

STEP 1: MAKE AN APPLICATION FOR ACADEMIC ADMISSION BY 31st OCTOBER 2025

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. Make sure you enter your name as per your passport and use the same email address as you did on your scholarship application. Once you have completed this step and saved your details, you will see a '**Successful Registration**' page like the image below, and you will receive an email confirming the creation of your Application Portal account.

Note: *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.

If you have forgotten the password and your recovery details you can email the admissions support team via onlineapplicationsupport@manchester.ac.uk

3. When you continue, you should 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.

MANCHESTER
1824
The University of Manchester

Signed in as David Garcia

Home

New Application

Logout

New Application

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: 2026/27

Academic Programme: Equity & Merit App - M...

Full-Time/Part-time Study: Full-Time

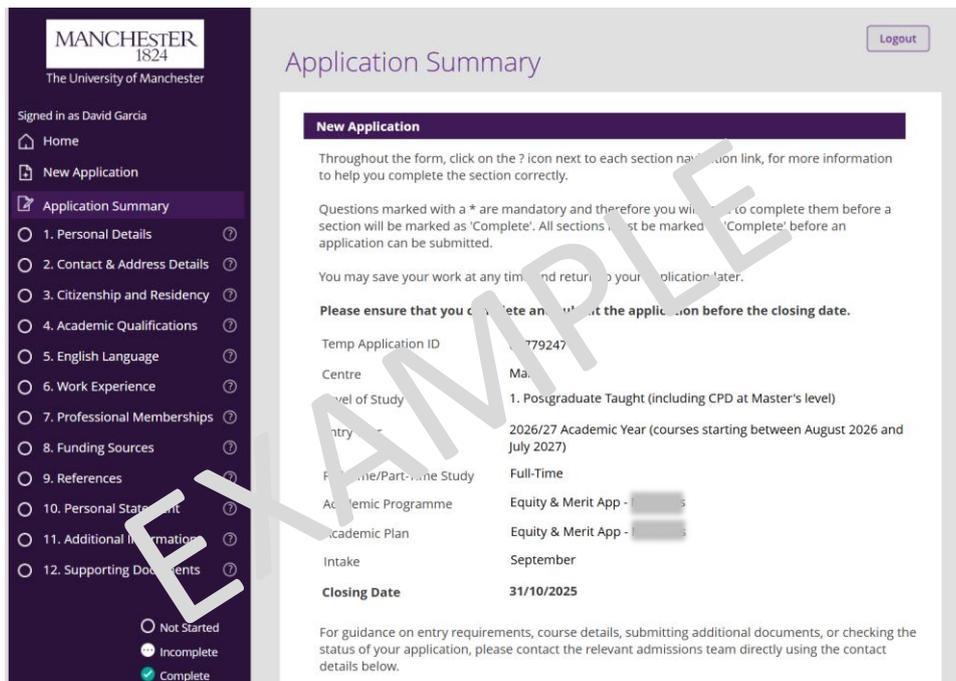
Academic Plan: Equity & Merit App - M...

Intake: September

Please note that Applications for this Academic Plan and Intake must be finalised and submitted on or before the closing date of 31/10/2025

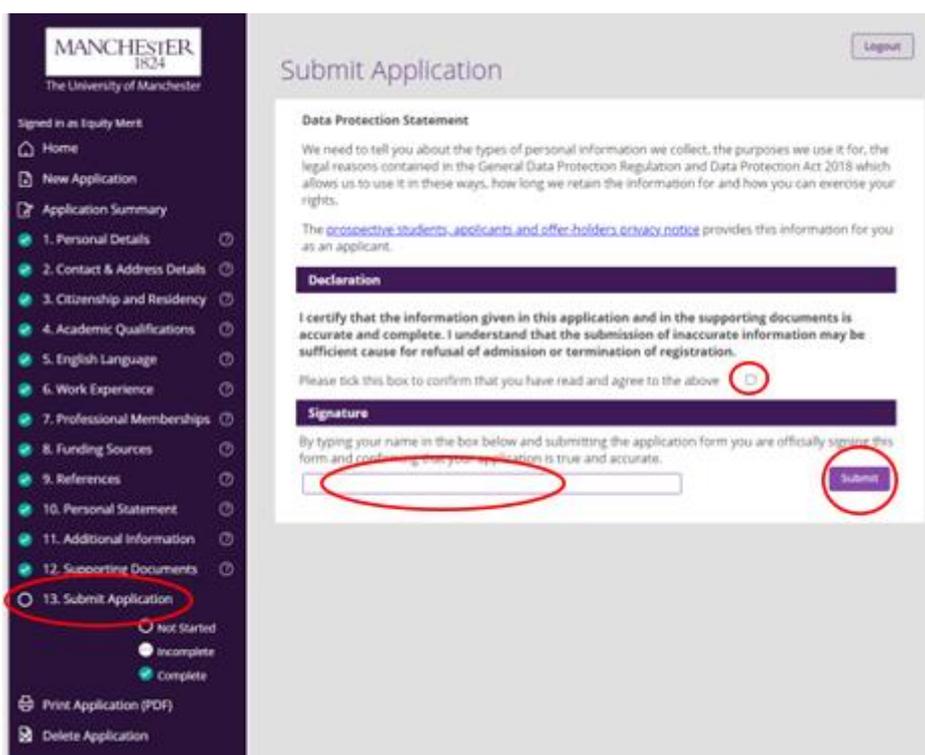
Cancel Continue

4. 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.**



5. 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.
6. 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.
7. At step **8. Funding Sources**, select Uni of Manchester Scheme 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.
8. At step **11. Additional Information**, you will need to state the full title of the course that you are applying for. 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.



The screenshot displays the 'Submit Application' page on the University of Manchester portal. On the left, a navigation menu lists steps 1 through 13. Step 13, 'Submit Application', is highlighted with a red circle. The main content area contains a 'Data Protection Statement', a 'Declaration' section with a checkbox, and a 'Signature' section with a text input field and a 'Submit' button, both circled in red.

10. You will receive an email confirming 'Successful submission' of your application from noreply@manchester.ac.uk, please add this to your contacts so it doesn't end up in your junk/spam folder. Within two days, another follow up email will confirm your 'Application Received' and has been sent to the Admissions Team of your chosen course for consideration, this will contain your University of Manchester User ID (Student ID), you will need this number when you fill out the **E&M Academic Application Details** form.
11. If the Admissions Team require any other documentation or information, they will contact you directly about this.
12. For any enquiries about your application please contact the Admissions team for the course you have applied for ensuring you include your application ID number: [Postgraduate taught contact details](#)
13. Please refer back to the email from the E&M team to follow the next steps.

Thank you

Best wishes

The Equity and Merit Scholarship Team

International Development | Directorate for the Student Experience The University of Manchester | Oxford Road | Manchester | M13 9PL Website: www.manchester.ac.uk | Follow us on [LinkedIn](#) and [Instagram](#)

