How to Review a Completed Application

Ensure your Reviewers dashboard is set and is showing **NUIG- Application Review.** If you need to set **NUIG – Application Review** select from the drop-down menu, click **Set as Default**, this will set the dashboard as your default reviewers dashboard.

From the Reviewers dashboard, decide on an application that you wish to review and double-click on the white space to open.

This will bring you to the Applicant Review Screen, this information will assist you in reviewing the application and will help you to reach and issue a decision.

The screen is split into several sections, roughly divided into two columns.

Starting at the top left column, the **Application Information section** is the area where you will update the decision on the application. How to enter a decision for example firm offer will be covered in a separate guide.

Please Add Conditions section is next. If you are issuing conditional offers, you will be able to add the conditions in this section. How to make a conditional offer will be covered in a separate guide.

Please Add Conditions

Conditional Results	--
Other Conditions	--
Specific Conditions	Not Applicable
IELTS Score Required	--

Next is the **Referral section**. This will only work if the review if the decision on the review is **Declined by programme director or Waitlisted**. If you wish to make a referral, select the referral program/course and the Academic Load for example Full-time. The reason for referral can be added to the Message for Reviewer. Set the review status to completed in order for the referral application to be created. How to decline/waitlist and make a referral application will be covered in a separate guide.

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Select Program/ Course	--
Academic Load	--

⁴ NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	🔒 30/10/2019
Recommended Action	Declined by Programme Director
Reason for Decline	not suited to the programme
Review Status	Not Started

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Select Program/ Course	Accounting (Master of) - AY
Academic Load *	Full Time
Message for Reviewer (re	more suited to this programme

Next is the '**Message for Reviewer (ref program)**' section. This is reserved for any comments or recommendations you might wish to add to the application for later reference.

Message for Reviewer (re --

If you wish to waive the English Language requirement on any applicant for a specific reason you may record this here. In addition, any self-declared test scores will show under this section.

NUIG Fee Status   Non-EU
Eng 1st Language   No
Eng Equivalency Test   Yes

🔒 **English Test Scores**

Test Type ↑	Is Test Official...	Test Score Source	Created On
IELTS	No	Student Reported	28/10/2019 08:47
IELTS	No	Student Reported	28/10/2019 12:30

NUIG Fee Status   Non-EU
Eng 1st Language   No
Eng Equivalency Test   No

🔒 **English Test Scores**

Test Type ↑	Is Test Official...	Test Score Source	Created On
No Test Score records found.			

Moving on to the top of the second column, if there is any missing documentation you may wish to inform the applicant and send the message directly.

Inform Applicant of Missing/ Ilegible Documentation

Missing Documents   No

Send Message to Applicant. Please ensure you select 'Send Message' from the field 'Send email'.

Message   --

Send Email   --

Inform Applicant of Missing/ Ilegible Documentation

Missing Documents   Yes

Send Message to Applicant. Please ensure you select 'Send Message' from the field 'Send email'.

Message   Please upload Grading System for your University and final IELTS results sheet

Send Email *   Send Message

In the Reviewers Shared Notes section, any notes that you wish to share with other reviewers can be recorded here.

Reviewers Shared Notes

Add to Shared Notes
--

Shared Notes
--

Reviewers Shared Notes

Add to Shared Notes
--

Shared Notes

Message sent re 60 credits

Jane Bowman - (25/10/2019 11:50:02)
Have requested confirmation from the International Office that the University is on Naric and acceptable

The **Overall Comments** section is reserved for any comments or recommendations you might wish to add to the application for later reference.

Please note, that any changes you make must be saved before you exit by clicking '**Save & Close'** on the top left of the application.
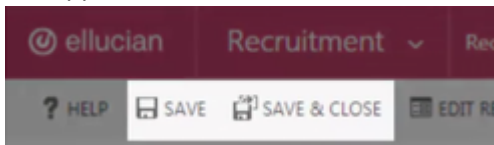
Viewing the application

To view the application itself, scroll down and you will see four tabs under '**Application Details'**.

- The first tab **'Read Sheet'** shows summary information contained in the application such as the programme for which the applicant has applied. This can be customised to suit the needs of the reviewer.

- The **Application** tab shows a copy of the individual's application and will include self-declared information about colleges attended, degree results attained and work experience.

- The **Supplemental Items** tab will show all supporting documentation which can be accessed by clicking on the links. Please note that as these are all completed applications there will be enough supporting documentation to make at a minimum a conditional offer.

- The **Letter of Recommendation** tab relates to Research Masters and PhD applicants and will contain details of the supervisor's recommendation form for the purposes on school or college board assessment. A separate guide exists for this.

Once you have reviewed the application and you are ready to issue a decision on the application, you can do so through the section on the top left. You will notice the '**Review Status'** will by default be set to '**Not Started'**.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	🔒 12/11/2019
Recommended Action	--
Review Status	Not Started

Click on the magnifying glass across from the '**Recommended Action'** field. This will return a list of all available decisions for that application. Select the decision that you wish to issue on that application, and this will populate that field.

Review Due Date	🔒 12/11/2019
Recommended Action	[_____] 🔍
	Conditional Offer
	Declined by Programme Director
Review Status	Firm Offer
	Waitlisted
	Look Up More Records

Firm Offer

If the review of this application is not yet complete, change the '**Review Status'** to '**In Progress'**.
If you have finished the application and are happy with the decision, change the review status to '**Completed**'. The last step of the review process is to save your actions. You can do this by clicking on the '**Save**' or '**Save and Close'** buttons. The review is now complete, and the decisions have been recorded.

? HELP   🖫 SAVE   🔁 REASSIGN REVIEW   📁 SAVE & CLOSE   📄 EDIT REVIEW   🖨 PRINT REVIEW   🔲 DEACTIVATE   🗑

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	🔒 12/11/2019
Recommended Action	--
Review Status	Not Started
	Early Read
	In Progress
	Completed