

Admissions Partner Processing

24 November 2017

Admissions Unit

- Tanja Sculte, Head, Admissions
- John Lahiri, James Whitehouse Deputy Head, Admissions
- Admissions team deals with 40,000 applications per year – split evenly between UCAS and direct
- Responsible for Home and International admissions including Colleges & partners

Application Calendar

- 15th January 2018 (UCAS) – Entry deadline for the majority of undergraduate courses to be classed as ‘on-time’ applications.
- 2nd May – (UCAS) If you have received all of your decisions by 31st March you must reply to any offers by today or they will be declined.
- 3rd May – (UCAS) Universities / Colleges are required to make decisions on any application submitted by 15th Jan.
- 7th June – (UCAS) If you have received all of your decisions by 3rd May you must reply to any offers by today or they will be declined.
- 21st June – (UCAS) If you have received all of your decisions by 7th June you must reply to any offers by today or they will be declined.
- July 5th **Start of Clearing:** UCAS offers can now only be unconditional – deadline for making offers is start of term. University Clearing website wlv.ac.uk/clearing opens
- July 12th Deadline for decisions for applications received *after* the on time deadline (15th January)
- August / September Annual Leave embargo for Admissions Unit staff

Confirmation and Clearing

- 10th August: 'A' level results download from UCAS.
- 11th August Admissions team confirms all CF/CI applicants (or offers alternative courses)
- 16th August – A-Level results day.

Confirmation and Clearing

- **Clearing hotline 01902 51 8585 opens at 7am until 7pm**
- Admissions will notify successful applicants by text and e-mail that they have secured a place prior to opening of hotline. Where applicants can't be confirmed they will receive an email and text indicating the reasons why this couldn't be done (generally due to missing qualifications)
- **Clearing Open Day**

Confirmation and Clearing

- Closing courses – if you believe any courses will not be offered please notify Admissions and Partnerships at the University so appropriate arrangements can be made to offer alternatives

Details of Your Offer

University Student Number: 0613174

Dear Majid,

Thank you for your application to read the following programme of study at this University commencing in September 2018.

BA(Hons) English Language and Literature 6 Part-Time Point of entry: Year 1

We are pleased to inform you that we have been able to offer you a conditional place on the above course.

Pass Access to HE Diploma full award (Pass of 60 credits - of which a minimum of 45 credits must be at level 3 including 18 at Merit or Distinction).

In order to accept our offer please log onto e:Vision and complete the Applicant Response to Offer questions on the My Task page. Please ensure that you read carefully through all of our [terms and conditions](#).

If you have any questions about this offer, please log a Helpdesk call through e:Vision. We will endeavour to answer all Helpdesk calls within 8 working hours.

Please note, your course starts on and we require all conditions to be met without exception by 1700 on the 31 Jul 2018

We reserve the right to defer your application to the next available intake if we are unable to confirm your place in a suitable time for you to start the course

To log onto e:Vision, go to www.wlv.ac.uk/eVision - you will need your Username (which is your 7-digit student number, shown at the top of this email) and your password which was sent to you in an email when you first submitted your application. If you cannot remember your password, please use the "Forgot your password" link. A new password will be sent to james.whitehouse@wlv.ac.uk.

Yours sincerely,

Admissions Team
University of Wolverhampton





CLEARING 2017

Congratulations on your Informal Offer to study
[BA \(Hons\) Accounting and Finance with Foundation Year](#)

University of Wolverhampton

[Complete our online application form](#)

Clearing Number: 1723682

15 August 2017

Dear Bo,

Thank you for your interest in the University of Wolverhampton.

We are pleased to make you an informal offer of a place on:

[BA \(Hons\) Accounting and Finance with Foundation Year](#) Full-time

This is subject to you completing our [online application form](#). To access the online application form please select the 'New User' option by no later than 4pm **16th August 2017**. **This informal offer is not a guarantee of a place and may be withdrawn at anytime.**

The following must be submitted to FoSS-UCenquiries@wlv.ac.uk by no later than 4pm 20th August 2017, you will be required to:

Write a 750 word essay (not including quotes) on the following subject:

"What are the advantages to studying an undergraduate degree and how do you think the successful completion of your degree will help you in your life?"

Criteria for a Successful Essay

- Evidence of clarity, coherence and appropriateness
- Evidence of ability to organise ideas and information
- Ability to present logical argument and exposition
- Evidence of critical reflection and evaluation
- Evidence of close, critical reading
- Avoid gratuitous fact or summary
- Ideas supported with quotations and references (remember to use Quotation marks if you are going to quote the author's words or ideas)
- **Essay must be submitted to FoSS-UGenquiries@wlv.ac.uk by no later than 4pm 20th August 2017**

Although we have provisionally recorded your tuition fee status as 'Home/UK', your fee status may be reassessed. Additional information may be sought in order to confirm your status at a later stage.

If you would like to discuss your application or provide us with any documentation please join us at our [Open Day](#) on the 19th August.

If you have any queries, please contact me on 01902 32 1059 . We look forward to receiving your application.

Yours sincerely,

Jean-Paul Lahiri

Wolverhampton Business School



Once logged into e:Vision, click
Admissions > Online Applications

The screenshot shows the e:Vision portal interface. At the top, the navigation bar includes 'Admissions' and 'Online Applications'. A blue callout box with an arrow points to the 'Online Applications' link in the dropdown menu. Below the navigation bar, the page content includes a 'Staff Home Page' section, a 'What is e:Vision?' section, a 'News and Information' section, and a footer with 'LEGAL INFORMATION', 'CONNECT WITH US', and 'CONTACT US'.

Staff Home Page

What is e:Vision..?

e:Vision is... an information and management system. It allows staff to work with a wide range of student information, both individually and grouped, and implement a more streamlined - in some cases even automated - administration process.

In an attempt to make e:Vision easier to navigate and use we will be reducing the number of options listed within the primary navigation menu.

If you encounter any issues with e:Vision, please log a Helpdesk call.

News and Information

University Counselling Service

The University Counselling Service can help you support your students with any personal problems. Your students can call on 01902 322572 to make an appointment or use the drop-in times (no appointment necessary) 12.30-1pm, Monday to Friday, Ground Floor of ML building.

We also run workshops for students - this semester we are offering workshops on assertiveness; motivation & strategies to help with stress & confidence building.

For more information direct your students to www.wlv.ac.uk/counselling or search for us on Facebook at University of Wolverhampton Student Counselling Service.

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University of Wolverhampton
Wulfruna Street
Wolverhampton
WV1 1LY
Tel: 01902 321000
Email: enquiries@wlv.ac.uk

www.wlv.ac.uk

QAA

Partner College Applications

The screenshot shows a web browser window with the URL https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTAL.URL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVJvz-clo61vztVBmjnk4B9aM0CHph5WB. The page header includes the University of Wolverhampton logo and the text "UNIVERSITY OF WOLVERHAMPTON KNOWLEDGE • INNOVATION • ENTERPRISE". The breadcrumb trail is "eVision > Admissions > Online Applications". The user is logged in as "John Lahiri (IN8067)".

The main content area is titled "Online Applications" and contains a list of menu items:

- ★ Partner College Applications
- Partner College Applications
- Individual Course Statistics
- View an Applicant's Correspondence
- Upload Application Documents for Applicants
- View an Applicant's Uploaded Documents
- Debtors

A blue arrow points from the "Partner College Applications" menu item in the main content area to a callout box on the right.

Online Applications

★ Partner College Applications

Partner College Applications

Individual Course Statistics

View an Applicant's Correspondence

Upload Application Documents for Applicants

View an Applicant's Uploaded Documents

Debtors

Applications awaiting decision

Course Code	Course Name	Administrator	Mode	View Applicants
NH094H01BMD	BSc (Hons) Podiatry at Birmingham Metropolitan College	Esther Sabin	Full-time	0
NH094H01BMU	BSc (Hons) Podiatry at Birmingham Metropolitan College	Faye Perryman	Full-time	22
SR007F01BMD	Foundation Degree (Science) Sport and Exercise Science at Birmingham Metropolitan College	Alison Barber	Full-time	2
SR007F01BMU	Foundation Degree (Science) Sport and Exercise Science at Birmingham Metropolitan College	Alison Barber	Full-time	3
PC005N31BMD	Professional Graduate Certificate in Education (Post Compulsory Education) at Birmingham Metropolitan College	Anne Groll	Part-Time	0
PC001G31BMD	Undergraduate Certificate in Education (Post Compulsory Education) at Birmingham Metropolitan College	Anne Groll	Part-Time	2

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Wulfruna Street
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Tel: 01902 321000
Email: enquiries@wlv.ac.uk



Where the number is greater than 0, you can click through to view applicants for each course.

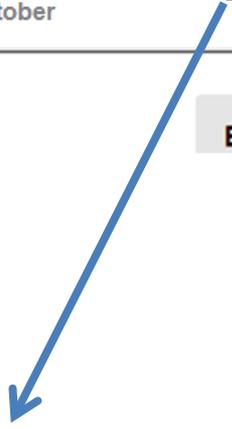
A list of applicants is then generated.

List of Applicants for - Professional Graduate Certificate in Education (Post Compulsory Education) at Birmingham Metropolitan College

Student Number	Student Name	Academic Year	Date of application Month of Entry	Uploads	Application form	Offer
1234567	Test A	2015/6	30/Jul/2014 October	No uploads		Process Offer
2345678	Test B	2015/6	22/Jul/2014 October	No uploads		Process Offer
3456789	Test C	2015/6	03/Mar/2015 October	View uploads		Process Offer

[Back to List](#)

If there are any uploaded documents, click 'View uploads' to view these.



List of Uploaded Documents

Uploaded Date	Uploaded Time	Document Name	Document Type	Document Keywords
05/Mar/2015	8:55 am	View Document (05/Mar/2015)	Application Form, CV or Personal Statement	PERSONAL STATEMENT - PG CERT PCE
09/Mar/2015	10:18 am	View Document (09/Mar/2015)	Application Form, CV or Personal Statement	PERSONAL STATEMENT

List of Applicants for - Professional Graduate Certificate in Education (Post Compulsory Education) at Birmingham Metropolitan College

Student Number	Student Name	Academic Year	Date of application Month of Entry	Uploads	Application form	Offer
1234567	Test A	2015/6	30/Jul/2014 October	No uploads		Process Offer
2345678	Test B	2015/6	22/Jul/2014 October	No uploads		Process Offer
3456789	Test C	2015/6	03/Mar/2015 October	View uploads		Process Offer

University of Wolverhampton Application Form

You are applying for the course Test Course (2015/6) to be studied Full-time. Your anticipated start date is 05/Oct/2015.

The application form is separated into sections, you can see these sections on the tabs below.

You may not be able to move from one page to the next until you've completed all required fields, this is to ensure we get the information we need without having to bother you again.

Any field that has a blue line **I** next to it means this is a mandatory field and must be completed to progress.

This is a copy of your online application which was received on and is being processed. You should check this carefully and if you need to make any changes or have any queries, please use your e-Vision account to log a help call.

* Indicates mandatory fields

Personal Details	
* Title	Miss
* Family Name/Surname	Test
* First/Given Names	A
Known As	Test
* Gender	F
* Date of Birth (dd/mm/yyyy)	15/07/1992
Ethnic Origin	Asian - Indian

Contact Address			
* Address line 1	42 HAMSTEAD HILL, HANDSWORTH WOOD	Postcode	B20 1DL
Address line 2		* Email	poojarana@live.com
* Town/City	BIRMINGHAM	Telephone	07971 708358
County/Region	WEST MIDLANDS	Mobile/ cell	07971 708358
* Country	England		

Permanent Home Address			
Address line 1	42 HAMSTEAD HILL, HANDSWORTH WOOD	Postcode	B20 1DL
Address line 2		Email	poojarana@live.com
Town/City	BIRMINGHAM	Telephone	07971 708358
County/Region	WEST MIDLANDS	Mobile/ cell	07971 708358
Country	England		

On submission of this form, a copy of the completed application form will be emailed to you at the email address provided above.

*Indicates mandatory fields

Additional Support	
* Please indicate any disability or special need that may require additional support in your study or accommodation	NO DISABILITY



Click to view the application form.

List of Applicants for - Test Course at Your Institution						
Student Number	Student Name	Academic Year	Date of application Month of Entry	Uploads	Application form	Offer
1234567	Test A	2015/6	30/Jul/2014 October	No uploads		Process Offer
2345678	Test B	2015/6	22/Jul/2014 October	No uploads		Process Offer
3456789	Test C	2015/6	03/Mar/2015 October	View uploads		Process Offer

[Back to List](#)

Process Applicant

Please check the information below and choose how to proceed with this application.

Student Number	1200485
Name	TEST2 Test1
Admissions Course code / Name	AN004RD (BMD) / BSc (hons) Podiatry at Birmingham Metropolitan College
Mode of Study	01 Full-time
Academic Year	2015/6
Month of Entry	September

[Unconditional](#) [Reject](#) [Conditional](#) [Interview](#) [Exit](#)

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 Wolverhampton
 WV1 1LY
 Tel: 01902 321000
 Email: enquires@wlv.ac.uk

Click Process Offer to show student information and your options for proceeding with the application.

Process Applicant

Please check the information below and choose how to proceed with this application.

Student Number	1234567
Name	Test A
Admissions Course code / Name	NH123H01BMU
Mode of Study	31 Part-Time
Academic Year	2015/6
Month of Entry	October
Approver	I will Be Paying my own feesSandwell Mental Health and Social Care NHS Foundation TrustHeart of England NHS Foundation TrustSandwell & West Birmingham Hospitals NHS TrustWalsall Hospitals NHS TrustCompton HospiceDudley Group Hospitals NHS TrustShropshire County PCTRoyal Wolverhampton Hospitals NHS Trust - LBRBlack Country Partnership NHS Foundation TrustOther ProviderSouth Staffordshire Primary Care TrustBurton Hospitals NHS TrustDudley & Walsall Mental Health Partnership TrustStaffordshire & Stoke on Trent Partnership NHS TrustDouglas Macmillan HospiceShropshire County PCT
Decision	
Notes	

Unconditional

Reject

Conditional

Exit

Conditional offer for 1234567, A Test

Please enter the conditional offer text for this applicant in the box below. NOTE: This text will be visible to the applicant in their offer letter.

Clicking the button below will confirm that you wish to give this applicant a conditional offer for this course application.

Confirm

Cancel

Click the action and enter the offer details/reject information and click Confirm to save.



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Online application offer made

A decision has been made for the applicant below:-

- **Student Code: 1708749**
- **Student Name: Tayarna Alexander-Rainford**
- **Course name: BSc (Hons) Podiatry at Birmingham Metropolitan College**
- **Start Month: September**
- **Start Date:**
- **Decision Type: Conditional Offer by Tutor**
- **Offer Text:**

Please check validity of offer prior to processing through RCD

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Congratulations Tayarna! Next stop: WLVI!



Student Number:1708749

Dear Tayarna

Congratulations, your place has been confirmed. We're thrilled you're going to be joining us soon to study BSc (Hons) Podiatry at Birmingham Metropolitan College.

Following all the tension of waiting for results day, you can now take a well-earned breath and relax, knowing you'll be well looked after by our outstanding student support teams both as you start your first weeks as a student in higher education, and throughout your studies.

Enrolment onto your course is available now through your [e:Vision account](#)

You've made the right choice to join us at the University of Wolverhampton; in fact, here are just some reasons you'll discover we're the University of Opportunity:

- We're half-way through our 5-year £250m investment generation programme – and the results so far are amazing!
- Our students get jobs! We're 2nd in the UK with a graduate employability rate of 96%*.
- Our students are happy! We've reached our best ever satisfaction rate^a: with 12 courses reaching 100% satisfaction and over a third rated 90% or higher.
- Our support for students is award-winning!~
- We're changing lives for the better with world-leading research#
- We're commended by the Quality Assurance Agency.

If you want to find out more about these amazing reasons – and much more – simply check out our website: wlv.ac.uk, and start looking forward to the excitement of being a new student.

If you have a Disability or a Specific Learning Difficulty, please see the [Guide](#) for Disabled Students for information about applying for Disabled Students' Allowance and information about accessing support at university.

If you have been awarded DSA support, please come along to our DSA Support Agency event on Wednesday, 6th September, 2017. It is important that you attend this event so that you can meet the agencies providing DSA support. This includes support provided by the University. Please bring with you a copy of your DSA letter. [Book here.](#)

More information can be found at [Student Support and Wellbeing](#). We'll be in touch soon.

The University of Wolverhampton
Admissions Team

University of Wolverhampton
Wulfrun Street
Wolverhampton
WV1 1LY

Website: www.wlv.ac.uk
Enquiries: 01902 321000



Individual Course Statistics

The screenshot shows the University of Wolverhampton eVision portal. The browser address bar displays the URL: https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTALURL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVz-clo61vztVBmjnk4B9aM0CHph5WB. The page header includes the University of Wolverhampton logo and the text 'UNIVERSITY OF WOLVERHAMPTON KNOWLEDGE • INNOVATION • ENTERPRISE'. The breadcrumb trail is 'eVision > Admissions > Online Applications'. The user is logged in as 'John Lahiri (IN8067)'. A left-hand navigation menu lists various categories such as 'Staff Home', 'Online Surveys', 'Academic Staff', 'Quality', 'Admissions', 'Student Information', 'Modules & Courses', 'Timetabling & Rooming', 'Student Enabling Centre', 'Placements', 'Corporate Reports', 'Information & Guidance', 'Helpdesk', 'Search / Map', 'Collaborative Partner', 'Student Content Map', and 'School Engagement'. The main content area is titled 'Online Applications' and features a blue header for 'Partner College Applications'. Below this header, a list of links is displayed: 'Partner College Applications', 'Individual Course Statistics', 'View an Applicant's Correspondence', 'Upload Application Documents for Applicants', 'View an Applicant's Uploaded Documents', and 'Debtors'. A blue arrow points from the 'Individual Course Statistics' link in the main content area to a callout box on the right. The callout box, titled 'Online Applications', contains a blue header for 'Partner College Applications' and a list of the same links as the main content area, with 'Individual Course Statistics' underlined.

eVision Portal

https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTALURL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVz-clo61vztVBmjnk4B9aM0CHph5WB

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eVision > Admissions > Online Applications

Logged in as John Lahiri (IN8067) | Logout

Staff Home

Online Surveys

Academic Staff

Quality

Admissions

Student Information

Modules & Courses

Timetabling & Rooming

Student Enabling Centre

Placements

Corporate Reports

Information & Guidance

Helpdesk

Search / Map

Collaborative Partner

Student Content Map

School Engagement

Online Applications

★ Partner College Applications

Partner College Applications

Individual Course Statistics

View an Applicant's Correspondence

Upload Application Documents for Applicants

View an Applicant's Uploaded Documents

Debtors

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View an Applicant's Uploaded Documents

Debtors

Course enquiries: 0800 953 3222 | General enquiries: 01902 321000 | Email: enquiries@wlv.ac.uk

Choose a Course and Year to view from the drop down menus and click Generate Chart.

Report Parameters
Report Parameters are entered on this page.

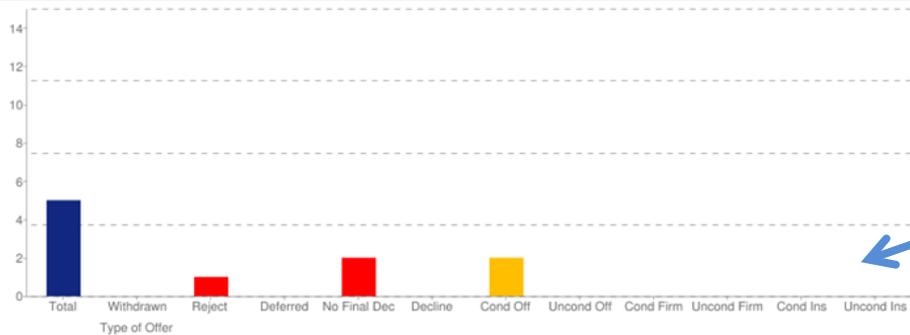
Individual Course Statistics
This report will show you a bar chart and details of the offers made for a particular course.
Choose a course from the dropdown below and select from the options that appear.
Select an Academic year.
Press Generate Chart.

Partner College Course Statistics

Please complete the report options and click the 'Run Report' button.

Course	NH123H01BMU	Test Course at Your Institution	Part-time	▼
Year	2015/16	▼		

Applications in 2015/6 for NH123H01BMU / Test Course at Your Institution Part-time as of 30/06/2015 at 10:19



A chart and table are generated, showing the number of applicants in each category on the course.

Statistics												
Fee Status	Total	Withdrawn	Rejected	Deferred	No Final Decision	Declined Offer	Conditional Offer	Unconditional Offer	Conditional Firm	Unconditional Firm	Conditional Insurance	Unconditional Insurance
All	5	0	1	0	2	0	2	0	0	0	0	0
Home/EU	3	0	1	0	0	0	2	0	0	0	0	0
O/SEAS	0	0	0	0	0	0	0	0	0	0	0	0
ELQ	0	0	0	0	0	0	0	0	0	0	0	0
Fee Assessment	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	2	0	0	0	2	0	0	0	0	0	0	0

Key	
Total	Total applications received
Withdrawn	Application has been withdrawn

View an Applicant's Correspondence

The screenshot shows the eVision Portal interface. The browser address bar displays the URL: https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTAL_URL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVJvz-dlo61vztVBmjnk4B9aM0CHph5WB. The page header includes the University of Wolverhampton logo and the text 'UNIVERSITY OF WOLVERHAMPTON KNOWLEDGE • INNOVATION • ENTERPRISE'. The breadcrumb trail is 'eVision > Admissions > Online Applications'. The user is logged in as 'John Lahiri (IN8067)'. A left-hand navigation menu lists various categories such as 'Staff Home', 'Online Surveys', 'Academic Staff', 'Quality', 'Admissions', 'Student Information', 'Modules & Courses', 'Timetabling & Rooming', 'Student Enabling Centre', 'Placements', 'Corporate Reports', 'Information & Guidance', 'Helpdesk', 'Search / Map', 'Collaborative Partner', 'Student Content Map', and 'School Engagement'. The main content area is titled 'Online Applications' and contains a list of links: 'Partner College Applications' (highlighted with a blue bar), 'Partner College Applications', 'Individual Course Statistics', 'View an Applicant's Correspondence' (indicated by a blue arrow), 'Upload Application Documents for Applicants', 'View an Applicant's Uploaded Documents', and 'Debtors'. At the bottom of the page, contact information is provided: 'Course enquiries: 0800 953 3222 | General enquiries: 01902 321000 | Email: enquiries@wlv.ac.uk'.

This inset box provides a magnified view of the 'View an Applicant's Correspondence' link from the main screenshot. It features a blue border and a blue background header with the text 'Online Applications'. Below the header, a dark blue bar contains a yellow star icon followed by the text 'Partner College Applications'. The list of links is repeated, with 'View an Applicant's Correspondence' underlined in blue. The links listed are: 'Partner College Applications', 'Individual Course Statistics', 'View an Applicant's Correspondence', 'Upload Application Documents for Applicants', 'View an Applicant's Uploaded Documents', and 'Debtors'.

Report Parameters

Report Parameters are entered on this page.

Use this search to view an Applicant's correspondence.

View Applicant's Correspondence

Please complete the report options and click the 'Run Report' button.

Master Student code

Use your browser's 'Back' button to return here afterwards.

Enter the student number and click Run Process.

Click View Correspondence to view the letter/email/text message sent.

Item of Correspondence	Correspondence Type	Generated Date	View
Road to Success invitation email	Email	17/Jun/2015 at 14:21	View Correspondence
RTS Text	Text Message	17/Jun/2015 at 14:21	View Correspondence
Reminder for Taster session	Email	16/Jun/2015 at 16:48	View Correspondence
Notification of fee assessment requirement	Email	08/Jun/2015 at 14:58	View Correspondence
Vice-Chancellor's Welcome to Wolverhampton	Email	03/Jun/2015 at 09:37	View Correspondence
Interview Invitation by email	Email	02/Jun/2015 at 10:03	View Correspondence
Road to Success invitation email	Email	02/Jun/2015 at 15:04	View Correspondence
RTS Text	Text Message	02/Jun/2015 at 15:04	View Correspondence
Invitation to Applicant Day	Email	02/Jun/2015 at 15:05	View Correspondence
Welcome to the University of Wolverhampton	Email	02/Jun/2015 at 09:39	View Correspondence
Request for work experience details	Email	02/Jun/2015 at 09:48	View Correspondence
Offer Notification Email	Email	02/Jun/2015 at 12:24	View Correspondence

The Road to Success Starts Here...

University Student Number: 1234567

Dear Test,

The Institute of Health Professions would like to invite you to attend Road To Success City Campus on 15 July 2015 from 9:30am at the University City Campus.

The day will include meeting staff members, current students, information on the completion of essential paperwork DBS (Formerly CRB) check, Occupational Health assessment and NHS Student Bursary forms) prior to starting your course.

A detailed programme of the day is available to you via e:Vision. It would be advisable to bring a packed lunch with you as facilities on site may not be able to cater for the number of students expected to attend these events.

You must attend a Road to Success event prior to commencing your course.

To accept your invitation, please respond via [e:Vision](#) and follow the instructions on the My Tasks page no later than 08 July 2015. If you are unable to attend, you will be given the option to book an appointment with a Student Advisor.

If you have any questions please log a call via the Applicant Helpdesk in e:Vision we will answer your queries within 8 working hours.

Thank you, we look forward to seeing you soon!

Yours sincerely,

An example of a letter sent to an applicant.

Upload Application Documents for Applicants

The screenshot shows the eVision Portal interface. The browser address bar displays the URL: https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTAL.URL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVJvz-clo61vztVBmjnk4B9aM0CHph5WB. The page header includes the University of Wolverhampton logo and the text 'UNIVERSITY OF WOLVERHAMPTON KNOWLEDGE • INNOVATION • ENTERPRISE'. The navigation breadcrumb is 'eVision > Admissions > Online Applications'. The user is logged in as 'John Lahiri (IN8067)'. The main content area is titled 'Online Applications' and contains a list of links under a 'Partner College Applications' header. A blue arrow points to the link 'Upload Application Documents for Applicants'.

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Online Applications

- ★ **Partner College Applications**
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- Individual Course Statistics
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- View an Applicant's Uploaded Documents
- Debtors

Select and Upload

Enter Student Code Test A

Select Document Type:

- Qualifications / Certificates
- Fee Assessment Form
- Criminal Conviction
- Occupational Health
- Fitness to Teach
- References
- Other
- Application Form, CV or Personal Statement
- English Language Qualification
- Passport
- Visa
- Biometric
- ATAS Certificate
- Offer Letter
- CAS Letter
- Deposit

Keywords:
e.g. Qualification Type and Subject.

Select the file using the Browse Button:
(Max file size = 3MB)

Transcript.pdf

Enter the Student Number and Applicant's name will appear next to it.

Choose a category to upload the document under.

Enter a description for the document.

Click Choose file to find the document you want to upload then click Upload.

The following Confirmation Screen will appear.

Confirmation Screen 2

Student Code:	1234567
Student Name:	Test A
Document Type:	Qualifications and Certificates
Uploaded:	30-June-2015
Uploaded by:	John Lahiri
Keywords:	TRANSCRIPT
Document Link:	 View Document

Click here View the document you have uploaded.

Click here to upload another document to this student number.

Click here to confirm the upload and exit the Confirmation Screen, if this or the 'upload another' button isn't clicked the file won't upload.

View an Applicant's Uploaded Documents

The screenshot shows the eVision Portal interface. The browser address bar displays the URL: https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTAL.URL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVJvz-dlo61vztVBmjnk4B9aM0CHph5WB. The page header includes the University of Wolverhampton logo and the text 'eVision > Admissions > Online Applications'. The user is logged in as John Lahiri (IN8067). A left-hand navigation menu lists various categories such as Staff Home, Online Surveys, Academic Staff, Quality, Admissions, Student Information, Modules & Courses, Timetabling & Rooming, Student Enabling Centre, Placements, Corporate Reports, Information & Guidance, Helpdesk, Search / Map, Collaborative Partner, Student Content Map, and School Engagement. The main content area is titled 'Online Applications' and features a blue header for '★ Partner College Applications'. Below this header, a list of links is displayed: Partner College Applications, Individual Course Statistics, View an Applicant's Correspondence, Upload Application Documents for Applicants, View an Applicant's Uploaded Documents (highlighted with a blue arrow), and Debtors.

This inset box provides a magnified view of the 'View an Applicant's Uploaded Documents' link from the main screenshot. It features a blue border and a blue header with the text 'Online Applications'. Below the header is a blue bar with a star icon and the text '★ Partner College Applications'. The list of links is repeated, with 'View an Applicant's Uploaded Documents' underlined to indicate it is the selected link.

Report Parameters

Report Parameters are entered on this page.

Staff view of Docs

Please complete the report options and click the 'Run Report' button.

Enter Student Number

Clear Fields

Run Process

Enter the Student Number and click Run Process

This screen appears showing all documents uploaded to the student number.

Uploaded Documents for 1200485, Haiden Novis

Uploaded Date	Uploaded Time	Document Name	Document Type	Document Keywords
21/Nov/2013	1:32 pm	 View Document (21/Nov/2013)	Fee Assessment Form	1200485_05_01_0003_0001
14/Nov/2013	1:45 pm	 View Document (14/Nov/2013)	Passport	PASSPORT
12/May/2014	10:50 am	 View Document (12/May/2014)	Qualifications and Certificates	TEST
12/May/2014	12:14 pm	 View Document (12/May/2014)	Fee Assessment Form	FEE ASSESSMENT FORM
14/May/2014	3:38 pm	 View Document (14/May/2014)	Qualifications and Certificates	TEST
14/May/2014	3:40 pm	 View Document (14/May/2014)	Qualifications and Certificates	TEST
14/May/2014	3:44 pm	 View Document (14/May/2014)	Qualifications and Certificates	TEST 3
14/May/2014	3:55 pm	 View Document (14/May/2014)	Qualifications and Certificates	TEST 4
15/May/2014	4:46 pm	 View Document (15/May/2014)	Fee Assessment Form	TEST
30/Jun/2015	9:01 am	 View Document (30/Jun/2015)	Qualifications and Certificates	TRANSCRIPT

Click here to view the document.

Debtors

The screenshot shows the eVision Portal interface. The browser address bar displays the URL: https://smsweb.wlv.ac.uk/si/sits.urd/run/SIW_PORTAL.URL?CF04C63A10E14A28Q5nrzZCyds_c7o2yxoAlwrjvGOypYHJVJvz-clo61vztVBmjnk4B9aM0CHph5WB. The page header includes the University of Wolverhampton logo and the text "UNIVERSITY OF WOLVERHAMPTON KNOWLEDGE • INNOVATION • ENTERPRISE". The user is logged in as John Lahiri (IN8067). The main navigation menu on the left lists various categories such as Staff Home, Online Surveys, Academic Staff, Quality, Admissions, Student Information, Modules & Courses, Timetabling & Rooming, Student Enabling Centre, Placements, Corporate Reports, Information & Guidance, Helpdesk, Search / Map, Collaborative Partner, Student Content Map, and School Engagement. The "Online Applications" section is expanded, showing a list of links: Partner College Applications, Individual Course Statistics, View an Applicant's Correspondence, Upload Application Documents for Applicants, View an Applicant's Uploaded Documents, and Debtors. A blue arrow points from the "Debtors" link to a callout box.

Online Applications

- ★ **Partner College Applications**
- Partner College Applications
- Individual Course Statistics
- View an Applicant's Correspondence
- Upload Application Documents for Applicants
- View an Applicant's Uploaded Documents
- Debtors

Applicant Debtors				
Course Code	Course Name	Administrator	Mode	Debtors
NH123H01BMU	Test Course at Your Institution	John Lahiri	Full-time	0
NH456H01BMU	Test Course at Your Institution	John Lahiri	Full-time	0
NH789H01BMU	Test Course at Your Institution	John Lahiri	Part-time Day	9
NH012H01BMU	Test Course at Your Institution	John Lahiri	Part-time	0
SR123H01BMU	Test Course at Your Institution	John Lahiri	Full-time	2
SB654H01BMU	Test Course at Your Institution	John Lahiri	Full-time	4
TQ123H01BMU	Test Course at Your Institution	John Lahiri	Part-time	22
TY987H01BMU	Test Course at Your Institution	John Lahiri	Part-time	11

[Back](#)

A list of your courses appear with numbers of debtors for each course.

Where the number is greater than 0, click through to view the details of the debtors.

Debtor details are shown below.

Student Number	Student Name	Course code	Year of Entry	Debt Total
1234567	Test A	SR123H01BMU	2014/5	£5000.00 as at 30 Jun 2015
2345678	Test B	SR123H01BMU	2014/5	£3250.00 as at 30 Jun 2015

[Back to List](#)

Enrolment

- Once an applicant has met all the conditions (i.e. they are unconditional firm) they are sent an email and text to start enrolment through eVision when it becomes available.
- They will be able to enrol “subject to ID check” through eVision
- At this point college staff need to use the Partner Institution link in eVision to confirm ID and complete enrolment

Partner Institution Enrolment Confirmation



All new entrants to the University are required to have their ID and attendance checked in person before they can complete the enrolment process.

Clicking on the buttons next to the courses below displays lists of applicants, enrolled students and partly-enrolled students.

To confirm attendance for a partly enrolled student, click on the 'part-enrolled' button next to the appropriate course.

Ac Year	Code	Course Title	Mode	Level	Start Date	Enrolment Deadline Date	Applicant	Provisonal	Part-Enrolled	Enrolled
2014/5	FS001S01BM	HND: Forensic Science at Birmingham Metropolitan College (Sutton Campus)	Full-time	1	06/Oct/2014	13/Oct/2014	0	0	0	0
2014/5	FS001S01BM	HND: Forensic Science at Birmingham Metropolitan College (Sutton Campus)	Full-time	2	06/Oct/2014	13/Oct/2014	0	0	0	0
2014/5	HW035F31BM	Foundation Degree (Science) Assistant Practitioner (Foot Health Assistant)	Part-Time	1	06/Oct/2014	13/Oct/2014	0	0	1	0

Part-Enrolled Students for Foundation Degree (Science) Assistant Practitioner (Foot Health Assistant) - 2014/5

To confirm ID and attendance for a student, click the button next to the student's image and then the 'Store' button below.

Select	Student Code	Student Name	Date of Birth
<input type="radio"/>	1200485	Haiden Novis	29-May-1986