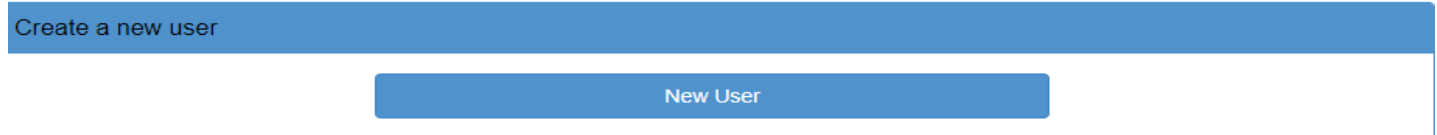


How to make an application using the online application system for Study Abroad Programmes:

Once you click on the correct application form link for the programme you want to apply for, you need to create a new user account by selecting 'New User' under the create a new user heading:



Please do not press enter but instead **click** on new user – if you press the enter or return button it will not work!

When you click on this, you will see a screen that you need to complete in order to create a user account:

A form titled "Create New User" with the following fields: Title (dropdown menu), Forename, Second Forename, Third Forename, Surname, Date of birth (three dropdown menus), Email address (this will be your username), Confirm email address, Password, and Confirm password. Each text input field has a blue information icon on the right.

- Make sure **you make a note of your password** as you will need to use it each time you log in
- Also please note the rules relating to passwords which need to be between 8 to 24 characters which contain at least one numeric digit, one uppercase, and one lowercase letter

You will also receive an email acknowledgement when you set up the account - this gives you the link to re-access your application at any time. The email looks like this:

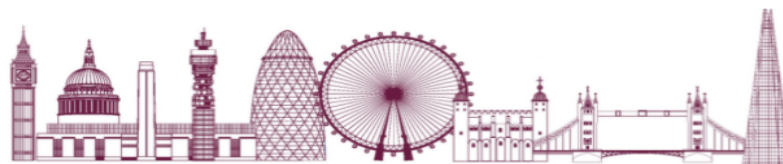
Your online application - Study Abroad Programme at the University of Westminster

People★

educationabroad@westminster.ac.uk

Today at 8:24

To [redacted]



Dear [redacted],
Thank you for your interest in applying for our **Study Abroad Programme at the University of Westminster**. We look forward to receiving your application. Click [here](#) to re-access the application form at any time. If you have any queries concerning your application, please email us at educationabroad@westminster.ac.uk.
With best wishes,
The Education Abroad Team
Application Ref: 16680670~D01FUIN4~0002~000000000001

The University of Westminster is a charity and a company limited by guarantee. Registration number: 977818 England. Registered Office: 309 Regent Street, London W1B 2UW.

This message and its attachments are private and confidential. If you have received this message in error, please notify the sender and remove it and its attachments from your system.

Once you login for the first time - you will see this screen, which is redirecting you to the system to complete an application:



You will then see this screen:

The top of the page shows you the programme you have applied for when you first clicked on the application form link

The figure in the title refers to the UK credit value – so in this example is means 80 UK credits/4 Classes

This is the name of the programme you are applying for

This refers to the programme start date – in this example it is January 2018 so it is a Semester 2 Programme

Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
Study Abroad International (80) - Semester 2	DOTFUIN4	0002	16/Jan/2018	SHORT FULL TIME	2017/8

Application from Jane Walls for Study Abroad International (80) - Semester 2 to start in January 2018

Below this header, it shows the sections of the form and what the icons in the form mean:

Checklist

Below are the pages of the form that you will be required to complete. Click any page heading to go directly there or click the button below. Changes are automatically saved as you move between the pages of your application. You can also save your application at any time via the 'Save' button displayed at the bottom of each page.

- Personal Details
- Contact Details
- Educational Details
- Module Selection
- Additional Information
- Accommodation
- Submission

Start Application

Print / Preview

Icon Guide

- Not started this page yet
- Outstanding information required for mandatory fields
- All mandatory information has been provided

Please complete as many fields as possible to assist with processing your application

More information

Ask a question Opens an email to educationabroad@westminster.ac.uk

You click on the 'Start Application Button'

Personal Details

Next, the personal details tab opens – you need to complete the form with the requested information please

- If you do not have a passport **don't worry** you can submit an application without providing a copy of your passport ID page and the information requested. You can send this via email to educationabroad@westminster.ac.uk at a later date



- Once you have completed all fields on the Personal Details section you **press 'Save and Continue'** and then move to the next section.

If you have completed all of the fields correctly then a green tick is shown at the top of that tab



If you have not completed everything correctly, a red cross is shown



If the red cross appears, you can go back to that tab and the missing information is highlighted. Please add in the required information/upload any required documents and then you press 'save and continue' again.

Contact Details

- Please complete all requested information and then press 'Save and Continue'.
- You repeat the process of completing information across all the tabs, remembering to always press 'Save and Continue'.

The Current Educational Details Tab

On the 'Current Educational Details' tab, **it is important to note the following:**

- If you are applying from a university which we partner with or through a Study Abroad Organisation (you can check which universities we partner with [here](#) under the 'Apply Through one of our Partners' heading if you are not sure) **you must select the name of the partner from the drop down list.** This will ensure you are given the correct fee profile.

- If you are coming through a Study Abroad organisation (that is you are not applying directly through your university), **make sure you also enter** your Home College and University in the fields provided.
- If you are not applying through a partner university or study abroad organisation you will need to enter details of your home college or university and enter the address if it is not in our system.
- On 'Current Educational Details' tab you must also upload an electronic copy of your **transcript if you have it.** If you don't have a copy please indicate in the form when we can expect it. **You can send it a later date** by email to educationabroad@westminster.ac.uk 😊 Please be aware that until we receive your transcript we will be unable to process your application. In addition, if you are **not** coming to study through one of our partners you will need to also mail an **original/official** copy of your transcript and any offer to acceptance will be conditional on receipt of this.
- **If English is not your first language you need to select No under this section:**

The screenshot shows the 'Current Educational Details' form. The fields are as follows:

- Are you applying through one of our Partners? * Yes
- Partner Institution or Study Abroad Organisation AALBORG UNIVERSITY
- Home college or university * Aalborg University
- Exact name of degree programme * (e.g. BA Economics) mmmf
- Total length of degree programme in years * 3
- Expected month and year of graduation * Mar 2018
- Year and semester of study upon joining the study abroad programme * Year 2, Semester 2
- Please upload a transcript showing details of your current study * Bulk Upload Email docx Delete
- Are there any classes you are studying which are not listed on your transcript? * No
- Is English your first language? * No

A red arrow points from the text above to the 'No' dropdown menu for the question 'Are there any classes you are studying which are not listed on your transcript?'.

- If you are non-native English speaker you will be required to input details of your English Language qualification.
- **If you are European student** and are submitting a letter of reference, select “other” for type of qualification and upload the letter.

English Language Qualifications for Non-Native Speakers

Is English the language of instruction for your current studies? *

Do you hold an English language qualification? *

Type of Qualification *

Please upload your English language qualification certificate *

[Bulk Upload Email.docx](#)

- If you are in the Process of attaining an English language qualification you can specify this in the form and let us know the final date you will receive it. You can submit the evidence by sending it to educationabroad@westminster.ac.uk 😊
- Please note that any offer of acceptance will be conditional or your application will remain as pending until the required proof of your English language is received.

As usual you can then click ‘save and continue’ and you can move to the next section.

Module Choices

- Please ensure you read through the **module choice guidance** and **‘How to Choose your Modules’ document** detailed in the ‘Module Choices’ section of the online form before you complete this section. We understand how important your choice of modules is so the form asks you to tick a box in the form to confirm you understand the process.
- The form will link you to the correct catalogue for the programme you are applying for and this opens in a new window so you can look through your choices prior to making your selections.
- Don’t forget, if you would like more time to consider your module options you can save your application and go back to it at any point in the process. However once you submit you can not reaccess the form, so please make sure you note your choices somewhere.

Module Selection

Module choice guidance

Please **read and acknowledge** the following information before selecting your modules:

- You can choose to take 60 UK credits (normally 3 x 20 credit modules) or 80 UK credits (normally 4 x 20 credit modules) in a semester
- For your module choices, use our Module Catalogue to decide which modules you wish to study
- Please make sure that you read the **‘How to choose your modules’** guidance to assist you with making your choices.
- If you are required by your home institution to have academic approval for modules, please ensure you have obtained this approval before selecting your modules below. The Education Abroad Team can provide detailed module information if required
- Please fill out your Module Choices below in order of preference. The University of Westminster cannot guarantee that requested modules will be available. If your top choices cannot be accommodated (for example due to timetable clashes; last minute timetable changes; or module cancellations) we will look at your alternative choices in the order you have selected
- Please note that we cannot accept any changes to your choices prior to arrival. Please ensure therefore that you select your choices carefully now, gaining any required approval from your home institution
- Should you need to make changes to your module registrations once you arrive, you will have an opportunity to do so (subject to module availability).

Please remember the following regulations in relation to selecting your modules:

- You can only choose one London Studies module on a 3-module programme; or two on the 4-module programme.
- You can only take two practical modules during each semester you spend with us;
- Please also note that Media, Art and Design modules require slightly higher entry requirements and the submission of a portfolio of work for any classes that are listed as ‘practical’ within the catalogues.
- Fashion classes with the exception of London Fashion are only open to Fashion majors and minors.

For International (non-European) Study abroad students only:

- You now need to choose how many modules you wish to study 60 or 80 Credits.
- You should check with your home university how many credits you should take
- Should you need to make changes to your module registrations once you arrive, you will have an opportunity to do so (subject to module availability).

How many UK credits do you wish to take in Semester 1? *

By ticking this box you acknowledge that you have read the above guidance regarding module choices.*

60 UK credits (normally 3 x 20 UK credit modules)

60 UK credits (normally 3 x 20 UK credit modules)

80 UK credits (normally 4 x 20 UK credit modules)

Semester 1 - Top-choice modules

Module 1 * 4CREW003X: Writing London (20 credits)

Module 2 --- Please select an option ---

Module 3 4IMAG001W: The Photographic Eye (40 credits)

Semester 1 - Alternative-choice modules

To choose your modules you can either:

- Scroll through the drop down menu
- Start typing the course code (found in the module catalogue)
- You cannot choose a module more than once in either top or alternative choice.
- If a module is worth 40 UK credits this will be equivalent to 2 modules/2 classes.
- You can enter any notes you may have about your choices (e.g. the reason you need a specific class) in the “Additional Comments” box.
- If you choose a portfolio module you will be asked to upload it here – if the file is too big you can send to educationabroad@westminster.ac.uk
- If you have chosen the internship programme you will need to fill out the role and field sections and upload a CV and candidate profile.

Additional Information Tab

Here you need to enter a personal statement about why you wish to study abroad at the University of Westminster. You can either:

- type your statement directly into the box
- attach a pre-typed personal statement

The word limit is 200-750 words

Housing Tab

Please note you can only complete this section once you have chosen your modules. This is because your housing choices will depend on the location of your modules.

- If you have chosen more than two media, art and design modules based on our Harrow Campus, your only choice for housing is Harrow Hall, located on the Campus of the College of Design, Creative and digital Industries at Northwick Park in travel Zone 4.
- All other modules will give you the choice of our other two halls: Alexander Fleming Hall or Marylebone Hall, located in Travel Zone 1. You will need to rank these two halls in order of preference.

- **It is important you actively research your housing choices** and understand the areas they are located in and what it would be like to live there, how to get from there to your classes etc. There is a journey planner and full details of the housing on our website with links to this from the form. We also recommend you use google searches to look at information on the area and what it is like to live there.
- If you have any additional requirements, for example, a fridge due to the storage of medicines, please indicate these in the appropriate section of the form

Submission Tab

- If you are a student that is **NOT** coming through one of our partners or through a specialist study abroad provider that we partner with (you can look [here](#) to see who we partner with), you will be asked to pay a **non-refundable** £200 application fee, which, if you attend the programme, will be deducted from your final tuition fee invoice.

There are two ways to pay – not required by all students:

- You can click “Pay online now” and then pay this fee by credit card. Please keep a note of any payment confirmation numbers.
- If you prefer, you can pay by bank transfer. If you choose this option, please upload a copy of your remittance advice.
- If you are from a partner and believe you should not be paying the application fee – go back to educational details and see if you have clicked Yes to “Are you studying through a partner”
- **On the ‘Submission Tab’ you need to read through the declaration statements. Please email to ask** any questions regarding the statements should you have any queries or need any points clarifying prior to submitting your application educationabroad@westminster.ac.uk 😊. **Please note**, once you press submit you can log back into your application but you can’t make any changes after submission.
- Once you have read the statements and you are happy to accept the conditions you must check the box on the form to confirm this.

You can now **click submit** and **your application is complete!**

Congratulations, you are one-step closer to fulfilling your dream of studying abroad 😊

What happens next?

- You will receive an email confirmation of your application submission.
- If your application is complete, the Education Abroad Team will process your application within 5 – 10 working days
- The EA Team will email you with an admissions decision.

Please remember **we can only make an admissions decision** once we have

- your transcript
- and, if English is not your first language, evidence of your English ability
- If you are not applying through one of our partners, evidence of payment of the application fee

If you have **not** submitted these with your application, please send them as soon as possible. The Education Abroad Team will then make an admissions decision within 10 working days of the receipt of any outstanding documents. Please also remember that if you are **not** coming to study through one of our partners you will need to also post an **original/official** copy of your transcript and any offer to acceptance will be conditional on receipt of this.