UCD Applications System Update

UCD Registry **<noreply@ucd.ie>**   17:34 (1 hour ago)

to me

UCD Registry

July 5th 2022

UCD REGISTRY

UCD Applications Update

To: *Heads of Schools, Senior College Administrators/College Office, School Administrators, Graduate School Managers, Programme Managers, College Office Directors, Admissions Tutors, Marketing Managers, College Finance Managers, UCD Global*

Dear Colleagues,

We would like to advise you of a number of changes and upcoming enhancements to the applications system.

Upload Documents screen

In an effort to further streamline the document verification process, text has been added to the upload screen advising applicants that they can, if available, provide a link to verify their documents as part of the application process. As you are aware, staff now have the facility to mark documents as having been verified on the Document Review screen.

Referee System

A secure reference submission facility has been developed and will be operational from October 1st. Once an applicant enters the details on the Referees section of the application form, an automatic email will be sent to the referee with a link to upload the reference. This will be set as the default on the system. However, if any Schools do not want automatic reference requests to be sent to their applicants this can also be accommodated. Any schools who do not wish to use the system should contact us. Further information on this will be communicated prior to the start of the next application season.

Regret Letter

An automatic email will be sent from today following the entry of the No Offer, No Offer IFY Referral and No Offer Pre-Masters Referral decision codes. This consists of generic text with the option to add applicant specific text. The latter can be added using the 'Offer Conditions (if applicable)' field in the Add Decision screen.

Application Fee

The sequencing of the application fee payment has been changed so that the option to pay only appears once the application has been submitted. This change was made primarily because many applicants pay the application fee without submitting the application and this generates a lot of work for Student Payments in issuing refunds.

Facility to correct History Status Table

Admissions now has the facility to amend the status table in cases where an incorrect decision code has been entered against an application record

If you have queries in relation to any of the above , please feel free to contact us.

Regards,
Martin

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