

Welcome to the electronic Graduate Admission System (eGAS) – International Cohort Admissions module

1. Login into the International Cohort Admissions module using your UWin ID and password
2. On the **New Applications** tab can view all applications for which a recommendation has been made
 - Click on the **Go** button to view all applications, or select a search filter then click **Go** button
 - Click on the **Select** radio button to choose a file, then click on the **Details** button to view the application
3. **Person Information** tab
 - - Applicant information
4. **Applicant Documents** tab
 - All the documents uploaded by the applicant (i.e., transcripts, language, personal statement etc.)
5. **Referee Information** tab
 - Completed referee reports, where applicable
6. **GPA Calculation** tab
 - The GPA calculation uploaded by the Graduate Coordinator
7. **Correspondence** tab
 - Any correspondence between the university and the applicant appears here
8. **Assigned Reviewers** tab
 - View assigned reviewers
9. **Faculty Review Status** tab
 - Review data submitted by faculty reviewers
10. **Graduate Coordinators Reviews**
 - Comments made by Graduate Coordinator appear here
11. **Additional Information/Documents**
 - Letters uploaded by the graduate coordinator to be viewed by the applicant
 - IMPORTANT: In order that the applicant can view these documents be sure to mark the file "Visible to Student" before finally approving the admission
12. **Recommendation** tab
 - Once all documentation has been reviewed:
 - View Recommendation, and populate the **Admission Approval** boxes with the date. Click on **Save**

- View **Approval Conditions** and make any changes. Click on **Save**
- Click on **Preview Offer Letter** to make sure the letter is correct before finalizing the letter
- If admission is approved and letter is correct, click on **Notify Decision** button. An email will be sent to both the applicant, graduate coordinator, and the Registrar

*** The offer letter is now available to the applicant***

13. **Application Decision**

- You can view or print a copy of the offer of admission by clicking on the **View/Download** link to the letter

Deferrals

Students who are offered admission will have the option of accepting, declining, or deferring their offer. If a student opts to defer the application, departments will receive notification and will have the option of approving a deferral for the next available semester, or declining the request.

Students who have already accepted an offer of admission may also change their mind and request a deferral. In this case, student must send an email to xxxxxx@uwindsor.ca with the request for a deferral.

Applicants are permitted one deferral only per application, unless the reason for deferral is that they are registered in ELIP, in which case they may be granted more than one.

NOTE: Instructions on how to process deferrals are contained in the [Deferral Instructions](#) (available separately from Graduate Studies).

Revising offers of admission

If a letter or decision needs to be revised go to the Processed Applications tab and open the appropriate student's application.

- copy the original offer letter that was sent to the student through eGAS and attach the PDF in "Internal Communication" tab together with text "Original offer letter for [Fall 2019] is attached"

- Click on **Revise Decision** button in the **Recommendation** tab
- This moves the file to the **New Applications** tab and generates an email to the applicant notifying them that their offer is being revised
- Open the file in the **New Applications** tab and make the appropriate changes to the recommendation
- *Optional:* Add a condition under **Other**, stating that this revised letter replaces any previous offer made to the application
- **Save**
- **Preview** the offer letter
- Click **Notify Decision** button
- Student gets an email asking them to log in to eGAS to see the new offer
- Student gets 21 days to accept, decline or defer the offer

NOTE: This function should only be used in exceptional cases and is not to be used when an applicant has satisfied one of their admission conditions. In these latter cases the original letter stands and the eGAS status does not change. Fulfilment of admission conditions gets recorded in UWinsite only.

Extending the deadline for an offer of admission

Applicants get 21 days to respond to an offer. If this is to be extended (upon the approval of the program):

- Find the application under **Processed Applications**
- Go to the **Application Decision** tab
- Change the date in the **Offer Expire Date** window
- **Save**
- Email applicant of new deadline date