'Edit own offer abbreviation' screen, the non-editable offer code (e.g. 01) and the current description is displayed – this can be edited or deleted.

### Edit own offer abbreviation

Main Menu --> Institution Information Menu -->

Code:	01
Description:	<div style="border: 1px solid black; padding: 2px;">DMM in an Extended Diploma or equivalent in a science subject</div> <p style="text-align: right;">189 characters remaining</p>
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

**Standard offers** – displays a list of your current standard offers.

### Standard offers

Main Menu --> Institution Information Menu

Click on a code to view/edit/delete a standard offer. [Click here](#) to add a new standard offer.

Standard offer	Offer name	Offer text
1	Accommodation	"For information on Accommodation at Hartpury College please see www.hartpury.ac.uk"
2	Open Days	"For information on Open Days at Hartpury College please see www.hartpury.ac.uk."
3	Certificates	"Please forward a copy of your GCSE & Level 3 certificates to headmissions@hartpury.ac.uk"
4	No A2 in a Biological science	"Equivalent science module to be completed as part of programme"+K
5	2 A2s biological science	"2 A2s to include a biological science"+k
6	2A2s PE	"2 A2s to include Physical Education"+k
7	Access	"pass in your Access to HE Diploma." +K
8	Unsuccessful	"Does not meet academic entry criteria of programme."

The 'click here' link adds a new standard offer. Standard offer text is a maximum of 100 characters, including spaces and punctuation.

### Add standard offer

Main Menu --> Institution Information Menu -->

Please ensure free format text is enclosed in double quotes.

Code:	* new record *
Name:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>
Offer text:	<div style="border: 1px solid black; padding: 2px; height: 40px; width: 100%;"></div> <p style="text-align: right;">100 characters remaining</p>
<input type="button" value="Add"/>	

Clicking 'add' takes you to the 'Edit standard offer' screen, and will display 'insert successful' at the top. A new code (e.g. 01) will replace the \*new record\* text shown previously.

UCAS Personal IDName/APR:  This list  All  2017  Year code

**A10 - phlg - Full Access** Main Menu Help Log Out

**Edit standard offer** Main Menu --> Institution Information Menu --> Standard offers

↑ Insert successful ↓

Code:	1
Name:	Botswana
Offer text:	"Pass BSc Part 1 with an overall average of B including a B in all Maths modules", +K
	16 characters remaining
	<input type="button" value="Update"/> <input type="button" value="Delete"/>

(This screen can also be accessed by clicking on the required code to the left of the offer letter text in the main 'Standard offers' screen).

Once in the 'Edit standard offer' screen, the non-editable offer code (e.g. 01) and the current description is displayed – this can be edited or deleted.



# 10. RECORDS OF PRIOR ACCEPTANCE (RPAS)

## 10.1 RPAS

Applicants are encouraged to apply within published timetables, through schools, colleges and careers offices. However, we recognise that a number of applicants may not do so. The RPA was introduced to keep as complete a record as possible of those accepted into higher education, and to assist providers and schools in compiling their databases and avoiding fraud.

These are available at predetermined points in the cycle (see the relevant Admissions Guide for these dates).

The applicant consents to us processing the information by accepting the UCAS terms and conditions.

RPAs are only accessible via the dashboard, and an RPA tile will be visible if your User manager has given you access.

When received, the acceptance is recorded as UF at choice 1 (GU1 for UCAS Conservatoires), and electronic records are sent to the provider.

The RPA collects the minimum amount of data required, so a number of fields (for which data has not been collected during the application process) will show default data when electronic records are made available to the provider.

A Word version of the RPA is available to download **on our website**. This allows you to collect the data and submit the information at a convenient time.

Please note, Conservatoire RPAs will need to be submitted via weblink as the option to submit via the dashboard isn't yet available.

# 11. APPLICANT OVERVIEW

This screen shows an overview of the information supplied by the applicant. The record may be printed, if needed, using the 'print this applicant' link near the top right of the screen.

[OVERVIEW](#)
[FURTHER CHOICE DETAILS](#)
[QUALIFICATIONS](#)
[EDUCATION](#)
[EXAM RESULTS](#)
[EMPLOYMENT](#)
[PERSONAL STATEMENT](#)
[REFEREES](#)
[APPLICANT CONTEXT](#)
[NATIONALITY, FEES, AND RESIDENCY](#)

[PRINT THIS APPLICANT \(ASCII\)](#)  
[PRINT THIS APPLICANT \(Unicode\)](#)  
[TIMESTAMP](#)  
[RESET](#)

Title & Forenames:		Personal ID:	
Surname:			
Previous Surname:			
Preferred First name:			
Address:		Application Scheme Code:	
		Unique Learner Number:	
		ISA Number:	
		TOEFL Number:	
Postcode:		IELTS Number:	
Country:		Application source:	
Returned Post:			
Gender:		Date Applied:	
Date of Birth:		Fee code:	
Age at 1st September:		Student Support Arrangements:	
Mobile Number:		Area of Permanent Residence:	
Home Number:		Residential Category:	
Email:			
Scottish Candidate Number:			
BTEC Registration Number:		Disability/Mental Health:	
Correspondence in Welsh:		Country of Birth:	
Progress file (UK Only):		Nationality:	
Lived/Worked in EU:		Settled/Presettled Status:	
Dual Nationality:		Parent/Spouse EU National:	
Application Processed:		Entered UK:	
Last Change:		Post 15 Jan:	
School:		Last educational establishment:	
Student Visa Required:		Student Visa Study UK:	
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Nominated Name:		Nominated Relationship:	

There are links to take you to other screens containing further information:

- ▶ supp info: (UCAS Conservatoires) supplementary (personal) information
- ▶ applicant context: this will include information on Widening Participation (WP), activities in preparation for higher education and more
- ▶ further choice details: (UCAS Undergraduate) the information, if any, supplied by the applicant in 'further details' in the choices section of the application. Applicants only provide this if indicated to do so by the provider (by a course note or footnote attached to the course record)
- ▶ qualifications
- ▶ education
- ▶ exam results: including unit grades if the provider or conservatoire has opted to receive them
- ▶ employment: (UCAS Undergraduate)
- ▶ nationality, fees, and residency details
- ▶ personal statement
- ▶ referees
- ▶ fees: (UCAS Conservatoires)
- ▶ Clearing: (UCAS Undergraduate) this is only shown if Clearing has started and the applicant is eligible

The overview is split into three areas: personal data, qualifications summary, and course choice(s).

## 11.1 PERSONAL DATA

Most items are self-explanatory. Those requiring additional comment are:

- ▶ Clearing number – only shown if applicant is eligible for Clearing (UCAS Undergraduate only)
- ▶ Application Scheme Code – indicates whether the applicant has previously submitted another application (in a previous cycle)
- ▶ application source – for details, go to reference information menu
- ▶ fee code – for details, go to reference information menu
- ▶ residential category – for details, go to reference information menu
- ▶ disability or special needs – for details, go to reference information menu
- ▶ Post 15 Jan – Yes means application received post-January ECD; 'No' means received on or before January ECD (UCAS Undergraduate only). Please note, January ECD date will change year on year.
- ▶ late – (UCAS Conservatoires) 'Yes' means the application was received after the on-time deadline for applications. 'No' means the application was received on or before this date

## 11.2 QUALIFICATIONS SUMMARY

GCE (A+AS) expected	VCE (A+AS+Dble) expected		SQA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
							N
Vocational	BTEC	ILC	AICE	IB	Other educational qualifications		Previous other educational qualifications
							J
OQ1	OQ2	Manual	Dip	Pre-U			PrL

- ▶ The number of qualifications expected to be passed are shown for GCE (A+AS) and (A+AS+Dble). The maximum value is nine.
- ▶ SQA codes are:
  - 1: applicant is taking Highers, Advanced Highers, Intermediate 2, Core Skills or HNC / HND
  - 2: applicant holds previous Highers, Advanced Highers, Intermediate 2, or CSYS taken in 1995, or later. Or applicant holds an HNC / HND
  - 3: any combination of these
- ▶ Winter A levels indicates the number of GCE A+AS exams being taken during the November – April period in the current application cycle. The maximum value is nine.
- ▶ Previous summer A levels indicates the number of GCE A levels achieved in the summer preceding the current application cycle. The maximum value is nine.
- ▶ Previous summer AS levels indicates the number of GCE AS levels achieved in the summer preceding the current application cycle. The maximum value is nine.
- ▶ Key Skills/Essential Skills Wales/Functional Skills – Y/N indicates if the applicant is taking any Key Skills qualifications.
- ▶ Vocational/BTEC fields indicate if the applicant will complete their qualification by the summer of the current application cycle. This covers:
  1. HNC/HND
  2. NC/ND/Ext Diploma/90 Credit Diploma
  3. Foundation Art/Design
  4. National Award/Subsidiary Diploma
  5. BTEC Level 3 Certificate
  6. BTEC Level 3 Award
- ▶ ILC (Irish Leaving Certificate – only taken in Eire) indicates if the applicant will complete their qualification by the summer of the current application cycle.
- ▶ Code Y under AICE indicates the applicant is taking the Advanced International Certificate of Education: a university entrance level exam (equivalent to AS) offered abroad by UCLES.
- ▶ Code Y under IB indicates the applicant is taking the International Baccalaureate.



- ▶ Pre-U indicates the level of the Pre-U qualification being taken by the applicant(1: Certificate, 2: Diploma).
- ▶ PrL indicates if the applicant is taking Principal Learning.
- ▶ OQ1 codes are:
  - A: CACHE (Council for Awards in Children’s Care and Education) qualifications taken in the current year
  - S: IFS (Institute of Financial Services) qualifications taken in the current year
- ▶ OQ2 code is:
  - M: current music exams at Level 6,7 or 8 through ABRSM (Associated Board of the Royal Schools of Music), GSMD (Guildhall School of Music and Drama), LCMM (London College of Music and Media), RockschooL or Trinity College London
- ▶ Other educational qualifications include:
  - No qualifications
  - 1 UK graduate
  - 2 Commonwealth graduate
  - 3 EC graduate (excluding UK)
  - 4 Other overseas graduate
  - 5 See list under ‘Previous other educational qualifications’
  - 6 Partial degree credits
  - 7 See list under ‘Previous other educational qualifications’ on or before (UCAS Undergraduate only)
  - 8 See list under ‘Previous other educational qualifications’
  - 9 Baccalaureate (excluding International Baccalaureate)
  - J Other qualifications UK
  - K Other qualifications overseas
  - L Access
  - P Foundation
  - Q See list under ‘Previous other educational qualifications’
  - R Scottish vocational – lower
  - T Scottish vocational – higher
- ▶ Previous other educational qualifications include:
  - 1 UK graduate
  - 2 Commonwealth graduate
  - 3 EC graduate (excluding UK)
  - 4 Other overseas graduate
  - 5 BTEC HND/HNC
  - 6 Partial degree credits
  - 7 Certificate of Education
  - 8 BTEC ND/NC
  - 9 Baccalaureate
  - J Other qualifications UK
  - K Other qualifications overseas
  - L Access
  - P Foundation
  - Q GNVQ
  - R Scotvec – lower
  - T Scotvec – higher

## 11.3 CHOICES – UCAS UNDERGRADUATE

In order to maintain 'invisibility of choices' between providers in the UCAS Undergraduate scheme, the choices displayed are restricted to your provider. Applicants' other choices are displayed only when they have reached what is sometimes referred to as a 'final state' – they have no decisions outstanding and have replied to all offers received (if any). The 'invisibility' status is shown immediately above the course choice section.

For each choice displayed, you can view the following information:

- ▶ Clearing number – only shown if applicant is eligible for Clearing (UCAS Undergraduate only)
- ▶ Application Scheme Code – indicates whether the applicant has previously submitted another application (in a previous cycle)

Student Visa Required:		Student Visa Study UK:	
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Nominated Name:		Nominated Relationship:	

7 GCE (A+AS) expected	7 VCE (A+AS+Dble) expected	7 SQA	7 Winter A levels	7 Previous summer A levels	7 Previous summer AS levels	Key Skills
						N
7 Vocational	7 BTEC	7 ILC	7 AICE	7 IB	7 Other educational qualifications	7 Previous other educational qualifications
						J
7 OQ1	7 OQ2	7 Manual	7 Dip	7 Pre-U		PrL

[Invisibility applies]

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
5			H22	BD71			REF	±		1	N	01-09-2023	06-09-2022			06-09-2022	U

Overall Applicant Status: Referred

- ▶ choice (this does not indicate the applicant's preference)
- ▶ Pref (relates to Route B – no longer applicable)
- ▶ Rnd (relates to Route B – no longer applicable)
- ▶ institution or school code
- ▶ course code
- ▶ campus code
- ▶ DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable
- ▶ Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction
- ▶ If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended

- ▶ reply – if you have sent an ‘invitation’ transaction, the applicant’s reply will be displayed here (see above). If an offer has been made and the applicant has accepted it, this will be shown here
- ▶ sum of conds (summary of conditions) – can be expressed in grades or Tariff points – automatically generated from the coding used on the offer screens
- ▶ Entry point (indicates which year of the course the applicant would join, for example ‘1’ means the first year of the course, ‘0’ means a foundation year leading onto year 1 of a degree course)
- ▶ Home – indicates whether the applicant be living at home while studying
- ▶ start date
- ▶ referral date
- ▶ decision date – the date the decision was entered, or the date of the reject by default, if applicable
- ▶ substituted – the date a substitution was made, if applicable
- ▶ last change – date of the last change to the data affecting this choice

## 11.4 CHOICES – UCAS CONSERVATOIRES

There is no invisibility in the UCAS Conservatoires scheme, and you can view all the applicant’s choices. However, you can only use the DEC ± option on your own choices.

Choice	Cons code	Course code	Instrument 1	Instrument 2	Study type	Assessment location	Decision	Reply	Sum of Conds	POE	Start date	Referral date	Prev applied	Assessment date+time (24 hr)	Crim conv declared
1	L31	W42F	Musical Theatre		Main Instrument	Online	REF ±		1		18-09-2023	30-08-2022			X
2	R53	704F	Musical Theatre		Main Instrument	Recording	REF		1		11-09-2023	30-08-2022	N		X
3	R59	713F	Voice (Tenor)		Main Instrument	Online	REF		1		18-09-2023	30-08-2022	N		X
4	R58	703F	Drama Performance		Main Instrument	Recording	REF		1		25-09-2023	30-08-2022	N		X

View where this applicant heard about your course

Payment Status: Applicant has paid £217.00	Overall Applicant Status: Referred
--	------------------------------------

- ▶ choice (this does not indicate the applicant’s preference)
- ▶ cons code – conservatoire code
- ▶ course code
- ▶ instrument 1
- ▶ instrument 2
- ▶ study type (main, secondary, joint, or alternative)
- ▶ audition location
- ▶ DEC (decision) – if there is a ± in the right-hand box under ‘DEC’, you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking ± generates a

pop-up window, where you can select from a list of valid decision codes and other options, if applicable.

Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction

If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended

- ▶ reply – replies are recorded in real-time; blank indicates reply outstanding or not required, depending on the type of decision made
- ▶ sum of conds – (summary of conditions) can be expressed in grades or Tariff points, automatically generated from the coding used on the offer screens
- ▶ POE – (point of entry) indicates which year of the course the applicant would join, e.g. 1 means the first year of the course, 0 means a foundation year leading onto year 1 of a degree

## 11.5 TIMESTAMP RESET

This option enables you to reset the timestamp for a specific applicant record. It will update the timestamp on the following data fields:

### Applicant's Address

### Applicant's Choice (at your institution only)

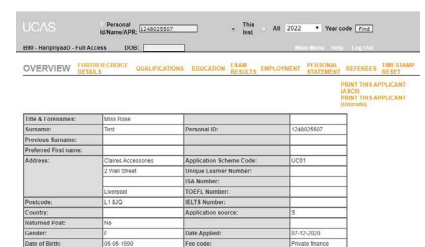
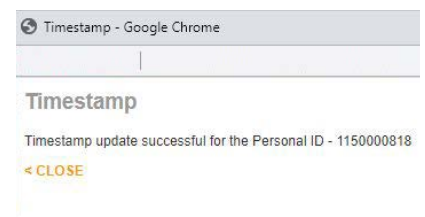
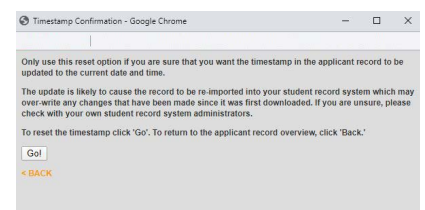
### Applicant Name and personal data

### Coded information

The timestamp will be set to the current date/time (SYSDATE) when the functionality is run in web-link.

Making this update will mean that the data is made available in your next import from odbc-link and/or xml-link into your student record system. It will only update applications in the current cycle (i.e. not those already flagged as 'OLD').

You may want to do this for a number of reasons including to re-import the data following an accidental deletion or update or to fill in any gaps detected in the overall applicant record in your own system. Remember to consider any potential impacts on your student record system before resetting a timestamp as it is likely to over-write the existing data held in it. Please contact your own student record system administrators if you are unsure of the impact.



# 12. MAKING DECISIONS

## 12.1 SUBMITTING DECISIONS TRANSACTIONS

Transaction screens can be reached by clicking the ± link in the decision box of the choice details.

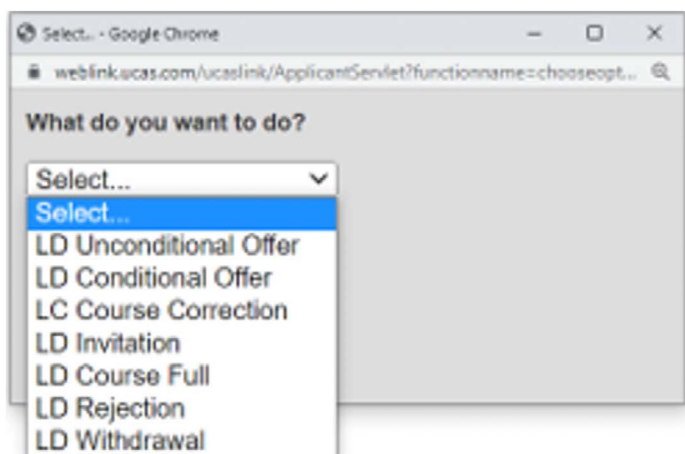
[Invisibility applies]

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
5			H22	BD71			REF ±			1	N	01-09-2023	06-09-2022			06-09-2022	U

Overall Applicant Status: Referred

Clicking ± and then opening the displayed drop-down menu will bring up a list of applicable options – these will depend on the state of the applicant and the time of year.

For example, an applicant in the UCAS Undergraduate scheme whose choice is REF (referred to provider), the drop-down list will show the following options:



In the example below, 'LD conditional offer' has been selected. Clicking 'Go', brings up this transaction screen (if the user is unable to view it, this may be because pop-ups need to be enabled on the PC).

Clicking 'submit changes' after entering conditional offer text takes you to an interim screen, to check any offer text before it is sent to us:

**Expanded Offer Text**

Please check the expanded offer below is correct, before selecting 'OK'.  
Choose 'Cancel' to close this window and re-edit the offer.

This offer is subject to you obtaining  
A minimum of 240 UCAS Tariff points

See [www.ucas.com/students/ucas\\_tariff/index.html](http://www.ucas.com/students/ucas_tariff/index.html)  
for Tariff notes

OK Cancel

< CLOSE

Once the expanded offer text is checked, clicking 'OK' submits the offer. You should then receive confirmation that the transaction has been successful:

In Care:	Unanswered	Entered UK:	
In Care Duration:	Not Applicable	School:	SOUTHGATE SCHOOL, BARNET
Parent HE Attendance:	I prefer not to say	Last educational establishment:	11108
Application Processed:	04-11-2009	Post 15 Jan:	Yes
Last Change:	04-11-2009		

GCE (A+AS) expected	VCE (A+AS+Dble) expected	SQA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
1						N
Vocational	BTEC	ILC	AICE	IB	Other educational qualifications	Previous other educational qualifications
OO1	OO2	Manual	Dip	Pre-U		Pre-L
			null	null		null

\*\*\* TRANSACTION SUCCESSFUL \*\*\*

(Irresibility applies)

Choice	Pref	Rtd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change
4			A20	B900		5	C	*	240	1	N	21-09-2010	04-11-2009	05-11-2009		05-11-2009

Overall Applicant Status: Referred	Adjustment Status: N/A
------------------------------------	------------------------

'REF' in the decision box has now changed to 'C' for a conditional offer. To view the conditions of the offer, click ±, select 'view current decision' from the drop-down list, and click 'go'.

### What do you want to do?

Select...  
Select...  
View Current Decision  
LA Amend

### Current Decision: C

Applicant Name	Personal Id	Application Scheme Code
		UC02

Choice	Course Code	Campus	Start date	Point of Entry
5	M100		01-09-2017	1

<b>Text</b>	This offer is subject to you obtaining Obtain Distinction, Distinction, Distinction in the Pearson BTEC Level 3 Extended Diploma
-------------	--

< CLOSE

If an offer needs amending, an error message is displayed. In the example below, valid summary of conditions have not been included in the offer text:

### Expanded Offer Text

The offer is incorrect and cannot be expanded. Please close this window and correct the offer text.

**! Error: (E4031) Summary code must be between 1 and 6 characters in length.**

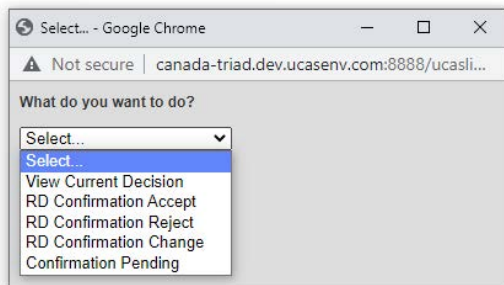
**Note: Free text must be placed within "double quotes"**

< CLOSE

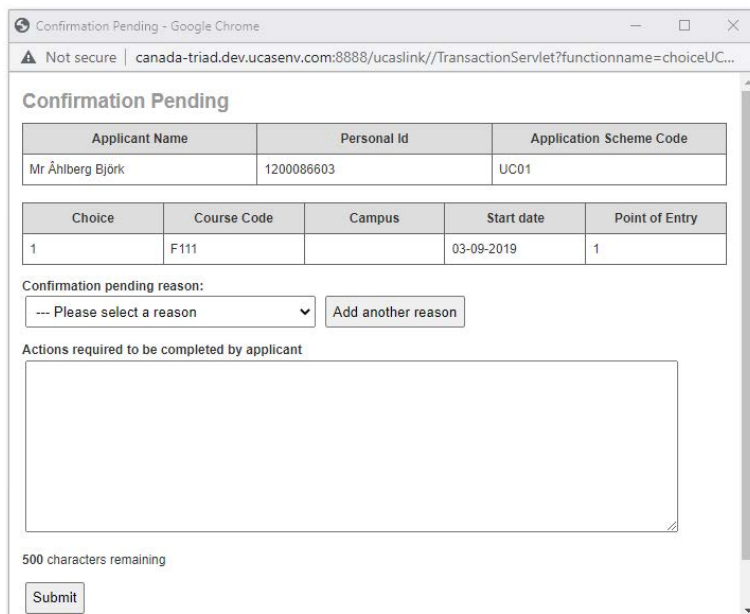
## 12.2 SUBMITTING CONFIRMATION PENDING TRANSACTIONS – UCAS UNDERGRADUATE AND UCAS CONSERVATOIRES NEW FOR C&C 2023

This functionality is available during Confirmation and Clearing and enables providers to add one or more reasons why an applicant's conditional offer is still pending confirmation.

Clicking ± and then opening the displayed drop-down menu will bring up the following menu if an applicant is either CF/GC or CI/VC at your provider:



Selecting Confirmation Pending will present a pop-up window, including the choice details and the ability to select the reason(s) from the pre-populated list. There's also a free text box of 500 characters (including punctuation and spaces) to add any further details of why the offer is still pending confirmation, or actions the applicant needs to complete.



A screenshot of a web browser window titled "Confirmation Pending - Google Chrome". The address bar shows "Not secure | canada-triad.dev.ucasenv.com:8888/ucaslink//TransactionServlet?functionname=choiceUC...". The main content area is titled "Confirmation Pending" and contains the following information:

Applicant Name	Personal Id	Application Scheme Code
Mr Åhberg Björk	1200086603	UC01

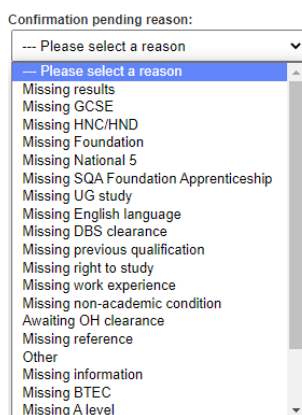
Choice	Course Code	Campus	Start date	Point of Entry
1	F111		03-09-2019	1

Confirmation pending reason:  
--- Please select a reason [v] [Add another reason]

Actions required to be completed by applicant

500 characters remaining

[Submit]



A screenshot of the "Confirmation pending reason:" dropdown menu. The menu is open, showing a list of reasons. The first option, "--- Please select a reason", is highlighted in blue. The list of reasons includes:

- Missing results
- Missing GCSE
- Missing HNC/HND
- Missing Foundation
- Missing National 5
- Missing SQA Foundation Apprenticeship
- Missing UG study
- Missing English language
- Missing DBS clearance
- Missing previous qualification
- Missing right to study
- Missing work experience
- Missing non-academic condition
- Awaiting OH clearance
- Missing reference
- Other
- Missing information
- Missing BTEC
- Missing A level



Reasons must be added one at a time. After adding the first reason, you are given the option of adding more (there is no maximum limit to the number of reasons you can add). You can also delete reasons if you add any in error:

Confirmation pending reason:

Confirmation pending reason:

When reasons have been added, the 'Submit' button must be used to save the information.

Please note: CF/GC applicants will be able to see this information in their application, but any reasons given for CI/VC applicants will not be visible to them unless they are made unsuccessful by their firm choice and subsequently become CF/GC. Providers will be able to view the information in their ODLs.

In the example below, two reasons have been given, as well as free text outlining the actions the applicant needs to complete:

The 'Conf Pend Reason' column in the choices overview shows which choice(s) have been given this decision:

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared	Conf Pend Reason
1			A20	F111	5	C	±	I	±	1	N	03-09-2019	24-01-2019	24-01-2019		04-01-2023	X	Yes
2			M20	K100	O	REJ			±	3	N	01-09-2019	24-01-2019	24-01-2019		24-01-2019	X	No
3			D65	W240	H	INV	CNC	±	±	1	N	01-09-2019	24-01-2019	24-01-2019		24-01-2019	X	No
4			N84	F105	E	U	I	±	±	2	N	24-09-2019	24-01-2019	24-01-2019		24-01-2019	X	No
5			O66	NP1Y	A	A	C	F	BBB ±	1	N	01-09-2019	24-01-2019	24-01-2019		03-02-2023	X	Yes

## 12.3 SUBMITTING INVITATION TRANSACTIONS – UCAS UNDERGRADUATE

To invite an applicant to an interview, or submit a portfolio/other piece of work, select the invitation transaction from the standard 'available decisions' drop-down menu and click 'go':

What do you want to do?

Select...  
 Select...  
 LD Unconditional Offer  
 LD Conditional Offer  
 LD Invitation  
 LD Course Full

### Invitation to attend HEI

Applicant Name	Personal Id	Application Scheme Code
Mr John Ones	0034840838	UC01

Choice	Course Code	Campus	Start date	Point of Entry
1	B900		2010-09-21	†

Please enter the details below about the invitation to attend the HEI

Invitation Date	<input type="text"/> e.g. dd/mm/yyyy
Invitation Time	Hour <input type="text"/> : Mins <input type="text"/>
Comments Please provide any additional details about the invitation	<input type="text"/> 250 characters remaining

Submit Changes

< | OSF

An invitation date is mandatory, and a time should be entered, if appropriate. If no time is entered, this defaults to 00:00. Other details can be entered in the free text box to support the invitation. Once all details have been entered, click 'submit changes'.

Please note: you can flag any course that requires a portfolio within the Collection Tool.

## 12.4 AUDITIONS – UCAS CONSERVATOIRES

To invite an applicant to an audition, select the audition pending transaction from the standard 'available decisions' drop-down menu, and click 'go':

What do you want to do?

Select... ▼

Select...

View Current Decision

Transaction: Audition pending (AP)

Decision: Guaranteed Conditional (GC)

Decision: Guaranteed Unconditional (GU)

Decision: Reserve Conditional (VC)

Decision: Reserve Unconditional (VU)

Decision: Unsuccessful (R)

Decision: Withdraw Choice (W)

Please enter the details of the Audition Pending transaction

Audition Location	Select... ▼
Audition Date	<input type="text"/> e.g. dd/mm/yyyy
Audition Time	Hour ▼ : Mins ▼
Fee Transaction	Cukas collecting fee on behalf of conservatoire ▼
Conservatoire web link	<input type="text"/>
Comments If you do not enter an audition date/time the applicant will receive the following information: 'Conservatoire will send date and time of audition'	<input type="text"/> 250 characters remaining

Submit Changes

◀ CLOSE

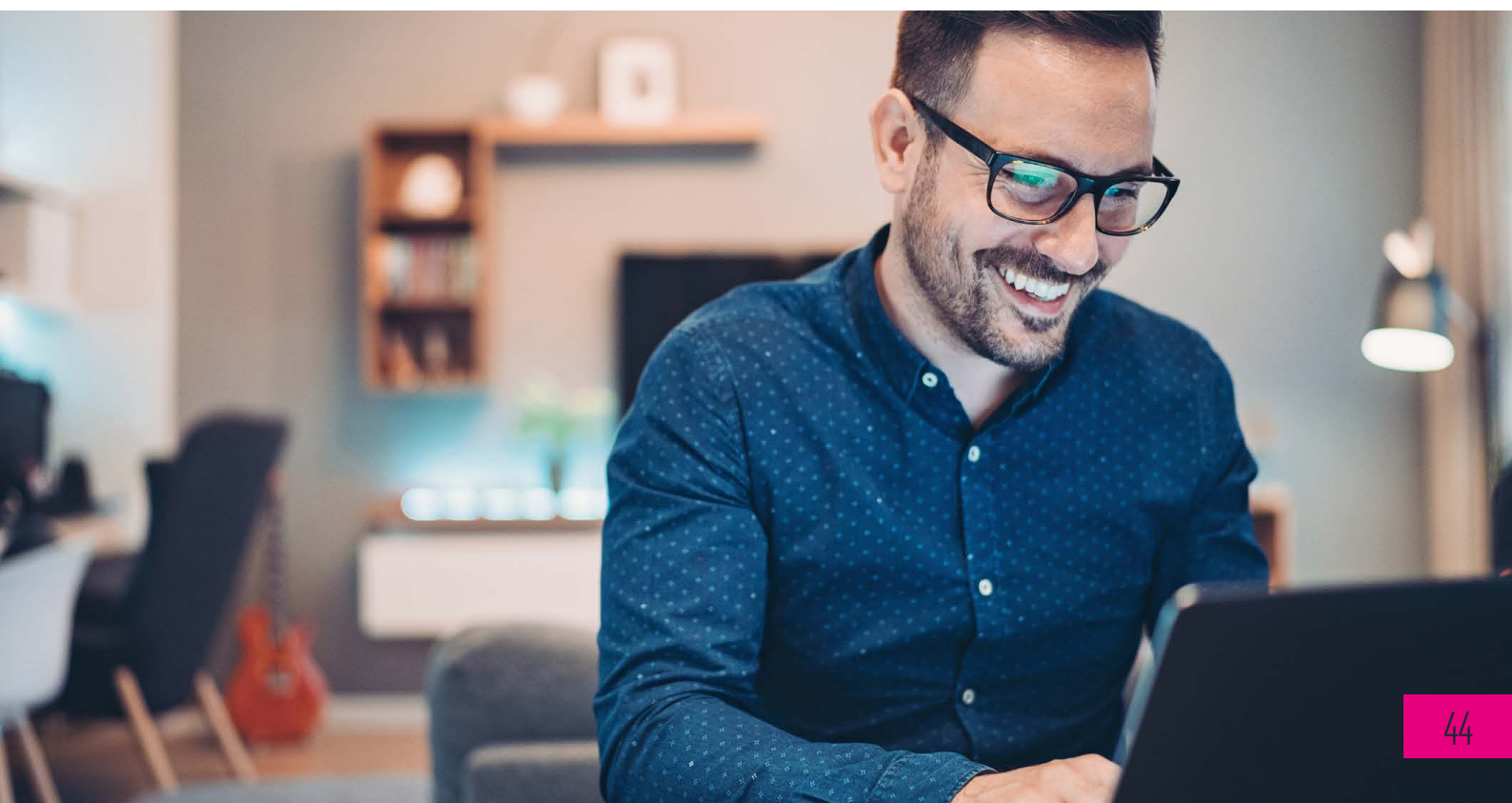
An audition date and location is mandatory, a time can be entered, if appropriate. Other details can be entered in the free text box to support the invitation. Once all details have been entered, click 'submit changes'.

# 13. AMENDING DECISIONS

As a general rule, it should be possible to make any changes to decisions without contacting us. The LA amend function allows changes to decisions, e.g. from REJ to a conditional offer.

For details of valid amendments and decision processing, please refer to the relevant scheme's Admissions Guide.

Contact UCAS' Professional Development Team if you would like training on decision processing and offer-making, on 01242 545 712, or at [training@ucas.ac.uk](mailto:training@ucas.ac.uk).



Issue: 2023

UCAS Undergraduate  
UCAS Conservatoires

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