

How to Apply Online

Guidance for Study Abroad, Exchange and Erasmus Students

All students applying to join The University of Manchester as undergraduate fee-paying study abroad, exchange or Erasmus students, must apply using the online application system accessed via this site:

<http://www.manchester.ac.uk/international/studyabroadandexchanges>

When you access this page, you should click on the relevant section according to whether you are a Study Abroad, Erasmus or Exchange student, and then navigate to the 'How to Apply' page within this section.

The application is a 9 STEP PROCESS that will take approximately 30 minutes to complete. You can save your application at any stage before submission and return to it at a later time/date. You will need to make a note of the email address and password that you select at the beginning of the application process, as you will need this to sign-in to make changes/additions to a saved application.

We recommend that you make a note here of the email address and password you choose for future reference:

Email address _____

Password _____

You can save and return to your application as many times as you wish before submitting, but your application will expire after 28 days of inactivity. Note also that the screens will time-out after 20 minutes if you are not actively working on the form.

All information must be entered in English.

Helpful icons:



Save your application at any time using the "Save" icon.



Print your application by clicking on the "Print" icon.



Click on the "View Program Description" icon and you will be taken to the website for the given program.



Click on the "Help" icon if you require **further information** at any stage during the application process.



Return to a saved application



Search

Getting Started

When you click through to the online application system, you will see that the initial page is headed '**Postgraduate Applicant Sign On**'. **You will subsequently see frequent reference to 'postgraduates' throughout the online form. PLEASE DO NOT WORRY, THIS IS THE CORRECT FORM.**

Follow the instructions given to sign on.

When you have accepted the Terms and Conditions, you will be taken to a section headed 'Create A New Postgraduate Application'.

Create a New Postgraduate Application


To create a new application, you must provide the following information:

- **Academic Career:** This will be Postgraduate Research, Postgraduate Taught, Undergraduate or Continuing Education and Professional Development.
- **Mode of Attendance:** This can be Full-time Study, Part-time Study, or Distance Learning. Some Distance Learning courses are offered on a full-time or a part-time basis. Contact the relevant School for more details.





Once you have completed the above fields, you can select the programme you are interested in. There are two ways of doing this:

- **KEYWORD SEARCH.** Search for programmes that match your interests. To do this, enter keywords in the "Program Description" field and then press the SEARCH button. Search keywords should include characters (A-Z) and numerals (0-9) only. All other characters will be ignored.
- **BROWSE.** Just press the SEARCH button without entering keywords if you want to see the full list of programmes available that match the selections you have made.

When you have found the programme you are looking for, click the **APPLY** link next to it to begin your new application.

Click on the  "Help" icon next to each field in the selection panel if you need further information.

[Return to Your Postgraduate Applications](#)

*Institution	<input type="text" value="The University of Manchester"/>	
*Academic Career	<input type="text" value="Postgraduate Taught"/>	
*Mode of Attendance	<input type="text" value="Full-time"/>	
Program Description	<input type="text"/>	

In the lower box at the bottom of this page, you will see the first three option fields are pre-populated. The first field ('*Institution – The University of Manchester') and the third field (*Mode of Attendance – Full-time') are correct and should not be altered. However, the second field – '*Academic Career' will need to be changed.

Erasmus students only: Before you apply, you MUST check our website here: <http://www.manchester.ac.uk/international/studyabroadandexchanges/erasmus/> to see whether our exchange agreement is for you to study Undergraduate or Postgraduate course units with us. **If our Erasmus agreement is for Postgraduate level course units** (indicated by 'PG' in the 'Level' column on our spreadsheet) **you should NOT proceed with an online application.** Instead, you should email the person indicated in the spreadsheet to ask them how you should apply for their Postgraduate Erasmus exchange. **If our Erasmus agreement is for Undergraduate level course units** (indicated by 'UG' in the 'Level' column on our spreadsheet), follow the instructions for 'all other applicants' below.

All other applicants: please **change the information in the second field** in the list (titled '*Academic Career', and pre-populated with the option 'Postgraduate Taught') to UNDERGRADUATE from the drop-down menu.

To populate the last field (titled Program Description) with the correct information, click on the yellow Search button alongside, and scroll down the list until you find your correct programme.

Finding the Correct Program Description:

Students who are **paying a tuition fee** [this could be i) directly to Manchester; ii) to a third party provider such as Arcadia, Eurolearn, CCSA or the BEO; or iii) to their home university who will then settle the tuition invoice on their behalf] should select one of the 'STUDY ABROAD (fee-paying)' options towards the end of the list, choosing the option which reflects the correct duration of the intended period of study at Manchester.













Students who are studying at a **non-European** university, who have been nominated by their home university to study at The University of Manchester as part of a **reciprocal exchange agreement**, should select EITHER one of the 'UNIVERSITY-WIDE EXCHANGE STUDENT' options, choosing the option which reflects the correct duration for the intended period of study at Manchester, OR one of the discipline-specific Exchanges if that is the nature of our agreement with your home university.


Students who are studying at a **European** university, who have been nominated to study at The University of Manchester as part of an exchange agreement within the **Erasmus scheme**, should select the Erasmus option which specifies the subject area of the agreement under which they will be studying, and the duration of study.

You will then be taken to Step 1.

Step 1 – Personal Information

Complete all the required fields in this section. You do not need to upload a passport photo. When you reach the bottom of the page, you will see the following box:

Step           [Return to Your Postgraduate Applications](#)  

Click on  to progress to Step 2.

(This box appears at the bottom of the page of each step, and is the way you navigate to all steps throughout the application process. DO NOT use the 'back' button on your browser to return to an earlier step – instead select the earlier step using these buttons).

Step 2 – Contact Information

Complete all the required fields in this section and move onto Step 3.

Step 3 – Proposed Programme of Study or Research Project

You will see the following information:

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1824

You are here: Home > Postgraduate > Postgraduate Application Form [Sign Out](#)

Step 3: Proposed Programme of Study or Research Project

Institution	The University of Manchester	Start Date	Not yet selected.
Academic Career	Undergraduate	Application Status	Pending
Mode of Attendance	Full-time	Last Modified	10-Dec-2010 14:37:16
Program Description	Study Abroad (non-EU) Semester 1		

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Select the Month and Year on which you would like to start your new programme of study or research project.

If you are applying for a Research Programme, then please provide a research title and further details of the research area or research group you are interested in. This will make it easier for us to identify suitable opportunities for you within the University.

Check the website of the relevant research group to find a potential supervisor. You should enter at least one suitable supervisor. Up to two further potential supervisors may be entered under Further Information.

Proposed Start Date

*Month

*Year

Period of Study

*I am applying for

Complete your proposed start date and period of study. **Note that these boxes may not appear for some Erasmus programmes.**

You will then see a 'Pathway' box (**NB: This box does NOT appear for Erasmus students**):

Pathway

☒ English Language Pathway Route

☐ Pre-Law Pathway

☐ Leadership and Service Pathway

You should **ONLY** complete this box if you are applying for one of the three Pathways listed.

If you are applying for the English Language Pathway, you will also need to select either the 'Integrated' or 'Extended' route from the drop-down menu alongside this option.

If you tick that you are applying for the Leadership and Service Pathway, you must also download, complete and upload an additional application form for this Pathway. The application form can be downloaded from here:

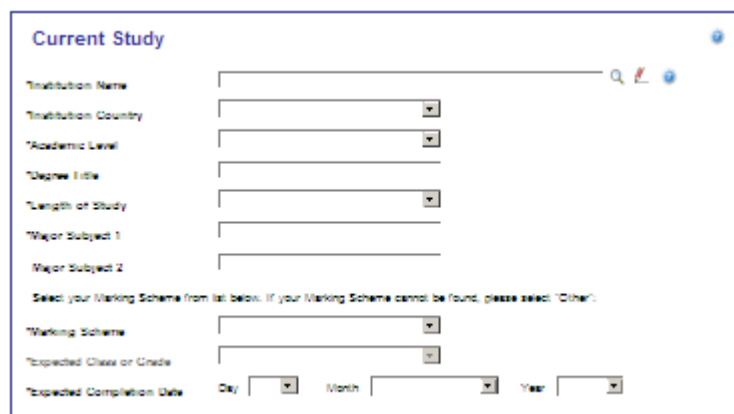
<http://www.manchester.ac.uk/international/studyabroadandexchanges/downloads>. If you are not applying for one of these three Pathways, leave this box blank.


The remaining 4 boxes in this step – Proposed Research; Special Study Options; Further Information; and Marketing Information, can all be left blank.

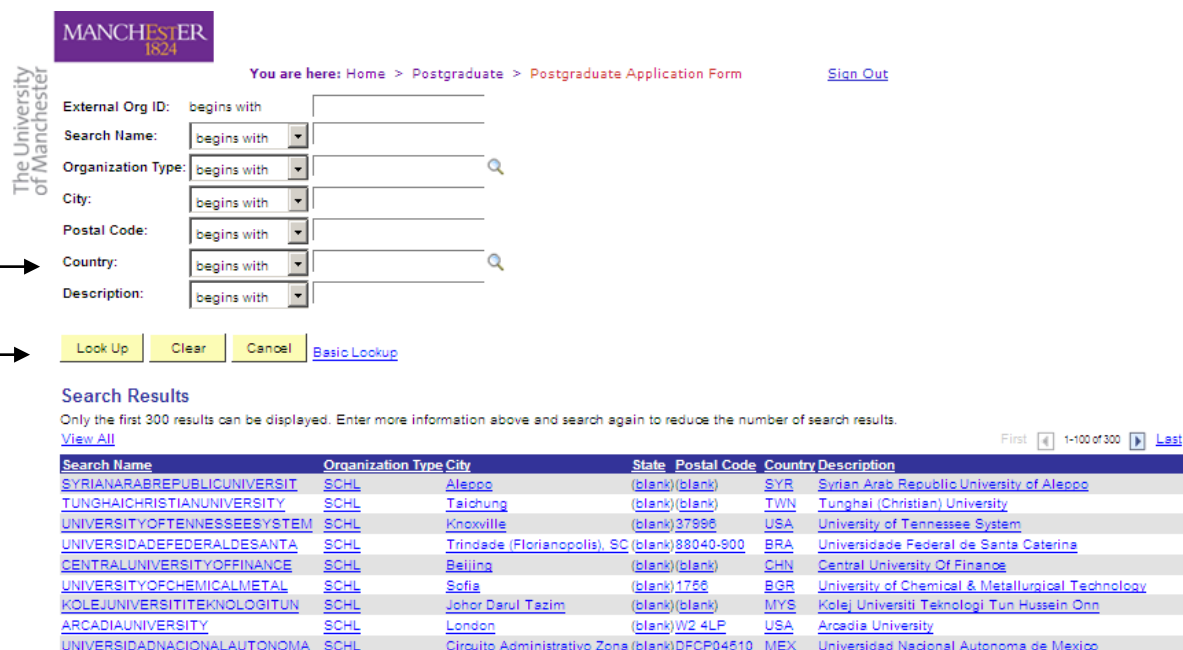
Move on to Step 4.

Step 4 – Current and Previous Study


The only section you should complete in this step is the first section, headed 'Current Study':



Use the Search facility  to begin the search for the name of your current institution. When you click on the Search icon, you will see this page:



Search Name	Organization Type	City	State	Postal Code	Country	Description
SYRIAN ARAB REPUBLIC UNIVERSITY	SCHL	Aleppo	(blank)/(blank)	SYR	Syrian Arab Republic	University of Aleppo
TUNGHAICHRISTIANUNIVERSITY	SCHL	Taichung	(blank)/(blank)	TWN	Tunghai (Christian)	University
UNIVERSITY OF TENNESSEE SYSTEM	SCHL	Knoxville	(blank)	37996	USA	University of Tennessee System
UNIVERSIDADE FEDERAL DE SANTA CATARINA	SCHL	Trindade (Florianopolis), SC	(blank)	88040-900	BRA	Universidade Federal de Santa Catarina
CENTRAL UNIVERSITY OF FINANCE	SCHL	Beijing	(blank)/(blank)	CHN	Central University Of Finance	
UNIVERSITY OF CHEMICAL & METALLURGICAL TECHNOLOGY	SCHL	Sofia	(blank)	1756	BGR	University of Chemical & Metallurgical Technology
KOLEJ UNIVERSITI TEKNOLOGI TUN HUSSEIN ONN	SCHL	Johor Darul Tazim	(blank)/(blank)	MYS	Kolej Universiti Teknologi Tun Hussein Onn	
ARCADIA UNIVERSITY	SCHL	London	(blank)	W2 4LP	USA	Arcadia University
UNIVERSIDAD NACIONAL AUTONOMA DE MEXICO	SCHL	Ciudad Administrativa Zona	(blank)	DFCP04510	MEX	Universidad Nacional Autonoma de Mexico

The easiest way to find your home university is to click on the Search  facility alongside the 'Country' box in the top part of the screen. Select your home country from the list which appears (the list runs over 3 pages so click the arrow buttons to advance). When you click on your home country in the list, the 'Country' box will be populated with the three-letter code for your country. When this three-letter code appears in the 'Country' box, click the yellow 'Look Up' box in the middle-left of your screen, and a list of institutions in this country will be generated. You can click on any of the column headings to sort the lists into alphabetical order. Remember that if your university

is 'The University of...' it will often appear alphabetically under 'T'. European universities may be listed under their English translation or under the correct local name – you will need to check both possibilities. You may also wish to try the 'Search Name' function at the top of the page (select 'contains' and then enter a keyword from the name of your university/college) to help you find your home institution. If you are applying through a third-party provider (such as Arcadia, Eurolearn, CCSA or BEO in Japan), you must enter the name of your home university, rather than the name of the third-party provider.

When you find the name of your home university, click on it and it will populate the 'Institution Name' field. *If you cannot find your home university listed, please email studyabroad@manchester.ac.uk with the full name and address of your institution and we will investigate where it lies within the listings. You can continue completing your application, but will not be able to submit your form until you have heard back from us with the missing information, as your application will show up as having 'Errors' when you press the submit button at the end. This does mean that you will need to save your application and return to it after we have contacted you.*

Secondly, select the country in which your home university is based from the drop-down menu in the second field (titled 'Institution Country').

For the third field ('Academic Level'), select 'Bachelors'.

In the 'Degree Title' field, enter the name of your degree programme/major.

In the 'Length of Study' field, select the full length of the degree programme you are studying at your home university from the drop down box.

In the 'Major subject 1' field, list the title of your degree programme or your Major area of study.

In the 'Major subject 2' field, list your Minor, or leave blank if you do not have one.

In the 'Marking Scheme' field, use the drop-down box to look for your country and marking scheme. Several countries' schemes are **not** listed in the drop-down box. If yours does not appear, simply select OTHER.

In the 'Expected Class or Grade' field, indicate your current cumulative GPA/grade.

Populate the 'Completion Date' fields with the date you expect to graduate.


'First Previous Study' field – leave blank


'Second Previous Study' field – leave blank

'Academic Honours, Distinctions and Prizes' field – leave blank

Step 5 – English Proficiency and Other Qualifications

Everybody must answer the first question in the box titled 'English Proficiency', selecting 'No' or 'Yes' from the drop-down box.





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[Sign Out](#)

Step 5: English Proficiency and Other Qualifications

Institution	The University of Manchester	Start Date	Not yet selected.
Academic Career	Undergraduate	Application Status	Pending
Mode of Attendance	Full-time	Last Modified	10-Dec-2010 15:27:33
Program Description	Study Abroad (non-EU) Semester 1		

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A good command of the **English language** is essential to study for a postgraduate degree. If English is not your native language, then please provide details of any recognised English language qualifications that you have obtained, such as the TOEFL or IELTS tests.

You can also use this page to tell us about any **other professional qualifications** you have completed and publications you were involved in. List your most recent publication first.

English Proficiency

*Is / Was English the language of instruction of your first or subsequent degree(s)?

If you have completed an English Proficiency Test, please complete the following with your most recent results:

Test Type

*Test Date Day Month Year

*Test Name

*Test Score

If you answer 'Yes' (ie. English IS the language of instruction on your current degree), you can then proceed straight to Step 6.

If you answer 'No' to this question, most applicants must provide evidence of their English proficiency. Select the test you have taken from the drop-down menu, and enter the dates of the test, and your scores. NOTE THAT YOU MUST ALSO UPLOAD A COPY OF YOUR ENGLISH PROFICIENCY CERTIFICATE LATER IN THE PROCESS. Erasmus applicants do not need to provide certificates, but are expected to have a level of English at or above our minimum entry requirements listed here: <http://www.manchester.ac.uk/international/studyabroadandexchanges/erasmus/entryrequirements/>

All applicants should disregard the sections headed 'Professional and Other Qualifications'; 'First Publication'; and 'Second Publication'.

Step 6 – Professional/Previous Experience

Do not complete either of the boxes in this section. Skip straight to Step 7.

Step 7 – References

Study Abroad (fee-paying) Students – please provide the contact details of your academic referee in the 'First Referee' box. NOTE THAT YOU MUST ALSO UPLOAD A COPY OF YOUR REFERENCE LATER IN

THE PROCESS. *If your home university's policy is that students do not see their references, please ask your advisor at your home university to either email a copy of your reference to sarah.bloor@manchester.ac.uk, or post it to: Study Abroad Unit, The University of Manchester, Rutherford Building, Oxford Road, Manchester, M13 9PL, UK. Please use the 'Second Referee' box to provide the contact details of EITHER the study abroad contact person at your home university, OR the coordinator at your third-party agency (for example Arcadia, Eurolearn, CCSA, or British Education Office in Japan).*

(Non-European) Exchange Students – please provide the details of your home university study abroad/exchange advisor in the 'First Referee' box. Please use the 'Second Referee' box to provide the contact details of an additional person at your home university (for example an academic advisor, personal tutor). *Note that we will **not** contact this second referee in connection with your application, but the online system will not allow your application to progress if both boxes are not populated.*

Erasmus Students – please provide the details of your home university's Erasmus **Departmental** Coordinator in the 'First Referee' box. Please use the 'Second Referee' box to provide the contact details of your Erasmus **Institutional** Coordinator (ask your Departmental Coordinator who this is if you do not know). *Note that we will **not** contact these people for a reference, but the online system will not allow your application to progress if both boxes are not populated.*

Step 8 - Funding

If you are a **non-European Exchange** or **Erasmus** student, do not complete any of the boxes in this section. Move straight to Step 9.

However, if you are a **fee-paying Study Abroad** student, you should complete the first box (headed 'Main Funding Source') as follows: Firstly, select 'External' from the first drop-down box. In the '*Award Type' box, select 'Other External Funding Source'. In the '*Award Status' box, select 'Not Applicable'. Then in the 'Comments' box within this section, type two free-text statements. The first statement should tell us who will pay your tuition fees (contact name, organisation and billing address). This may be yourself, your home university, or a third-party provider, for example. Your second statement should tell us who will pay your accommodation fees.

Step 9 – Supporting Documents

You should upload all the required supporting documents in this section. In the 'Supporting Documents Upload' box, you will see a list of documents in the drop-down box. Not all of the items that appear in the drop-down box are relevant for a study abroad application (for example, Curriculum Vitae, Research Proposal). Similarly, not all of the documents that you need to upload are listed individually in this drop-down box.

TEMPLATES FOR THE REQUIRED SUPPORTING DOCUMENTS CAN BE DOWNLOADED FROM THIS LOCATION:

<http://www.manchester.ac.uk/international/studyabroadandexchanges/downloads>

The screenshot shows the 'Step 9: Supporting Documents' page of the University of Manchester's Postgraduate Application Form. The page includes a header with the University of Manchester logo and a breadcrumb trail: 'You are here: Home > Postgraduate > Postgraduate Application Form'. A 'Sign Out' link is visible in the top right. Below the header, a progress bar shows steps 1 through 9, with step 9 highlighted. A table displays application details: Institution (The University of Manchester), Academic Career (Undergraduate), Mode of Attendance (Full-time), Program Description (Study Abroad (non-EU) Semester 1), Start Date (Not yet selected), Application Status (Pending), and Last Modified (10-Dec-2010 15:37:49). A 'Return to Your Postgraduate Applications' link is provided. The main content area explains the document upload process, lists required documents (Degree certificates, Two references, English Language Certificates), and provides file size and filename guidelines. At the bottom, the 'Supporting Documents Upload' section features a dropdown menu set to 'Academic Transcript' and an 'Upload a Supporting Document' button. Below this is a table for 'Existing Supporting Documents'.

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1824

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Step 9: Supporting Documents

Institution	The University of Manchester	Start Date	Not yet selected.
Academic Career	Undergraduate	Application Status	Pending
Mode of Attendance	Full-time	Last Modified	10-Dec-2010 15:37:49
Program Description	Study Abroad (non-EU) Semester 1		

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Upload electronic copies of documents that support your application. This will speed up processing of your application. First, select the type of document you wish to upload. Then click the "Upload a Supporting Document" button to search for the file on your computer. You can repeat this for each document you wish to upload.

The documents required vary for different programmes, but you normally need to provide the following:

- Degree certificates and official academic transcripts
- Two references
- English Language Certificates

Check the web site of the School you are applying to for more details of the exact requirements.

Filenames: This site uses the Western European Character set. Please make sure your filenames are suitable before uploading files.

File Sizes: The maximum size allowed per file is 5,000 KB. The maximum size allowed in total for all uploaded files is 10,000 KB (this includes any photographs that have been uploaded).

Supporting Documents Upload

Select Document Type to Upload: Academic Transcript [Upload a Supporting Document](#)

Existing Supporting Documents

Listed below are the supporting documents which you are required to supply.

ALL applicants must supply the following:

Standard documents:

- Your most recent **Academic Transcript** (in English) from your home university. When you scan and upload this document, select the 'Academic Transcript' option from the drop-down menu.
- **Proposed Study Plan Form** – this is the document on which you must list the Manchester course units for which you wish to apply. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- **Personal Statement** – please provide us with a statement that will help us form a more complete impression of you. We would like to know your reasons for wanting to study in

Britain generally and at The University of Manchester in particular, as well as your academic and personal interests. Do not exceed 500 words. Find this at our 'Downloads' section, and select the 'Statement of Purpose' option from the drop-down menu when you upload this.

- **Fall Assessment Approval Form (if applicable).** Find this at our 'Downloads' section, and select the 'Other' option from the drop-down menu when you upload this.
- **A photocopy of the ID page from your passport.** Select the 'Other' option when you upload this.
- IF you are applying for the Leadership and Service Pathway, find this at our 'Downloads' section, and select the 'Other' option when you upload this.

In addition to the standard documents, **fee-paying Study Abroad students** must also supply:

- **One letter of reference** – this must be from somebody who can comment on your academic performance at your current institution, and should be on university letter-headed paper. Select the 'Letter of Reference (First)' from the drop-down menu to upload this document.
- **A Financial Confirmation letter.** If your home university, or a third party provider (such as Arcadia, Eurolearn, CCSA or BEO) are paying your tuition fees on your behalf, you should ask them to write a letter, on headed-paper, confirming that they will pay your tuition fees (and accommodation fees if applicable). Select the 'Other' option from the drop-down box to upload this letter. **If you are paying your own tuition fees, you do NOT need to supply such a letter.**
- **Exchange Partner or Agent/Representative Nomination Form.** ONLY complete this form if you are applying to study with us via Arcadia, Eurolearn, CCSA or BEO. Do NOT complete this form otherwise. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- **English Language Certificate (if applicable).** Select the 'English Language Certificate' option from the drop-down box when you upload this.

In addition to the standard documents, **non-European Exchange students** must also supply:


- **Exchange Partner or Agent/Representative Nomination Form.** This must be signed by your Exchange Adviser at your home university. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.
- **English Language Certificate (if applicable).** Select the 'English Language Certificate' option from the drop-down box when you upload this.

In addition to the standard documents, **Erasmus students** must also supply:

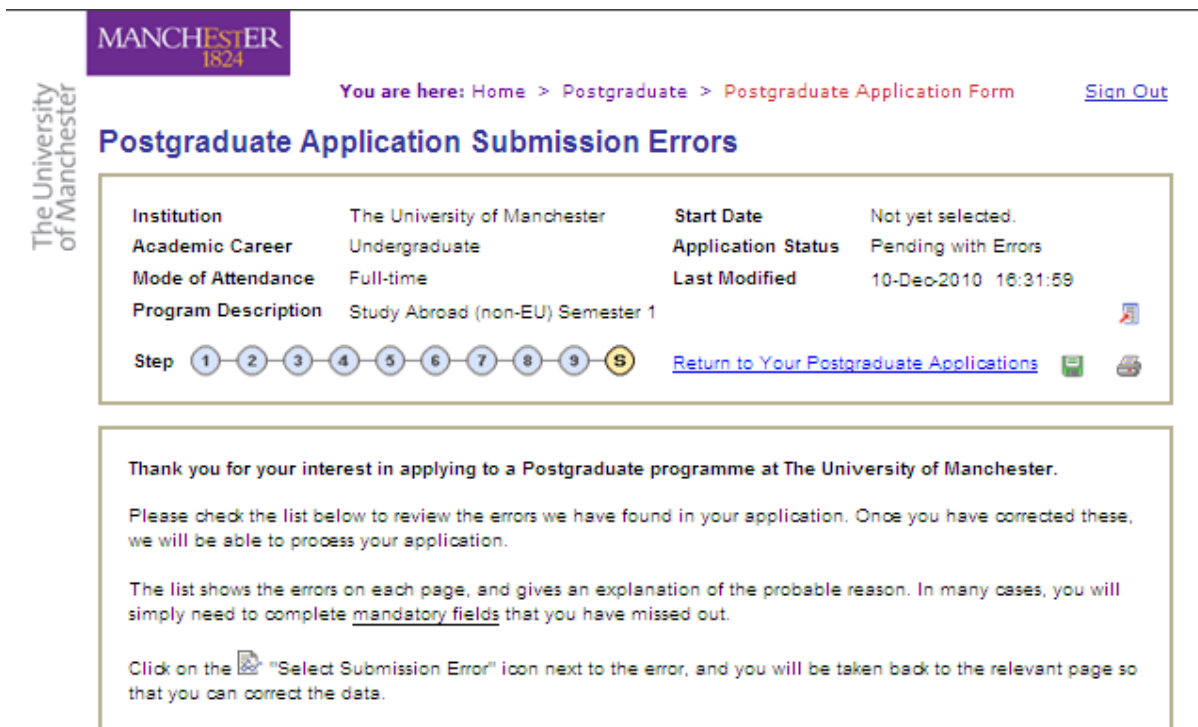
- **Exchange Partner or Agent/Representative Nomination Form.** This must be signed by either your Erasmus Departmental Coordinator, or the central Exchange Office, at your home university. Find this at our 'Downloads' section, and select the 'Other' option from the drop-down box when you upload this.

Please try to submit as much of the supporting documentation as you can before you move onto the next stage of submitting. This is because once you have submitted, you will not be able to return to upload any other missing documents. If there are any documents outstanding at the point at which you submit, you must email these to sarah.bloor@manchester.ac.uk as soon as possible.

Submitting

When you have completed all 9 steps of the online application, you should click on the  button at the bottom of the page to submit your application.

If you see a page headed 'Postgraduate Admissions Submission Errors':



The screenshot shows the 'Postgraduate Application Submission Errors' page. At the top, there is a navigation bar with 'You are here: Home > Postgraduate > Postgraduate Application Form' and a 'Sign Out' link. The University of Manchester logo is on the left. The main heading is 'Postgraduate Application Submission Errors'. Below this is a table with application details:


Institution	The University of Manchester	Start Date	Not yet selected.
Academic Career	Undergraduate	Application Status	Pending with Errors
Mode of Attendance	Full-time	Last Modified	10-Dec-2010 16:31:59
Program Description	Study Abroad (non-EU) Semester 1		


Below the table is a progress bar with steps 1 through 9, and a yellow circle with a black 'S' for 'Submit'. To the right of the progress bar is a link 'Return to Your Postgraduate Applications' and a print icon. Below the progress bar is a large box with the following text:

Thank you for your interest in applying to a Postgraduate programme at The University of Manchester.

Please check the list below to review the errors we have found in your application. Once you have corrected these, we will be able to process your application.

The list shows the errors on each page, and gives an explanation of the probable reason. In many cases, you will simply need to complete mandatory fields that you have missed out.

Click on the  "Select Submission Error" icon next to the error, and you will be taken back to the relevant page so that you can correct the data.

followed by a list of errors, please navigate to the  icon alongside the listed error, to allow you to return to that part of the application and make corrections.

When you have submitted your application, you will be asked to tick two declaration boxes before your submission is complete.

We recommend that you should now print out at least 2 copies of your online application – one for your files and one for your home university. It is possible for you to return to your application initially and print it after you have exited, but the facility to do this expires after a period of days. Use the print icon within the application, rather than the general print button on your browser.

When you have submitted your application, you should receive an acknowledgement email confirming receipt. **This acknowledgement email will refer to your 'Postgraduate' application – again, please do not worry, you have submitted the correct form for the Study Abroad Programme.**

Final Step

When you have submitted your online application, please send an email to the relevant email address below, telling us that you have submitted an application. Include in this message your full name, email address, home institution, and the date you submitted your online application.

Worldwide Exchange and Fee-paying Study Abroad applicants – email sarah.bloor@manchester.ac.uk
Erasmus applicants – email zaba.ihsan-2@manchester.ac.uk

If you have any problems with the online application which you cannot resolve, please email studyabroad@manchester.ac.uk with a description of the difficulty you are facing.

Thank you for your application!