

## **Application Guidance Notes**

If you experience problems with the application process please contact the Applications Team at [pgapplication@warwick.ac.uk](mailto: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.

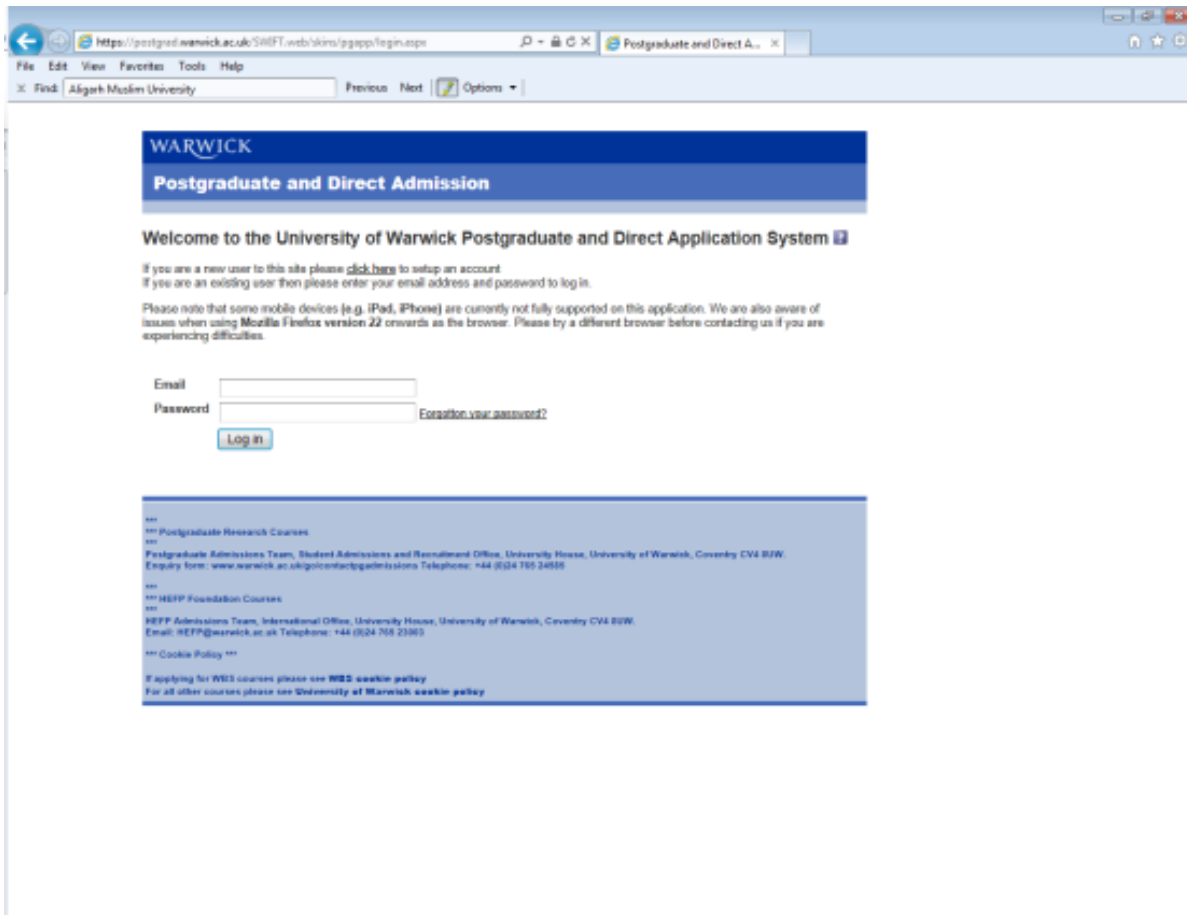
For details on the application process please visit this website:

[www.warwick.ac.uk/study/postgraduate/apply/](http://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:

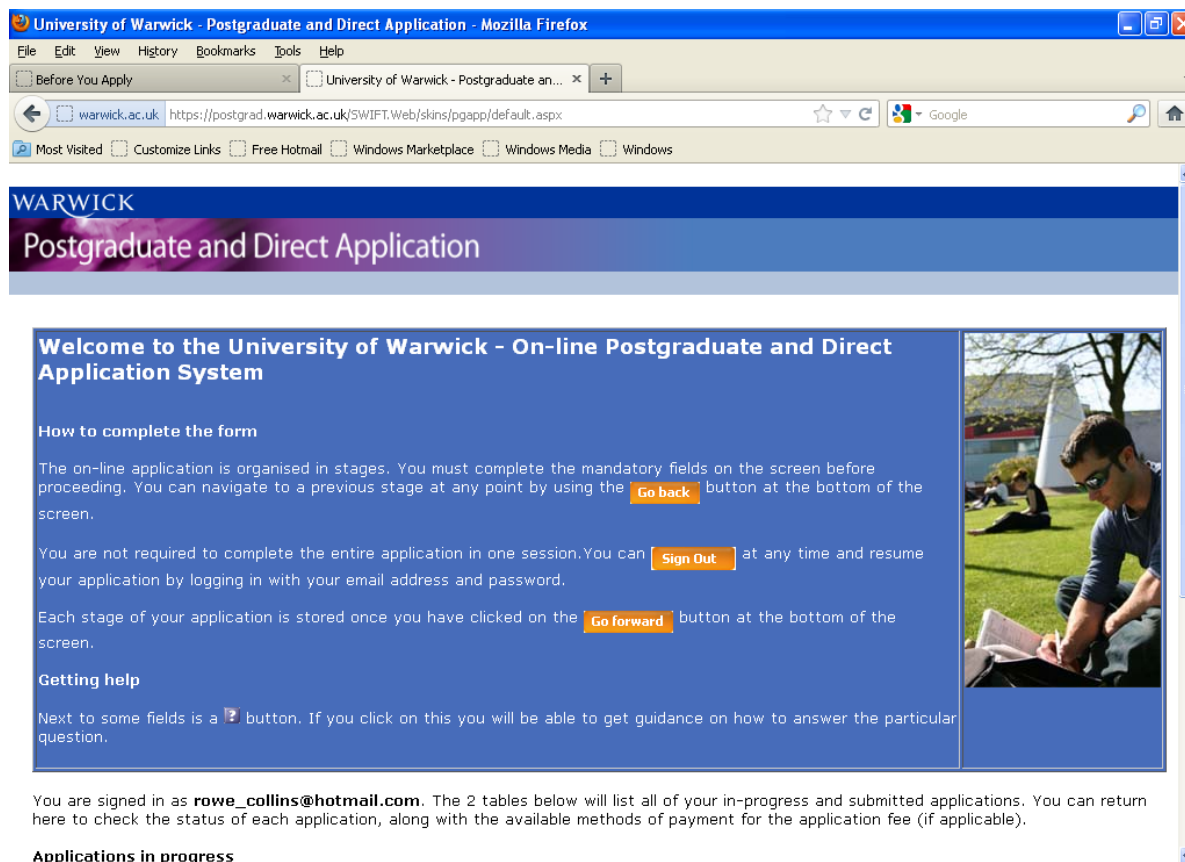


Please click where it states “click here” to create an account (with your own password) and start your application.

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

## 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.

# 1. Personal Details :

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=recj](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=recj). The page title is "WARWICK Postgraduate and Direct Application Form". A progress bar at the top indicates the current step is "ABOUT YOU", with other steps including START, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH. The "About You" section contains the following fields:

- Title: Mr (dropdown menu)
- Forename/given name: John (text input)
- Other name(s) (if applicable): (empty text input)
- Surname/family name: Smith (text input)
- Informal name (if different): (empty text input)
- Date of birth: 20/11/1987 (calendar input)
- Nationality: British (ex. Channel Islands & Isle of Man) (dropdown menu)
- Gender:  Male,  Female,  Other,  Prefer not to say
- Please enter your passport number (if known): (empty text input)
- Have you ever been a student at Warwick before?:  Yes,  No

At the bottom of the form, there are buttons for "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the system clock as 13:42 on 27/09/2013.

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'

## 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](mailto:pgapplication@warwick.ac.uk) with the date that you wish to start the course.

The screenshot shows the 'Course details' section of the application form. At the top, there is a progress bar with steps: START, NEW APPLICATION, COURSE, ADDRESS, IDENTIFIABILITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, IDENTITY, DECLARATION, and FINISH. The 'COURSE' step is highlighted. Below the progress bar, the 'Course details' section is titled 'Locate your course. You can search using one of two course streams.' It features two search options: 'Choose course range' with radio buttons for 'Postgraduate' (selected) and 'HEFP', and 'Search by department and course type' with dropdown menus for 'Department' (Centre for Lifelong Learning, Westwood), 'Course type' (Taught), 'Course' (Career Development and Coaching Studies (PG Cert)), and 'Course Mode Of Attendance' (Part Time). To the right, there is a 'Search by course title or course code' section with a 'Title / code' input field and a 'Search' button. Below this is a 'Matching Courses' area which is currently empty. A message states: 'If the exact course you wish to apply for is not listed here please see our help page'. Below that, it says 'You have elected to apply for' followed by 'PL568 Career Development and Coaching Studies (PG Cert) Part Time'. At the bottom, there is a 'Choose a start date' section with a dropdown menu set to '2014/2015' and a date range '29/09/2014 to 30/09/2018'. The page footer contains 'Go back', 'Sign out and save', 'Cancel', and 'Go forward' buttons.

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)

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reopen\\_folder&SWIFT\\_f](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reopen_folder&SWIFT_f). The page title is "FM\_Address".

**Permanent home address**

Is your permanent home address in the UK or Non-UK?  UK  Non-UK

Address Line 1 \* 96 Handown Street  
Address Line 2 \* Netherfield  
Town/city Nottingham  
County  
Post code \* NG5 2RN

Please check this is your permanent address.  
96 Handown Street  
Netherfield  
Nottingham  
NG5 2RN

Mobile Telephone \* 07778887779  
Fax 0115 982 2234  
Email C.Glynn@warwick.ac.uk

**Correspondence address** Please complete this address to which we will send official correspondence relating to your application via email.  
[Copy from above](#)

Is your correspondence address in the UK or Non-UK?  UK  Non-UK

Address Line 1 \* 74 Smith Street  
Address Line 2 \* Earlsdon  
Town/city Coventry  
County West Midlands  
Post code \* CV3 2RN

Please check this is your Correspondence address.  
74 Smith Street  
Earlsdon  
Coventry  
West Midlands  
CV3 2RN

Mobile Telephone \* 07778887779  
Fax 0115 982 2234  
Email C.Glynn@warwick.ac.uk

Please tick the following box if the address is temporary and specify the from and to dates when the address will be in use.

Buttons: [Go back](#) [Sign out and save](#) [Cancel](#)

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

Click 'Go Forward.'

## 4. Nationality

https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\_Call=reopen\_folder&SWIF

**FM\_Nationality**

START New application ABOUT YOU COURSE ADDRESS NATIONALITY QUALIFICATIONS LANGUAGE REFERENCES EMPLOYMENT FINANCE MARKETING EQUALITY DECLARATION FINISH Complete application

**Nationality and residence details**

This information is needed to help us determine your fee status. If you are a national of a non-EU country with indefinite leave to remain in the UK, please send in documentary proof e.g. a letter from the Home Office.

**Nationality** British (ex. Channel Islands & Isle of Man)  
Please note: Nationality is now entered on the About You form and cannot be updated here. [Click here if you have Dual Nationality](#)

**Country of permanent residence \*** England

**Country of birth \*** United Kingdom (ex. Channel Islands & Isle of Man)

If applicable please enter the period of time that you and your parent(s) or guardian(s) or spouse/partner have been resident in the UK, Switzerland or other EEA Country

**You**

Country  
From date dd/mm/yyyy  
To date dd/mm/yyyy

**Your parent(s) or guardian(s)**

Country  
From date dd/mm/yyyy  
To date dd/mm/yyyy

**Your spouse**

Country  
From date dd/mm/yyyy  
To date dd/mm/yyyy

Go back Sign out and save Cancel

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'.

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reopen\\_folder&SWIFT\\_Fold](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reopen_folder&SWIFT_Fold). The page title is "FM\_Qualifications". The Warwick logo and "Postgraduate and Direct Application Form" are at the top. A progress bar shows steps: START (New application), ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS (current step), LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH (Completed application). The "QUALIFICATIONS" section is titled "Academic qualifications" and contains the following text: "Please enter information about your University / College qualifications. We will need full information about your academic qualifications - those already awarded and those you are currently studying and awaiting a final grade for - in order to make a decision on your suitability for the programme to which you are applying. We would ask that you select your highest or most relevant academic qualifications to include here. (You may, of course, choose to mention other additional qualifications in the 'supporting information' section later in the application form if you wish.) Please do not include qualifications at a further education or high school level: we are primarily interested in your higher (University-level) education and/or your professional qualifications. You may detail one award that is pending (that is, you have not yet received your final grade or been awarded this qualification) and two awards that are complete (that is, you are already in possession of proof of completion of this award). If you do not hold any formal qualifications and are applying on the strength of your experience, please leave the section blank and use the 'supporting information' section later in the application form to provide details about yourself. Tick here if you do not hold any formal qualifications and are applying on the strength of your experience ". Below this is a section titled "Qualifications still to be awarded" with a large blue box containing the text: "THIS SPACE HAS BEEN LEFT BLANK INTENTIONALLY AS YOU HAVE INDICATED THAT YOU DO NOT HOLD ANY FORMAL QUALIFICATIONS IN SUPPORT OF YOUR APPLICATION". At the bottom, there is a section titled "Qualifications obtained (1)" and three buttons: "Go back", "Sign out and save", and "Cancel".

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.



## 6. English Language

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reopen\\_folder&SWIFT\\_FolderID=](https://postgrad.warwick.ac.uk/SWIFT.web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reopen_folder&SWIFT_FolderID=). The page title is "FM\_Language". The main heading is "WARWICK Postgraduate and Direct Application Form". A progress bar at the top shows steps: START (New application), ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE (current step), REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH (Completed application). The "English language qualifications" section contains the following fields:

- Have you been educated in the UK for at least a year?  Yes  No
- Have you been educated in an English speaking country? Which country?  Yes  No. Country: England
- Have you been educated entirely in English for your degree?  Yes  No
- I took/will be taking a language test on dd/mm/yyyy. Input field: [ ]
- Type of test taken (Please use the help link provided for further information.)  IELTS  TOEFL  PTE  CAE  CPE
- Test score obtained. Input field: [ ]

At the bottom, there are three buttons: "Go back", "Sign out and save", and "Cancel".

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

## 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.

The screenshot shows a web browser window displaying the Warwick Postgraduate and Direct Application Form. The browser address bar shows the URL: [https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reo](https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reo). The page title is "FM\_References".

The form is titled "WARWICK Postgraduate and Direct Application Form". A progress bar at the top indicates the current step is "REFERENCES", with other steps including START, ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH.

The "References" section contains two referee forms. The first referee form is titled "Referee 1" and includes the following fields:

- Title: Mr
- First name/s: blahblahblah
- Surname/family name: blahblahblah
- Position: blahblahblah
- Address: blahblahblah
- Town/city:
- County/state:
- Post/zip code: blahblahblah
- Country: Afghanistan
- Telephone: blahblahblah
- Fax:
- Email:

The second referee form is titled "Referee 2" and includes the following fields:

- Title: Mr
- First name/s: blahblahblah
- Surname/family name: blahblahblah

At the bottom of the form, there are buttons for "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the time as 10:57 on 23/10/2013.

## 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.

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reo](https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reo). The page title is "FM\_Employment". The Warwick logo is at the top left. Below it is the heading "Postgraduate and Direct Application Form". A progress bar shows the following steps: START (New application), ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT (current step), FINANCE, MARKETING, EQUALITY, and DECLARATION (Completed application). The main content area is titled "Supporting information and employment history". It contains three sections: 1. "Supporting information" with a text area for a purpose of study or research proposal (4500 characters max, plain text only). 2. "You can upload one document in support of your application" with guidelines for file names and types, and a "Click on the clip to load your file, size must not exceed 2Mb" button. 3. "Most recent employment history" with input fields for "Employer's name" and "Address". At the bottom, there are buttons for "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the date and time as 10:59 on 23/10/2013.

## 9. Finance

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

The screenshot shows a web browser window with the URL [https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reo](https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reo). The page title is "WARWICK Postgraduate and Direct Application Form". A progress bar at the top indicates the current step is "FINANCE" out of 14 steps: START, ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, EQUALITY, DECLARATION, and FINISH. The "FINANCE" section is titled "Finance" and asks "How will you be funding yourself at Warwick?". Below this, it says "Please select one of the following from the list provided :" and shows a dropdown menu with "Self" selected. At the bottom of the page, there are buttons for "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the date and time as 11:02 on 23/10/2013.

## 10. Marketing

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

The screenshot shows a web browser window displaying the Warwick University Postgraduate and Direct Application Form. The browser's address bar shows the URL: [https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=reo](https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT_Call=reo). The page title is "FM\_Marketing".

The form is titled "WARWICK Postgraduate and Direct Application Form". A progress bar at the top indicates the current step is "MARKETING", with other steps including START, ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, EQUALITY, and DECLARATION. The "START" step is marked as "New application" and the "FINISH" step is marked as "Completed application".

The "MARKETING" section is titled "How did you find out about us?". It includes a disclaimer: "Please note that the information you provide here is used purely for internal purposes and will not affect the outcome of your application in any way." Below this, there are three main input areas:

- A text area for "Please state any other universities that you have applied to", which is currently empty and highlighted in yellow.
- Two dropdown menus for "Please give two sources of information that you used to find out about us": "Most useful" and "Also useful". Both are currently empty.
- A text area for "Please comment on any other sources of information that you found useful", which is currently empty.

At the bottom of the form, there are navigation buttons: "Go back", "Sign out and save", "Cancel", and "Go forward". The Windows taskbar at the bottom shows the system tray with the date "23/10/2013" and time "11:05".

## 11. Equality

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

The screenshot shows a web browser window displaying the 'FM\_Equality' page of the University of Warwick's application form. The browser address bar shows the URL: [https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT\\_Call=rec](https://postgrad.warwick.ac.uk/SWIFT.Web/skins/pgapp/SWIFT.aspx?SWIFT_Call=rec). The page title is 'WARWICK Postgraduate and Direct Application Form'. A progress bar at the top indicates the current step is 'EQUALITY', with other steps including START, ABOUT YOU, COURSE, ADDRESS, NATIONALITY, QUALIFICATIONS, LANGUAGE, REFERENCES, EMPLOYMENT, FINANCE, MARKETING, and DECLARATION. The 'EQUALITY' section is titled 'Disabilities and Specific Learning Difficulties' and asks the user to tick any applicable boxes. The options are: Specific Learning Difficulty, Visual Impairment, Hearing Impairment, Unseen (eg: asthma, diabetes, epilepsy), Autism / Asperger Syndrome, Personal Care Support, Mental health difficulties, Mobility Impairment, Multiple, and Other not identified above. There is a text input field for 'Other not identified above'. Below this is a 'Further Information' text area and a radio button question: 'Are you a registered disabled person?' with 'Yes' and 'No' options. The next section is 'Equal opportunities monitoring', asking the user to indicate which of the following is applicable to them: Asian, Black, Mixed Race, or White, each with a dropdown menu. At the bottom of the form are buttons for 'Go back', 'Sign out and save', 'Cancel', and 'Go forward'. The Windows taskbar at the bottom shows the system tray with the date and time: 11:10, 23/10/2013.

## 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.

WARWICK  
Postgraduate and Direct Application Form

START ABOUT YOU COURSE ADDRESS NATIONALITY QUALIFICATIONS LANGUAGE REFERENCES EMPLOYMENT FINANCE MARKETING EQUALITY DECLARATION FINISH  
New application Completed application

**Criminal convictions and declaration**

Criminal convictions

Do you have any criminal convictions?  Yes  No

**Declaration**

Full Name: Mr Paul Lam  
Type of degree: Taught  
Department: Centre for Lifelong Learning, Westwood  
Course/qualification: Career Education, Info and Guidance in HE (PGDip)

Before submitting the application form, please read the following paragraphs carefully.  
By submitting this form, you are saying that the information that you have provided is accurate and complete, and that you agree to abide by the rules of the University.  
Any offer of a place that you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of The University of Warwick. Any offer of a scholarship made by the University of Warwick is made on the understanding that, in accepting it, you agree to abide by the terms and conditions of the scholarship in question.

**Notes**

- Applicants, or their advisers, who wish to declare additional material information, should do so by writing directly to the Postgraduate Admissions Team.
- False information includes any inaccurate or omitted examination results.
- Omissions of mandatory information will include failure to declare any other information

Go back Sign out and save Cancel Go forward

11:13  
23/10/2013

## **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.**



## 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.**