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| **Name** | **Username** | **Email Address** | **Please give a brief description of your Admissions role in your Department/ Team and explain why access is required** | **Which** [role](https://www.imperial.ac.uk/admin-services/registry/student-systems/applications-management/getting-access/)**\* do you require?** | **Which department’s applications do you need to see? Please include all the relevant departments** | **Do you need to see UG, PGT, PGR and or Occasional applications?** | **Any other details? \*\*\*** | **Are you replacing a colleague? If Yes, please include your colleague’s name** |
| ***John Smith (example)*** | [***jsmith@ic.ac.uk***](mailto:jsmith@ic.ac.uk) | ***j.smith@imperial.ac.uk*** | ***I manage applications for my Department.*** | ***Recorder\*\**** | ***Physics*** | ***PGT and PGR*** | ***N/A*** | ***Yes, Jane Smith*** |
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**\* More information on the various roles can be found on the** [**student systems** web**pages**](https://www.imperial.ac.uk/admin-services/registry/student-systems/applications-management/getting-access/)**. These include:**

* **Recorder\*\* (I process applications for my Department)**
* **Reviewer (I review applications for my Programme)**
* **Read Only and/or Reporting**
* **Registry Admissions Officer**

**\*\* For Recorder access, you will need to undertake training before your access is set up. More information on how to book training can be found** [**here**](https://www.imperial.ac.uk/admin-services/registry/student-systems/applications-management/systems-support/)**.**

**\*\*\* If you are moving department or no longer require access to Applications, please complete the “Any other details?” box.**