Guidelines for Applicants
How to Apply Online through the Online Application Portal

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Section II: How to submit a fresh application
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Last updated: 10 June 2019
Section I: How to create a log-in and activate your account to access the portal

A. Click on the APPLY ONLINE link which will lead you to the application portal page. Select the ‘Sign-Up’ option highlighted below:

![Login](image)

B. Enter your Email address and select a password. You must keep a note of your email and the password in a safe place as you will need these details later on. Do not share the details with anyone.

C. You must follow the instructions displayed on the right side of the page for selecting an appropriate password, otherwise the system will show an error message like this:

![Password](image)

D. Once you have entered the details correctly, the system will send a verification email to the email address you have provided. Open the verification email and click on the link provided in that email. You will then get confirmation that your account has been activated. Please note, without verification you may not be able to proceed further with the application.

E. Now you can log into the portal by entering your email address and password to proceed with the application;
Section II: How to submit a fresh application

A. Log-in to the portal by following instructions in the Section I above.

B. Complete all 10 individual sections one by one by clicking onto them. Detailed guidance below:

1. PERSONAL DETAILS:
Enter all Personal Details as they appear on your passport. Please pay particular attention to your name details - nicknames and pseudonyms are not acceptable. Click Save and Continue.
2. DEGREE PROGRAMME:

2.1. Select the appropriate degree program level first;

*Which programme do you wish to study...*

- Undergraduate / Bachelor (BSc, BA, LLB)
- Postgraduate Taught Masters (MSc, MA, MBA, LLM)
- Postgraduate Research (PhD, EDD, MPhil, MRes, Masters by Research)
- Advertised Postgraduate Research Studentship by Bangor University
- PhD Project Opportunity
- Your own research project

Select this option for Bachelor Degrees, and go to point 2.2 below.

Select this option for Masters Degrees, and go to point 2.3.

PhD applicants should select one of these three options;
1) Select option one if you are applying for an advertised studentship, and go to point 2.4 now.
2) Select option 2 for PhD project opportunity, and go to point 2.5 now.
3) Select option 3 if you are applying with your own research proposal, and go to point 2.6 now.
2.2. Enter the details of the Bachelor degree program you wish to apply for, and press ‘ADD’ button and then jump to point 2.7 below;

![Undergraduate / Bachelor programme](image)

Select a programme *

Start typing for list of programmes...

Enter the name of the programme you wish to study and select the programme from the shortlist.

When do you wish to start the programme? *

Select the month and year you wish to start the programme.

**Part time**

International students requiring a Tier 4 student visa must study full-time. If you do not require a Tier 4 student visa and wish to study part-time, select ‘part-time’ here.

Point of entry *

Enter the course year you wish to enter. If applying from High School or Foundation Course enter Year 1. If you have been studying a university or college diploma / degree after leaving school in the same or similar subject as you are applying to enter and wish to be considered for entry into the second or third year, enter Year 2 or Year 3.

Add

Cancel

2.3. Enter the details of the Master degree program you wish to apply for, and press ‘ADD’ button and then jump to point 2.7 below;

![Postgraduate Taught Masters form](image)

Select a programme *

Start typing for list of programmes...

Enter the name of the programme you wish to study and select the programme from the shortlist.

When do you wish to start the programme? *

Select the month and year you wish to start the programme.

**Part time**

International students requiring a Tier 4 student visa must study full-time. If you do not require a Tier 4 student visa and wish to study part-time, select ‘part-time’ here.

Add

Cancel

2.4. From the drop down menu, select one of the advertised studentship options you are applying for, and press ‘ADD’ button and then jump to point 2.7 below;

![Studentship](image)

Studentships are grouped by programme: select the relevant programme from the drop down menu to see a list of studentships.

Programmes

**Part time**

International students requiring a Tier 4 student visa must study full-time. If you do not require a Tier 4 student visa and wish to study part-time, select ‘part-time’ here.

Academic contact(s)

Add

Cancel
2.5. Provide the details of the PhD Project position you are applying for, and press ‘ADD’ button and then jump to point 2.7 below;

**PhD Project Opportunity**

For information about the list of PhD Opportunities please see PhD Research Project Opportunities at Bangor University, and select your PhD project before completing this application.

**Start date**

Please select start date before selecting Programme

**Programme**

Start typing for list of programmes...

Enter the name of the programme you wish to study and select the programme from the shortlist.

**Project/topic title(s)**

Project/topic title(s)

If you are applying for a Bangor University advertised Research Project Opportunity write the full title here, one on each line. (300 characters)

The Academic Research Supervisor(s)

Add

Cancel

2.6. Provide the details of your own PhD research proposal here, and press ‘ADD’ button and then go to point 2.7 below;

**Own research project**

Start date

Please select start date before selecting Programme

Programme

Start typing for list of programmes...

Enter the name of the programme you wish to study and select the programme from the shortlist.

Proposed research title

If you have discussed your research proposal with supervisor, please enter the same here

Part time

International students requiring a Tier 4 student visa must study full-time. If you do not require a Tier 4 student visa and wish to study part-time, select part-time here.

Add

Cancel

2.7. If you wish to apply for more than one program then you may select ‘Add Another program’ option and start over again from point 2.1 above, otherwise click ‘Continue’
3. Additional Information
Select appropriate options and provide details, where requested.

**Addisonal Information**

*Are you a current Bangor University student, or have you applied to Bangor University or studied at Bangor University previously?*

*Do you have any disabilities?*

*During the period of your proposed study, will you be registered simultaneously for any other Higher Education qualification either at Bangor or elsewhere?*

*Have you lived in the UK/EU continuously with the exception of holiday periods since birth?*

*Do you have any criminal convictions?*

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3.1. **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*.

3.2. **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.

3.3. **Criminal Convictions:** To help the University to reduce the risk of harm or injury to its students caused by the criminal behaviour 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 Disclosure and Barring Service. More information may be found on the Disclosure and Barring Service website at [https://www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service).

**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.

4. **Permanent Home address** –
   Provide your permanent home address and place of abode. Please note the FULL postal address is required. Your phone number must contain all country codes and area codes.

**Permanent Home Address**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Country**                  |enary
| **Building**                 | Enter the first line of your permanent home address, i.e., house number, house name, building number |
| **Postcode / ZIP**           | Enter the second line of your permanent home address, if the second line of the address is a town/city, enter these details in the town/city section below and leave this section empty |
| **Address line 1**           | Enter the third line of your permanent home address, if the third line of the address is a town/city, enter these details in the town/city section below and leave this section empty |
| **Postal Town / City**       | Enter the postal town/city for your home address |
| **Phone number**             | Enter your phone number |

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5. Education

5.1. Start with the highest Academic Qualifications you have obtained and click **Save and Add**. The details provided must match exactly as they appear on your certificates/transcripts.

5.2. Select **Add Education history** on the next screen to add additional qualifications.

5.3. Once you have filled-in all academic qualification then select **Continue**.

### Education History and Professional Qualifications

You have previously indicated that you do not have any education history.

<table>
<thead>
<tr>
<th>Institution *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country *</td>
</tr>
<tr>
<td>Title of Qualification *</td>
</tr>
<tr>
<td>Grade Achieved / Expected</td>
</tr>
<tr>
<td>Course Attended From *</td>
</tr>
<tr>
<td>Course Attended To *</td>
</tr>
<tr>
<td>Date Qualification Awarded / Expected</td>
</tr>
</tbody>
</table>

6. Employment History

6.1. If you do not have any employment history then you may skip this section by pressing **Continue** button.

6.2. Otherwise, provide details of your employment history. The details provided must match exactly as they appear on employment certificates/papers.

### Add new employment history

| Employer * | 
| Position * | 
| Date From * | 
| Date To   | 

**Details of responsibilities and duties**

7. Language

Provide details of your English Language ability under this section;
7.1. Select appropriate option.

**Have you completed an English language test?**

- Yes
- No

* If Yes, go to 7.2 below.
* If No, go to 7.4 below.

7.2. Select the English test you have undertaken (E.g IELTS) and provide the scores, and press ‘Save and Add’, and go to point 7.3 below;

- **English language test**
  - Choose an option...

- **Date taken**
  - ... 

- **Overall**
  - 

* Save and add

7.3. If you wish to add more another English test score, then start from point 7.1 again, otherwise press the ‘Continue’ button and jump to point 8 below.

7.4. Select appropriate option;

**Are you waiting to take an English test?**

- Yes
- No

* If Yes, go to 7.5 below.
* If No, click ‘Save and Continue’

7.5. Provide details of the test you are waiting to undertake, and click ‘Save’ button to continue;

- **English language test**
  - ........

- **Test date**
  - ... 

* Save
8. Finance
Select the appropriate option about how you will finance your studies;

*International applicants, please note: 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.*

i. **Self-funding** – if you are planning to cover the expenses from your own or family savings

ii. **Student loan** – if you are planning to cover the expenses by undertaking a loan from a financial institution (e.g., Bank, US Loans)

iii. **Sponsored** – if any sponsoring authority has promised to meet all expenses for their studies. Sponsors need to be an official organisation like a government, employer, Chevening etc not a family member or family friend

iv. **I am looking for a full scholarship** – if you are expecting Bangor University to offer you a full scholarships covering your tuition fees

v. **Scholarships** – if you are a self-funding student and wish to be considered for available scholarships from the Bangor University.

vi. **Bangor advertised studentships** – if you are a self-funding student and wish to be considered for available studentships from the Bangor University.

9. International Visa

Please provide details of the current or previous UK visa permissions you have/had in the past. This section must be completed if you are an international applicant.

**International Visa**

Do you need a Student Visa to study in the UK?  
- **Yes**  
  - If Yes, go to 9.1 below.
  - In order to enter the UK to study, you will require a Tier 4 visa. If you require a Tier 4 visa select ‘yes’.

- **No**  
  - If No, jump to 9.8 below.

Are you currently enrolled on a course in the UK?  
- **Yes**  
  - If Yes, go to 9.3 below.

- **No**  
  - If No, go to 9.2 below.

Have you previously studied in the UK?  
- **Yes**  
  - If Yes, go to 9.3 below.

- **No**  
  - If No, go to 9.4 below.

9.1. Tell us if you are already studying a course in the UK;

9.2. Tell us if you previously studied in the UK;

9.3. Provide the details of the course you are studying in the UK, and continue to point 9.4 below
9.4. Tell us if you ever been refused a visa to enter the UK;

If Yes, go to 9.5 below.
If No, go to 9.6 below.

9.5. Tell us how many times your visa was refused, and then continue to 9.6 below.

9.6. Tell us if you were every suspended or discontinued from your studies in the UK.

If Yes, go to 9.7 below.
If No, press ‘Save and Continue’.

9.7. Provide details of the UK institution from where you were either suspended, or discontinued your studies, and press ‘Save and continue’;

9.8. Select the nationality as on your passport from the drop down, and press ‘Save and Continue’;

10. Documents
Upload scanned copies of the relevant documents under this section.

10.1. **References:** Please ensure that you include with your application a written reference from a suitable referee (usually not from a family member or relation). It is your responsibility to provide this reference together with the referee's full contact details. Recent graduates should provide an academic reference, eg 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. **The University may contact the referee directly where further information is required.** All offers of a place on a course remain conditional until satisfactory reference(s) have been received.

Alternatively, your referee can send their reference directly to the Admissions Office, Bangor University, College Road, Bangor, Gwynedd, LL57 2TF, United Kingdom, e-mail `postgraduate@bangor.ac.uk` (for UK/EU applicants) or to the International Education Centre, Bangor University, College Road, Bangor, Gwynedd, LL57 2TF, United Kingdom, e-mail `internationaladmissions@bangor.ac.uk` (for International applicants). **NB – Please note, if you are applying to study in the School of Ocean Sciences, two references are required.**

11. **Submitting your application:**

Once all sections are duly completed, you will receive a confirmation of the same on the screen. **Review the application details** by selecting View Summary.

1) If you notice any errors then you can amend the details by selecting the relevant section in the top bar
2) If all details appear correct then you can **Submit your application**

**NOTE: PLEASE ENSURE THAT YOU SELECT AND CLICK 'SUBMIT YOUR APPLICATION' in order to complete your application and submit it to the University for consideration**
Section III: How to manage already submitted applications

12. Checking progress of your application

After successfully submitting your application, you can log-in to the application portal to check application status.

While your application is being considered by the admissions office, a confirmation message about your application will appear like this.

What happens next?
Thank you for your submission. You will be notified by email to your email@site.com and on this website, of any progress with your application. You can submit any additional information we may request using this website.

You will also receive regular notifications on your email about the progress of your application.

13. Submitting additional document(s)

If the admissions office wants you to submit any additional document(s), then a message like the one below will appear on your screen. You can then submit the required document(s) by using the ‘upload’ button.

14. Download offer letter

If your application is successful for the course you have applied for, then your Offer Letter can be downloaded from the portal;

Please read the terms and conditions before selecting the ‘Accept’ option, and press the ‘Save’ button.
Click the ‘Offer Letter’ option highlighted yellow above and your ‘Offer Letter’ will be downloaded to your computer.

**15. Send message/enquiry to the Admissions Office**

If you want to communicate with the admissions office regarding your Application, then you can send your message/enquiry though the ‘Contact Us’ option and someone from the admissions office will respond accordingly.