Glossary of terms and functions in UCAS Progress

- **Profile approval**
  This function allows you to check a student's profile before it is submitted as an application. If you have enabled this function, every time a student makes a change to their profile information, you will need to reapprove the profile. This function does not enable you to see what the student has applied for, and until a profile has been approved, please be aware that a student's application will not be sent.

- **Qualification upload**
  This function enables a school to upload predicted qualifications for a group of students. This function can be enabled for the whole school or for a group of individuals. This function enables you to support your students in making their application more comprehensive, and supports the receiving providers in deciding about the applications they have received. Please be aware that a student's application will not be sent until the qualifications have been added.

- **References**
  The reference process for UCAS Progress can be used as a way for schools to send a student's reference to the providers they have applied to. If a student has applied to multiple providers, the reference will automatically be sent to all those they have applied to. Please be aware that the reference process for UCAS Progress is completely optional and will not prevent students from making an application if there isn't a reference attached.

- **Application stages**

  1. **Submitted** – this is the first stage of a student's application, and we recommend you acknowledge the application promptly.

  2. **Acknowledge** – this should be used to say you have received the application and at this stage, the applicant will get an email to say the status of their application has changed.

  3. **Returned by provider** – if there are changes you would like to an applicant to make to their application, you can return the application to them. Please remember to send them a message to clarify what you need them to do, and be aware they will need to withdraw the application and submit a new one to be able to make any changes.

  4. **Conditional offer** – this stage of the process allows you to make a conditional offer based on the application you have received. You have the flexibility to amend the course choices based on an interview or discussion you may have had with an applicant. All conditional offers will need to have the conditions attached in the free text box.

  5. **Unconditional offer** – this stage of the process allows you to make an unconditional offer based on the application you have received. You have the flexibility to amend the course choices based on an interview or discussion you may have had with an applicant.

6. **Enrolled** – this is the final stage of the process and enables schools to identify where applicant have successfully secured a place on a course, and those who may still need support. When enrolling applicants, providers have the option to amend the course details to reflect the actual courses they have enrolled on.

7. **Withdrawn** – an applicant can withdraw their application at any stage in the process, but will be prompted to inform you as to why they have withdrawn it. To find withdrawn applications, you will need to look in your closed applications, or use your application report. Applicants can submit another application once they have withdrawn.

8. **Unsuccessful** – providers can mark applications as unsuccessful at any point in the process. When marking an application as unsuccessful, a provider will need to add in a reason why the applicant was not successful.