How to add Conditions to a Conditional Offer

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 of the Reviewers screen.

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

To add the applicant decision, click the magnifying glass across from '**Recommended Action'** field. This will return a list of all available decisions for that application. Select the decision **Conditional Offer** on that application, and this will populate that field.

12/11/2019	
	Q
Declined by Programme Director	Firm Offer
🍐 Firm Offer	
🍓 Waitlisted	
Look Up More Records	
atus' to 'Completed' when decision on applicant is finalised.	
03/11/2019	
Conditional Offer	
	Conditional Offer Conditional Offer Conditional Offer Conditional Director Conditional Offer Conditional Offer Conditional Director Conditional Offer Conditi

To add the applicant's conditions, use the **Please Add Conditions** section, select from the list available across from **Conditional Results** to populate that field.

onditional Results *	1:1 or above in your UG Degree (Level 8)	
ther Conditions	2:1 or above in your UG Degree (Level 8) 2:1 or above in your Masters Degree (Level 9)	^
ecific Conditions	2:1 or above in your wasters Degree (Level 9) 2:1 in the relevant subject & a 2:2 in your Overall Degree (Level 8)	
LTS Score Required *	2:1 or above in your HDip (Level 8) 2:1 or above in your PG Diploma (Level 9)	~
	2:1 or above in your PG Diploma (Level 9)	
	2:1 or above in your PG Diploma (Level 9)	
	211 or above in your PG Diploma (Level 9)	
Please Add Conditions	21 or above in your PG Diploma (Level 9)	

To add other conditions such as completion of a pre-master's programme, select from the list available across from **Other Conditions** to populate that field.

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	
Specific Conditions	Completion of a Principles of Marketing Course Completion of Principles of Microeconomics Online Course
IELTS Score Required *	Completion of a Pre-Masters Programme Not Applicable
Please Add Conditions	2:1 or above in your UG Degree (Level 8)

To add **Specific Conditions** such as other specific conditions which will be outlined in an email, select from the list available across from **Specific Conditions** to populate that field.

Please Add Conditions	
Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	Not Applicable
Specific Conditions	
IELTS Score Required *	Other Specific Conditions which will be outlined in an email Not Applicable
Please Add Conditions	
Trease Add Conditions	
Conditional Results *	2:1 or above in your UG Degree (Level 8)
	2:1 or above in your UG Degree (Level 8) Not Applicable
Conditional Results *	, , ,

If English is their 1st language, the **Conditional Results Field** in the **Please Add Conditions** section will become mandatory with a red asterisk, and the **IELTS Score required** field will disappear.

Please Add Conditions		
Conditional Results *]	2:1 or above in your UG Degree (Level 8)
Other Conditions	J ,	· · ·
Specific Conditions	I	Not Applicable
Refer Applicant to anoth	er program (Onl	y works if Decision on this Review is 'Declined' or 'Waitlisted')
Select Program/ Course		
Academic Load	₽	
Message for Reviewer (re	≙	
message for neviewer (re		
message for neviewer (re		
message for neviewer (it		
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incodge for neviewer (it		
	Non-EU	
NUIG Fee Status	Non-EU Yes	

If English is not their 1st Language, both **Conditional Results** and the **IELTS Score Required** fields in the **Please Add Conditions** section will become mandatory with a red asterisk.

Please Add Conditions	
Conditional Results *	Not Applicable
Other Conditions	<u>₽</u>
Specific Conditions	Not Applicable
IELTS Score Required *	■ 6.5 overall & 6.5 in the writing band & 6.0 in the other bands (only certain programmes)
Refer Applicant to another program	n (Only works if Decision on this Review is 'Declined' or 'Waitlisted')
Select Program/ Course 🔒	
Academic Load	
Message for Reviewer (re 🔒	
Eng 1st Language 🔒 No	
Eng Equivalency Test 🕯 No	•

To add an **IELTS Score Required** such as 6.5 overall with not less than 5.5 in any one band (NUIG Standard), select from the list available across from **IELTS Score Required** to populate that field.

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	Not Applicable
Specific Conditions	Net Appliesble
IELTS Score Required *	6.5 overall with not less than 5.5 in any one band (NUIG Standard) 6.5 overall with not less than 6.0 in any component (only certain proor 6.5 overall with not less than 6.5 in any component 6.5 overall & 6.5 in the writing band & 6.0 in the other server of Waiving English Requirement Passed English Language Requirements
Refer Applicant to another program	n (Only Waiving English Requirement
Refer Applicant to another program	
Please Add Conditions	n (Only ^w Waiving English Requirement
Please Add Conditions Conditional Results *	n (Only ^w Waiving English Requirement 2:1 or above in your UG Degree (Level 8)

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.

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NUIG Application	on Reviev	V				
Note: Change 'Review S	Status' to 'Cor	npleted' when decision	on applicant is fina	alised.		
Note: Change 'Review S		npleted' when decision /2019	on applicant is fina	alised.		
-		•	on applicant is fina	lised.		
Review Due Date	12/11	•	on applicant is fina	ilised.		

The application has now been moved to the My Completed Application Review Section of the reviewer's dashboard.