

Applicant module - eGAS instructions

1. Click on Details to view your application
2. The identifying information on the top of the screen confirms your personal identification, UWindsor email address, the program to which you have applied, your proposed start date, and desired enrolment status.
3. You are now viewing the Program Requirement(s) tab which contains two boxes. The Program Requirement(S) box lists all of the documentation required to complete your application. The box on the right labelled Received Document(s) will populate as you upload your documents.

**** Please note that all documents must be uploaded in pdf format ****

***** Transcripts must show your name and the name of the institution. Make sure also to include a copy of the transcript legend (explanation of the grading scale)*****

4. Click on the Applicant Document(s) tab

Click on the Choose File button. This will open a window where you will upload your document.

It is optional to provide a document description and/or addition note for each document by clicking Show on the left of each row.

A) Using the "Choose File" or "Browse" button find the document on your computer and select to upload – Click on Save (located in the lower and/upper right hand corners of screen)

B) Once the document has been successfully uploaded you will see an information window at the top of the screen detailing that the "Transaction completed successfully" and Document Status will change to "Submitted" in the list of applicant documents in the Application screen

C) To upload the next document advance the page using the blue arrows

D) Repeat steps A thru B for each document

E) If you are an applicant whose native language is not English you must satisfy the English proficiency [requirements of your program](#). Upload a copy of your test score under "English language score (if required)"

When all documents are uploaded click on the Application link and then click on Details.

You will be back in the Applicant Documents tab and should see the Document Status as "Submitted"

5. Move to the Application Referee(s) tab

NOTE: The following programs do not require references: Master of Engineering, International MASc in Automotive Engineering; Master of Management. If the program does not require referees, skip to 6

A) Ensure that the referee information is correct. Make any corrections and Save.

If a reference has not been received the Status reported for the referee is "Incomplete", with an expiry date for submission. This will change to completed once each referee has submitted their report

Note that the Status reported for each referee is "Incomplete". This will change to "Completed" once each referee has submitted their report

You may make changes to any referee information, including replacing a referee, as long as the reference has not yet been submitted and your application has not been reviewed by the University

6. Once your documents have been correctly uploaded and saved and your referee information is correct, you are now ready to Submit your application documents. If you see you have uploaded an incorrect document you can replace it with the correct one following step 4 (above)

Once the application documents have been submitted to Registrar's, no further changes can be made to the documents

7. Submit your application using the Submit Application button

*** It is not enough simply to have uploaded your documents: you must click on the Submit Application button to complete the process.***

8. Under the Correspondence from University tab you will find a record of any messages sent to you from the University about your application

9. Under the Application Status tab you will be able to follow the progress of your application through the stages of admission. To see a status change you must logout and login again

a) Once the Referee reports have been completed and all documentation uploaded, the application status will change to "All Documents Received"

b) Once your application has been sent to the Department for adjudication the application status will change to "In Process"

c) If a positive decision has been made on your file, the application status will change to "Admitted "

d) If you are not offered admission you will receive an email outlining the reason(s)

10. If a positive decision is made on your file you will receive an email informing you that there is a decision on your application. Login to eGAS and click on the Application Status tab. Then click on "Offer Letter" to view the offer letter

11. Under the Additional Information/Document(s) tab you can view any additional information or letters

12. To accept the offer click on the **Offer Acceptance** tab and click on **Details**. You will have 21 days to accept the offer

13. To respond, go to the Offer Acceptance window and select an option from the drop down menu of "Accept Offer?", and click on Save

14. If you have already accepted your offer and now wish to defer your application to a future term, send a request to do this to: gradst@uwindsor.ca