

# International Agent Quick Reference Guide

## Step 1: Accessing UWA Apply (agent dashboard)

Submit an email request to [agentsupport@uwa.edu.au](mailto:agentsupport@uwa.edu.au) with the name and email address of the staff member who will manage the account for your office. International Agent Management will respond directly to set up your account. Once International Agent Management has created your account, you will receive an automated email from the UWA Apply system which will allow you to set your password.

## Step 2: Logging in to UWA Apply

In your browser, go to [www.uwa.edu.au/study/](http://www.uwa.edu.au/study/) and click on the 'Login' button at the top right of the screen. Your username is the email address that you registered.

## Step 3: Adding other team members

UWA Apply allows for multiple logins for your office. Note that this will not affect where Admissions email communications are sent and all staff in your office account can see all students associated with your office

'Administrator' users can add other administrators, counsellors and applicants by clicking on the 'Add User button'.

'Counsellor' users can only add applicants.

Click 'Add User'.

## Step 4: Adding applicants

### 4.1 Add applicant

Enter the student's details. Once completed, the student will receive an email asking them to verify their online account, but you can continue their application without this verification.

### 4.2 Viewing as applicant

To lodge an application for your newly created applicant, click 'View as'. If the application was submitted in the old portal (agentConnect), you will need to hit the submit button in the new agent portal once you click 'View as' - this will create an account for the student to verify.

## Step 5: Starting an application

### 5.1 Applicant dashboard

Click the 'Start application' or 'Continue Application' button

### 5.2 Applicant type

The first step is to select the applicant type.

### 5.3 Course selection

Course selection: The portal allows you to choose six preferences to apply for. Choose carefully - you cannot change this after submission!

### 5.3 Course details tab

Indicate here if the applicant would like to be assessed for advanced standing (credit) and whether they wish to apply for a Direct Pathway. Indicate yes to the 'Alternative Pathway' question if your client wishes to be considered for other courses that lead to the first preference choice. This includes CELT and graduate certificate options where available.

### 5.4 Qualifications

Complete and upload relevant qualifications here.

### 5.5 Personal details

Input the student's details here.

### 5.6 Review and submit

Here you will review the application details before submission. You can enter an application fee waiver code or be directed to our payment gateway.

(Examples of statuses during the application process appear at the end of this information.)

## Step 6: Quick view of application

Your agent dashboard is where you can view your agency's applications.

### 6.1 Filter

This is automatically filtered by the application status 'Needs Review.' To clear this filter, or add others, you can use the boxes next to the search bar.

### 6.2 Offer letter

You can download the offer letter. Be mindful to download the latest offer letter if there are multiple versions.

### 6.3 Document upload

#### 6.3.1 Adding document/s to submitted applications

If you need to upload further documents to a previously submitted application you can do so by clicking 'Upload document'.

#### 6.3.2 Adding documents to conditional offers

This will launch our accept wizard which will allow you to upload documents that are required to meet conditions. Uploading documents here does not mean that the offer is accepted; and your student won't be committed to starting the course until the acceptance process is completed. After you have uploaded the document, please don't cancel - UWA Admissions will need to assess the document first.

## Step 7: Accepting an offer

Click 'View as' on the student whose offer you wish to accept. On the student dashboard, click 'Accept' to launch the accept wizard.

## Step 8: Contract acceptance

Due to legal requirements, the student must personally accept the contract. To facilitate this, follow one of these steps:

1. Click 'Notify Student' which will email the student asking them to login and accept their contract, or
2. Download the contract, have the student read and sign it and then upload the completed contract. Please note that this second method is slower as our admissions staff will check the signature against the student's passport, which may cause a delay in receiving the CoE.

For more help contact [agentsupport@uwa.edu.au](mailto:agentsupport@uwa.edu.au) with any questions or suggestions.

## AGENT DASHBOARD

Add Applicant »
**4.1**
**6.1**

Q
☰
📄
CLEAR

Showing all 51 results

NAME	APPLICATION STATUS	DOCUMENT STATUS
<span style="color: #0070C0;">+</span> AIONO SAILELE MALIELEGAOI, TUILAEPA <span style="float: right;"><b>4.2</b></span>	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance Payment Received
<span style="color: #0070C0;">+</span> AL MAKTOUM, MOHAMMED BIN RASHID	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance in Progress
<span style="color: #0070C0;">+</span> AL-AHMAD AL-JABER AL-SABAH, SABAH	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance in Progress
<span style="color: #0070C0;">+</span> ARIPOV, ABDULLA	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance in Progress
<span style="color: #0070C0;">+</span> HONCHARUK, OLEKSIY	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance in Progress
<span style="color: #0070C0;">+</span> MNANGAGWA, EMMERSON	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance in Progress
<span style="color: #0070C0;">+</span> BAINIMARAMA, FRANK	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Acceptance in Progress
<span style="color: #0070C0;">x</span> BARROW, DEAN <span style="margin-left: 20px; border: 1px solid #0070C0; padding: 2px 5px; color: #0070C0;">NEW OFFER</span>	<span style="border: 1px solid #0070C0; padding: 2px 5px;">View as »</span>	<span style="color: #0070C0;">✓</span> Offer of Admission

x Application submitted 9 September 2019 ✓ Offer of Admission

VIEW UPLOADED FILES

PREF.	COURSE/MAJOR	APPLICATION STATUS	DOCUMENT STATUS
1	Master of Professional Engineering Electrical and Electronic Engineering 62550 Semester 1, 2020 CRAWLEY	<span style="color: #0070C0;">✓</span> Offer of Admission	

**6.2** VIEW OFFER LETTER
**6.3** DOCUMENT UPLOAD

## STUDENT DASHBOARD

### Welcome Xi!

[Apply](#) | [Edit profile](#) | [Logout](#)

i

Edit your profile so we can provide content that suits you and your interests.

[Edit your profile »](#)

VIEW MY Applications

1 COMPLETED

New application

ACCEPT MY Offers **7**

1 OFFER

Accept
Defer
Decline

OFFER EXPIRES  
23 FEBRUARY 2020

Bachelor of Arts  
 Anthropology and Sociology  
 BP001 Semester 1, 2020 CRAWLEY

VIEW ALL OFFERS

Open submitted applications

x Application submitted 17 September 2019 ✓ Offer of Admission

VIEW APPLICATION   VIEW UPLOADED FILES   CONFIRMATION OF ENROLMENT

PREF.	COURSE/MAJOR	APPLICATION STATUS	DOCUMENT STATUS
1	Bachelor of Arts Anthropology and Sociology BP001 Semester 1, 2020 CRAWLEY	<span style="color: #0070C0;">✓</span> Offer of Admission	

[VIEW OFFER LETTER](#)   [DOCUMENT UPLOAD](#)

### Your offers

Congratulations

You've got a new offer to study at UWA. Respond to your offers below to start your journey.

Bachelor of Arts  
 Anthropology and Sociology  
 BP001 Semester 1, 2020 CRAWLEY

Accept
Defer
Decline

OFFER EXPIRES  
23 FEBRUARY 2020

Bachelor of Biomedical Science  
 Pathology and Laboratory Medicine  
 BP006 Semester 1, 2020 CRAWLEY

Accept
Defer
Decline

OFFER EXPIRES  
23 FEBRUARY 2020

VIEW ALL OFFERS