UWA Accept – A Guide for Agents

In late 2017, The University of Western Australia introduced an online acceptance system, making it easy to accept UWA offers! This system allows your client to register as a UWA student, accept their offer conditions and pay tuition fees online.

The process has been designed to be simple and intuitive. Please note that as per the ESOS Act, an agent cannot accept an offer on behalf of a student – we have created this guide as we understand many agents will want to provide guidance to their students as part of the process.

We are constantly updating the system and will update this guide with new screenshots as the system develops.

Step 1:
The student has received an offer via email. The link on the offer letter will lead to this page:

![Image of the acceptance welcome page]

Clicking 'Activate now' will bring the student to this page:
Activate account

Pheme - UWA Access Management System for students

Student Number

Date of Birth

Terms and Conditions

Next

Need help?

Students

- Information for Students
- Contact University Library

Staff, visitors and others

- Information for Staff
- Information for Visitors & Others
- Contact the IT Service Desk

Telephone: (+61) 08 6488 1325

By entering the student’s UWA student number (available on the offer letter), entering their date of birth and agreeing to the terms and conditions, the student can set up their UWA student account. This will require creating a password (we call it a pheme password) for their account. This is the same account they will use when they are an enrolled student at UWA and will use it for the duration of their studies at UWA.

Step 2:
Once the student has set up their account, they can login to UWA Accept:

Log in to the UWA network

Welcome to The University of Western Australia’s single sign-on (SSO) network login page. Signing in means you’ll be able to access other services within this network without needing to log in again.

Login

- Student Academic ID
- Password

Next

Activating your account

Logging on for the first time

Activating your account and create your UWA system access option (Pheme).

Help

- For students
- For staff
- For visitors

Ending your session

Youself can log-off in to the UWA network when you close all windows/Pheme. To protect your privacy, ensure you close Pheme when you are finished. Pheme is a secure public computer, it is advised you log-out.

Your session will end after 10 minutes of inactivity.

Using the password they just created and their UWA student number, the student will login to the system
After logging in, the student can see a list of the different offers they have from UWA. By selecting the 'Accept' radio button next to the course they wish to proceed with, they can progress through the acceptance process – an Accept button will appear next to the course they select. If the student clicks this, they will progress through the process.
Congratulations! Accept your offer and study at one of the world’s best universities.

Active offer(s) 1

Please choose your preferred offer:

You have 2 active offers:

1. Bachelor of Science - Engineering Science (BPIES) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering
   Conditions of offer:
   - Accept
   - Offer expires: 22/02/2018

2. Bachelor of Biomedical Science - Anatomy and Human Biology (BPIH) Semester 1, 2018 with a Direct Pathway to the Doctor of Dental Medicine
   Conditions of offer:
   - Decline
   - Offer expires: 22/02/2018

Resolved offer(s) 3

Bachelor of Science - Biotechnology (BPIG6) Semester 1, 2018
Status: Janed

Step 4:
If a student has conditions against their offer, these must be satisfied prior to finalising the acceptance process. For example, we may wish to see an IELTS test or a finalised transcript.
On this tab, students can upload documents that satisfy the conditions of their offer. The site is mobile friendly so, unless the conditions state otherwise, students can take a photo and upload evidence that they have satisfied their conditions.

This tab will then appear to have a yellow colour to signify that UWA Admissions staff will check the upload to determine whether the submitted document satisfies the condition(s) of the offer.

Once confirmed, the student and their agent will receive an email from UWA and be able to proceed through the acceptance process.

Students may have a unconditional offer from UWA. In such a case, this tab will not appear.

**Step 5:**
If the student will be under the age of 18 at the time of their course commencement, the Parent or Guardian Consent tab will appear.
The student will have to download the Parent of Guardian consent form, complete it and upload it to UWA Accept.

This tab will then appear to have a yellow colour to signify that UWA Admissions staff will check the uploaded document.

Once confirmed, the student and their agent will receive an email from UWA and be able to proceed through the acceptance process.

**Step 6:**

Some students are sponsored by a third party – an organisation such an employer, a government body or diplomatic organisation. If a student is sponsored, they will select yes and the following screen will appear:
The student will then be asked to upload evidence of this financial guarantee and attach appropriate documentation from their sponsorship organisation. This tab will then appear to have a yellow colour to signify that UWA Admissions staff will check the upload.

Once confirmed, the student will receive an email from UWA and be able to proceed through the acceptance process.

If a student indicates they are not sponsored, the following screen will appear and the student will be able to proceed when they click the 'submit and continue' button:
Step 7:
At this screen, the student must accept the offer contract with UWA. They will not be able to agree to the terms and conditions of the Acceptance Contract and Policy for Refund of Fees until they read the whole contract by scrolling through the contract.
Once they have read the contract, they can check the box and click 'Agree and Continue'.
Step 8:

On this screen, the student makes their payment. The fees payable on this screen should be the same as stated on the offer letter.

If there is an error in the fees, the student should inform admissions@uwa.edu.au detailing the issue. For example, in rare cases, information around fee reduction scholarships may not come
through to this screen—in such a case, you can let us know.

The student can pay as much as they would like in any one transaction, our finance section will track the amount paid and the student can progress once the full amount is recognised as being paid. If a student chooses to pay by credit card, the following screen will appear:

Paying via credit card, if successful, will allow a student to proceed to the final stage of acceptance.
It will also initiate the eCoE issuing process with UWA Admissions. Please note:

- For telegraphic transfers, a screenshot or evidence of the TT can be uploaded. Once confirmed as the correct amount by admissions, the student will be able to proceed. UWA’s TT details are:

<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>NAME + UWA Student ID</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>109 St George’s Terrace, Perth WA 6000</td>
</tr>
<tr>
<td>SWIFT Code:</td>
<td>WPACAUZS</td>
</tr>
</tbody>
</table>

- For payment with cheques or bank drafts, the cheque must be physically received by UWA.
- For sponsored students, the payment tab will already show as green as when the sponsorship forms have been received and verified (see step 6)

From 4 January, 2018, students will be able to pay via Western Union — which will offer a number a payment methods and options depending on a student’s home country.

**Step 9:**
Once payment has been confirmed, the student can click ‘Finalise Acceptance’ in the final tab to finalise their acceptance of offer.