

STEP 1: MAKE AN APPLICATION FOR ACADEMIC ADMISSION BY 31st OCTOBER 2024

1. You must use the URL link in the email to apply for academic admission. You can either click on the link or paste it into your web browser to begin your application and this will take you to the University of Manchester Application Portal.
2. You need to select '**Create Account**' and fill-in your details to create an account. Once you have completed this step and saved your details, you will see a '**Successful Registration**' page, and you will receive an email confirming the creation of your Application Portal account.

If you already have an Application Portal account, you will need to clear your browser history, including cache and cookies, before using the URL and logging into the Application Portal.

Please read this [guidance](#) for full details of how to do this and you should then be able to log into your account.

3. When you have logged into your account using your details, you will see a screen like the one below saying that you are applying using an **Equity & Merit academic application**. Please select '**Continue**' at the bottom right-hand side of the screen and complete your application.

New Application Logout

Please confirm the choices displayed below, before you continue, as these may not be changed once the application has been created.

You may revisit any of your choices by clicking on the 'edit' icon, adjacent to the value you wish to change.

Level of Study:	Postgraduate (Taught)
Centre:	Manchester
Entry Year:	2025/26
Academic Programme:	Equity & Merit academic app
Full-Time/Part-Time Study:	Full-Time
Academic Plan:	Equity & Merit - SBS
Intake:	September

EXAMPLE

Please note that Applications for this Academic Plan and Intake must be finalised and submitted on or before the closing date of **31/10/2024**

Cancel Continue

- The next page you will see is the **Application Summary** page below. You need to select each heading from 1-12 in the left-hand column to complete/update the information. **Do not click on New Application.**

MANCHESTER
1824
The University of Manchester

Signed in as Equity Merit

Home

New Application

Application Summary

1. Personal Details

2. Contact & Address Details

3. Citizenship and Residency

4. Academic Qualifications

5. English Language

6. Work Experience

7. Professional Memberships

8. Funding Sources

9. References

10. Personal Statement

11. Additional Information

12. Supporting Documents

Not Started

Incomplete

Complete

Print Application (PDF)

Delete Application

Application Summary

New Application

Throughout the form, click on the ? icon next to each section navigation link, for more information to help you complete the section correctly.

Questions marked with a * are mandatory and therefore you will need to complete them before a section will be marked as 'Complete'. All sections must be marked as 'Complete' before an application can be submitted.

You may save your work at any time and return to your application later.

Please ensure that you complete and submit this application before the closing date.

Temp Application ID	0060109
Centre	Main
Level of Study	1. Postgraduate Taught (including CPD at Master's level)
Entry Year	2025/26 Academic Year (courses starting between August 2025 and July 2026)
Full-Time/Part-Time Study	Full-Time
Academic Programme	Equity & Merit academic app
Academic Plan	Equity & Merit - SBS
Intake	September
Closing Date	31/10/2024

For any enquiries regarding the completion of this application or the use of the Manchester Application Portal, please contact the Admissions Team at admissions@manchester.ac.uk

Note: Do not use the browser back button to return to a previous page as you will be logged out and could lose information. Only use the navigation menu on the left-hand side of the application form.

- A step-by-step guide on how to apply and complete the remaining steps is available on our [web site](#) together with a list of FAQs.
- All applicants will need to show competency in the English language and each master's programme on the scholarship list has its own English language requirements. Please refer to the [course profiles](#) for more details.
- At step **8. Funding Sources**, select Uni of Manchester as type of funding, Equity and Merit Scholarship as awarding body of funding and for the status of application select Applied. You can leave the rest blank.
- At step **11. Additional Information**, you will need to state the full title of the course that you are applying for on the final page of the academic application. Please ensure this matches the course you specified on your scholarship application form.

9. After you have completed step 12, step **13. Submit Application** will appear, pictured below. You must complete this section and click **Submit**. Otherwise we will not receive your application.

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Home

New Application

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13. Submit Application

Print Application (PDF)

Delete Application

Logout

Submit Application

Data Protection Statement

We need to tell you about the types of personal information we collect, the purposes we use it for, the legal reasons contained in the General Data Protection Regulation and Data Protection Act 2018 which allows us to use it in these ways, how long we retain the information for and how you can exercise your rights.

The [prospective students, applicants and offer holders privacy notice](#) provides this information for you as an applicant.

Declaration

I certify that the information given in this application and in the supporting documents is accurate and complete. I understand that the submission of inaccurate information may be sufficient cause for refusal of admission or termination of registration.

Please tick this box to confirm that you have read and agree to the above ☐

Signature

By typing your name in the box below and submitting the application form you are officially signing this form and confirming that your application is true and accurate.

Submit

10. If the Admissions Team require any other documentation or information, they will contact you directly about this.

11. Should you need to make any amendments or have any issues with your application please contact the relevant School directly.

You can find contact details under the 'academic department' tab within the [course profile pages](#).