Guidelines for Applicants

How to **Apply Online** through the **Online Application Portal**
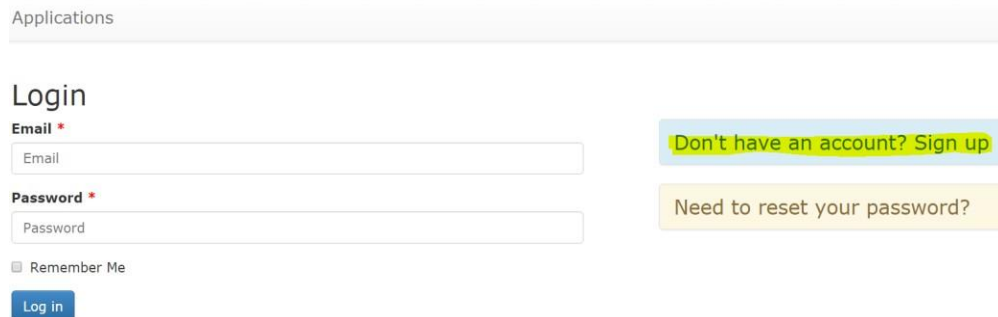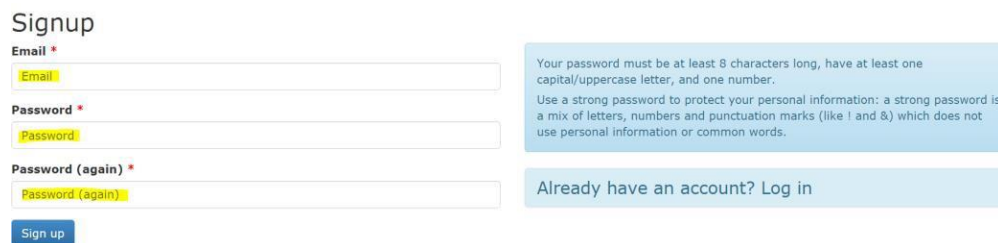
Last updated: 7 July 2021

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Section I: How to create a log–in and activate Applicant 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:
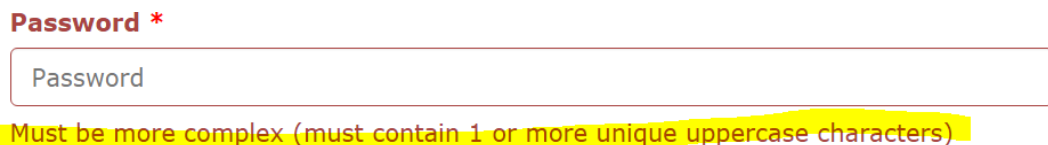

B. Enter **Email address** and select a **password**. You must **keep a note of this email and the password** in a safe place as you will need these details later on. **Do not share the details with anyone**.

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:

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 the 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 the email address and password to proceed with the application;

Section II: How to submit a new 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:

    NOTE:
- **In order for us to quickly process the application and issue Offer Letter as soon as possible, it is very important that all of the details and required documentation is included with the submitted application.**
- **If you don't have all the details to finish the application in one go, you can save the application and return to it later. Refer to Section III about how to resume and submit incomplete applications.**

①	Personal Details
②	Degree programme
③	Additional Information
④	Contacts
⑤	Education History and Professional Qualifications
⑥	Professional Experience
⑦	Language Ability
⑧	Financing your Studies
⑨	Visa and Residency
⑩	Upload Supporting Documentation

1. PERSONAL DETAILS:

Enter all Personal Details exactly as they appear on Applicant passport. Please pay particular attention to the name - nicknames and pseudonyms are not acceptable. Click *Save and Continue*.

Title *

Select your title

Given name *
Given name
Enter your first given name as it appears in your passport

Family name *
Family name
Enter your family name in full as it appears in your passport

Previous surname
Previous surname
Enter your previous surname if applicable

Middlenames
Middlenames
Enter your middle given name(s) as they appear in your passport

Date of Birth *
January | 1 | 1949
Insert your date of birth as it appears in your passport

Gender *

Nationality *

Your nationality corresponds to your nationality in your passport

Passport Number *
Passport Number

Passport Expiry Date *
January | 1 | 2020
It is important that you enter your passport details **AND** upload a copy of your passport ID page. If you **do not** have a valid passport, tick the statement below

☐ I do not have a passport

Country of Birth *

In which country you were born?

Ethnicity *
Asian or British Indian
Give details of your ethnic background

[Save and continue]

2. DEGREE PROGRAMME:

2.1. Select the appropriate degree program level first;

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

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

Undergraduate/ Bachelor Degree
(BSc, BA, LLB)

Undergraduate...

Postgraduate/ Taught masters
(MSc, MA, MBA, LLM)

Postgraduate...

Postgraduate Research
(PhD, EDD, MPhil, Masters by Research)

Your own research project...
PhD project opportunity...
Bangor University Advertised Studentships...

MRes

MRes...

PhD applicants should select one of these three options;
1) Select option 1 if the applicant is ready with his/her own research proposal, and go to point 2.2.
2) Select option 2 for PhD project opportunities, and go to point 2.2 now.
3) Select option three if Applicant is applying for an advertised Studentship, and go to point 2.5 now.

Non-graduating applications / stand alone modules

Non-graduating Undergraduate...
Non-graduating Postgraduate Taught...
Non-graduating Postgraduate Research...

Restricted admission (passcode required)

Cymraeg mewn Blwyddyn / Welsh in a Year
Head Teachers Leadership programmes (National Consortia in Wales)
PGCE Courses in Education
BA in Primary Education
MA Education Studies (Singapore)

Distance Learning

Distance Learning...

2.2. Type the name of the required course in the Course lookup bar, and the relevant courses will appear below. Select the required degree program from the list.

Course lookup *

Start typing programme name...

Business

BA French with Business Studies (BA/FBS R1NC)
BA German with Business Studies (BA/GBS R2NC)
BA Spanish with Business Studies (BA/SPBS R4N1)
BA Business (BA/BUS N107)
BA Business Studies and Chinese (BA/BUSCH N1T1)

2.3. Enter further details like Mode of Study (Full time) and the required Intake Month and Year.

- Bachelor degree applicants will be required to enter the course year they wish to enter.
- PhD/Research applicants ready with their own Research Proposal must enter the title of their proposal under 'Project/topic title' field.
- PhD/Research applicants who are interested in a specific PhD Research Project Opportunity, must enter full title in the Project/topic field.

2.4. Enter further details like Mode of Study (Full time) and the required Intake Month and

Year. Move to point 2.6 now

2.5. From the drop down menu, select one of the advertised Studentship options you are applying for, and press 'ADD' button.

- Note: If there are no Studentships to select from, you may revert back to point 2.1 above and select other options under Postgraduate Research heading);

Studentship

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

Programmes   [---------- ▼]

[Studentships: Select programmes menu.]

☐ 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)   [Academic contact(s)]

[Add]   Cancel

2.6. If you wishes to apply for more than one program then select 'Back to available program' option and start over again from point 2.1 above , otherwise click 'Continue'.

NOTE: Applicants can apply for a MAXIMUM of 3 different programmes at Bangor University

Selected programmes

Programme	MA Business and Marketing
Academic year	Academic Year 2020/21 (full time)
Start	September 2020

update   remove

←Back to available programmes

[Continue]

3. **ADDITIONAL INFORMATION**
Select appropriate options and provide details, where requested.

Additional Information

Are you a current Bangor University student, or have you applied to Bangor University or studied at Bangor University previously? *
- ○ Yes
- ◉ No

Refer point 3.1 below.

Do you have any disabilities? *
- ○ Yes
- ◉ No

During the period of your proposed study, will you be registered simultaneously for any other Higher Education qualification either at Bangor or elsewhere? *
- ○ Yes
- ○ No

Have you lived in the UK/EU continuously with the exception of holiday periods since birth? *
- ○ Yes
- ○ No

Refer point 3.2 below.

Save and continue

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

3.2. **Residency information:** This is to enable the University to classify applicants for fees-payment purposes. In some cases, it may be necessary to request the applicant to complete a 'Fee Status 'form.

3.3. **Criminal Convictions: For courses in teaching, health, social work, and other courses involving work with children or vulnerable adults**

For these courses, the applicant must upload supplementary information giving full details and dates, if any of the following statements apply to them.
- 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 the applicant is currently serving a prison sentence, they must also give the prison address as their postal address on page 1 of their application and a senior prison officer must support their application.

If the applicant is applying for a programme in teaching, health, social work, or programmes involving work with children or vulnerable adults, they **must** tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these programmes, they 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.

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 the applicant should not reveal them (but see below).

If an applicant is convicted of a relevant criminal offence after they have applied, they must tell us immediately. We may then ask for further details of the offence before making a decision.

4. **PERMANENT HOME ADDRESS –**
Provide applicant's permanent home address and place of abode as we need this for our records. Please note the FULL postal address is required. The phone number must contain all country codes and area codes.

5. **EDUCATION**

   5.1. Start with the highest Academic Qualifications the applicant has obtained or is working towards and click **Save and Add**. The details provided must match those on the certificates/transcripts you provide with the application.
   5.2. Select **Add Education history** on the next screen to add additional qualifications
   5.3. Once you have filled-in all academic qualifications then select **Continue**.

6. EMPLOYMENT HISTORY

6.1. If the applicant does not have any employment history then skip this section by pressing '**Continue'** button.

6.2. Otherwise, provide details of the employment history. The details provided must match the details on employment certificates/papers you will submit as evidence e.g. Work experience certificates, CV, work related references etc

Add new employment history

Employer *	Employer
Position *	Position
Date From *	--- ---
Date To	--- ---

Leave blank if this is your current employer

Details of responsibilities and duties

Details of responsibilities and duties

Save and Add

Continue

7. LANGUAGE

Provide details of applicant's English Language ability under this section.

NOTE: All International applicants must provide evidence of their English Language Ability. For some English speaking countries we may be able to waive the requirement for an English Test such as IELTS, if applicants can provide evidence that they achieved a minimum of a C or equivalent in their high school English (higher for some courses) or a letter from their University confirming that their bachelor degree was taught in English. Please upload these documents with the 'Education History' documents.

Language Ability

Is your first language English? *   ○ yes   — If yes, jump to point 8 below.

○ no   — If No, go to 7.1 below.

Save and continue

7.1. Select appropriate option.

Have you completed an english language test?   ○ yes   — If Yes, go to 7.2 below

○ no   — If No, jump to 7.4 below.

7.2. Select the English test/qualification applicant has undertaken (e.g. IELTS, iGCSE) 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   If Yes, go to 7.5 below

◉ no   If No, click 'Save and Continue'

Save and conti...

7.5. Provide details of the test the applicant is are waiting to undertake, and click 'Save' button to continue;

English language test *	--------- ▾
Test date *	--- ▾ --- ▾ --- ▾

Save

8. FINANCE

Select the appropriate option about how the applicant will finance the studies;

Note: International applicants will have to demonstrate to the immigration authorities when they apply for their applicant visa that they have sufficient funds to pay for their fees and support themselves throughout the course

NOTE: Refer to the explanatory notes about each option on the right side of the screen which will help you pick the correct option.

9. INTERNATIONAL Visa

Please provide full details of all the current or previous study the applicant has undertaken in the UK.

NOTE: For applicants with a UK study history please provide copies of the applicant's passport and any previous UK visas and CAS.

International Visa

Do you need a Student Visa to study in the UK? ⦿ Yes → If Yes, go to 9.1 below.

○ No → If No, jump to 9.8 below.

In order to enter the UK to s... ...ally require a Tier 4 visa. If you require a Tier 4 visa select 'yes'

9.1. Tell us if the applicant is already studying a course in the UK;

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.

If you are currently offici... ...er every question in this section in full

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

Have you previously studied in the UK? ○ Yes → If Yes, go to 9.3 below

⦿ No → If No, go to 9.4 below.

If you were enrolled on a cou... ...u must answer every question in this section in full. This includes academi...

9.3. Provide the details of the course the applicant is studying or studied in the UK, and continue to point 9.4 below

Current visa type *	---------
Current UK visa number *	Current UK visa number
Current visa start *	--- / --- / ---
Current visa end *	--- / --- / ---

9.4. Tell us if the applicant has ever been refused a visa to enter the UK;

Have you ever been refused a visa to enter the UK? ⦿ Yes → If Yes, go to 9.5 below

○ No → If No, go to 9.6 below.

Failure to disclose this... ...ing withdrawn

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

How many times has your application for a visa been refused? *	--------- ▼

9.6. Tell us if the applicant was ever suspended or discontinued from their studies in the UK

Has your registration on any course of study in the UK been suspended or discontinued at any time?   ⦿ Yes — If Yes, go to 9.7 below

◯ No — If No, press 'Save and Continue'.

9.7. Provide details of the UK institution from where the applicant was either suspended, or discontinued from their studies, and press 'Save and continue';

The institution *	The institution
The reason *	The reason
The date *	--- ▼ --- ▼ --- ▼

9.8. Select the nationality on the applicant's passport from the drop down, and press 'Save and Continue';

Please advise why you do not require a student visa? *	--------- ▼

Save and continue

10. UPLOAD SUPPORTING DOCUMENTATION

Upload scanned copies of the relevant documents under this section. Please note that each document should be uploaded separately with a document title that makes it clear what the document is. **Please only upload relevant documents as show in table below:**

Note: ** marked are Essential documents* without which a decision cannot be made by the university.

Documents Required	UG/Bachelors	PG/Masters	PhD/Research
School transcripts and certificates	Yes*	Yes*	Yes
Bachelor (or equivalent) degree transcripts		Yes*	Yes*
Masters (or equivalent) degree transcripts			Yes*
Evidence of English language ability (IELTS/PTE/high school transcript)	Yes	Yes	Yes
Passport	Yes	Yes	Yes
Academic Reference letter from teacher/tutor	Yes	Yes	Yes
Work Related Reference from Employer (if you have relevant work experience)	For mature applicants	For mature applicants	For mature applicants
CV (if you have relevant work experience	For mature applicants*	For mature applicants*	For mature applicants*
Personal statement	Yes	Yes	Yes
Research Proposal			Yes*

10.1. References:

- Please upload **at least one** academic reference letter / letter of recommendation from current institution or the most recent institution at which the applicant has studied. (Please note, if the applicant is applying to study in the School of Ocean Sciences, two references are required.)
- If the applicant is applying under the mature applicant regulations or have been out of education for some time, the reference should be from a relevant employer.
- **The reference letter must be on institutional headed paper, signed and dated by the referee, and should include the referee's full contact details.**
- The University may contact the referee directly where further information is required.
- Alternatively, referees 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** e-mail internationaladmissions@bangor.ac.uk (for International applicants).

- **If you are a Bangor University graduate applying for Bangor PGT courses, you will not usually be required to provide an academic reference. The exceptions to this rule tends to be courses that require interviews but if you are unsure whether or not you will need to provide an academic reference, please contact:** postgraduate@bangor.ac.uk **(Home) or** internationaladmissions@bangor.ac.uk **(International)**

10.2. Education History Documents:

- **For Undergraduate applications:** Copies of official course transcripts from School study must be supplied which detail the courses / subjects studied, and marks achieved. If these documents are not in English, please also provide an official, certified English translation of these documents.
- **For Taught Masters application:** Copies of official course transcripts from School and College/University study must be supplied which detail the courses / subjects studied, and marks achieved. If these documents are not in English, please also provide an official, certified English translation of these documents. If the applicant does not have a final transcript please include the latest transcript.
- **Evidence of English proficiency:** for applicants from English speaking countries or those that have completed their degree through the medium of English please provide high school transcripts/results and/or a letter from the university confirming that the bachelor degree was taught through the medium of English.

10.3. Research proposal:

- **For PhD/Research applications:** Guidance about how to write a good research proposal is here: www.bangor.ac.uk/international/applying/research-proposal

11. SUBMITTING THE APPLICATION:

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

All sections have been completed - view summary
Submit your application

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 are correct then **Submit your application**

All sections have been completed - view summary
Submit your application

NOTE: PLEASE ENSURE THAT YOU SELECT AND CLICK 'SUBMIT YOUR APPLICATION'

A confirmation email about the application including Applicant ID number will be sent to

the email id provided within 5 minutes.

Section III: How to manage already submitted applications

12. Checking progress of the application

After successfully submitting an application, application status can be checked by logging-in to the application portal.

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

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

Regular notification will also be sent on the email Id provided, about the progress of the 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 the screen. You can then submit the required document(s) by using the 'upload' button.

Please provide Academic Reference   Required

                                                                     Upload

14. Download offer letter

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

⊙ **Offer letter** (June 28, 2016, 11:09 a.m.)
It is very important that you read and understand our Terms and Conditions before you accept a place at Bangor University. By accepting an offer, you are agreeing to our Terms and Conditions and will be expected to comply with them.
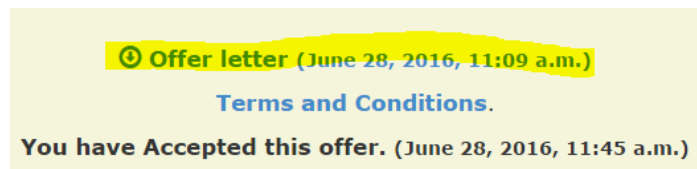**I confirm I have read and agree to the terms and conditions outlined in the offer:**
○ Accept
○ Decline

Save

Please read the terms and conditions before selecting the 'Accept' option, and press the 'Save' button.

⊕ Offer letter (June 28, 2016, 11:09 a.m.)

Terms and Conditions.

You have Accepted this offer. (June 28, 2016, 11:45 a.m.)

Click the 'Offer Letter' option highlighted yellow above and the 'Offer Letter' will be downloaded to the computer.

15. Send message/enquiry to the Admissions Office

If you want to communicate with the admissions office regarding the Application, then a message can sent though the 'Contact Us' option and someone from the admissions office will respond accordingly.

Contact us...

Application *

`---------`

Please choose which application this message relates to

Message *

`Message`

Send   Cancel

Mr Bob Carlos (500477200)

+ Create a new application

What happens next?

Thank you for your submission. You will be notified by email to **bob-jones-carlos@test.com**, and on this website, of any progress with your application. You can submit any additional information we may request using this website.

▸ Upload additional documents

BA History Starting September 2017   Summary