

UCD Registry <noreply@ucd.ie>

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to me



UCD Registry

UCD REGISTRY

UCD Applications Update

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

Dear Colleagues,

Document Verification Process

A major enhancement to the [document verification](#) process is scheduled to go live on the evening of Tuesday October 26th.

This will see the introduction of a new section in the Document Review screen, on the individual application account, entitled 'Verify Originals'. It will allow units involved in the assessment of applications (schools, UCD Global etc.) to mark required documents as having been verified and thereby automatically release the document verification hold on the student account. This will be particularly important in cases where applicants have uploaded transcripts which contain digital signatures confirming their authenticity but can also be used in other instances where the assessor is satisfied as to the bona fides of what has been reviewed.

It will operate as follows:

- This will display all the checklist items which are required for verification for the student in question
- Once all the required checklist items have been marked as having been verified, then the document verification hold will automatically be released on that student's account
- This will also work retrospectively in cases where the checklist items have been verified prior to the generation of the student record and the corresponding document verification hold. In such cases, once the offer of a place is accepted, the hold will be generated as normal but will be automatically released following creation
- If there are no required checklist items against a particular student (for example a UCD graduate who is not required to provide their transcripts) then the hold will also be automatically released upon creation
- If a checklist item has been marked as verified in error, then unticking the item will automatically reinstate the hold

It is hoped that this enhancement will greatly streamline and improve the process going forward.

If you have any queries in relation to this, please feel free to contact me directly.

Regards,
Martin

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