

How to add Conditions to a Conditional Offer

Once you have reviewed the application and you are ready to issue a decision on the application, you can do so through the section on the top left of the Reviewers screen.

You will notice the 'Review Status' will by default be set to 'Not Started'.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date  12/11/2019

Recommended Action --

Review Status **Not Started**

To add the applicant decision, click the magnifying glass across from 'Recommended Action' field. This will return a list of all available decisions for that application. Select the decision **Conditional Offer** on that application, and this will populate that field.

Review Due Date  12/11/2019

Recommended Action 

Review Status

- Conditional Offer**
- Declined by Programme Director
- Firm Offer
- Waitlisted

[Look Up More Records](#)

Firm Offer

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date  03/11/2019

Recommended Action **Conditional Offer**

Review Status **In Progress**

To add the applicant's conditions, use the **Please Add Conditions** section, select from the list available across from **Conditional Results** to populate that field.

Please Add Conditions

Conditional Results * **2:1 or above in your UG Degree (Level 8)**

Other Conditions

Specific Conditions

IELTS Score Required *

Please Add Conditions

Conditional Results * **2:1 or above in your UG Degree (Level 8)**

To add other conditions such as completion of a pre-master’s programme, select from the list available across from **Other Conditions** to populate that field.

Please Add Conditions

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	<div style="border: 2px solid red; padding: 5px;"> Completion of a Principles of Marketing Course Completion of Principles of Microeconomics Online Course Completion of a Pre-Masters Programme Not Applicable </div>
Specific Conditions	
IELTS Score Required *	

Please Add Conditions

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	<div style="border: 2px solid red; padding: 2px;"> Not Applicable </div>

To add **Specific Conditions** such as other specific conditions which will be outlined in an email, select from the list available across from **Specific Conditions** to populate that field.

Please Add Conditions

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	<div style="border: 2px solid red; padding: 2px;"> Not Applicable </div>
Specific Conditions	<div style="border: 2px solid red; padding: 5px;"> Other Specific Conditions which will be outlined in an email Not Applicable </div>
IELTS Score Required *	

Please Add Conditions

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	Not Applicable
Specific Conditions	<div style="border: 2px solid red; padding: 2px;"> Not Applicable </div>
IELTS Score Required *	--

If English is their 1st language, the **Conditional Results Field** in the **Please Add Conditions** section will become mandatory with a red asterisk, and the **IELTS Score required** field will disappear.

Please Add Conditions	
Conditional Results *	🔒 2:1 or above in your UG Degree (Level 8)
Other Conditions	🔒 --
Specific Conditions	🔒 Not Applicable

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Select Program/ Course	🔒 --
Academic Load	🔒 --

Message for Reviewer (re) 🔒 --

NUIG Fee Status	🔒 Non-EU
Eng 1st Language	🔒 Yes
Eng Equivalency Test	🔒 No

If English is not their 1st Language, both **Conditional Results** and the **IELTS Score Required** fields in the **Please Add Conditions** section will become mandatory with a red asterisk.

Please Add Conditions

Conditional Results *	Not Applicable
Other Conditions	--
Specific Conditions	Not Applicable
IELTS Score Required *	6.5 overall & 6.5 in the writing band & 6.0 in the other bands (only certain programmes)

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Select Program/ Course --
Academic Load --

Message for Reviewer (re --

NUIG Fee Status Non-EU
Eng 1st Language No
Eng Equivalency Test No

To add an **IELTS Score Required** such as 6.5 overall with not less than 5.5 in any one band (NUIG Standard), select from the list available across from **IELTS Score Required** to populate that field.

Please Add Conditions

Conditional Results *	2:1 or above in your UG Degree (Level 8)	Se
Other Conditions	Not Applicable	
Specific Conditions	Not Applicable	
IELTS Score Required *	<div style="border: 1px solid red; padding: 2px;"> 6.5 overall with not less than 5.5 in any one band (NUIG Standard) 6.5 overall with not less than 6.0 in any component (only certain programmes) 6.5 overall with not less than 6.5 in any component 6.5 overall & 6.5 in the writing band & 6.0 in the other bands (only certain programmes) Passed English Language Requirements Waiving English Requirement </div>	Ri Ar ..

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Please Add Conditions

Conditional Results *	2:1 or above in your UG Degree (Level 8)
Other Conditions	Not Applicable
Specific Conditions	Not Applicable
IELTS Score Required *	<div style="border: 1px solid red; padding: 2px;"> 6.5 overall with not less than 5.5 in any one band (NUIG Standard) </div>

If the review of this application is not yet complete, change the **'Review Status'** to **'In Progress'**.

If you have finished the application and are happy with the decision, change the review status to **'Completed'**. The last step of the review process is to save your actions. You can do this by clicking on the **'Save'** or **'Save and Close'** buttons. The review is now complete, and the decisions have been recorded.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	12/11/2019
Recommended Action	--
Review Status	<ul style="list-style-type: none">Not StartedEarly ReadIn ProgressCompleted

The application has now been moved to the My Completed Application Review Section of the reviewer's dashboard.