Undergraduate Direct Processing Guide for Agents

QUEEN'S
UNIVERSITY
BELFAST
EST 1845

Purpose of this Guide

The *Undergraduate Direct Application Guide for Agents* provided information on how to register for an account on Queen's Portal and how to submit applications to Queen's University Belfast.

This guide presents the steps required for an agency to review applications, accept or decline offers, and upload any additional information.

https://myportal.qub.ac.uk

Sign In

Sign into Queen's Portal with the email address and password created during registration.

Your web browser may remember your credentials and automatically input your email address when you go to Sign In. Click **Send verification code** and then enter the verification code received to complete the sign in process.

Once signed in, the navigation bar will provide access to the Admissions area.
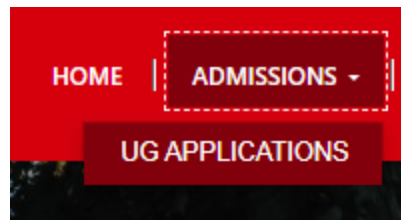
Click **ADMISSIONS** and then **UG APPLICATIONS**.

Viewing Applications

The Undergraduate Applications page displays all current applications submitted by the agency. The list can be filtered to find a specific application.

Status: filter by the status of the application.

Full Name: filter by the applicant's full name.

Email Address: filter by the applicant's email.

Account Name: allows headquarters to filter by a specific branch.

Owner: filter by the owner of the application, who is the agent who last processed it.

The creator and owner will be the person who was signed into the Queen's Portal when the application was filled in and submitted.

If another member of the agency will be responsible for any further processing of the application, they should assign the application to themselves by clicking the **Actions** arrow and selecting **Assign to me**. Any further communications will be sent to both the creator and the owner of the application.

Application Status

The **Status** of the application will update as the application moves through the processing stages, allowing agencies to see exactly what stage each application has reached.

- New applications will have a status of **Draft**, allowing them to be edited.
- Once the application is complete and the creator clicks *Submit*, the status will change to **Submitted**.
- When Admissions begin processing the application, the status will change to **Under Review**.
- If an offer cannot be made, the status will change to **Unsuccessful**.
- If an offer can be made, the status will change to **Decision Issued**.
- If a conditional offer has been made and it is accepted by the applicant or their agent, and evidence has been provided, the status will change to **Evidence Under Review**.
- If a conditional offer has been made and it is accepted by the applicant or their agent, and evidence has not been provided, the status will change to **Evidence to be Uploaded**.
- If an unconditional offer has been made and it is accepted by the applicant or their agent, the status will change to **Unconditional Accepted**.
- When an offer has been declined by the applicant or their agent, the status will change to **Applicant Declined Offer**.
- When an application has been withdrawn by the applicant or their agent, the status will change to **Applicant Withdrawn**.
- When an application has been withdrawn by Admissions, the status will change to **Withdrawn**.

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Responding to an Offer

When the status is updated to **Decision Issued**, click on the **Actions** arrow and select **View Decision**.

Course	Choice Type ↑	Admit Term ↑	Status	Created Date	Modified Date	Creator	Owner	Actions
BENG Computer Engineering (GH6P)	Primary	September 2024	Decision Issued	17/Nov/2023 12:41 PM	17/Nov/2023 3:38 PM	AMS 1 Agent (Branch)	AMS 1 Agent (Branch)	⌄

View Decision
ℹ View details
Assign to me

Applications Details

Application ID

UGADM-000002348

Course Name

BENG Computer Engineering (GH6P)

Decision   **Decision date**

Conditional offer   17/Nov/2023 3:38 PM

View Decision Letter

Applicant Response

The response will not impact any other application which may be in progress for the same admit term.

Pending Response ⌄

Further information will be displayed in a new window. The first section shows the **Application Details**, including the course name, decision and decision date. Click **View Decision Letter** to download the offer letter.

This is followed by the **Applicant Response** section. To respond, select either *Applicant Accepted* or *Applicant Declined* as applicable.

Pending Response ⌄

Please Select
Applicant Accepted
Applicant Declined
Pending Response

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Responding to an Offer

Offer Conditions

Condition Type	Description	Conditional Fulfilled (Activity)	Uploaded	Actions
I.B. Dip	Successful completion of International Baccalaureate Diploma with 32 points overall including 6,5,5 at Higher Level	Not yet fulfilled	No	˅
India Standard 12	Successful completion of your India Standard 12 examinations with an overall score of 75%	Not yet fulfilled	No	˅

Queen's University Belfast cannot make a final decision until conditional evidence has been provided. You may accept the offer and then upload relevant documentation when it is available.

The **Offer Conditions** section shows any conditions that have been placed on the offer; these may be academic, English language or financial conditions.

Click on **Actions** and then **Upload** to provide evidence that the condition has been fulfilled.

If evidence is not available at the time the conditional offer is made, the offer may be accepted, and then relevant documentation uploaded when it becomes available.

Offer Documents

Please read the following documents as part of your offer letter.

Document Type ↑	Description	Actions
Terms & Conditions		˅
Visa leaflet		˅

The **Offer Documents** section provides any additional information, such as Terms and Conditions and Visa information.

Click on **Actions** and then **View Details** to review.

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Responding to an Offer

You should confirm that you have read and agreed to the Queen's University Belfast Terms and Conditions provided, both via email with the offer and through the Queen's Portal.

Once the box is checked, the applicant response and any evidence uploaded can be submitted to the university by clicking the **Submit** button.

Confirmation that the response has been received will be displayed.

In the list of applications, the status will have updated to either **Evidence to be Uploaded, Evidence Under Review** or **Unconditional Accepted**, depending on the circumstances.

Course	Choice Type ↑	Admit Term ↑	Status
BENG Computer Engineering (GH6P)	Primary	September 2024	Evidence to be Uploaded

Withdrawing an Application

An application that is no longer required may be withdrawn by using the **Actions** arrow and selecting **View details**.

Application Id	Applicant Name	Account Name	Course	Choice Type ↑	Admit Term ↑	Status	Created Date	Modified Date	Creator	Owner	Actions
UGADM-000002349	Jane Doe	_Codec Agency Branch	BSC Business Information Technology Incl Professional Experience (GN51)	Secondary	September 2024	Under Review	17/Nov/2023 12:48 PM	17/Nov/2023 3:38 PM	AMS 1 Agent (Branch)	AMS 1 Agent (Branch)	⌄

ⓘ View details

The application will open in the **Documents** tab. Click on the **Withdraw** button in the bottom left corner.

Withdraw   ✕

Withdrawal Type *

Please Select

Withdrawal Reason *

Based on your answer, would you like to be contacted by Queen's University Belfast regarding your withdrawal?

◉ No ○ Yes

Submit

The **Withdraw** dialogue will be displayed. Please select the type of withdrawal from the list of options then provide the reason for withdrawal. Click **Submit** to send the withdrawal to Admissions.

The status of the application will update to **Applicant Withdrawal**.

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