

# How to Apply Online

## Guidance for Certificate & Diploma Students

All students applying to join The University of Manchester must apply using the online application system accessed via this site:

<http://www.egyptologyonline.manchester.ac.uk/>

When you access this page, you should click on the relevant section according to whether you are applying for the Certificate course or the Diploma course, and then navigate to the 'How to Apply' page within this section.

The application is a 9 STEP PROCESS that will take approximately 30 minutes to complete. You can save your application at any stage before submission and return to it at a later time/date. You will need to make a note of the email address and password that you select at the beginning of the application process, as you will need this to sign-in to make changes/additions to a saved application.

You can save and return to your application as many times as you wish before submitting, but your application will expire after 28 days of inactivity. Note also that the screens will time-out after 20 minutes if you are not actively working on the form.

All information must be entered in English.

### Helpful icons:



**Save** your application at any time using the "Save" icon.



**Print** your application by clicking on the "Print" icon.



Click on the "View Program Description" icon and you will be taken to the website for the given program.



Click on the "Help" icon if you require **further information** at any stage during the application process.



Return to a saved application



Search

## Getting Started

When you click through to the online application system, you will see that the initial page is headed '**Postgraduate Applicant Sign On**'. **You will subsequently see frequent reference to 'postgraduates' throughout the online form. PLEASE DO NOT WORRY, THIS IS THE CORRECT FORM.**

Follow the instructions given to sign on.

When you have accepted the Terms and Conditions, you will be taken to a section headed 'Create A New Postgraduate Application'.

## Create a New Postgraduate Application

To create a new application, you must provide the following information:

- **Academic Career:** This will be Postgraduate Research, Postgraduate Taught, Undergraduate or Continuing Education and Professional Development.
- **Mode of Attendance:** This can be Full-time Study, Part-time Study, or Distance Learning. Some Distance Learning courses are offered on a full-time or a part-time basis. Contact the relevant School for more details.

Once you have completed the above fields, you can select the programme you are interested in. There are two ways of doing this:

- **KEYWORD SEARCH.** Search for programmes that match your interests. To do this, enter keywords in the "Program Description" field and then press the SEARCH button. Search keywords should include characters (A-Z) and numerals (0-9) only. All other characters will be ignored.
- **BROWSE.** Just press the SEARCH button without entering keywords if you want to see the full list of programmes available that match the selections you have made.

When you have found the programme you are looking for, click the APPLY link next to it to begin your new application.

Click on the  "Help" icon next to each field in the selection panel if you need further information.

[Return to Your Postgraduate Applications](#) 

*Institution	<input type="text" value="The University of Manchester"/>	
*Academic Career	<input type="text" value="Postgraduate Taught"/>	
*Mode of Attendance	<input type="text" value="Full-time"/>	
Program Description	<input type="text"/>	<input type="button" value="Search"/> 

In the lower box at the bottom of this page, you will see the first three option fields are pre-populated. The first field ('\*Institution – The University of Manchester') is correct. **However, the second field – '\*Academic Career' - will need to be changed to 'Undergraduate' from the drop-down menu and the third field – 'Mode of Attendance' – will need to be changed to 'Distance Learning P/T'.**

To populate the last field (titled Program Description) with the correct information, click on the Search button alongside, and scroll down the list until you find your correct programme (Certificate in Egyptology or Diploma in Egyptology).

### Step 1 – Personal Information

Complete all the required fields in this section. You do **not** need to upload a passport photo. When you reach the bottom of the page, you will see the following box:

Step **1** — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9 — 10 [Return to Your Postgraduate Applications](#)  

Click on  to progress to Step 2.

(This box appears at the bottom of the page of each step, and is the way you navigate to all steps throughout the application process. DO NOT use the 'back' button on your browser to return to an earlier step – instead select the earlier step using these buttons).

## Step 2 – Contact Information

Complete all the required fields in this section and move onto Step 3.

## Step 3 – Proposed Programme of Study or Research Project

You will see the following information:

The screenshot shows the 'Step 3: Proposed Programme of Study or Research Project' page. At the top left is the University of Manchester logo (1824). The breadcrumb trail reads: 'You are here: Home > Postgraduate > Postgraduate Application Form'. A 'Sign Out' link is in the top right. The main heading is 'Step 3: Proposed Programme of Study or Research Project'. Below this is a table with the following details:

<b>Institution</b>	The University of Manchester	<b>Start Date</b>	09 - September, 2018
<b>Academic Career</b>	Undergraduate	<b>Application Status</b>	Pending
<b>Mode of Attendance</b>	Distance Learning P/T	<b>Last Modified</b>	31-Oct-2017 15:42:08
<b>Program Description</b>	Certificate in Egyptology		

Below the table is a progress bar with steps 1 through 9 and an 'S' icon. Step 3 is highlighted. To the right of the progress bar is a link: 'Return to Your Postgraduate Applications' and two icons (a list and a printer).

Below the progress bar is a text box with instructions:

Select the **Month** and **Year** on which you would like to start your new programme of study or research project.

If you are applying for a **Research Programme**, then please provide a research title and further details of the research area or research group you are interested in. This will make it easier for us to identify suitable opportunities for you within the University.

Check the website of the relevant research group to find a **potential supervisor**. You should enter at least one suitable supervisor. Up to two further potential supervisors may be entered under Further Information.

Below this is a section titled 'Proposed Start Date' with a help icon. It contains two dropdown menus:

\*Month: 09 - September ▼  
\*Year: 2018 ▼

Complete your proposed start date (September) and year and period of study.

The remaining 4 boxes in this step – Proposed Research; Special Study Options; Further Information; and Marketing Information, should all be left blank.

Move on to Step 4.

## Step 4 – Current and Previous Study

This step is optional. If you have not completed an undergraduate/postgraduate degree then you do not need to complete this section.

## Step 5 – English Proficiency and Other Qualifications

Everybody must answer the first question in the box titled 'English Proficiency', selecting 'No' or 'Yes' from the drop-down box.

The University of Manchester logo is on the left. The header includes the Manchester 1824 logo, the text 'You are here: Home > Postgraduate > Postgraduate Application Form', and a 'Sign Out' link.

### Step 5: English Proficiency and Other Qualifications

<b>Institution</b>	The University of Manchester	<b>Start Date</b>	09 - September, 2018
<b>Academic Career</b>	Undergraduate	<b>Application Status</b>	Pending
<b>Mode of Attendance</b>	Distance Learning P/T	<b>Last Modified</b>	31-Oct-2017 15:50:54
<b>Program Description</b>	Certificate in Egyptology		

Step progress: 1-2-3-4-5-6-7-8-9-S. A link 'Return to Your Postgraduate Applications' is present.

A good command of the **English language** is essential to study for a postgraduate degree. If English is not your native language, then please provide details of any recognised English language qualifications that you have obtained, such as the TOEFL or IELTS tests.

You can also use this page to tell us about any **other professional qualifications** you have completed and publications you were involved in. List your most recent publication first.

#### English Proficiency

\*Is / Was English the language of instruction of your first or subsequent degree(s)?

If you have completed an English Proficiency Test, please complete the following with your most recent results:

Test Type:

\*Test Date: Day  Month  Year

\*Test Name:

\*Test Score:

If you answer 'Yes' (ie. English IS the language of instruction on your current degree), you can then proceed straight to Step 6.

If you answer 'No' to this question, please give details of any English language tests that you have taken.

## Step 6 – Professional/Previous Experience

Do not complete either of the boxes in this section. Skip straight to Step 7.

## Step 7 – References

You are not required to complete this information. However, the form will not allow you to progress unless you enter something in the boxes. We suggest that you simply type 'x'. Skip to Step 9.

## Step 8 - Funding

Do not complete either of the boxes in this section. Skip straight to Step 9.

## Step 9 – Supporting Documents

You should upload your short answer questions during this step. **THE TEMPLATE FOR THE SHORT ANSWER QUESTIONS CAN BE DOWNLOADED FROM THESE LOCATIONS:**

**Certificate:** [http://assets.mhs.manchester.ac.uk/egyptology-online/short\\_answer\\_questions\\_certificate.docx](http://assets.mhs.manchester.ac.uk/egyptology-online/short_answer_questions_certificate.docx)

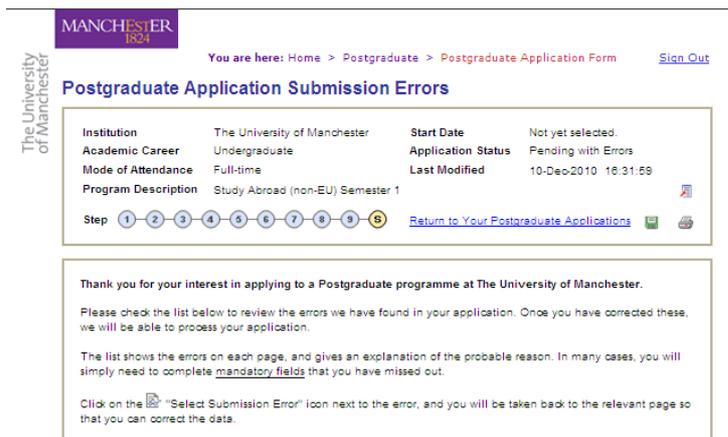
**Diploma:** [http://assets.mhs.manchester.ac.uk/egyptology-online/short\\_answer\\_questions\\_diploma.docx](http://assets.mhs.manchester.ac.uk/egyptology-online/short_answer_questions_diploma.docx)

Please save your document with a name that will indicate its content to us – for example: SMITH ShortAnswerQuestions.pdf

## Submitting

When you have completed all 9 steps of the online application, you should click on the  button at the bottom of the page to submit your application.

If you see a page headed ‘Postgraduate Admissions Submission Errors’:



The University of Manchester

You are here: Home > Postgraduate > Postgraduate Application Form [Sign Out](#)

### Postgraduate Application Submission Errors

Institution	The University of Manchester	Start Date	Not yet selected.
Academic Career	Undergraduate	Application Status	Pending with Errors
Mode of Attendance	Full-time	Last Modified	10-Dec-2010 16:31:59
Program Description	Study Abroad (non-EU) Semester 1		

Step [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)  [Return to Your Postgraduate Applications](#)  

Thank you for your interest in applying to a Postgraduate programme at The University of Manchester.

Please check the list below to review the errors we have found in your application. Once you have corrected these, we will be able to process your application.

The list shows the errors on each page, and gives an explanation of the probable reason. In many cases, you will simply need to complete mandatory fields that you have missed out.

Click on the  "Select Submission Error" icon next to the error, and you will be taken back to the relevant page so that you can correct the data.

followed by a list of errors, please navigate to the  icon alongside the listed error, to allow you to return to that part of the application and make corrections.

When you have submitted your application, you will be asked to tick two declaration boxes before your submission is complete. *You will also notice that the final Declaration page lists a reminder of the supporting documentation required for a **standard Postgraduate application** (for example, two reference letters etc) – please make sure that you attend to the supporting documentation listed in this Guide, and NOT the documents listed at this point on the online application.*

When you have submitted your application, you should receive an auto-generated acknowledgement email. **THIS EMAIL WILL BE BLANK and will refer to your ‘Postgraduate’ application – again, please do not worry, you have submitted the correct form for the Certificate/Diploma course.**

## Final Step

When you have submitted your online application, please send an email to [egyptologyonline@manchester.ac.uk](mailto:egyptologyonline@manchester.ac.uk) telling us that you have submitted an application. Include in this message your full name, email address and the date you submitted your online application.

If you have any problems with the online application which you cannot resolve, please email [egyptologyonline@manchester.ac.uk](mailto:egyptologyonline@manchester.ac.uk) with a description of the difficulty you are facing.

**Thank you for your application!**