Admissions Update Bulletin

Welcome to the Admissions Update Bulletin, sharing information on College admissions applications management.

You asked…

How many PG applications are with the Registry Admissions team?
There are approximately 1,300 applications with Admissions waiting to be processed. This number is in line with the normal volume for this time of year. The Registry team have significantly reduced the number of additional staff but are retaining some temporary staff until mid-May to continue to support PG application processing. This will take into consideration the peak of PG applications we normally receive post Easter.

How do I see what conditions an offer holder has?
To see what conditions an offer holder has, you need to navigate to the Application Folder of the applicant that you are interested in and scroll down to the Registry Decision Processing section (toward the bottom of the screen). You will then see a Conditions box, that will contain all the conditions associated with the offer, along with their status.

There are also two reports available with this information; one for direct applicants and one for UCAS applicants. To access the report for direct applicants; navigate to the IC Reporting Dashboard – Direct and scroll to the last report; IC – Active Conditions. To access the report for UCAS applicants; navigate to the IC Reporting Dashboard – UG then scroll down to the fourth report; IC – Active UCAS conditions.

Sharing and reassigning reports – best practice
If you are moving roles or leaving the College, we strongly recommend you share any personal reports you have created in CRM Recruit with colleagues who may need access to them. We also recommend that you reassign the ownership of the report, so your colleagues can edit the reports as necessary. Step by step details on how to do this can be found on page 15 of the Advanced Reporting Manual.

Is there a report on applicant deposit information?
On top of CRM Recruit deposit conditions information (basic met or not met the condition report) the Student Finance Team have developed an interim deposit report which will assist Departments in confirming offer holders. The report is updated on a every couple of days (you can check to see when the report was last updated at the top of the spreadsheet), and can be located here.

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.

The next bulletin will be published from the 9th April.

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 2-3pm Room 402 Sherfield to ask questions.
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.

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