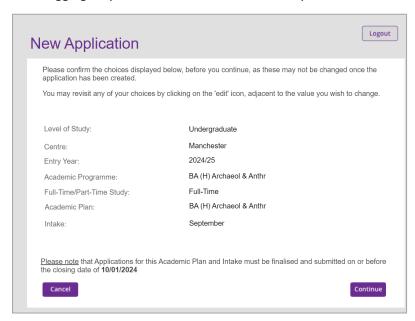**Direct Entry Key – Instructions for Applicants**

A **Direct Entry Key** is a unique link that takes you directly to the application form for a specific course and year at the University of Manchester.

Step-by-step instructions:

1. Paste the Direct Entry Key URL provided into your web browser. You will land on the University of Manchester Application Portal.

2. If you do not already have an Application Portal account*, click **Create Account.**

3. Fill in your details and submit the form. After saving you'll see a "Successful Registration" page and receive a confirmation email.

4. After creating your account, **do not** log in from that page or the confirmation email. Instead, **go back to the original Direct Entry Key link**, click it again, and then log in.

5. After logging in, you will be shown the details of your course, click **Continue.**

If you don't see the above screen for your chosen course, clear your browser's cache. Then click once again on the Direct Entry Key URL. Do not log in by clicking on the link from the account creation email.

6. You are now in the application form and should complete all sections as instructed.

*If you already have an Application Portal account, you will need to clear your browser's cache before clicking the the URL and logging in to the Application Portal.