Application Guidance Notes

If you experience problems with the application process please contact the Applications Team at pgapplication@warwick.ac.uk or call Warwick University Admissions on 02476 524585

Their address is:

Postgraduate Admissions Service
University House
University of Warwick
Coventry
CV4 8UW

To make the application process as efficient as possible, be prepared:
* To have the dates of your past training and qualifications,
* To have the email address of your referee/s,
* To speak to the person/people who will be your referee(s) and ask them to look out for an email from the university requesting a reference.

As you go through the application process you can "sign out and save" at any time and re-visit the process when you are ready.
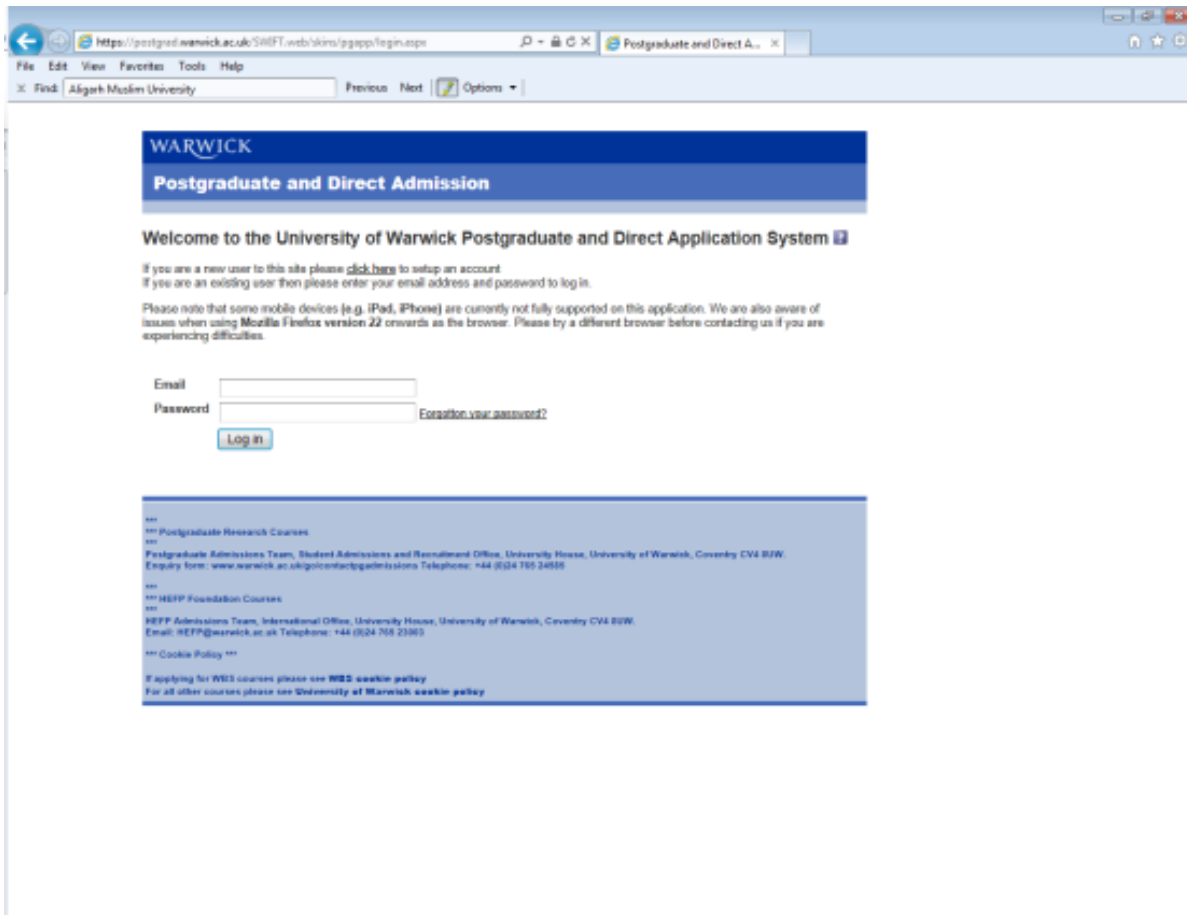
For details on the application process please visit this website:

www.warwick.ac.uk/study/postgraduate/apply/

To begin your online application, please go to:

https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/login.aspx

The screen looks like this:
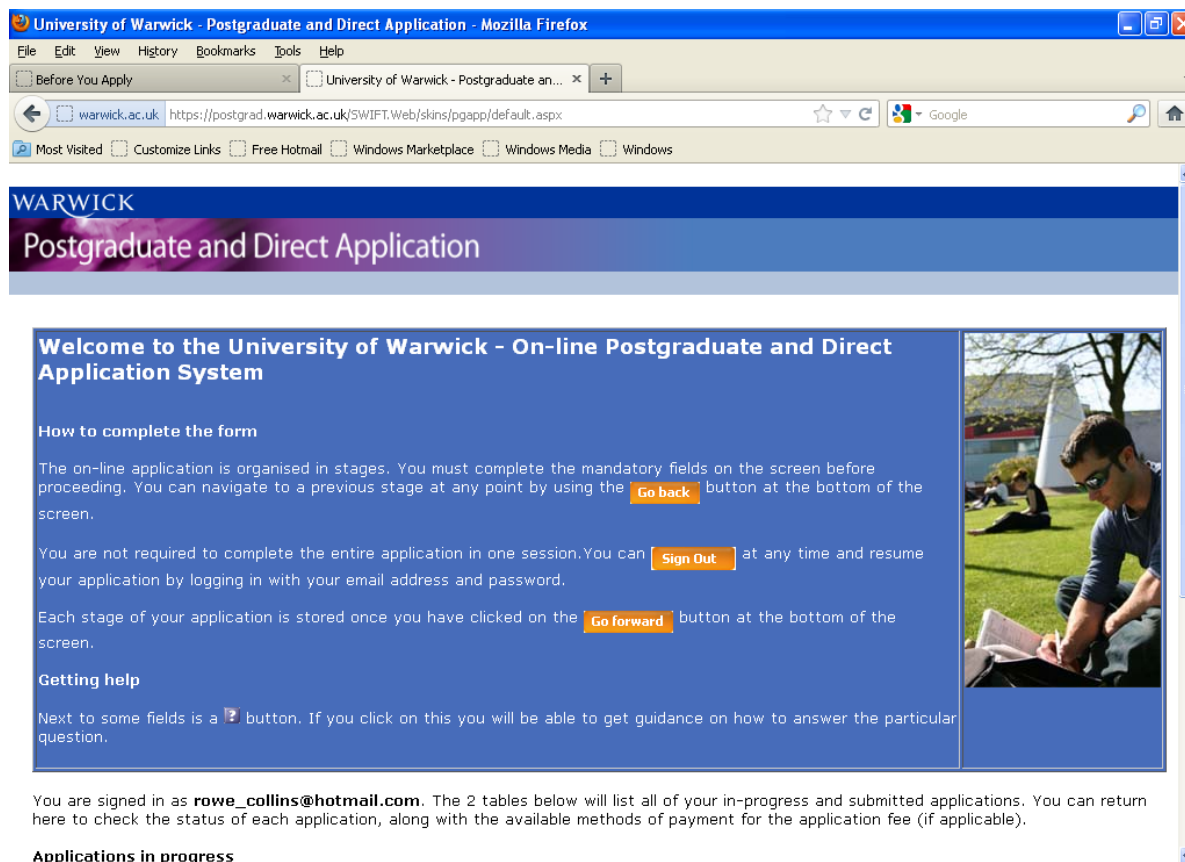
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Please click where it states "click here" to create an account (with your own password) and start your application.

Once you've created your account you can return to this page and log in.

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How to complete the online application form:-

This is the first page you will come to:

Click "start a new application", bottom left on the page.

The next page is an instruction page only. Click "go forward" to move to the next page.

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1. Personal Details :

The first page will ask you to provide us with your personal details. All fields with a red asterisk are mandatory. One you have completed the page, please click 'Go Forward'

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2. Course Details
You will then be asked to provide the following information:-

- You are applying for a course run by **Centre for Lifelong Learning** (use the drop down arrow in the "department" box)
- It is a **Taught** course (in "course type")
- The course is **…….** (please select as appropriate)
- Mode of attendance is **Part time**
- Start date is **2014/15**
  You should email pgapplication@warwick.ac.uk with the date that you wish to start the course.

Leave the "Title/code" and "Matching Courses" spaces blank.
Click 'Go Forward.'

3. Address Details

The system will ask you for your permanent home address and correspondence address (if different)

If both address are the same click on 'Copy from Above' in the correspondence section.

Click 'Go Forward.'

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4. Nationality

Once completing your Nationality, Country of Residence and Country of Birth, click 'go forward'.

5. Qualifications

If you do not have any formal qualifications tick the box and click 'Go forward'.

If you do have formal qualifications, you should enter the details of these in the boxes provided before clicking 'go forward.' If your qualification(s) are from an institution in the UK which is not listed, click on the Non UK button at the top and you can then type in free text.

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6. English Language

This section needs to be completed to confirm whether you have been previously taught in English.

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7. References:

You will need to provide details of two referees. If you provide us with email addresses, we will make an initial reference request to them on your behalf.

If you graduated within the two years preceding the start date of the course which you have applied for, we will normally require two academic references from academics who have taught you. However, if you graduated over two years prior to the course start date or if you do not have formal qualifications, non-academic references will be acceptable.

8. Supporting information and employment history

You will have the opportunity to upload your personal statement, provide details of your current/most recent employment, and upload one supporting document in support of your application.

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9. Finance

This page asks you to confirm how you will be funding yourself at Warwick.

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10. Marketing

This page allows you to provide us with information on how you found out about us.

11. Equality

If you have a disability or specific learning difficulties, this page allows you to provide us with the relevant information.

12. Declaration

If you have any criminal convictions, you must disclose these on this page. By signing the declaration you are confirming that all the information you have provided in the application form is accurate.

What happens next?

You should receive an acknowledgement email from the university's Postgraduate Admissions Service within 24 hours of submitting your online application. This email will provide you with your seven digit Warwick ID number and provide you with information and instructions on uploading scanned copies of your supporting documents.

The following information will usually be needed before a decision can be finalised on your application:

- **Two references**

So long as you provided valid email addresses for them in your online application form, your referees should by now have received an email from the Postgraduate Admissions Service requesting a reference on your behalf. This will provide them with instructions on how to upload an e-reference. If they have not received this, please advise them to check their 'spam' or 'junk' folder in addition to their mailbox.

Alternatively, we can accept a hard copy reference. This should be posted to the Postgraduate Admissions Service and bear an original signature on official letter headed paper.

- **Degree Transcripts/Certificates**

- **An English language certificate** (if applicable)

You are not required to post any original certificates or transcripts to us at this stage. We only require and want original documents or attested copies if you are made an offer.

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The progress of your Application

All applications for postgraduate study are processed through the university's Postgraduate Admissions Service. It is important that you submit all the required supporting documentation to them as soon as possible; they will notify you in due course by email on the outcome of your application.

- A **Conditional Offer** means you do not yet satisfy the academic conditions required before entry. The conditions are given in the offer letter. You will be unable to enrol and start the course until all conditions have been satisfied.

  If your offer is conditional upon providing confirmation of the award of a qualification, we will need to see **original** degree documentation, such as a transcript or certificate. This should be posted to the Postgraduate Admissions Service.

  If you would prefer not to supply original documents you may get copies of them **attested**. Attestation must be done by the awarding institution, a legal representative (e.g, a public notary or lawyer), or the British Council. A copy should be stamped by the attestor, who must also state that they have seen the original from which the copy was obtained and confirm that the copy is identical. If documents are in a language other than English, we also require a translated copy. This must be translated by an official translator.

- An **Unconditional Offer** means you satisfy all the academic conditions required before entry and you will be able to proceed to enrolment provided you have accepted your offer.

On receipt of an Unconditional Offer
Please accept your place with the University of Warwick – **please refer to the instructions given in your Offer Email.**

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