Welcome to the Admissions Update Bulletin. This Bulletin shares details on questions you have been asking and updates that have been made to the applications management system to make it easier for you to use.

You asked…

Enhancement Request: How do I see all of my UCAS application information in one place?
A condensed UCAS view is now available, appearing after the Summary section and before the Registry review section on the Application Review Folder. This will initially be visible to both UG and PG administrators, but PG administrators can ignore the new section. Further development to this view is taking place to include the following additional fields/changes:
- WP criteria (Polar Score, In Care Flag, Parental Education)
- Referee’s name and institution/email to the reference section
- Most recent completed qualifications to appear first

How will the applications processing backlog affect President’s Scholarship deadlines?
Further to the backlog of applications with Admissions for processing, we are aware of the importance of various deadlines for both internal and external scholarships including the President’s Scholarship. Louise Sherlock, Funding Strategy Manager, has been alerted of the delays in processing PGR applications with regards to the President’s Scholarship. The aim is that applicants whose applications are ‘complete’ (all supporting documents submitted and verified) and are assessed as being eligible for the President’s Scholarship, will be forwarded to departments for consideration in sufficient time for departments to meet the Round 2 deadline of 19 February. Any applicant who is eligible and who departments wish to put forward for consideration but unfortunately miss Round 2, can be put forward for Round 3. Departments are advised to inform applicants if this occurs.

Why does my browser crash or parts of the page disappear?
The following steps may resolve compatibility issues with Firefox, the recommended browser:
- Login to the applications management system using Firefox
- Click on the Menu button in the top right corner of the browser and select Options
- Navigate to the Security tab and click on the Exceptions… button
- Copy and paste the URL of the applications system and select Allow, then Save Changes
- Click on the Menu button in the top right corner and select History
- Click Clear Recent History and select Everything in the dropdown menu
- Select all boxes and press Clear Now
- Finally, ensure you are on the latest version of Firefox

If you still experience this issue, please contact the help desk.

Enhancement request: Can a new Rejection Reason be added to the system?
A new Rejection Reason has been added which is called: Reject – Offer for alternative programme made.

How do I view the full list of conditions for my offer holders?
Two reports have been added to the Reporting - Direct Dashboard:
- Active Conditions
- Pending Deposit conditions

By toggling between the reports, you can see the full list of conditions for offer holders.

Tell us…

Keep sending us your suggestions for improvements, as well as anything you want to see in future Bulletins, by emailing admissions.users@imperial.ac.uk.
Help!...

Call us.... 020 7594 0956 if you have a query.

Raise a support request... click here using the Admissions ASK category. Remote assistance is available when you contact us so that we can see what you see to help resolve the issue.

Drop-in sessions every Wednesday from 30 January 2-3pm Room 402 Sherfield to ask questions. Or, book on an Assisted Support session to work through your applications by clicking here.

Contact us to book Training. Online guidance and resources including User guides, Videos and FAQs are regularly updated. Missed an Admissions Update Bulletin? Copies are available here for reference.