



University  
of Glasgow

# UKVI Engagement Form Guidance for Staff



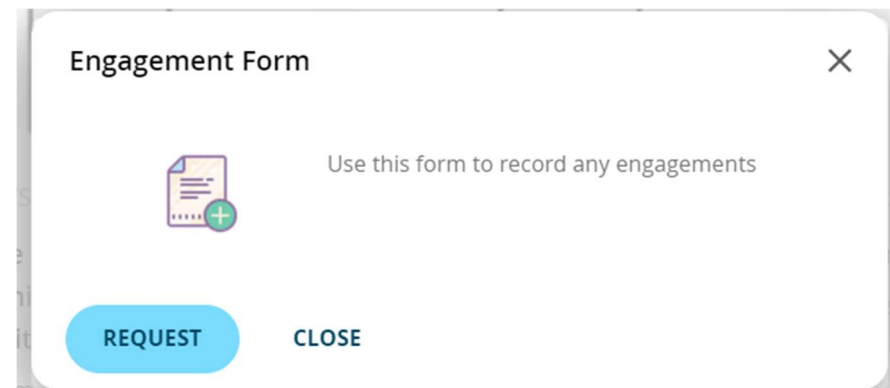
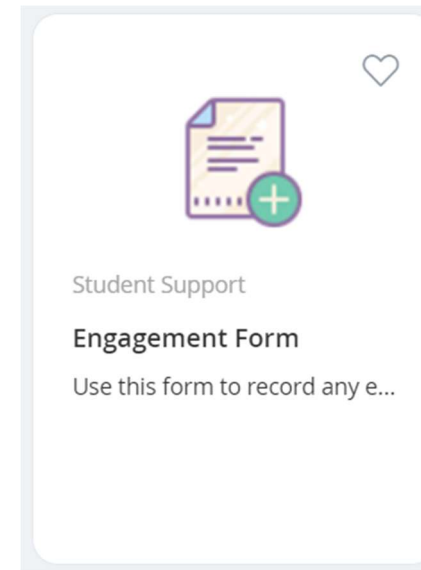
The UKVI Engagement Form can be used by members of staff to submit an engagement point for any UKVI student.

To access the form you must first log into the UofG Helpdesk, and subsequently either search for 'Engagement Form' or use the service catalogue to navigate to the form which is located under Student Support > Student Records.

You should then click on the tile and select 'Request' to create a blank form for completion.

Before you complete the form you will need the following information:

- Student ID
- Date of engagement point
- Time of engagement point
- Type of engagement point



Once requested, you will be taken to a new blank form to complete.

Any field marked with a red asterisk will need to be populated with the relevant information.

Firstly, you should enter the student ID, and select the correct student from the options presented.

Subsequently, the following fields will be automatically populated for you:

- Student's Name
- Cost Centre
- College
- Career
- Plan Code
- Plan description
- Routing Team



## Universal Engagement

Use this form to record any engagements

PersonType

Staff

Student \*

Student's Name

CostCentre

College

n/a

Career

Plan Code

If your plan code is blank, please use [this form](#) to let us know.

Plan desc

Routing team

Once the student details have been populated, you should scroll down the form to allow you to complete the details of the engagement you wish to submit.

Your details will automatically be completed.

You should now enter the details of the engagement point by completing the Date, Time and Type of engagement.

Firstly, click on the calendar icon to display a date picker which will allow you to enter the date of engagement in the correct format. Then use the dropdown menu to choose the time of the engagement followed by the dropdown menu to choose the type of engagement.

Supervisor \*

Start typing your supervisor's email address in the box above; relevant results will appear once at least 3 letters have been entered.

Supervisor Name

Supervisor Job Title

Meeting Details

Date / Time of Meeting \*

Type of Meeting \*

Once the details of the meeting have been entered, you will be asked to provide more detail on the contact method and, dependant on the type of engagement, either a summary of the discussion including any actions or notes pertinent to the event.

If you need more space to summarise the event then you can do this by using the 'Need more room?' check box which will give a secondary text box to continue in.

Once all the required fields have been completed, you will be able to click on 'Review & Submit' to compete the form and record an engagement point for a student.

Contact Method \*

Issues & Actions

Characters remaining

2000

Need more room?

Review & Submit

Cancel