INTRODUCING MY APPLICATIONS

My Applications is our secure site for applicants designed to make your experience of the application process a bit smoother.

The way you use My Applications will differ depending on the programme(s) you have applied for and the information we need you to send us at different times throughout the application period.

You may use My Applications for a number of reasons:

• to check on the status of your application with us,
• to upload any documents which we may ask you for, such as copies of your qualification certificates, your passport, a creative portfolio etc,
• to check the details of your interview or visit day booking,
• to submit further information related to your application which we may ask for,
• or to send the Admissions Team an email about your application.

If we need you to send us additional information or documents we will always let you know by email first and ask you to log in to My Applications.

If you have any problems using My Applications, please contact app-support@dundee.ac.uk.

For enquiries related to your application, please use the ‘Contact Us’ button under ‘Application Details’ to send an email to the Admissions Team (see page 23 for details).

ACCESSING MY APPLICATIONS

Once we have received your application we will send you an email which includes login details for your University of Dundee IT account. Before you can access My Applications, My Dundee or Webmail you must activate your IT account using the Activate icon on our Applicant Dashboard at www.dundee.ac.uk/study/applicants.

If you have any problems activating your IT account or logging in, please contact our IT ServiceDesk for support. You can phone them during office hours on +44 (0)1382 388000 or fill in the Online Enquiry Form (at www.dundee.ac.uk/it/help4u/) and they will get back to you.

You access My Applications by logging in to eVision (see page 5) using the link on our Applicant Dashboard at www.dundee.ac.uk/study/applicants. This webpage also includes links to activate your account, Webmail, My Dundee (our virtual learning environment) and the campus map.
Once you have applied for one of our courses we will email you your IT account details which gives you special access to some of the online resources which our students use. These have been adapted especially for our applicants and are a good introduction to using our systems.

If you have any problems activating your IT account or logging in, please contact our IT ServiceDesk for support. You can phone them during office hours on +44 (0)1382 388800 or fill in the Online Enquiry Form and they will get back to you.

Before you can log in to any of these resources you must activate your IT account and change your pre-set password to something secure and memorable.

This is where you log into access My Applications. You can check the status of your application, securely upload any documents we might have asked for, or book your place on an interview or applicant visit. Our Applicant User Guide is available here.

You will be given your own University of Dundee email account which we will use to communicate with you throughout the application process. You can use this account to contact anyone with a University email address.

This is our virtual learning environment (vLE) which our students use to access learning materials for their modules. You can communicate with other applicants using the Discussion Board, find out a bit more about the course you have applied for and life on our campus, and maybe even look at some sample lectures or workshops.

Start to get a feel for our campus by checking out the campus map. You can also download a printed version which will be useful if you are planning to visit the campus.

To protect your information, it is important that you set up a suitable password for University IT systems such as eVista, Webmail and My Dundee. You can use this service after you have activated your IT account.

Your Studies          Our Campuses          Unions and Sports Facilities
LOGGING IN TO EVISION

The eVision login screen is shown below. Once activated, please use your University IT account details to log in.

If you do not have a University of Dundee student, staff member or applicant account, but have been issued with a username and password to access eVision, please login here.

First time users

Applicants
Only some applicants will be able to access eVision. If you have been issued with a user name and password then you can access eVision. If you have not been sent a letter giving these details then you cannot access eVision.

Students
If you have registered on more than one course at the University you will be asked to choose which course you wish to see records for before viewing the eVision Student Homepage. To login to eVision, students should use their standard University username and password.

Staff
Staff who need access to eVision should complete an eVision user access request form. After your request has been processed and approved, you will then be able to login to eVision using your standard University username and password.

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eVision is used by applicants, current students and staff at the University of Dundee. If you have applied for more than one programme with us you will be asked to select which programme you wish to view application details for from the ‘Course/Programme applied for’ drop down box before you can progress.

If you have previously studied, or are currently studying with us, you will also have to select a value from the ‘Course/Programme matriculated on’ drop down box before you can move on.
Finally you will see the eVision Homepage screen (below).

Clicking the link to ‘My Applications’ from the menu on the left will take you to the My Applications Homepage which is explained in more detail on page 7.

LOGGING OUT OF EVISION
To log out of eVision securely you should close down your browser completely, particularly if you are using a public or shared computer. Closing only the browser tab or window will not log you out of the system and may allow someone else to access your application details.
USING MY APPLICATIONS

The My Applications homepage is laid out in key sections:

- Welcome to My Applications
- Latest Announcements
- Intrain
- Personal Details
- To Do
- My Communications
- Application Details
- Useful Links

Additional sections will appear depending on the programme(s) you have applied to and the actions we need you to complete. These may include:

- Fee Status Questionnaire
- Previous Study Questionnaire
- e-Portfolio Upload
- View and Approve your CAS
- Photo Upload

The following pages will give a brief explanation of each section (starting on the left and then on the right of the screen) and what you might be asked to do by the Admissions Team.

1. First Steps

When you first log in to My Applications select which application you would like to view from the drop down list in ‘Application Details’. Even if you have only applied for one programme, you must select this programme from the drop down list. ‘Application Details’ is found on the left hand part of the screen below the ‘To Do’ section.

Once you have selected the application you wish to view, a summary of that application and some possible actions will be shown.

2. Intrain

Any messages we have sent you, including invitations to book an interview or applicant visit day, will be shown in the ‘Intrain’ section. Clicking on the link in the ‘Action’ column will allow you to complete that action.
3. To Do
Sometimes we need you to do something, e.g. upload copies of your qualifications or complete a Previous Study Questionnaire, before we can process your application. If we have asked you to complete a task it will be shown in the ‘To Do’ section. We will always send you an email to let you know that we need you to do something and have added the task to your To Do list. See page 20 for details on how to upload a document.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transcript</td>
<td>Required</td>
<td>Click to Action</td>
</tr>
<tr>
<td>Photograph (for Student Identification Card)</td>
<td>Required</td>
<td>Click to Action</td>
</tr>
<tr>
<td>View and Approve Your CAS</td>
<td>Available</td>
<td>Click to Action</td>
</tr>
<tr>
<td>e-Portfolio Upload</td>
<td>Available</td>
<td>Click to Action</td>
</tr>
<tr>
<td>Fee Status Questionnaire</td>
<td>Available</td>
<td>Click to Action</td>
</tr>
<tr>
<td>Photo Upload Task</td>
<td>Available</td>
<td>Click to Action</td>
</tr>
<tr>
<td>Previous Study Questionnaire</td>
<td>Available</td>
<td>Click to Action</td>
</tr>
</tbody>
</table>

4. Application Details
Once you have selected the application you wish to view (see 1. First Steps), a summary of that application and some possible actions will be shown.

The options you see may vary from the example below depending on what type of application you are making, e.g. through UCAS, UKPASS or direct to the University. The example below is for a direct application for an exchange programme.
In this section you can view the status of each application. The first nine fields confirm the details of each application:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOD Student ID</td>
<td>This is the ID number we will give you when you first apply to us.</td>
</tr>
<tr>
<td>Personal ID</td>
<td>If you have applied to us through UCAS or UKPASS, they will give you this ID.</td>
</tr>
<tr>
<td>Programme</td>
<td>The name of the programme whose details you are viewing.</td>
</tr>
<tr>
<td>Location</td>
<td>Confirms the campus where you will be studying.</td>
</tr>
<tr>
<td>Entry Year</td>
<td>The academic year you have applied for.</td>
</tr>
<tr>
<td>Start Month</td>
<td>The month your programme will start.</td>
</tr>
<tr>
<td>Mode</td>
<td>Your mode of study, e.g. full time, part time or distance learning.</td>
</tr>
<tr>
<td>College</td>
<td>The name of the Academic College your programme belongs to.</td>
</tr>
<tr>
<td>Academic School</td>
<td>The name of the Academic School your programme belongs to.</td>
</tr>
</tbody>
</table>

The remaining six fields confirm the status of your application, give you some options and highlight some actions we need to you carry out.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Status</td>
<td>This shows a summary of your current application status and will change as you progress through the admissions process.</td>
</tr>
<tr>
<td>Decision</td>
<td>This will remain empty until we make a decision on your application, e.g. Conditional Offer, Unconditional Offer, Reject.</td>
</tr>
<tr>
<td>Conditions</td>
<td>If we have given you a Conditional Offer the details of the conditions will be shown here.</td>
</tr>
<tr>
<td>Response</td>
<td>If we are waiting for you to respond to our offer, this will be shown here. If you have already responded to our offer, your response will be shown here, e.g. Firm Acceptance, Insurance Acceptance (UCAS only), Decline.</td>
</tr>
<tr>
<td>Options</td>
<td>At different stages you will be given different options. For example: ‘Contact Us’ – this allows you to send a secure email to the Admissions Team. This is always available. ‘Apply for Accommodation’ – this is only available once you have firmly accepted our offer and takes you directly to the online booking system ‘Withdraw Application’ – for direct applications only you can make a request to withdraw your application. For UCAS and UKPASS applications you will be asked to contact UCAS or UKPASS directly to withdraw your application.</td>
</tr>
<tr>
<td>Actions</td>
<td>What you see here will change depending on what stage of the admissions process you are at and what we need you to do, e.g. Respond to your Offer, Upload Documents. Clicking any of the buttons will take you through to another screen to complete the task.</td>
</tr>
</tbody>
</table>

If you have applied to us through UCAS or UKPASS, clicking some of the options available (e.g. ‘Withdraw Application’ or ‘Respond to Offer’) will direct you to their websites instead. For UCAS applicants only, your Application Status may not show for periods in August when the school exam results are published.
5. Latest Announcements
At the top right of the My Applications Homepage you can see the ‘Latest Announcements’ section. Here you can find out about the latest news from the University of Dundee. If you click on an article title a new tab will open in your browser and you will be able to read the full article without having to leave My Applications.

The full article might look like this one below.

Why Dundee?
by dundeeuni | Jan 20, 2015 | Applicant News |

High-quality teaching, world-leading research, and a £200 million investment in a compact, friendly campus with an unrivalled position in the heart of the city centre – it’s no wonder we have been rated number one in Scotland and in the UK Top 10 for the past 5 years in the Times Higher Education Student Experience Survey. To find out more reasons why you should choose Dundee, click on the links below.

Our Reputation
A Campus Full of Facilities
Culture, Community and Quality of Life
Enhancing Employability
Innovative Learning and Teaching
World Leading Research
Financial Benefits
6. Personal Details

This section shows your name, date of birth and address details. You also have the opportunity to send us a request to change your details. If you need to change one of these fields you will need to upload the relevant document to support your request. Please note that UCAS and UKPASS applicants will not be able to amend their personal details from this screen, but will be directed to UCAS or UKPASS instead.

By clicking the ‘Query your Personal Details’ button you will see the screen below with the ability to upload supporting documents. Please see page 20 for details on how to upload documents.
By clicking the ‘Amend’ button next to your address you will see the screen below.

### My Communications

Copies of all the emails and attachments we have sent you throughout the admissions process can be viewed by clicking the ‘View My Communications’ link in this section.

On the next screen you will see a list of each email, attachment or task confirmation which we have sent you. By clicking ‘View’ you can look at each one.

We will use your University of Dundee email address for all communications during the admissions process, so please remember to check your account regularly.
8. Useful Links
We have brought together some useful links to our website which have been tailored for you. These links will open in a new tab or window which means you do not have to leave My Applications to view the information. The example below is for a UCAS applicant with a Rest of UK fee status. What you see may look a little different.

9. Fee Status Questionnaire
We will notify you of your calculated fee status shortly after we have received your application. If you think we have calculated your fee status incorrectly you can complete the Fee Status Enquiry in this section and upload the relevant supporting documents. Please see page 20 for details on how to upload documents. Our Fee Status Panel will review the information you have submitted and you will be informed of the decision.

10. Previous Study Questionnaire
If you need a Tier 4 visa to enter the UK we will ask you to give us information about any other periods of study which you might have already undertaken in the UK. Clicking on the link to ‘Previous Study Questionnaire’ in this section will take you to the screens with the relevant questions.
11. e-Portfolio Upload

If you have applied for an art & design or architecture programme we may ask you to submit an e-portfolio (up to 15 files) to show us examples of your creative work. Click on the ‘e-Portfolio Upload’ link in this section.

On the next screen (below) you will be given instructions for the format of your portfolio and the link to upload your files to the system. Some programme may also ask additional questions as part of the application. Please see page 20 for details on how to upload files.
12. Photo Upload

A few weeks before you join us in Dundee we will ask you to upload a passport sized photo which will be used on your matriculation card. Click on the link to ‘Upload your photo’ in this section. Please see page 20 for details on how to upload files.

You will be taken through the following screens.
13. View and Approve Your CAS

If you need a Tier 4 visa to enter the UK we will ask you to view your pre-Confirmation of Acceptance of Studies (CAS) and approve the information or inform the Admissions Team if changes are needed. Clicking on the link to 'View and Approve your Confirmation of Acceptance of Studies (CAS)' in this section will take you through a number of screens (see below for examples). It is important that you check the details on each screen carefully and let us know if any information is incorrect as this may affect your application for a Tier 4 visa. The screenshots shown below are examples of each screen you will need to check.

Screen 1:

Welcome to the CAS Details Check Form

Please check all the information and make any required changes.

These are the details which we will submit to the UK Visa immigration in order to obtain your CAS number for your VISA application.

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Personal ID</td>
</tr>
<tr>
<td>Family Name</td>
</tr>
<tr>
<td>Given Name</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Passport Number</td>
</tr>
</tbody>
</table>

Continue

Screen 2:

Welcome to the CAS Details Check Form

Please check all the information and make any required changes.

These are the details which we will submit to the UK Visa immigration in order to obtain your CAS number for your VISA application.

<table>
<thead>
<tr>
<th>Correspondence Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address Line 1</td>
</tr>
<tr>
<td>Correspondence Address Line 2</td>
</tr>
<tr>
<td>Correspondence Address Line 3</td>
</tr>
<tr>
<td>Correspondence Address Line 4</td>
</tr>
<tr>
<td>Correspondence Address Line 5</td>
</tr>
<tr>
<td>Postcode (UK Only)</td>
</tr>
<tr>
<td>Telephone (including National Code)</td>
</tr>
<tr>
<td>Mobile Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

Continue
Welcome to the CAS Details Check Form

Please check all the information and make any required changes.
These are the details which we will submit to the UK Visa Immigration in order to obtain your CAS number for your VISA application.

<table>
<thead>
<tr>
<th>Course Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Partner Institution</td>
</tr>
<tr>
<td>Name of Overseas Higher Education Institution</td>
</tr>
<tr>
<td>Course Title</td>
</tr>
<tr>
<td>Academic Level of Study</td>
</tr>
<tr>
<td>Course Start Date</td>
</tr>
<tr>
<td>Expected Course End Date</td>
</tr>
<tr>
<td>Mode of Study</td>
</tr>
<tr>
<td>Hours of Study Per Week</td>
</tr>
<tr>
<td>ATAS Certificate Required</td>
</tr>
</tbody>
</table>

Screen 4:

Welcome to the CAS Details Check Form

Please check all the information and make any required changes.
These are the details which we will submit to the UK Visa Immigration in order to obtain your CAS number for your VISA application.

<table>
<thead>
<tr>
<th>Progression Details Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you previously been a student in the UK?</td>
</tr>
<tr>
<td>Previous Academic Level (Scottish Equivalent)</td>
</tr>
<tr>
<td>New Course Level Higher, Lower or Same</td>
</tr>
<tr>
<td>Progression Justification</td>
</tr>
</tbody>
</table>

Further Information
If any of the above information is incorrect, please give us the details here. If you have studied in the UK before at ANY level at ANY Institution at ANY time, you must tell us now. (Max. 500 Characters)

Continue
**Screen 5:**

**Welcome to the CAS Details Check Form**

Please check all the information and make any required changes. These are the details which we will submit to the UK Visa Immigration in order to obtain your CAS number for your VISA application.

<table>
<thead>
<tr>
<th>Fee Details Change</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Fees for Academic Year 2014/5 (GBP)</td>
<td>An authorised Student Exchange agreement applies therefore fees not applicable.</td>
</tr>
<tr>
<td>Scholarship Amount (GBP)</td>
<td>An authorised Student Exchange agreement applies therefore fees not applicable.</td>
</tr>
<tr>
<td>Course Tuition Fees Paid So Far (GBP)</td>
<td>An authorised Student Exchange agreement applies therefore fees not applicable.</td>
</tr>
<tr>
<td>Fee Amount to Pay (GBP)</td>
<td>An authorised Student Exchange agreement applies therefore fees not applicable.</td>
</tr>
</tbody>
</table>

**Further Information**

If any of the above information relating to your course fee is incorrect, please give us the details here (Max. 500 Characters)

University Accommodation Pre-Paid Amount (GBP) 0.00

**Further Information**

If any of the above information relating to your accommodation payment is incorrect, please give us the details here (Max. 500 Characters)

Continue

**Screen 6:**

**Welcome to the CAS Details Check Form**

Please check all the information and make any required changes. These are the details which we will submit to the UK Visa Immigration in order to obtain your CAS number for your VISA application.

**Document Upload and Additional Information**

Documents used to assess academic ability:

**Further Information**

Please enter any additional information if required (including any indication of the date of your Visa appointment).

Continue
Welcome to the CAS Details Check Form

Please check all the information and make any required changes.
These are the details which we will submit to the UK Visa Immigration in order to obtain your CAS number for your VISA application.

Declaration

I certify that the information given on this form is true, complete and accurate.

I certify that:

- I have declared ANY previous study in the UK
- the documents I have provided in relation to this application are current, genuine and belong to/relate to me (e.g. passport, qualification certificates/transcripts, etc)
- funding is in place, and I will ensure that I have sufficient funds to pay the first year of fees plus GBP7,380 (GBP1,620 if applying from UK) to cover one year’s living costs in the UK.
- the full monetary amounts will be in a bank account (in my name or jointly in my name) for a minimum of 28 days prior to me making my visa application.
- where official external sponsorship is in place, it covers FULL tuition fees, and I will provide a certified copy of the sponsorship documentation for my UKBA Visa application

Please submit this form to us by clicking the 'Submit' button below.

Note: this form is automatically sent back to us when you press 'Submit'. Please only complete and send this form ONCE. If you feel that you have forgotten something that you wanted to include, or if your circumstances change, please email contactus@dundee.ac.uk, quoting your id number and full name in any correspondence.

In clicking the 'Submit' button you are agreeing to the statement in the above declaration.
UPLOADING DOCUMENTS

A number of the tasks we might ask you to complete include uploading specific documents. The next few pages will take you through each step. The steps to upload a document are exactly the same across My Applications.

You can see a link to ‘Upload Documents’ in the ‘Application Details’ section.

![Screen showing Application Details with a 'Upload Documents' button highlighted.]

Clicking this button takes you to the following screen which tells you what types of document you should upload. In this example the applicant has been asked to upload an Academic Transcript and Passport.

![Table showing document types, status, and upload dates.]

The types of document required from you are shown below. Please click the 'Upload Files' button next to the type of document that you wish to provide. If multiple types of document are required, you will be able to return to this screen to select more after uploading your document.
Clicking ‘Upload Files’ takes you to the following screen.

Click ‘Browse’ to open the ‘File Upload’ screen and find the document you wish to upload. The file(s) you need must be accessible on your computer. You will find it helpful if you can give the document a sensible filename which describes what it is.

The file you have chosen will appear in the list (see below). If you have chosen the wrong file by mistake, just click the ‘Delete’ button and start again.
To ensure your document is uploaded securely, click ‘Upload’ and the status bar should fill to 100%.

You will see the status change to 100% once the upload is complete.

Click on ‘Next’ and you will see confirmation that your document has uploaded. You now have two options – to return to the list of document types and upload another document, or to exit this section and return to the My Applications Homepage.
CONTACTING US

You can send a secure email to the Admissions Team using My Applications at any time. A record of your enquiry will be stored alongside your application and you will be able to view it at any time in My Communications. The link to ‘Contact Us’ is shown in the ‘Application Details’ section.

After clicking ‘Contact Us’ you can complete the fields seen below to send the Admissions Team an email. You can also upload a document if required (see page 19). A copy of this email will be sent to you and will also be accessible to you from My Communications.
INTRODUCING MY EVENTS

If you have been invited to book an interview or applicant visit day you will also see a left hand menu item for My Events.

You will see the original invitation in your Intray and you should click the relevant links to make your booking.

Once you have booked your interview or applicant visit day you will see the event details appearing in My Events. From here you can view the booking details, resend the booking confirmation email or cancel your attendance.

Clicking ‘View Your Booking Details’ takes you to the screen below.

Clicking ‘Receive your Booking Email’ will resend your confirmation email to the addresses we store for you. You will see the following confirmation screen.

If you no longer wish to attend an interview or visit day, you can click ‘Cancel Attendance’ and send the Admissions Team an email to inform them of your cancellation.