Welcome to UWA Apply

UWA Apply is The University of Western Australia’s (UWA) system for advising, lodging applications, submitting documents and accepting offers for UWA undergraduate and postgraduate coursework courses.

This is a new and evolving system and as such we’d appreciate your feedback, including comments on any functionality you would like to see, as well as any bugs or issues you encounter when using the system. You can complete the feedback survey here or email your feedback and questions, as well as any suggestions you have for this guide, to agentsupport@uwa.edu.au.

We love screenshots and descriptions of what you are doing. Please include them where possible to assist us with refining the system to best suit your needs.

This guide will be continually updated based on your feedback. For the latest version, please visit: uwa.edu.au/study/for-agents

GETTING THE MOST FROM UWA APPLY

Look out for tip boxes throughout this guide to give you extra advice and helpful tricks for using the system.
# TABLE OF CONTENTS

Welcome to UWA Apply .......................... 2  
Getting Started ................................. 4  
Logging in to UWA Apply ..................... 5  
Adding Users from your Agency ............ 6  
Creating Administrators for your Account 7  
Creating Counsellors on your Account .......... 7  
Lodging an Application for an Applicant .... 8  
  Step 1: Creating an Applicant Record in the Agent Dashboard ................. 8  
  Step 2: Viewing as the Applicant ............. 9  
  Step 3: Starting or Continuing an Application .................. 10  
  Step 4: Applicant Type ..................... 11  
  Step 5: Course Selection .................... 12  
  Step 6: Course Details ...................... 14  
    Direct Pathway to Postgraduate Course .... 14  
    Admission Pathway ...................... 14  
    Advanced Standing (Credit) ............ 15  
    Other Supporting Documentation ....... 15  
  Step 7: Qualifications ..................... 16  
  Step 8: Personal Details ................... 18  
  Step 9: Review and Submit ................. 20  
Uploading Documents after Application Submission .................. 22  
Accepting an Offer .......................... 24  
  Step 1: Viewing as the Applicant .......... 24  
  Step 2: Start the Acceptance ............... 25  
  Step 3: Meet Conditions ................... 26  
  Step 4: Under 18s .......................... 27  
  Step 5: Sponsorship ....................... 28  
  Step 6: Contract Acceptance ............... 29  
  Step 7: Payment ............................ 31  
  Step 8: Finalising the Acceptance .......... 33  
Deferring an Offer ........................... 34  
Appendix ..................................... 35
GETTING STARTED

Once the International Agent Management team has created your account/s, you will receive an automated email from the system as below. Please follow the link to confirm your email and set a password for your agency administration account.

Hi Agent,

The University of Western Australia has created a new UWA Apply account on your behalf. Click the button to set your password and login to your Agent account.

This is a temporary link and will expire in seven days.

Confirm your email >>

If you already have a UWA account, ignore this email and your password will remain unchanged.

Thanks,

The University of Western Australia team

TIP 1: REGISTERING FOR UWA APPLY

Do not register directly for an account via the UWA website – you must contact the International Agent Management Team on agentsupport@uwa.edu.au for your account to be set up correctly.
LOGGING IN TO UWA APPLY

In your browser, go to uwa.edu.au/study and click the login button on the top right of the screen.

You can then log in with the email address and password you just set. This will bring you to your agent dashboard.

Your agent dashboard is where you can view your agency’s applications. To filter your applications according to status, you can use the boxes next to the search bar. The box on the right allows you to filter according to semester intake, while the box on the left allows you to filter according to the application status.

For the application status, the system will let you filter for the following statuses:

- Needs Review
- Offers Ready
- Offers Waiting
- No Offer
- Under Assessment
- Offer Accepted
- Needs Review & Offers Waiting

TIP 2: THE BEST BROWSER EXPERIENCE

To ensure that you have the best user experience with UWA Apply, we recommend that you update to the latest version of Chrome, Firefox or Safari.
ADDING USERS FROM YOUR AGENCY

Before submitting applications for your applicants, you need to set up your agency account.

Using the search bar, you can type the user’s first name, last name or full name to display their details on screen.

To add a user for your agency, click ‘Users’ in the top right-hand corner.

If you click ‘Add User’ a pop-up will appear where you can add the user’s details.

Once you click ‘Add’, the user will receive a verification email, similar to the one on page 4 of this guide, to create their account.

TIP 3: USING THE SCROLL FUNCTION

The arrow buttons located in the top right corner of your agent dashboard will allow you to move between different pages of your dashboard.
CREATING ADMINISTRATORS FOR YOUR ACCOUNT

Administrators are the access masters of your account – they can create other administrators and create counsellors in your agency, as well as lodge applications for applicants. All administrators can see the details for all counsellors and applicants associated with your agency branch.

TIP 4: CHOOSING YOUR ADMINISTRATORS

You can define administrator accounts depending on how your agency is structured. For example, you may only want one head office administrator account or you may want an administrator account for every office in your organisation.

The number of users you create does not impact where UWA Admissions will send email communications. All offer letters and other communications will continue to go to the single email address that you have previously nominated to UWA.

CREATING COUNSELLORS ON YOUR ACCOUNT

Counsellors are the users who will lodge applications to UWA. They cannot create other counsellors or administrators. Counsellors can see all applicants under your agency branch, as well as create new applicants.

TIP 5: MANAGING THE COUNSELLORS ON YOUR ACCOUNT

You can create as many counsellors as you want, but we suggest that you link each counsellor account to the counsellor’s company email. When your staff member leaves the company, be sure to delete their account.

UWA Apply works best when you create an account for everyone who will be lodging applications on the system. Having multiple people logging into the same account will impact on the functionality of the system.
LODGING AN APPLICATION FOR AN APPLICANT

Step 1: Creating an Applicant Record on the Agent Dashboard

Click the ‘Add Applicant’ button on the agent dashboard.

A pop-up will appear where you can add the applicant’s details to create their record in the UWA Apply system.

The applicant will receive an email from the system asking them to verify the account. Please note, you do not need to wait for them to verify the account; however, please encourage your client to do so as it may make future steps in the application and acceptance process easier and faster.

If the applicant already has an account with UWA (if, for example, they were with another agent or have an application with UWA directly), they will be asked to confirm and verify their relationship with your agency.

TIP 6: EMAIL COMMUNICATIONS FROM UWA APPLY

The applicant’s email address is their unique identifier in UWA Apply, so ensure that you enter the applicant’s email and not your company email. The email cannot be changed so be sure to enter it correctly. Please note that the relevant counsellor email will be copied into all pre-submission emails sent to the applicant and the nominated agency email address will receive all post-submission communications from UWA Admissions.
TIP 7: ONE APPLICATION AT A TIME

Opening multiple tabs in UWA Apply within the one browser may cause odd behaviour. We recommend working on only one applicant at a time. If you already have an impersonation session running, you will be directed to clear the old session before continuing (see screenshot below).

Step 2: Viewing as the Applicant

To lodge an application for your newly created applicant, click ‘View as’.

To make an application read only, so that the applicant cannot edit their application, click the person icon and click ‘Make Read Only’. If the applicant already has a UWA Student ID it will appear in the person icon box with their email.
Step 3: Starting or continuing an application

After you click on 'View as' you are taken to the applicant dashboard. This is referred to as 'impersonation' and gives you the same view as what the applicant sees if you have allowed write access for them.

Click the 'Start my Application' or 'Continue application,' button.

TIP 8: REMOVING AN APPLICANT FROM YOUR DASHBOARD

If you need to remove an applicant from your agent dashboard, click on the person icon and then click 'Remove'. Please note that this will not delete any of the applicant’s data from the system; it will only remove the applicant from your agent dashboard.
Step 4: Applicant Type

The first step is to select the citizenship type. Once you start selecting answers in this system, the subsequent questions will adapt in response to your answers.

International Student Visa is the choice most agents will make for applicants who require a student visa.

Please note that no commission is payable for applicants of the following types: Australian Citizen, New Zealand Citizen, Australian Permanent Resident, Australian Temporary Resident and Humanitarian Visa.
After selecting the citizenship type, select the application type.

**Step 5: Course Selection**

The next step is to select the UWA course the applicant wishes to study. If you or the applicant have previously saved courses against their profile, their preferences will pre-fill here.
Each application can have up to six (6) preferences. These preferences will be assessed by UWA Admissions in descending order. Assessment of preferences will stop after an offer has been made for the highest preference, or if no offer is made.

After each preference is selected, please click ‘Save course’. You will then be able to enter the next preference.

For each preference, a course location, intake period and major/specialisation (if applicable) must be chosen. The system will only give you the available options for the selected course.

Once all the preferences are filled, or no more preferences are desired, click continue.

**TIP 11: MORE THAN SIX (6) COURSE PREFERENCES?**

If more than six (6) preferences are required, you can submit the current application and start another. Only one in progress and unsubmitted application is allowed for an applicant at one time.

**TIP 12: CHANGING COURSE PREFERENCES OR MAJOR SELECTION**

Course preferences and majors/specialisations cannot be changed after submission. If an applicant wishes to change preferences or their major/specialisation, please contact UWA Admissions and state the updated first preference course or major. Conversely, you can submit a new application via the system (the applicants’ details will pre-fill in the new application).

**TIP 13: SELECTING THE MEDICAL SCIENCES MAJOR**

Please note that the Medical Sciences major will not appear in the drop-down box if you select the Bachelor of Biomedical Sciences course for your applicant. Instead, the system will ask you at Step 6 if your applicant would like to be considered for a place in the Medical Sciences major.
Step 6: Course Details

Direct Pathway to a Postgraduate Course

This question is for applicants who wish to have a Direct Pathway to a UWA postgraduate course.

If you applicant does not want a Direct Pathway, or does not have a preference, please select 'I do not wish to apply for a Direct Pathway' from the drop-down menu.

Admission Pathway

If you select 'yes' to this question, UWA will try to find entry into your applicant's course if they do not meet the admission requirements.

Please select yes if your applicant would like a package with the UWA Centre for English Language Teaching (CELT) or a package of a Graduate Certificate and Masters course package.

TIP 14: HOW TO ANSWER THE ADMISSION PATHWAY QUESTION

If, for example, an applicant applying for the Master of Business Information and Logistics Management does not have the marks to get a direct offer and 'yes' is selected for UWA to offer a pathway, the applicant will receive a package offer for a Graduate Certificate in Commerce and the Master of Business Information and Logistics Management. If 'no' is selected, the application will be assessed as ineligible.
**Advanced Standing (Credit)**

This question indicates if the applicant would like to be considered for advanced standing and to have previous tertiary study credited towards their degree.

**Other Supporting Documentation**

Here you can also upload any additional documents that you may need to submit (note that there are upcoming questions for academic transcripts, English Language Competency and identification documents).

**TIP 15: WHEN TO UPLOAD SUPPORTING DOCUMENTATION**

Use the 'Other Supporting Documentation' upload to attach any files required as part of the admission requirements for your applicant's chosen course. For example, this is where you would upload the Personal Statement required for applying for a Master of Teaching.

You may also use the upload function if you have received all supporting documentation in one scan from the applicant and do not wish to separate the documents. Please ensure you consult and meet our scanned document requirements.
Step 7: Qualifications

At this step you will complete the details of the applicant's qualifications. Depending on the applicant’s course preferences, you will be required to submit either secondary school or post-secondary/tertiary qualifications. For example, if a medicine direct pathway is selected, UWA Admissions will require ISAT (International Students Admissions Test) results.

Please upload clear scans as per UWA’s document guidelines and ensure all sides of the document are uploaded.

TIP 16: COMPULSORY QUESTIONS

To assist you with progressing your applications as quickly as possible, look out for compulsory questions that are marked with an asterisk (*). These questions must be answered in order for you to submit the application.
You will also be required to upload evidence that your applicant satisfies [UWA’s English Language Competency requirements](#). If an applicant has not undertaken an English test yet, but is planning to, please indicate the ‘Planned Year’ and upload proof that the applicant is planning to take the test (for example, a booking confirmation receipt).

**TIP 17: ENSURING THAT YOU HAVE SUPPLIED REQUIRED INFORMATION**

As you complete the application steps, the tabs on the left of the screen will become green, indicating that they are complete. If a tab is coloured orange, this means further information is required.
Step 8: Personal Details

The applicant's personal details are completed on this screen. Please ensure that you enter the details as per the applicant's passport.

We also require the applicant's contact details. Use the applicant's address and phone number and not your agency's contact details. If available, please use the applicant's Australian address.
At this stage, we require you to indicate whether or not the applicant will require OSHC [Overseas Student Health Cover] organised through UWA and, if so, what type of cover is required.

Finally, we require you to upload your applicant’s proof of citizenship. We recommend uploading a clear colour photo of the applicant’s passport.
Step 9: Review and Submit

At this stage, you can review the selections you have made in the scroll down box. You are then required to read the conditions, indicate acceptance and press the ‘Proceed to Payment’ box.

If you have a fee-waiver/voucher code provided to you by the International Agent Management team, you can enter it in the text box located below the terms and conditions. You can also opt out of automated assessment for the application.

I understand that the University’s authority to collect the information on this form is given by the Higher Education Support Act 2003; that the information is collected to allow the University to properly administer its course programmes; that the information may be shared for these purposes between the Australian Taxation Office and the Department of Industry, Innovation Science, Research and Tertiary Education and that the information collected may be disclosed without my consent only as authorised or required by that Act or another law.

As a UWA Representative I wish to opt out of Automated assessment for this application

Voucher Code

Withdraw application

Proceed to Payment
TIP 18: WHAT IS AUTOMATED ASSESSMENT?

For applicants of certain nationalities and academic backgrounds, UWA Apply uses automated assessment – a business logic tool that automatically assesses and issues offer to applicants based on the answers in their application. Documents submitted in these applications will only be assessed where an applicant or their agent chooses to accept the offer.

If you would like to ensure that a UWA Admissions Assessment Officer assesses the submitted application against the course entry requirements, ensure you check the ‘opt-out’ tick box.

Please note that, as of July 2020, automated assessment only applies to 6% of applications submitted to UWA.

If you do not have a fee-waiver/voucher code, you can proceed to our secure payment gateway.

Payment Card Details

To proceed with this payment, enter your card details and click Pay Now. We only accept payments by Visa or Mastercard.

<table>
<thead>
<tr>
<th>Number</th>
<th>INVT10002991</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:seok-jin@bts.com">seok-jin@bts.com</a></td>
</tr>
</tbody>
</table>

Cardholder Name

Card Number

Expiry Date

Security Code (CVV) [What’s this?]

Amount Payable $100.00

Pay Now

TIP 19: RESOLVING PAYMENT ISSUES

In an effort to prevent credit card fraud, our payment gateway may sometimes block payment. If you continually encounter this issue, please contact agentsupport@uwa.edu.au.
Once you select ‘Pay Now’, the application will be submitted and complete.

Congratulations, your application has been successfully submitted for assessment. The Admissions Team will begin reviewing your application shortly.

A copy of your application has been sent to your email address. Please allow 10 business days for us to process your application (allow longer for courses with a quota or ranking process), if we require any further information to process your application you will be contacted via email.

You can track the status of your application by logging into your Application Dashboard.

If you have any questions please feel free to contact the Admissions team via email admissions@uwa.edu.au.

UPLOADING DOCUMENTS AFTER APPLICATION SUBMISSION

If you need to upload further documents to a previously submitted application you can do so directly via the agent dashboard or via the applicant profile during impersonation.

Upload documents on the agent dashboard

On the agent dashboard, click the plus (+) button to the left of the applicant’s name to expand the box so that you can see further details of their application. Click the ‘Document Upload’ link.
When the Document Uploader pop-up appears, select the file type from the dropdown menu, attach the file and click 'Submit'.

Upload documents during impersonation

Alternatively, you can impersonate the applicant by clicking the 'View as' button. You will then be taken to the applicant’s profile where you can select the 'Document Upload' link from the applications card. The Document Uploader will then appear (as above), which will allow you to select the file type and attach and submit the relevant documents.
ACCEPTING AN OFFER

Once an offer has been made by UWA Admissions, the application status will be updated on the agent dashboard and a green tag will highlight that a new offer is available. You will also see some additional buttons where the offer letter and the conditions of the offer letter will be available. You can now commence the acceptance process.

Step 1: Viewing as the Applicant

To accept an offer for your applicant, click ‘View as’.

TIP 20: ADDING HISTORICAL APPLICANTS FROM AGENTCONNECT

If you are actioning an offer for an application submitted with the old system (agentConnect), a screen will appear with the applicant’s name and email address. Pressing submit will create their account in UWA Apply and you will be able to continue the acceptance process.
Step 2: Start the Acceptance

On the applicant dashboard you will see all available offers and the options to Accept, Defer or Decline.

Click the ‘Accept’ button next to the course you wish to accept or, if the acceptance has already been started, click the ‘Continue’, button. This will open our ‘Acceptance Wizard’ which will commence the acceptance process.

TIP 21: ACCEPTING PACKAGE OFFERS

If you’re accepting a package offer, please note that you can only accept one course offer at time and in the order that the courses will be undertaken by the applicant. For example, for a CELT + Degree package, the CELT bridging course must be accepted first, not the degree course.
Step 3: Meet Conditions

If the offer has any outstanding conditions, please upload the required documents to satisfy these conditions here.

Once the documents have been uploaded and you click ‘Submit and continue’ they will be checked by UWA Admissions. You will be notified via email when the conditions have been met, the tab in the acceptance wizard will change from orange to green, and the status on the agent dashboard will change from Conditional Offer – Pending to Unconditional offer (see Appendix).

Please note that, if you are in the process of satisfying a condition, you should not cancel out of the acceptance until you have received acknowledgement from UWA Admissions that the document has been assessed.

This tab will not appear if the applicant has an unconditional offer.

**TIP 22: ACCEPTING OFFERS WITH ELC CONDITIONS**

Many offers with academic or English conditions can be accepted without uploading documents to satisfy these conditions. If this applies to a particular applicant’s case, the application status field on the agent dashboard will state ‘Conditional Offer’ with a green tick.
Step 4: Under 18s

If the applicant is under 18 years of age at the time of course commencement, the ‘Parent or Guardian consent’ tab will appear. The Under 18 Consent form will need to be downloaded, completed and uploaded for approval by UWA Admissions. Once confirmed, you will receive an email and the acceptance tab will change from orange to green, allowing you to proceed with the acceptance.

TIP 23: TRACKING THE PROGRESS OF YOUR ACCEPTANCE

The progress tabs will appear red prior to submission, orange after submission and prior to UWA Admissions approval and green when complete.
Step 5: Sponsorship

Some applicants are sponsored by a third party: for example, a government body, employer or diplomatic organisation. If the applicant is sponsored, select ‘yes’, enter the name of the sponsor and upload the required documents, including evidence of financial guarantee. Once this is approved by UWA Admissions you will receive an email and the acceptance tab will change from orange to green, allowing you to proceed with the acceptance.

If the applicant is not sponsored, select ‘no’ and continue to the next tab.
Step 6: Contract Acceptance

Due to the requirements of the *Education Services for Overseas Students Act (2000)* (ESOS Act), the applicant must accept their contract themselves. You have two options to facilitate the applicant’s acceptance:

1. Click ‘Notify Applicant’. The applicant can then log in to UWA Apply and accept the contract digitally. This will be the quickest method and will allow either you or the applicant to proceed immediately to payment. If the applicant has not previously set up their UWA Apply account, they will need to set up a Pheme account now. They must read through the whole contract before they will be able to select the box to accept the terms and conditions of the Acceptance Contract and the Refund Policy.

   ![Contract acceptance](image)

2. Download and print a copy of the acceptance contract, have the applicant sign it and upload the scanned copy to UWA Apply. This will go to UWA Admissions for confirmation against the passport and for approval, which may delay the acceptance process. After UWA Admissions approval is given, you will be able to proceed to payment. As UWA Admissions will need to process the uploaded document, this option will always be less efficient than option 1.
Please note that using the 'download, sign and send' option may cause delays in the processing of the acceptance. By notifying the student to accept online you will proceed to the next step once the student has logged into their account and accepted the contract digitally.

1. Download contract
2. Upload signed contract

Where will you lodge your visa application from?
- AUSTRALIA
- OVERSEAS

Options:
- Cancel acceptance
- Save for later
- Submit and continue
Step 7: Payment

This tab will show you the amount due to finalise acceptance and will direct you to our payment gateway for Western Union or Credit Card payments. You can also upload your proof of payment here for TT (telegraphic transfer) or bank cheque payments.

We encourage online payments via our Western Union gateway, as it has a faster processing time, which in turn leads to faster processing of your offer acceptance. If you have opted to make payment via an alternative payment method (telegraphic transfer or cheque) you can click on the 'Alternative payment methods' link, which will open an uploader where you can attach and upload the evidence of payment.

Once the payment is received and confirmed by UWA Admissions, the Confirmation of Enrolment (CoE) will be issued by UWA Admissions and the acceptance can be finalised.

**TIP 24: PAYMENT FOR CELT PACKAGE OFFERS**

If you are accepting a CELT package offer on behalf of an applicant, the acceptance process on UWA Apply is the same as for UWA courses. Please note, however, that whether payment is made directly via UWA Apply or not, you will need to email proof of payment and a scanned copy of the applicant’s passport (if not already supplied) to enrolments-celt@uwa.edu.au. CELT will then issue the CoE for all courses in the package.
Choose Payment Method

If you’re paying from an Australian bank account, select the Visa or Mastercard option. If you’re paying from a foreign, or non-Australian, bank account, select the Western Union GlobalPay for Students option.

Paying by Telegraphic Transfer

You will need to quote the following details:

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>Westpac Banking Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment To</td>
<td>The University of Western Australia</td>
</tr>
<tr>
<td>Account Name</td>
<td>The University of Western Australia – General Account</td>
</tr>
<tr>
<td>Branch &amp; Account Number</td>
<td>036054 - 304688</td>
</tr>
<tr>
<td>IBAN</td>
<td>036054304688</td>
</tr>
<tr>
<td>Payment Details</td>
<td>Student ID &amp; Full Name</td>
</tr>
<tr>
<td>Instructions to Banker</td>
<td>Send telegraphic transfer on 'Credit account and advise' terms</td>
</tr>
<tr>
<td>Address</td>
<td>University Campus</td>
</tr>
<tr>
<td></td>
<td>UWA Guild Village, Hackett Drive</td>
</tr>
<tr>
<td></td>
<td>CRAWLEY WA 6009</td>
</tr>
<tr>
<td>SWIFT Code</td>
<td>WPACAU25</td>
</tr>
</tbody>
</table>

Please notify UWA Admissions immediately upon making a telegraphic transfer by submitting a copy of the bank receipt of the transfer by uploading it in UWA Apply.

Paying by Bank Draft / Cheque

Mail cheques or bank drafts made payable to ‘The University of Western Australia’, to the following address:

Associate Director
Admissions M355
The University of Western Australia
35 Stirling Highway
PERTH WA 6009 Australia

Be sure to include the applicant’s student ID to link the payment to the correct applicant. You are also required to upload a scan of the bank draft/cheque to UWA Apply as proof of payment.
Step 8: Finalising the Acceptance

After payment has been approved by UWA Admissions, you will receive an email and the CoE will be made available on UWA Apply. At this time, you can finalise the acceptance in the Acceptance Wizard, which will allow the applicant to continue to enrolment using UniStart.

**Complete acceptance**

Congratulations! You’re ready to finalise your acceptance.

If you are accepting a UWA CELT Bridging Course offer, you’ll be able to visit the UWA CELT website for your orientation information after you’ve finalised your acceptance. Remember to check your email for your Confirmation of Enrolment certificates.

For UWA degree course acceptances, you’ll be able to explore UniStart, UWA’s online resource to help you enrol in units, plan Orientation activities and prepare to join the UWA community.

If you have conditions listed on your offer which have not yet been met, you’ll need to meet them before you start studying. If you don’t meet offer conditions before you start studying, your course enrolment may be discontinued. You can submit evidence of meeting offer conditions by sending them to admissions@uwa.edu.au.

If you have outstanding payments due, you’ll need to finalise payment before the Semester Census Date.

**Thank you!**

You can now refer your student to UniStart to start their enrolment. This will allow them to prepare for their arrival at UWA by allowing them to select their intended units of study and plan their orientation tasks, among other things.

If the applicant has conditions listed on their offer which have not yet been met, don’t forget that you need to meet them before the Semester Census Date. If they fail to meet any outstanding conditions before the Census Date, course enrolment will be discontinued. You can submit evidence of meeting offer conditions by sending them to admissions@uwa.edu.au.
DEFERRING AN OFFER

If your applicant is unable to accept their offer, but would like to be considered for another intake, select the defer link from their available offers.

Once you click on the link you will be asked to confirm the intake when the applicant wishes to commence their studies and to confirm their deferment.

Defer offer

I would like to defer my offer from UWA for the following course.
Select the time below that you would like to begin your studies.

Bachelor of Arts – Music: Electronic Music and Sound Design (BP001) – Semester 1, 2021

Please choose your defer date

I would like to start my studies on:

Choose start date

Confirm

I understand that by pressing this button, I am officially deferring my offer

Yes, I really want to defer my offer  »
or cancel and go back to my offers
APPENDIX I: APPLICATION AND OFFER STATUSES IN UWA APPLY

On your agent dashboard you will be able to see the status of your agency’s applications and offers. Below is a guide to understanding these statuses.

**Before an application is submitted**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description (what the status means)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No application</td>
<td>The applicant does not have any applications</td>
</tr>
<tr>
<td>💪 In Progress</td>
<td>An application has been started, but has not been submitted</td>
</tr>
<tr>
<td>→ Withdrawn</td>
<td>The application was withdrawn prior to submission</td>
</tr>
</tbody>
</table>

**After an application is submitted, prior to an outcome being available**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description (what the status means)</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 Submitted</td>
<td>The application has been submitted and is being transferred to the Admissions database</td>
</tr>
<tr>
<td>🔄 Application Received</td>
<td>The application has been received by UWA Admissions and is being prepared for assessment</td>
</tr>
<tr>
<td>⚠ Application Received</td>
<td>The application has been received by UWA Admissions; however, outstanding documents are required before an outcome is reached</td>
</tr>
<tr>
<td>🔄 Higher Preference Assessment</td>
<td>A higher preference within the same application is being assessed. This preference will not be assessed unless the applicant does not receive an offer for their higher preference</td>
</tr>
<tr>
<td>🔄 Faculty Assessing</td>
<td>The application is being assessed by the relevant faculty</td>
</tr>
<tr>
<td>🔄 Finalising</td>
<td>Assessment is being finalised. This status is used after the faculty assessment is complete. UWA Admissions may need further information prior to recording the application outcome</td>
</tr>
<tr>
<td>⚠ Awaiting Ranking</td>
<td>The application is being ranked. This status is used for quota-based courses. Outcomes for applications that require ranking will be held until all applications are assessed and ranked</td>
</tr>
<tr>
<td>→ Application Withdrawn</td>
<td>The application has been withdrawn by the applicant or agent</td>
</tr>
</tbody>
</table>
Outcome of an application

<table>
<thead>
<tr>
<th>Status</th>
<th>Description (what the status means)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Offer of Admission</td>
<td>Offer of Admission (unconditional). Can be accepted and CoE issued</td>
</tr>
<tr>
<td>✓ Conditional Offer</td>
<td>Offer of Admission subject to conditions. Can be accepted and CoE granted before satisfying conditions</td>
</tr>
<tr>
<td>✓ Unconditional offer</td>
<td>Offer of Admission subject to conditions. Conditions have been satisfied or waived. Can be accepted and CoE issued</td>
</tr>
<tr>
<td>🔄 Conditional Offer - Pending</td>
<td>Offer of Admission subject to conditions. Further documentation is needed to satisfy conditions and complete acceptance</td>
</tr>
<tr>
<td>↑ Other transfer approved</td>
<td>Other transfer application approved</td>
</tr>
<tr>
<td>✗ No Offer</td>
<td>Application submitted after deadline or incorrectly</td>
</tr>
<tr>
<td>— Not eligible</td>
<td>Applicant not eligible for an offer</td>
</tr>
<tr>
<td>✗ Offer withdrawn</td>
<td>Offer of Admission withdrawn by UWA</td>
</tr>
</tbody>
</table>

Response to an offer

<table>
<thead>
<tr>
<th>Status</th>
<th>Description (what the status means)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance in Progress</td>
<td>Acceptance in progress. The applicant or agent has started the offer acceptance process, but has not yet completed the process</td>
</tr>
<tr>
<td>Acceptance Payment Received</td>
<td>The applicant has paid their full first payment as stated in their offer letter and a CoE has been issued. The applicant can now complete the acceptance process in UWA Apply and then proceed to enrolment</td>
</tr>
<tr>
<td>✓ Offer Accepted</td>
<td>Offer accepted. Acceptance process complete</td>
</tr>
<tr>
<td>✓ Conditional Offer</td>
<td>Offer of Admission subject to conditions. Offer can be accepted and CoE granted before satisfying conditions</td>
</tr>
<tr>
<td>✗ Offer Declined</td>
<td>Offer of Admission declined by the applicant or agent</td>
</tr>
<tr>
<td>✗ Offer Deferred</td>
<td>Offer deferred and awaiting reassessment</td>
</tr>
<tr>
<td>✗ Offer Lapsed</td>
<td>Applicant or agent did not respond to the offer and the offer has now expired</td>
</tr>
</tbody>
</table>
APPENDIX II: AGENT ASSOCIATION AND UWA APPLY

If, when you follow the instructions at Step 1 to add an applicant, you received the below pop-up notice informing that the user already exists this means that the applicant is already associated with another UWA agency or had applied directly to UWA.

User already exists in another agency. Request has been sent to the Applicant for Acceptance.
Ok

The applicant will receive an email requesting that they confirm that they would like your agency to represent them.

Hi Ho-seok,

Agency office My UWA Agency 2 would like to act as your exclusive representative in the matter of your application to The University of Western Australia.

To accept (or refuse) this request, please click the link here and look for the buttons at the top of the page.

Thanks,

International Agent Management
When they click on the link they will be directed to their applicant dashboard where they can approve your request to be their agent.

Please note that you will need to complete a Nomination of Agent Form with the applicant and send it to agentsupport@uwa.edu.au for your agent association to be confirmed and to receive commission for the applicant.
CONTACT

FOR FURTHER INFORMATION OR ASSISTANCE

EMAIL agentsupport@uwa.edu.au
VISIT uwa.edu.au/study/for-agents

CRICOS Code 00126G