University of Kent

Agent Application System User Guide for Clearing applications

## Managing Clearing applications via the Agent Application System

Applications for Clearing places at the University of Kent can be submitted via the Agent Application System. The following pages will guide you through the process of submitting and tracking Clearing applications to the University. The process is different this year:

- For your applicants who haven't used UCAS this year - apply via the agent portal, via the standard undergraduate direct form i.e. 'Create a new application'. You or the applicant will then need to accept their offer via KentVision. You can do this anytime, applications have remained open from the main cycle.

- For your applicants who have used UCAS this academic year– apply via the agent portal, via the Clearing form i.e. 'Create a new Clearing application'. The Clearing application route will open from **Wednesday 5 July 2024**.

If you have any queries or questions regarding this system, or experience any technical issues then please contact us at agents@kent.ac.uk

Logging into Agent Application System

You access both the direct and the Clearing Application System via your normal Agent Application System homepage (using your normal login details): http://evision.kent.ac.uk. You will then need to click on 'Applicant login'
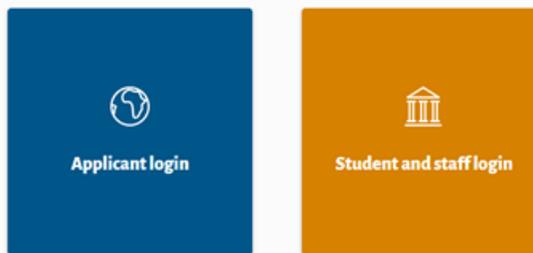
When you enter your agent username, you may see a warning message as below. Please ignore this.

[Forgotten your password?](#)

If you forget your password, simply click on 'Forgotten your username or password?' and fill in your usual username and surname.   In the date of birth field, please enter 01/Jan/1990, and then click on 'Go'.

A new password will be sent to the email address attached to your account, which you will be required to change again when you log in.

[2 Factor Authentication](#)

To be able to log in, you will be asked to enter a code which will be emailed to you:

2 Factor Authentication

In order to login we will need to send you a verification code, which you will then need to enter

Send me a code

Send to

My Email: int**********@ken*.**.**

Send me the Code

Return to login screen

Please click on 'send me the Code'. If you need the email address to be amended, please request this by emailing agents@kent.ac.uk. You will receive the following email:

University of
Kent

Dear: Test Agent

A verification code has been generated for you and is shown below. The code should be entered in the verification code field on KentVision:

Verification Code: **179530**

This code is valid for 15 minutes.

Enter in the code, which will take you to your agent portal.

Navigating the Agent Application System during Clearing

You will be taken to the normal Agent Application system, which will now include an additional 'Clearing tasks' section (please note that you will not be able to see this section until the system goes live on the 5 July).

Applying on behalf of an applicant not in UCAS

If you are are applying on behalf of an applicant who has never used UCAS before, you do not need to use the Clearing application form. Click on the **Create a new application** link. You will then be presented with a search page where you can search for the course that the applicant wants to apply for:
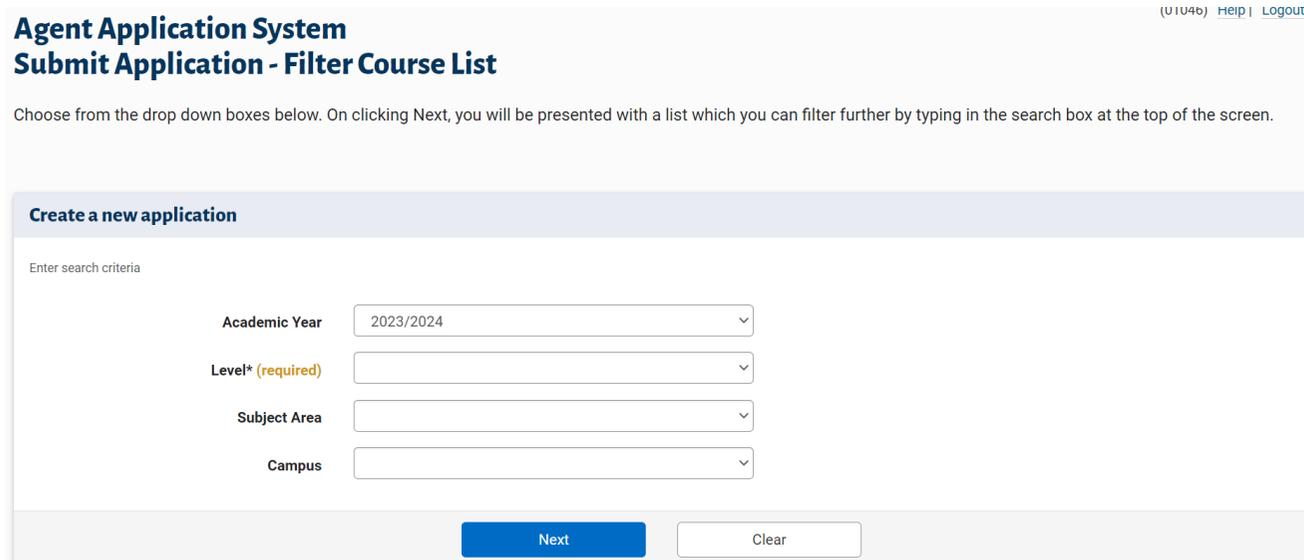
You can search by academic year, level, subject area and campus.

Create a new application

Enter search criteria

Academic Year	2023/2024
Level* (required)	Undergraduate
Subject Area	Business and Accounting
Campus	Canterbury

Next   Clear

Please note that Academic Year is a mandatory field. This field defaults to the current application year, but you can change this to either the current academic year or to the next application year.

When you have filled in the relevant drop-down boxes, click **Next** to produce a list of available courses. Only courses which are available for direct application will appear in the list.

We do not require you to send us proof for applications submitted via the agent application system, as these will automatically be tagged to whichever branch you are logged into.

Once you have clicked **Next**, the list will appear as follows:

Course Selection

Search: [   ]

Academic Year ↓↑	Course	Entry Date	Department	Action
2023-24	Accounting and Finance with a Year Abroad - BSc (Hons) - full-time at Canterbury	September 2023	Kent Business School	Apply
2023-24	Accounting and Finance with a Foundation Year - BSc (Hons) - full-time at Canterbury	September 2023	Kent Business School	Apply
2023-24	Accounting and Finance with a Year in Industry - BSc (Hons) - full-time at Canterbury	September 2023	Kent Business School	Apply
2023-24	Accounting and Finance - BSc (Hons) - full-time at Canterbury	September 2023	Kent Business School	Apply
2023-24	Accounting and Finance and Economics with a Year in Industry - BSc (Hons) - full-time at Canterbury	September 2023	Kent Business School	Apply

You can click on each of the column headings to sort the list. You can also use the *Search* box to find a specific course:

On clicking the *Apply* button, you will be presented with the application form (which opens in a new tab):

You are applying for International Business and Management **-** MSc **-** full-time at Canterbury

New User Details

First name (required) [   ]

Surname (required) [   ]

Date of birth (required) [   ] 📅

Email (username) (required) [   ] ← This **MUST** be the applicant's <u>personal</u> email address!

This email address serves as your username for logging into the KentVision portal.

Confirm email (required) [   ]

Password (required) [   ]

Password must be 9-16 characters and must contain at least one letter and one number

Confirm password (required) [   ]

Continue   Cancel

Please note: You **must** supply the applicant's personal details. **DO NOT** enter your agency email address at this stage – your branch details will automatically be populated on the application form when you submit the application. All application correspondence will automatically be copied to the agency.

Once you have entered the applicant's details and clicked on *Continue*, you will have the chance to check these details.

When you have checked the applicant's details are correct, click on *Continue to application*. You will then be taken to the 'Personal Details' section:

If this isn't the first application that this applicant has submitted via KentVision, on the first page of the application form, which asks for the new user details, scroll down and click on the **Cancel** button

Login as the student using their details, and you should then be able to fill out the application online

Whether or not you've created a new user or logged in as a previous applicant, you'll then be taken through to the application form:

Personal Details

Please supply details in the boxes provided. All items marked * are mandatory.
Once you have clicked next or another tab all your responses will be saved, if you would like to save your application and return at another time please click save and close.

Title *

Please select ▾

Forename *

Hermione

Please enter your first name exactly as it is stated on official documents, such as your passport, birth certificate or driving licence.

Forenames 2 & 3

Please enter your middle name(s) exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

Preferred First Name

Hermione

If you have a different name you would rather be known by, please enter it in this field. For example, your proper name is Andrew but you are known as Andy.

Surname *

Granger

Please enter your last name(s) in the box exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

Date of Birth *

01/Jan/1990

Please enter your date of birth exactly as it is stated on official documents, such as your passport, birth certificate or driving licence. Dates should be entered in the format dd/mm/yy.

Complete all the fields on the application form. A red asterisk * next to the field name indicates that the field is mandatory. If there is a question mark icon next to the field you can hover over it for further information about this field. Please ensure you enter the **applicant's address** into the correspondence address section.

Follow the steps to complete the application. If you need to exit the application, you can use the ***Save and Return Later*** button to save the application. We recommend that you upload any supporting documents at this stage to save time later. When you have finished, please click ***Submit***.

Please note: When you start an application, you will automatically be logged out as the agent and logged in as the applicant. After saving or submitting, to return to the agent application system you will need to close the tab and click on Home. You will then be asked to log back in using your agency login details.

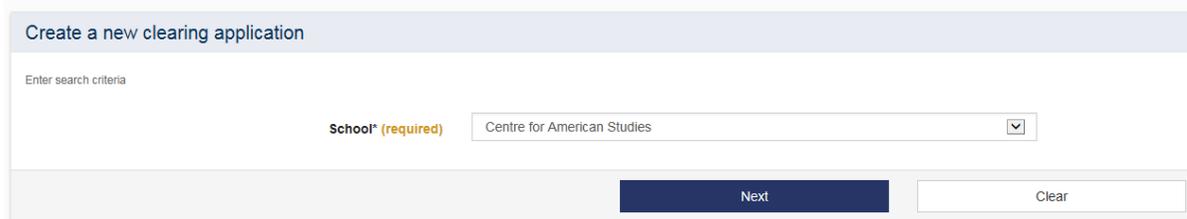You can track these applications as you normally would by clicking on 'Track submitted applications'

Applying on behalf of an applicant in UCAS

If you are are applying on behalf of an applicant who has used UCAS before, you need to use the Clearing application form. On the homepage of the agent portal click 'Create a new Clearing application' and this will take you through to the 'Find a course' screen where you will be able to choose the relevant school for the course you wish to apply for.

Once you have clicked 'Next' you will be taken to the search results page that will list all the available courses within the school (please note that if the course you are looking for is not on this screen then the programme is full and has been removed from Clearing). Choose the relevant course and select 'Apply'.

Clearing Application System

Search Results

Find the course you are looking for and click on Apply. Please note, when you do so, you will be logged out of KentVision and logged in as the applicant, and the application form will open in a new tab. Once you have saved or submitted the application, please close this tab and click on *Home* to log back into KentVision

IMPORTANT NOTE:

When making an application on behalf of an applicant, you must enter the applicant's personal details on the application form. **DO NOT** enter your agency email address in place of the applicant's personal email address as this will cause errors when the application is submitted. Your branch code will be tagged to the application and you will be copied in to all communications going to the applicant.

Academic Year	Course	Entry Date	Department	Action
2017-18	American Studies (Literature) - BA (Hons) - full-time at Canterbury	September 2017	Centre for American Studies	Apply
2017-18	American Studies - BA (Hons) - full-time at Canterbury	September 2017	Centre for American Studies	Apply
2017-18	American Studies (Latin America) - BA (Hons) - full-time at Canterbury	September 2017	Centre for American Studies	Apply

From this point in the process you will be logged out of the agent portal and will be logged in as the applicant. The applicant will automatically be tagged to your agency, **so you MUST enter the applicant's personal details including their personal email address** when completing the application.

Completing and submitting Clearing application for a new applicant

Enter the details of your applicant into the Clearing application form. Please make sure you enter the applicant's own details, including their personal email address, then click 'Continue'.

You are applying for American Studies (History) - BA (Hons) - Full-time at Canterbury

New User Details

First name (required)

Surname (required)

Date of birth (required)

Please remember to use the applicant's personal email address.

Email (username) (required)

This email address serves as your username for logging into the KentVision portal.

Confirm email (required)

Password (required)

Password must be 9-16 characters and must contain at least one letter and one number

Confirm password (required)

Cancel   Continue

Make sure you are happy with the details listed below and click 'Proceed'.

You are applying for American Studies (Literature) - BA (Hons) - full-time at Canterbury

Your details

Username	TEST@APPLICATION.COM
Date of Birth	01/Jan/1990
First name	TEST
Surname	APPLICATION

Edit your details   Proceed   Change password

You will now be guided through the below seven stages of the application.

You are applying for American Studies (History) - BA (Hons) - Full-time at Canterbury

Personal Information | Studying in the UK | Current Status | Qualifications | Accommodation | Additional Information | Terms and Conditions

Creating a clearing application for an existing applicant

From the Agent portal select Create a clearing application. Select department from dropdown box and click Next.

Click Apply next to the desired course.

Agent Clearing Application System

Find the course you are looking for and click on **Apply**. Please note, when you do so, you will be logged out of KentVision and logged in as the applicant, and the application form will open in a new tab.

Once you have saved or submitted the application, please close this tab and click on **Home** to log back into KentVision

IMPORTANT NOTE:
When making an application on behalf of an applicant, you must enter the applicant's personal details on the application form. **DO NOT** enter your agency email address in place of the applicant's personal email address as this will cause errors when the application is submitted. Your branch code will be tagged to the application and you will be copied in to all communications going to the applicant.

Course Selection

Search: [ ]

Academic Year	Course	Entry Date	Department	Action
2024-25	English Literature and Creative Writing with a Year Abroad - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply
2024-25	English Literature and Creative Writing - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply
2024-25	English Literature with a Year Abroad - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply

When presented with the New user details box, click Cancel.

Click Existing applicant? Log in.

Log in using applicant's username and password.

Tracking and viewing Clearing applications

Once you have submitted the clearing application you will be able to track that application, and any other applications you made, by clicking on the 'CLEARING – Track submitted applications' link on your homepage.

When you click on the link you will be presented with a search page.

Track Applicants In My Branch

This screen allows you to enter your search criteria to retrieve either a single application or several applications meeting the criteria. Please note that if you do not limit search criteria the results may take some time to be displayed or even timeout.

Agent Screen Report

Enter search criteria

Applicant ID	
Surname/Family Name	
Forename	
Date of birth	
Nationality	
Country of Domicile	
Academic Year	2015/2016 / 2016/2017 / 2017/2018 / 2018/2019
Subject Area	
Decision Status	No decision / Conditional offer made / Unconditional offer made / Conditional firm
Campus	Universty of Kent - Canterbury / University of Kent - Medway / University of Kent - Brussels / University of Kent - Athens / University of Kent - Paris / University of Kent - Rome / Medway School of Pharmacy
Level	Pre-sessional / Undergraduate / Postgraduate Taught / Postgraduate Research

Search   Clear

You can either search for individual applications, or if you leave all the fields other than 'Academic Year' blank and click 'search', then all your applications will appear.

Agent Application System

Search Results

The following is a list of applicants based on the criteria you entered on the previous screen. Only fully submitted applications will appear in this list. Clicking the applicant ID where available will allow you to perform actions on behalf of applicants. Links are only available for current applications.

Applicant ID	Name	Date of Birth	Course	Year of Entry	Current Decision Status	Nationality	Country of Domicile	CAS Status
18000370	TEST APPLICATION	01/Jan/1990	American Studies (Literature) - BA (Hons) - full-time at Canterbury	2017-18	No Decision - No Response	Albanian	England	Not ready for issue

You can then view and track the status of the applications, or to access an individual application you can click on the Applicant ID number which will take you through to the applicant's portal.

Current Clearing Applications

These are the **clearing** applications **Test Application (18000370)** has made for the current or future academic year(s).

Please note that when you take an action from this screen, you are working on behalf of the applicant. Scroll to the bottom of the screen for further options. Close this tab/window to return to KentVision.

American Studies (Literature) - BA (Hons) - full-time at Canterbury

⏱ Submitted on 5 July 2017
⏱ Course starting 16 September 2017

Review in progress
Please check back soon.

Messages

Withdraw Application

⍰ Intray

From this page you can send and view messages on behalf of the applicant, respond to any further information requests and accept any offers that are made.

UCAS Hub

Applicants must accept the offer of a place via their KentVision applicant portal and then refer their application to Kent via their UCAS Hub. The offer letter will include the correct UCAS course code that must be used when making the Clearing application on UCAS track.

Add your Clearing choice in Hub
Go to the 'Your choices' section of your application and click 'Add Clearing choice.' Then enter the details of the course.

Only add a Clearing choice if you've been given permission by a uni.

Once the UCAS application has been linked to our Clearing Application System your applicant will appear on your normal list of students under the 'Manage Applications' section, and you will no longer be able to access it via the Clearing system.

Accommodation

If you are applying on behalf of an applicant who is already in UCAS, as part of the Clearing application form you will be asked to indicate whether or not the applicant would like campus accommodation. This is a yes or no question. Anyone who applies for a university course using the Clearing application pages should request accommodation by answering this question. They cannot specify what type of accommodation they want as by this stage; applicants will be allocated accommodation depending on availability. Applicants must not submit another application using the accommodation website. We hope to be able to house all Clearing applicants who want campus accommodation, but this is not guaranteed.

If you are applying on behalf of an applicant who has not yet used UCAS, the applicant should complete the standard accommodation application form, however at this stage they are unlikely to get one of their preferences.