STEP 1: MAKE AN APPLICATION FOR ACADEMIC ADMISSION BY 31st OCTOBER 2024
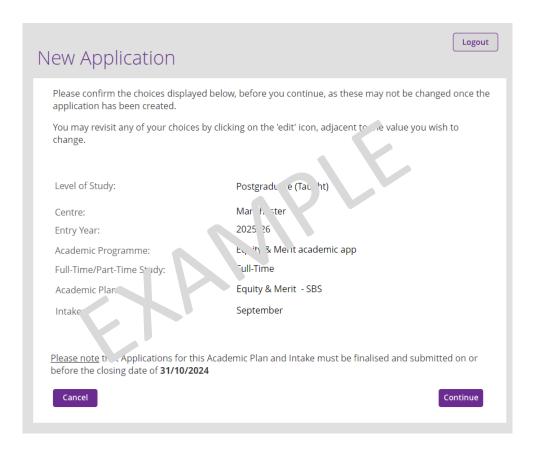
1. You must use the URL link in the email to apply for academic admission. You can either click on the link or paste it into your web browser to begin your application and this will take you to the University of Manchester Application Portal.

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.
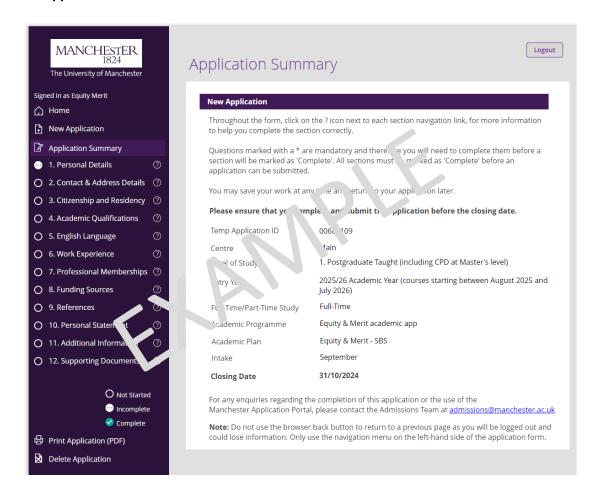
   If you already have an Application Portal account, you will need to clear your browser history, including cache and cookies, before using the URL and logging into the Application Portal. Please read this guidance for full details of how to do this and you should then be able to log into your account.

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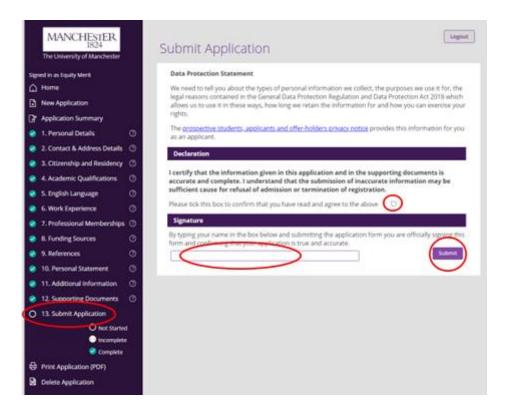
4. The next page you will see is the **Application Summary** page below. You need to select each heading from 1-12 in the left-hand column to complete/update the information. **Do not click on New Application**.

5. A step-by-step guide on how to apply and complete the remaining steps is available on our [website](#) 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 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 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.

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.