

EduRec Transfer Process Guide for GDA3

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This guide is meant for Faculty/Department/Programme Administrators who are required to run the process of transferring applicant/application data from GDA3 to EduRec.

Before doing the transfer, please ensure that the application has been **“Offer Accepted”**. Note that **“Acceptance Fee Pending”** and **“Acceptance Fee 1 Paid”** should not, and will not be transferred.

To start the process of transferring applications data to EduRec for applications that will be enrolled, please follow the steps below.

1.) Moving applications in the Reader to the **‘To be Transfer’** Bin, and 2.) running the ‘Transfer to EduRec’ query to run the system process.

Moving applications in the Reader

1. Access the **Reader**, and proceed to the **‘Offer Made’** Bin. Applications that have been Offered (with the Decision Code Offer Made), should already been moved to this bin by the system.

| Applicant Review | | | | | | |
|---------------------------------|---------------------|---------------------|----------------------------------|--------------------|--------------------|-----------------------|
| Admin Pre-Review | Admission Committee | Faculty Interviewer | Admission Chair(Review to Offer) | Programme Decision | Released Decisions | EduRec Transfer |
| Awaiting Submission | Application Review | Interview | Faculty Committee Review | Waitlist/ KIV | Withdrawn | To be Transfer |
| 19 | 13 | 112 | 17 | 86 | 1 | 2 |
| Awaiting Fee Payment | Interview Shortlist | | | No Offer | Unsuccessful | Transferred to EduRec |
| 11 | 2 | | | 4 | 0 | 1 |
| Awaiting Documents | | | | Offer Admission | Offer Made | |
| 18 | | | | 57 | 43 | |
| Application Verification | | | | | | |
| 5 | | | | | | |
| Additional Information Required | | | | | | |
| 1 | | | | | | |

- Click on **'Build Query'**, to proceed to the next section, where you will be moving applications to the **'To be Transfer'** bin.

| slate | Application Review (64) | | | | | | Build Query | Classify | Refresh | -5 | +5 | Add to Queue (0) |
|----------|-------------------------|------------------------|----------------------|-----------------|---------------------------------|--|------------------------|----------|---------|----|----|------------------|
| Home | Intake | Application No. | Applicant | Bin | Faculty | Programme | Programme Type | | | | | |
| Browse | August 2025 | K458143630_25_CDE_M... | Cai, Chaoying | Offer Admission | College of Design & Engineering | M0610: Master of Science (Materials Science and Engineering) | Master's by Coursework | | | | | |
| Search | August 2025 | K368644741_25_CDE_M... | Qu, Yanzhuo | Offer Admission | College of Design & Engineering | M0610: Master of Science (Materials Science and Engineering) | Master's by Coursework | | | | | |
| Queue | August 2025 | K521558295_25_RMO... | Xiao, Xiaoyang | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| Recent | August 2025 | K630214258_25_RMO... | Jiang, Ying | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| Share | August 2025 | K126125484_25_RMO... | Wei, Yuxuan | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| Classify | August 2025 | K463515538_25_RMO... | Hu, Ran | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| Help | August 2025 | K359656531_25_RMO... | Ye, Kaifu | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| Exit | August 2025 | K082417382_25_RMO... | Zhou, Yimuo | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K457336381_25_RMO... | Huang, Mengying | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K090027445_25_RMO... | Lee, Shaun Xuan Yang | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K83989924_25_RMO... | Feng, Guangyao | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K035227627_25_RMO... | Li, Xinyang | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K889787839_25_RMO... | Guo, Yujian | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K250571538_25_CDE_M... | Zheng, Wenyu | Offer Admission | College of Design & Engineering | M0610: Master of Science (Materials Science and Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K24660236_25_RMO... | Yingyu, Wang | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K113791052_25_RMO... | Wang, Xinui | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K934502005_25_RMO... | Huang, Yue | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K463408103_25_RMO... | Xiao, Jiahui | Offer Admission | Risk Management Institute | M4710: Master of Science (Financial Engineering) | Master's by Coursework | | | | | |
| | August 2025 | K37920651_25_CDE_M... | Zhou, Ziyu | Offer Admission | College of Design & Engineering | M0610: Master of Science (Materials Science and Engineering) | Master's by Coursework | | | | | |

- Once at the query page, proceed to select the **'Bin'** option under the **Batch Management** section in the dropdown list.

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4. Within the Bin Management page, you should select ‘Set Bin’ at the Bin Action dropdown list.

Workflow: Application Review

Bin Action: **Set Bin**

Bin: **Set Bin**

Queue Action: **Set Bin**

Add Reader: **Set Bin**

Update Selected (0) | Update All (64)

| Rows | Bin Management: Record | Bin Management: Bin | Bin Management: Readers | Bin Management: Pending | Intake | Application No. | Applicant | Bin | Faculty | Programme | Programme Type | Users |
|--------------------------|------------------------|---------------------|-------------------------|-------------------------|-------------|-----------------------|----------------------|-----------------|------------------------------|-----------------------------|------------------------|-------|
| <input type="checkbox"/> | Bin Management: Record | Bin Management: Bin | Bin Management: Readers | Bin Management: Pending | Intake | Application No. | Applicant | Bin | Faculty | Programme | Programme Type | Users |
| <input type="checkbox"/> | Ding, Cheryl | Offer Admission | | | August 2025 | K069474485_25_RMO_RMI | Ding, Cheryl | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Cai, Chaoying | Offer Admission | | | August 2025 | K458143630_25_CDE_MSE | Cai, Chaoying | Offer Admission | College of Design & Engin... | M0610: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Lee, Shaun Xuan Yang | Offer Admission | | | August 2025 | K090027445_25_RMO_RMI | Lee, Shaun Xuan Yang | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Gao, Jiarui | Offer Admission | | | August 2025 | K230537352_25_RMO_RMI | Gao, Jiarui | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Xiao, Xiaoyang | Offer Admission | | Offer Admission | August 2025 | K521558295_25_RMO_RMI | Xiao, Xiaoyang | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Xiao, Jiahui | Offer Admission | | | August 2025 | K463408103_25_RMO_RMI | Xiao, Jiahui | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Chen, Tianrun | Offer Admission | | | August 2025 | K231883700_25_RMO_RMI | Chen, Tianrun | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Hou, Wanting | Offer Admission | | | August 2025 | K079497056_25_RMO_RMI | Hou, Wanting | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Jiang, Ying | Offer Admission | | | August 2025 | K630214256_25_RMO_RMI | Jiang, Ying | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Zhao, Lingxuan | Offer Admission | | | August 2025 | K857746265_25_RMO_RMI | Zhao, Lingxuan | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Yingyu, Wang | Offer Admission | | | August 2025 | K244002236_25_RMO_RMI | Yingyu, Wang | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Ye, Kaifan | Offer Admission | | | August 2025 | K359655531_25_RMO_RMI | Ye, Kaifan | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Cao, Yujian | Offer Admission | | | August 2025 | K889787839_25_RMO_RMI | Cao, Yujian | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Qu, Xiaoyu | Offer Admission | | | August 2025 | K446008628_25_RMO_RMI | Qu, Xiaoyu | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Qu, Yunzhuo | Offer Admission | | | August 2025 | K368644741_25_CDE_MSE | Qu, Yunzhuo | Offer Admission | College of Design & Engin... | M0610: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Li, Xinyang | Offer Admission | | | August 2025 | K035227627_25_CDE_MSE | Li, Xinyang | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |
| <input type="checkbox"/> | Testec, Kelvin Jy | Offer Admission | HP Guo | Offer Admission | August 2025 | K088852901_25_MED_BCH | Testec, Kelvin Jy | Offer Admission | Yong Loo Lin School of Ma... | M0816: MSc Precision Hea... | Master's by Coursework | Huang |
| <input type="checkbox"/> | Huang, Mengying | Offer Admission | | | August 2025 | K457336381_25_RMO_RMI | Huang, Mengying | Offer Admission | Risk Management Institute | M4710: Master of Science... | Master's by Coursework | |

5. Select the ‘To be Transfer’ bin in the Bin dropdown list.

Workflow: Application Review

Bin Action: **Set Bin**

Bin: **To be Transfer**

Queue Action: **Set Bin**

Add Reader: **Set Bin**

Update Selected (0) | Update All (45)

6. Check the applications that you want to transfer and click on **Update Selected** to continue. Or click on **Update All** to select and move all applications listed to the ‘To be Transfer’ Bin.

Workflow: Application Review

Bin Action: **Set Bin**

Bin: **To be Transfer**

Queue Action: **Set Bin**

Add Reader: **Set Bin**

Update Selected (0) | Update All (45)

| Rows | Bin Management: Record | Bin Management: Bin | Bin Management: Readers | Bin Management: Pending | Intake | Application No. | Applicant | Bin | Programme | Users | Readers | Notes |
|--------------------------|------------------------|---------------------|-------------------------|-------------------------|--------------|-----------------------|-----------------------|------------|-----------|---------------|-------------------------------------|-------|
| <input type="checkbox"/> | Bin Management: Record | Bin Management: Bin | Bin Management: Readers | Bin Management: Pending | Intake | Application No. | Applicant | Bin | Programme | Users | Readers | Notes |
| <input type="checkbox"/> | User4, Training | Offer Made | | Offer Admission | August 2025 | K134520350_25_BIZ_BIZ | User4, Training | Offer Made | | | | |
| <input type="checkbox"/> | Testec, Kelvin Kelvin | Offer Made | | | August 2025 | K396223388_25_COM_COM | Testec, Kelvin Kelvin | Offer Made | | | | |
| <input type="checkbox"/> | Test, Vivien | Offer Made | | | August 2025 | K582007053_25_BIZ_BIZ | Test, Vivien | Offer Made | | | | |
| <input type="checkbox"/> | Cheng J, SC Testing | Offer Made | | | August 2025 | K020539454_25_SCI_SDS | Cheng J, SC Testing | Offer Made | | | Sew Chin Cheng | |
| <input type="checkbox"/> | Tan, Jon Test DT | Offer Made | | | August 2025 | K666434489_25_BIZ_BIZ | Tan, Jon Test DT | Offer Made | | | Chuan Yuan, Jonathan Tan | |
| <input type="checkbox"/> | Ling-TEST, Danny | Offer Made | | | August 2025 | K471993104_25_BIZ_BIZ | Ling-TEST, Danny | Offer Made | | | | |
| <input type="checkbox"/> | Tan, Jon Test DT | Offer Made | | Offer Admission | August 2025 | K423204028_25_BIZ_BIZ | Tan, Jon Test DT | Offer Made | | | Chuan Yuan, Jonathan Tan | |
| <input type="checkbox"/> | Ling-TEST, Danny | Offer Made | | | August 2025 | K182404225_25_BIZ_BIZ | Ling-TEST, Danny | Offer Made | | | | |
| <input type="checkbox"/> | Yap Test, Jocelyn | Offer Made | Eunice Han | | August 2025 | K952496968_25_SCA_SCA | Yap Test, Jocelyn | Offer Made | | Eunice Han | Huangping Guo, Rachel Tso Jun ... | |
| <input type="checkbox"/> | Testec, Kelvin | Offer Made | | | August 2025 | K792860628_25_CDE_CDE | Testec, Kelvin | Offer Made | | | Angel Jia Hui Ng, Brenda Jiaji T... | |
| <input type="checkbox"/> | User4, Training | Offer Made | Huangping Guo | | January 2025 | K958407890_25_CDE_ECE | User4, Training | Offer Made | | Huangping Guo | | |
| <input type="checkbox"/> | Cheng J, SC Testing | Offer Made | | | January 2025 | K826586716_25_SCI_PHA | Cheng J, SC Testing | Offer Made | | | | |
| <input type="checkbox"/> | LI-TEST, Vivien | Offer Made | | | January 2025 | K618456777_25_MUS_MUS | LI-TEST, Vivien | Offer Made | | | | |

- Now the applications you have selected and updated will be found in the 'To be Transfer' Bin.

| Applicant Review | | | | | | |
|---------------------------------|---------------------|---------------------|-----------------------------------|--------------------|--------------------|-----------------------|
| Admin Pre-Review | Admission Committee | Faculty Interviewer | Admission Chair (Review to Offer) | Programme Decision | Released Decisions | EduRec Transfer |
| Awaiting Submission | Application Review | Interview | Faculty Committee Review | Waitlist/ KIV | Withdrawn | To be Transfer |
| 19 | 13 | 112 | 17 | 86 | 1 | 2 |
| Awaiting Fee Payment | Interview Shortlist | | | No Offer | Unsuccessful | Transferred to EduRec |
| 11 | 2 | | | 4 | 0 | 1 |
| Awaiting Documents | | | | Offer Admission | Offer Made | |
| 18 | | | | 57 | 43 | |
| Application Verification | | | | | | |
| 5 | | | | | | |
| Additional Information Required | | | | | | |
| | | | | | | |

Running the 'Transfer to EduRec' query

- Proceed to the Query page.
- Search for the 'Transfer to EduRec' query.
- Click on 'Run to Web Service' to run the query process.

All Queries

Transfer to EduRec

Folder

Interface

User

Huamei Guo

Base

Configurable Jobs - Application

Execution Mode

Retrieve all records each time query is run

Filters

Status

IN Decision Released to Applicant

Decision by Rank Released / Code

IN Offer Accepted

Need to transfer

Exists

Workflow Bin / Workflow Bin

IN Application Review: Applicant Review - EduRec Transfer - For Transfer

Population

Formula: count(select * from (the getRight(Owner) its inner join (population) pop on (pop(record)) = a_its_id_its)) where (its[source] = "3db8525-0689-4060-80ea-d509f4946dcf") and (its[key] like 'query_itslibrary%') and (its[population] = pop...

Matching Rows

2

Description

This Query is used to Transfer records to EduRec.

It will pick up application records that are -

- With Status= Decision Released to Applicant
- Offer Accepted
- Residing in the Workflow Bin = For Transfer to EduRec
- Based on your population access.

Records that have already been transferred will be moved to the Transferred to EduRec Bin in the Reader.

Run Query

Run to Web Service

Edit Query

Edit Notes

Check Logic

State (National University of Singapore)

Items / 100 / 100

- Applications transferred to EduRec will be placed automatically in the **‘Transferred to EduRec’ Bin**.

| Applicant Review | | | | | | |
|--------------------------------------|--------------------------|---------------------|----------------------------------|-----------------------|--------------------|----------------------------|
| Admin Pre-Review | Admission Committee | Faculty Interviewer | Admission Chair(Review to Offer) | Programme Decision | Released Decisions | EduRec Transfer |
| Awaiting Submission 19 | Application Review 13 | Interview 112 | Faculty Committee Review 17 | Waitlist/ KIV 86 | Withdrawn 1 | To be Transfer 2 |
| Awaiting Fee Payment 11 | Interview Shortlist 2 | | | No Offer 4 | Unsuccessful 0 | Transferred to EduRec 1 |
| Awaiting Documents 18 | | | | Offer Admission 57 | Offer Made 43 | |
| Application Verification 5 | | | | | | |
| Additional Information Required 1 | | | | | | |

The status/outcome of the transfer will only be available 15 minutes later.

Run the following Query:” [Edurec Transfer Status](#)” to view the status of the transfer.