‘Notes of Guidance’ for Completion of the Free Online Application Form (International students only)

These notes are intended to help international students complete the University’s online application form, and to ensure that, once completed, the application may be processed as efficiently as possible. Please read these notes carefully to the end where you will then be directed to the on-line form.

SECTION 1 – Admissions Login

Create an account

New User - If you are a new user, then you have to create an account.
- Log-in id – choose a log-in ID of your choice for online application
- Password – choose a password (minimum 6 numbers)
Keep a note of both your log-in and password, as you may need this to update/complete your application at a later date, or to find out the status of an existing application.

Returning User – please log-in with your log-in and password crated earlier

SECTION 2 – Select an Application Type

Select an Application Type depending on the course you wish you apply for:

a. **Graduate Research degrees (MPhil/PhD)** do not have a title, as they are defined by the particular piece of research you intend to carry out. The minimum period of registration for a Master’s degree by research (e.g. MPhil) is two years full-time or three years part-time. It is normal to be registered initially for an MPhil and for the registration to be subsequently amended to PhD on the basis of academic progress. It may, in some cases, be possible to register directly on to a PhD programme, especially if you have already carried out research in a subject closely related to your proposed doctoral research, or have qualified for a Master’s degree in a cognate subject.

b. **Graduate Taught programmes (Masters)** are usually either for one year full-time or two or more years part-time and comprise a combination of lectures, tutorials etc., plus a long essay or dissertation. Such programmes usually have a specific title; e.g. MA in Banking & Finance; MSc in Environmental Forestry which you should indicate on the form. Most taught postgraduate programmes are at the Master’s level, but there are some programmes which are at the Diploma or Certificate level.

c. **Masters: Bangor Centre LONDON** for the Bangor Centre London Masters programmes only. These are 12 month full-time Masters programmes based entirely at our London Centre.

d. **Undergraduate International**: for candidates applying for entry onto undergraduate / Bachelor degree programmes.
SECTION 3 – Apply for Admission

Admission term

a. For Masters/Bachelors courses September intake – select the appropriate entry year. E.g. for September 2015 intake, please select ‘Academic year 2015-16’

b. For Masters Courses January intake – for selected few Master’s degree courses available in January start, please select appropriate entry year. E.g. for January 2015 intake, please select ‘Academic year 2014-15’

Please note:

If you are an international student who previously applied for Master’s program in September 2014 intake, but now want to apply for January 2015 intake AND the course you previously applied for is also being offered in January 2015, then you are NOT required to submit your application again. All you need is to write an email to international@bangor.ac.uk, so that the admissions office can consider your previously submitted application for January 2015 intake. For detailed list of courses available for January intake, click here

c. For PhD/MPhil Courses – Admission to research degree courses (PhD; MPhil) is possible at the beginning of any month. E.g. to start you PhD anytime between Sep 2014 to Aug 2015, select ‘Academic year 2015-16’

SECTION 4 – Application Checklist

1. Name

   Please complete your full name. Your name should be your official name e.g. as it appears in your passport; nicknames and pseudonyms are not acceptable.

2. Agent Information (to be used by existing Bangor University Agents only).

   Select the Agency name from the drop-down menu. Agent e-mail address should also be included.

3. Permanent home address

   Permanent address refers to your permanent residence and place of abode. Please note - the FULL postal address along with your working phone number is required

4. Personal Information

   Please provide as much information as possible; this will save time during registration.

   a. e-mail: The University will communicate primarily with you via your e-mail address. Please ensure that you inform the University of any subsequent change to your e-mail address.

   b. Passport Number: Non-UK/EU residents only

   c. Disability/Health: This section is included for the purposes of monitoring equal opportunities and to ensure that the University can provide students with appropriate facilities. It will not affect the University’s decision whether or not to offer you a place,
and the information will remain strictly confidential.

d. **Criminal Convictions:** To help the University to reduce the risk of harm or injury to its students caused by the criminal behavior of other students, we must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see below).

If you are applying for a programme in teaching, health, social work, or programmes involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these programmes, you may need an ‘enhanced disclosure document’ from the Criminal Records Bureau. More information may be found on the Criminal Records Bureau website at www.crb.gov.uk.

**Courses in teaching, health, social work, and other courses involving work with children or vulnerable adults**
For these courses, you must answer **Yes** in the box if any of the following statements apply to you.
- I have a criminal conviction.
- I have a spent criminal conviction.
- I have a caution (including a verbal caution).
- I have a bind-over order.
- I am serving a prison sentence.

If you are currently serving a prison sentence, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

**All other courses for** these courses, you must answer **Yes** in the box if either of the following statements apply to you.
- I have a relevant criminal conviction that is not spent.
- I am serving a prison sentence for a relevant criminal conviction.

If you are serving a prison sentence, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who answer **Yes** will not be automatically excluded from the application process. However, the University may want to consider the application further or ask for more information before making a decision. **If you are convicted of a relevant criminal offence after you have applied, you must tell us immediately.** We may then ask you for further details of the offence before making a decision.

5. **Residency information**
This is to enable the University to classify you for fees-payment purposes. In some cases, it may be necessary to request, in addition, completion of a Fees Status Enquiry form.

Normally, international students (non-UK/EU) wishing to study in the U.K will need to be apply for a Tier 4 General Student visa. In order to apply for a Tier 4 General Student
visa students will need to be issued with a ‘Confirmation of Acceptance for Studies’ (CAS) reference number from a recognised sponsor (e.g. University). In order to expedite this process, international students requiring a visa to enter the UK should select YES to following question on the on-line form: ‘Do you require a Tier 4 General Student Visa to study in the UK?’

6. **Proposed course of study**

To complete your application, you must enter precisely the course of study for which you wish to be admitted. If you wish to study part time, please make sure you indicate this clearly in the appropriate place. Note that admission to taught courses is possible normally only at the beginning of each academic session; admission to research degree courses (PhD; MPhil) is possible at the beginning of any month.

- **Point of Entry (for Undergraduate courses only):** Please state if you wish to enter directly into Year 1, 2 or 3 of the degree scheme.
- **Proposed Research Title (for PhD/Research courses only):** This section provides an opportunity for you to specify the research area(s) in which you would like to undertake a research degree programme, and applies to MPhil and PhD applications only. You will be required to submit a detailed research proposal in Section 8 of the on-line form.
- **Supervisory arrangements (for PhD/Research courses only):** Please name any member of staff with whom you have discussed your proposed research topic, and also the name of your prospective supervisor (if known).

7. **Education history**

You should ensure that all courses of study at post-secondary school level are listed (including those with no qualification outcome), making sure that the full title of the university/institution is listed. You should enter the dates of registration at each institution. Give the grades you attained and indicate the system of assessment used; e.g. Degree Class, Grade Point Average (GPA), Percentile Rank, numerical or alphanumerical scale (indicate range and maximum/minimum scores) etc.

**It is essential that you provide in this section full details of any previous UK study. This means every institution attended, the course undertaken, the qualification achieved and the course start and end dates. Failure to do so may result in your CAS being withdrawn.**

8. **Language ability**

If your first language is not either English or Welsh, you will have to produce documentary evidence of your English language ability. A range of English language tests is acceptable, including IELTS and TOEFL. We would advise that it is your responsibility to check the English Language requirements for the course(s) for which you are applying. If you require additional English language training, the University is able to provide tuition and arrange appropriate tests through ELCOS (the English Language Unit details of which are available at [http://elcos.bangor.ac.uk/](http://elcos.bangor.ac.uk/))

- Undergraduate applicants can use space provided under this section to provide details of any Foundation Courses they have undertaken.

9. **Additional information**
a. **Relevant employment**: You should list all periods of employment which may be relevant to the course of study for which you are applying. This should include unpaid or voluntary work.

b. **Other Qualifications or Experience**: Include in this section any experience you have gained, whether in formal training or otherwise, which may be relevant to your studies.

c. **Personal Statement**: It is mandatory to include a personal statement of no more than 200 words. You should use the personal statement to explain why you are applying for your chosen programme of study and you should also include any other information in support of your application.

d. **Funding your Studies**: Please give as much detail as possible about your known or anticipated funding arrangements. International applicants should note that you will have to demonstrate to the immigration authorities when you apply for your student visa that you have sufficient funds to pay for your fees and support yourself throughout your course.

10. **Supporting Documents**

- **IELTS/TOEFL score sheets**: for those whose first language is not English or Welsh.

- **Certified copies of all your further/higher education academic certificates**: you can ignore this if you are an existing/past Bangor University student applying for an additional course.

- **Letter of recommendation from your nominated referee**: It is your responsibility to ensure that you provide minimum one suitable referee (usually not a family member or relation). Recent graduates should provide an academic reference, e.g. from the last institution at which you studied. If you are applying under the mature student regulations, your reference should be from a relevant employer. Additional references may be sought at a later date. Alternatively, your referee can send their reference directly to the Postgraduate Admissions Office, Academic Registry, Bangor University, College Road, Bangor, Gwynedd, LL57 2DG, United Kingdom or e-mail: postgraduate@bangor.ac.uk. **Please note, if you are applying to study in the School of Ocean Sciences, two references are required.**

- **A detailed research proposal (for PhD/Research courses only)**: Applicants for research degrees are required to submit a research proposal (minimum 500 words) including details of anticipated resource requirements and proposed research methodology.

- **Letter confirming financial support (for sponsored candidates only)**: if any sponsor (employer, government, others) is paying your full/partial tuition fee, then you must attach an official letter from your sponsor confirming the details and the value of the award.

- **Passport**: International applicants only, scanned copy of your passport (identity details pages i.e. name, passport number, and nationality)
11. **Declaration**

If any information included in your application is found to be false or misleading, then the University has the right to cancel the application and withdraw any offer(s) already made. International students are advised that where the University has made an unconditional offer of a place on a programme of study and the student has accepted that offer, but subsequently fails to register without satisfactory explanation, the Immigration and Nationality Directorate at the Home Office may be informed.

Further information

If you still have any confusion or need help regarding filling-up the application form, then you can choose either of the options below:

a. **In-country representatives/agents** – you can visit any of our authorized representative in your country. Detailed list of the agents for different countries is provided here at: [http://www.bangor.ac.uk/international/countries/our_agents](http://www.bangor.ac.uk/international/countries/our_agents)

b. **Write to us:** you can contact international office at Bangor university by sending email to: international@bangor.ac.uk

**Click here to Apply Online Now**

Or copy-past the following link to your internet browser:
[https://bannerssb.bangor.ac.uk/EN-GB/bwskalog.P_DispLoginNon](https://bannerssb.bangor.ac.uk/EN-GB/bwskalog.P_DispLoginNon)