WEB-LINK
USER GUIDE
UCAS UNDERGRADUATE AND UCAS CONSERVATOIRES
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1. INTRODUCTION

web-link: applicant data 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:** applicant data 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.

---

**Points to remember:**

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

> **web-link: applicant data** – click the help link in the top bar on any screen for guidance

> training is available by phone, email, or in person, by contacting your [Customer Success Director](mailto:Customer.Success.Director@ucas.ac.uk)

> help and support is available from the Customer Success Team on 0344 984 1111, or at hep_team@ucas.ac.uk
4. NAVIGATION AND ACCESS

Access to web-link is from the dashboard here.

**web-link: applicant data** 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 in order to verify their email address and gain access.
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 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 the user has already registered, and is currently logged in to their account, they may need to log out and back in again for the web-link tile to appear in their dashboard.

**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.
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).

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.

New accounts are set up by the User manager but will require the user to register their details and verify their email address.

Users will be emailed a verification code to verify and activate their account. The email will contain a link to the sign in page where the user will be asked to sign in with their email address and password. They will then be prompted to enter the verification code from the email to verify their account.
6. WEB-LINK: APPLICANT DATA ACCESS

6.1 Sign in page

Click 'Providers' from the Sign in menu and enter your email address and password.

Each user must verify their email address by entering the verification code upon signing in for the first time (see section 5.4).
7. APPLICANT DATA

7.1 Scheme list

If your provider is a member of more than one admissions service (UCAS Undergraduate or UCAS Conservatories), 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.

7.2 Main menu

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.

### 7.3 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
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

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### Employment

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### UCAS

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### Print this Applicant (A6CM) | Print this Applicant (Uncode) | next >
More information about the overview section is available in Section 12 – Applicant overview.

### 7.4 Outstanding Decisions Lists (ODLs)

#### 7.4.1 UCAS Undergraduate

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) 26 January
- **Post 15 Jan** – applicants who applied after 26 January
- **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)

Dates (or guidance, where applicable) by which decisions must be made for applicants in each of the above ODLs can be found 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.
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
- faculty 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.
7.4.2 UCAS Conservatoires

Main ODL – all applicants with decisions outstanding.

Confirmation ODL – all applicants still conditional, GC (guaranteed conditional), or VC (reserve conditional).

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

All ODLs show 'real-time' data for the selected criteria Applicant records can be accessed, 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)** – 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.

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**
8. 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.

8.1 UCAS Undergraduate
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
- campus code
- faculty 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.
  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
8.2 UCAS Conservatoires

Management Information Menu

Choose the lists you:

- RBD list
- DBD list
- Reserve list (VC and VU applicants with replies)
- Applicant status list (a full list of applicants, with their current status)
- Applicants – reject
- Applicants – declined
- Applicants – movement list
- GC applicants (guaranteed conditional)
- GU applicants (guaranteed unconditional)
- GU applicants (RPAs)
- VC applicants (reserve conditional)
- VU applicants (reserve unconditional)
- AP applicants (audition pending)
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) – 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. 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:

8.3 RBD lists – all schemes

Applicants who have not been given a decision from your provider before the deadline are rejected by default (RBD). They will appear on this list prior to the next RBD taking place.

8.4 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). They will appear on this list prior to the next DBD taking place.
8.5 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.

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.
8.6 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.

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.
You can download the information in .csv or pipe-delimited format.
9. 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.

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 Conservatories), 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.
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.
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.
Tariff: Tariff scores and the equivalent exam levels and grades.
10. PROVIDER AND CONSERVATOIRE

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

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

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

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

(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.
11. RECORDS OF PRIOR ACCEPTANCE (RPAS)

11.1 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 PDF version of the RPA is available to download on our website. This allows you to collect the data (including the applicant’s signature), and submit the information at a convenient time.
12. 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.

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

- supp info: (UCAS Conservatoires) supplementary (personal) information
- 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)
- 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).
12.1 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-15 January; ‘No’ means application received on or before (UCAS Undergraduate only)
- 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

12.2 Qualifications summary

<table>
<thead>
<tr>
<th>GCE (A+AS) expected</th>
<th>VCE (A+AS+Dble) expected</th>
<th>SQA</th>
<th>Winter A levels</th>
<th>Previous summer A levels</th>
<th>Previous summer AS levels</th>
<th>Key Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational</td>
<td>BTEC</td>
<td>ILC</td>
<td>AICE IB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OQ1</td>
<td>OQ2</td>
<td>Manual Dip Pre-U</td>
<td>Other educational qualifications</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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), Rokschool 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)
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)
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

faculty 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.

the applicant’s Adjustment status is also displayed – N / A, registered for Adjustment, or acquired in Adjustment.
12.4 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 (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.
12.5 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.
13. MAKING DECISIONS

13.1 Submitting decisions transactions

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

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 maybe 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:

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

‘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’.
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"
13.2 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’:

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: courses must be flagged as requiring an interview/portfolio to enable this transaction to be made.
13.3 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’:

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’.
14. 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.