

## Guidance notes for postgraduate applications

These guidance notes outline how to submit an application for one of the postgraduate programmes offered by the University of London.

### Have you applied to the University of London before?

If you have an application in progress or currently registered for a programme and simply wish to change courses, please contact the Admissions Office for advice as you may not be required to submit a new application. Our contact information can be found on the following link: [Contact us](#).

### 1. Making your application

Please apply as early as possible and do not wait until the application deadline date. The latest date by which your application must be received is given in the relevant programme details page on our [website](#).

### 2. How to use the application form

- A. Click on the Create Account button.
- B. If you are a returning applicant, enter your email address and password then login. If you have forgotten your password, click on the 'Forgotten password?' link.
- C. Complete the appropriate fields to create your user account. At this point an email will automatically be sent to the email address you have provided so please ensure the email address is correct and accessible. Complete and submit the application and upload your certificates and supporting documents. Your application will only be fully submitted for processing once you have clicked on the 'Next' button on the 'Document upload' page and you see the confirmation page.
- D. If the course that you are applying for has an application fee you will be taken to the payments section of the application process where you will be given the option to pay online using a credit/debit card or offline using one of the alternative payment options as detailed in the following page [How to pay your fees](#).

Your application will only be fully submitted for processing once you have successfully paid your application fee on the 'Payment page' and you see the confirmation page.

We recommend that you pay your application fee online as this will ensure that you receive a faster decision on your application.

### 3. Need help with completing the application?

If you have any further questions about the application process, please complete the enquiry form on [Contact us](#).

#### 4. Acknowledgement

When you have submitted your application you will receive confirmation, by email, that your application has been received by the Admissions Office and notification of your student reference number. We allocate a student reference number to everyone who applies and it does not mean that you have been accepted onto a programme.

#### 5. How to submit your documents

If you have your documents to hand, we recommend that you upload scanned copies of these as part of your application. For further information on how to supply documentary evidence please see [Supplying evidence](#) section.

If you do not have all your documents to hand or if you are waiting to sit an examination or if you are waiting to receive the results of an examination, we recommend that you still submit your application. We can often begin to process your application without all the evidence, although we will not be able to give you a final decision until all the necessary documentation has been received.

After you have submitted your application, you can [email](#) scanned copies of documents to us. Please ensure that you quote your name and student reference number within the email. Your referees can also send a scan of their signed reference letter to us via [email](#).

If you are unable to upload or email your documents, you can ask your awarding/examining authority to send confirmation of results by [email](#).

If none of the options listed are available to you, please contact the Admissions Office for further guidance on [Contact us](#).

#### **Please upload the following:**

##### **A. Personal identification**

Evidence of your full name and date of birth as stated on your application. This must be a scan or photocopy of either your birth certificate, or passport, or national identification card (ID). If you have changed your name from that which is on the above document or certificates, you must provide official evidence of the change, e.g. a scan or photocopy of your marriage certificate or statutory declaration.

##### **B. Educational certificates**

Scanned copies of all the qualifications that you have listed on your application.

##### **C. Transcript**

If either your degree was not awarded 'with Honours' or if you are applying on the basis of a professional qualification, you must also provide a scanned copy of the transcript of your qualification. The transcript must include all the subjects taken, the marks/grades obtained and the date of the final award.

##### **D. English Language Proficiency evidence**

A scanned copy of your certificate/evidence of English Language proficiency in support of the information you have provided on the application form.

OR

A signed letter from your employer or the institution where you studied, if you have indicated that you have at least 18 months employment or education in the medium of English.

We reserve the right to ask for further or alternative evidence of your qualifications, if required.

## E. References

If the programme for which you are applying indicates that references are required you should upload a scan of the signed reference letter. We normally require one academic reference preferably by an academic from the institution where you graduated and one employment reference from your current or most recent Line Manager, Head of Department. All references must be specifically written for your application to study this programme. Two employment references are acceptable if you have graduated several years ago and are not able to obtain an academic reference.

\* If applying for the Global MBA then you should read the following reference criteria: [documentary references-mba](#)

## F. Curriculum vitae

A current/up-to-date employment curriculum vitae.

**It is your responsibility to arrange for all the necessary documentation to be obtained** in support of your application. The University cannot undertake to do this on your behalf. This also applies to any translation of documents which you submit that may be required.