How to Apply Online

Guidance for Study Abroad, Exchange and Erasmus Students

All students applying to join The University of Manchester as undergraduate fee-paying Study Abroad, Exchange or Erasmus students, must apply using the online application system accessed via this site:

http://www.manchester.ac.uk/study/international/study-abroad-programmes/

When you access this page, you should click on the relevant section according to whether you are a Study Abroad, Erasmus or Exchange student, 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.

We	recommend	that	you	make	а	note	here	of	the	email	address	and	password	you	choose	for	future
refe	rence:																

Email address_

Password

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.

Help	ful 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
	Click on the "Help" icon if you require further information at any stage during the application process.
×.	Return to a saved application
٠q	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 Post	graduate Application								
To create a new application,	you must provide the following information:								
Academic Career: T Education and Profe	his will be Postgraduate Research, Postgraduate ssional Development.	Taught, Undergraduate or Continuing							
Mode of Attendance Learning courses are	e This can be Full-time Study, Part-time Study, offered on a full-time or a part-time basis. Cont	or Distance Learning. Some Distance tact 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 doing this:									
KEYWORD SEARCH "Program Description Z) and numerals (0-9	 Search for programmes that match your intere "field and then press the SEARCH button. Sear t) only. All other characters will be ignored. 	ests. To do this, enter keywords in the rch keywords should include characters (A							
 BROWSE. Just pres programmes availab 	is the SEARCH button without entering keywords le that match the selections you have made.	s if you want to see the full list of							
When you have found the p	rogramme you are looking for, click the APPLY I	ink next to it to begin your new application							
Click on the 🥝 "Help" icon	Click on the 2 "Help" icon next to each field in the selection panel if you need further information.								
Return to Your Postgraduate Ap	plications								
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"Mode of Attendance	, _								

In the lower box at the bottom of this page, you will see the first three option fields are prepopulated. The first field ('*Institution – The University of Manchester') and the third field (*Mode of Attendance – Full-time') are correct and should not be altered. **However, the second field** – **'*Academic Career'** - will need to be changed to 'Undergraduate' from the drop-down menu (except for Erasmus Medicine students, who should select the 'Medical Undergraduate' option).

Erasmus students only: Before you apply, you MUST check our website here: http://www.manchester.ac.uk/international/studyabroadandexchanges/erasmus/ to see whether our exchange agreement is for you to study Undergraduate or Postgraduate course units with us. **If our Erasmus agreement is for Postgraduate level course units** (*indicated by 'PG' in the 'Level' column on our spreadsheet*) you should NOT proceed with an online application. Instead, you should email the person indicated in the spreadsheet to ask them how you should apply for their Postgraduate Erasmus exchange. **If our Erasmus agreement is for Undergraduate level course units** (*indicated by 'UG' in the 'Level' column on our spreadsheet*), please proceed with your application as per these Guidance Notes. You will see a column on the spreadsheet titled 'Online application program' – this indicates for you the Erasmus subject area you should select as your Program Description (described below).

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.

Finding the Correct Program Description:

If you are **paying a tuition fee** [this could be i) directly to Manchester; ii) to a third party provider such as Arcadia, CCSA or the BEO; or iii) to your home university who will then settle our tuition invoice on your behalf], you should select one of the 'STUDY ABROAD (fee-paying)' options towards the end of the list, choosing the option which reflects the correct duration of your intended period of study at Manchester.

If you are studying at a **non-European** university, and have been nominated by your home university to study at The University of Manchester as part of a **reciprocal exchange agreement**, you should select one of the 'UNIVERSITY-WIDE EXCHANGE STUDENT' options, choosing the option which reflects the correct duration for your intended period of study at Manchester. A list of our non-EU exchange partners can be found here: http://www.manchester.ac.uk/study/international/study-abroad-programmes/non-eu/

If you are studying at a **European** university, and have been nominated to study at The University of Manchester as part of an exchange agreement within the **Erasmus scheme**, you should select the Erasmus option which specifies the subject area of the agreement under which you will be studying, and the duration of study. A list of our Erasmus partners can be found here: http://www.manchester.ac.uk/study/international/study-abroad-programmes/erasmus/

Remember that, in the UK, Semester 1 is the period from September-January; Semester 2 is from January-June, and the standard 'All Year' is September-June.

You will then be taken to Step 1.

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:



Click on $\overline{}$ 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:

Institution	The University of Manchester	Start Date	Not yet selected.		
Academic Career	Undergraduate	Application Status	Pending		
Mode of Attendance	Full-time	Last Modified	10-Dec-2010 14:37:16		
Program Description	Study Abroad (non-EU) Semester 1				
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Complete your proposed start date and period of study. Note that these boxes may not appear for some Erasmus programmes.

You will then see a 'Pathway' box (NB: This box does NOT appear for Erasmus students):

Pathway		0
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C Leadership and Bervice Pathway		

You should **ONLY** complete this box if you are applying for one of the three Pathways listed.

If you are applying for the English Language Pathway, you will also need to select either the 'Integrated' or 'Extended' route from the drop-down menu alongside this option.

If you tick that you are applying for the Leadership and Service Pathway, you must also download, complete and upload an additional application form for this Pathway. The application form can be downloaded from here:

http://www.manchester.ac.uk/study/international/study-abroad-programmes/forms-and-guides/. If you are not applying for one of these three Pathways, leave this box blank.

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

The only section you should complete in this step is the first section, headed 'Current Study':

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he ars (the list runs over 3 pages so click the arrow buttons to advance). When you click on your home country in the list, the 'Country' box will be populated with the three-letter code for your country. When this three-letter code appears in the 'Country' box, click the yellow 'Look Up' box in the middle-left of your screen, and a list of institutions in this country will be generated. You can click on any of the column headings to sort the lists into alphabetical order. Remember that if your university is 'The University of...' it will often appear alphabetically under 'T'. European universities may be listed under their English translation or under the correct local name – you will need to check both possibilities. You may also wish to try the 'Search Name' function at the top of the page (select 'contains' and then enter a keyword from the name of your university/college) to help you find your home institution. If you are applying through a third-party provider (such as Arcadia, CCSA or BEO in Japan), you must enter the name of your home university, rather than the name of the third-party provider.

When you find the name of your home university, click on it and it will populate the 'Institution Name' field. *If you cannot find your home university listed, please email* <u>studyabroad@manchester.ac.uk</u> with the full name and address of your institution and we will investigate where it lies within the listings. You can continue completing your application, but will not be able to submit your form until you have heard back from us with the missing information, as your application will show up as having 'Errors' when you press the submit button at the end. This does mean that you will need to save your application and return to it after we have contacted you.

Secondly, select the country in which your home university is based from the drop-down menu in the second field (titled 'Institution Country').

For the third field ('Academic Level'), select 'Bachelors'.

In the 'Degree Title' field, enter the name of your degree programme/major.

In the 'Length of Study' field, select the full length of the degree programme you are studying at your home university from the drop down box.

In the 'Major subject 1' field, list the title of your degree programme or your Major area of study.

In the 'Major subject 2' field, list your Minor, or leave blank if you do not have one.

In the 'Marking Scheme' field, use the drop-down box to look for your country and marking scheme. Several countries' schemes are **not** listed in the drop-down box. If yours does not appear, simply select OTHER.

In the 'Expected Class or Grade' field, indicate your current cumulative GPA/grade.

Populate the 'Completion Date' fields with the date you expect to graduate.

'First Previous Study' field – leave blank

'Second Previous Study' field – leave blank

'Academic Honours, Distinctions and Prizes' field – leave blank

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.

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, most applicants must provide evidence of their English proficiency. Select the test you have taken from the drop-down menu, and enter the dates of the test, and your scores. NOTE THAT YOU MUST ALSO UPLOAD A COPY OF YOUR ENGLISH PROFICIENCY CERTIFICATE LATER IN THE PROCESS. Erasmus applicants do not* need to provide certificates, but are expected to have a level of English at or above our minimum entry requirements listed here: http://www.manchester.ac.uk/study/international/study-abroad-programmes/erasmus/entry-requirements/

*(with the exception of Erasmus Medical applicants, who must supply an English Language proficiency certificate, showing that their English language score is at least IELTS 7.0 or equivalent).

'Professional and Other Qualifications'; 'First Publication'; and 'Second Publication' – leave blank

Step 6 – Professional/Previous Experience

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

Step 7 – References

Study Abroad (fee-paying) Students – please provide the contact details of your academic referee in the 'First Referee' box. NOTE THAT YOU MUST ALSO UPLOAD A COPY OF YOUR REFERENCE LATER IN THE PROCESS. *If your home university's policy is that students do not see their references, please ask your advisor at your home university to either email a copy of your reference to studyabroad@manchester.ac.uk, or post it to: International Programmes Office, The University of Manchester, Rutherford Building, Oxford Road, Manchester, M13 9PL, UK. Please use the 'Second Referee' box to provide the contact details of EITHER the study abroad contact person at your home university, OR the coordinator at your third-party agency (for example Arcadia, CCSA, or British Education Office in Japan).*

Non-European Exchange Students – please provide the details of your home university study abroad/exchange advisor in the 'First Referee' box. Please use the 'Second Referee' box to provide the contact details of an additional person at your home university (for example an academic advisor, personal tutor). *Note that we will not contact this second referee in connection with your application, but the online system will not allow your application to progress if both boxes are not populated.*

Erasmus Students – please provide the details of your home university's Erasmus **Departmental** Coordinator in the 'First Referee' box. Please use the 'Second Referee' box to provide the contact details of your Erasmus **Institutional** Coordinator (ask your Departmental Coordinator who this is if you do not know). *Note that we will not contact these people for a reference, but the online system will not allow your application to progress if both boxes are not populated.*

Step 8 - Funding

If you are a **non-European Exchange** or **Erasmus** student, do not complete any of the boxes in this section. Move straight to Step 9.

However, if you are a **fee-paying Study Abroad** student, you should complete the first box (headed 'Main Funding Source') as follows: Firstly, select 'External' from the first drop-down box. In the '*Award Type' box, select 'Other External Funding Source'. In the '*Award Status' box, select 'Not Applicable'. In the 'Comments' box within this section, type two free-text statements. The first statement should tell us who will pay your tuition fees (contact name, organisation and billing address). This may be yourself, your home university, or a third-party provider, for example. Your second statement should tell us who will pay your accommodation fees. Leave the Second and Third Funding Source boxes blank.

Step 9 – Supporting Documents

You should upload all the required supporting documents in this section. In the 'Supporting Documents Upload' box, you will see a list of documents in the drop-down box. Not all of the items that appear in the drop-down box are relevant for a study abroad application (for example,

Curriculum Vitae, Research Proposal). Similarly, not all of the documents that you need to upload are listed individually in this drop-down box.

A list follows of the supporting documents which you are required to supply.

TEMPLATES FOR THE REQUIRED SUPPORTING DOCUMENTS CAN BE DOWNLOADED FROM THIS LOCATION:

http://www.manchester.ac.uk/study/international/study-abroad-programmes/forms-and-guides/

Please make sure that you save your documents with a name that will indicate its content to us – for example: SMITH Transcript.pdf, SMITH Personal Statement.doc

ALL applicants must supply the following:

Standard documents:

- Your most recent **Academic Transcript** (in English) from your home university. When you scan and upload this document, select the 'Academic Transcript' option from the drop-down menu.
- **Proposed Study Plan Form** this is the document on which you must list the Manchester course units for which you wish to apply. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- **Personal Statement** please provide us with a statement that will help us form a more complete impression of you. We would like to know your reasons for wanting to study in Britain generally and at The University of Manchester in particular, as well as your academic and personal interests. Do not exceed 500 words. Find this at our 'Downloads' section, and select the 'Statement of Purpose' option from the drop-down menu when you upload this.
- Fall Assessment Approval Form (if applicable). Find this at our 'Downloads' section, and select the 'Other' option from the drop-down menu when you upload this.
- A photocopy of the ID page from your passport. Select the 'Other' option when you upload this.
- IF you are applying for the Leadership and Service Pathway, find this at our 'Downloads' section, and select the 'Other' option when you upload this.

In addition to the standard documents, fee-paying Study Abroad students must also upload:

- **One letter of reference** this must be from somebody who can comment on your academic performance at your current institution, and should be on university letter-headed paper. Select the 'Letter of Reference (First)' from the drop-down menu to upload this document.
- A Financial Confirmation letter. If your home university, or a third party provider (such as Arcadia, CCSA or BEO) are paying your tuition fees on your behalf, you should ask them to write a letter, on headed-paper, confirming that they will pay your tuition fees (and accommodation fees if applicable). Select the 'Other' option from the drop-down box to upload this letter. If you are paying your own tuition fees, you do NOT need to supply such a letter.

- Exchange Partner or Agent/Representative Nomination Form. ONLY complete this form if you are applying to study with us via Arcadia, CCSA or BEO. Do NOT complete this form otherwise. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- **English Language Certificate (if applicable)**. Select the 'English Language Certificate' option from the drop-down box when you upload this.

In addition to the standard documents, non-European Exchange students must also upload:

- Exchange Partner or Agent/Representative Nomination Form. This must be signed by your Study Abroad/International Programmes Office at your home university. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- **English Language Certificate (if applicable)**. Select the 'English Language Certificate' option from the drop-down box when you upload this.

In addition to the standard documents, **Erasmus students** must also upload:

- Exchange Partner or Agent/Representative Nomination Form. This must be signed by either your Erasmus Departmental Coordinator, or the central Exchange Office, at your home university. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- ERASMUS MEDICAL APPLICANTS ONLY Erasmus Medical Applicants Study Block Details form. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- ERASMUS MEDICAL APPLICANTS ONLY Erasmus Medical Applicants Confirmation of Good Standing. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.

Please try to submit as much of the supporting documentation as you can before you move onto the next stage of submitting. This is because once you have submitted, you will not be able to return to upload any other missing documents. If there are any documents outstanding at the point at which you submit, you must email these to <u>exchangestudy@manchester.ac.uk</u> as soon as possible. **We cannot fully process your application until we have received all supporting documents from you.**

Submitting

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

If you see a page headed 'Postgraduate Admissions Submission Errors':

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Na	Institution	The University of Manchester	Start Date	Not yet selected.									
ц	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			周								
	Step 1-2-3-(4-6-6-7-8-9-6	Return to Your Postg	raduate Applications 📲	5								
	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 simply need to complet	on each page, and gives an explana e <u>mandatory fields</u> that you have mis	ation of the probable r sed out.	eason. In many cases, you	will								
	Click on the R "Select that you can correct the	Submission Error" icon next to the er data.	ror, and you will be ta	ken back to the relevant pa	ge so								

followed by a list of errors, please navigate to the \mathbb{B} 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.

We recommend that you should now print out at least 2 copies of your online application – one for your files and one for your home university. It is possible for you to return to your application initially and print it after you have exited, but the facility to do this expires after a period of days. Use the print icon within the application, rather than the general print button on your browser.

When you have submitted your application, you may 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 Study Abroad Programme.

Final Step

When you have submitted your online application, please send an email to the relevant email address below, telling us that you have submitted an application. Include in this message your full name, email address, home institution, and the date you submitted your online application.

Worldwide Exchange applicants – email <u>exchangestudy@manchester.ac.uk</u> Fee-paying Study Abroad applicants – email <u>studyabroad@manchester.ac.uk</u> Erasmus applicants – email <u>studyabroad@manchester.ac.uk</u>

If you have any problems with the online application which you cannot resolve, please email <u>studyabroad@manchester.ac.uk</u> with a description of the difficulty you are facing. **Thank you for your application!**