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UNIVERSITY
OF
GLASGOW

STUDY ABROAD AND EXCHANGE DETAILED APPLICATION GUIDE



rg81w

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Introduction

This guide provides a short overview and some important points to consider when submitting applications via the University of Glasgow online system for:

- **Study Abroad students**
- **Non-European Exchange students**

Application Documents Required

Students must upload the following documents:

:

- Current official academic transcript. Scanned in colour if possible (and an official translation if required).
- Personal statement of 500 words explaining why applicant would like to study at the University of Glasgow and any previous experience they feel would be relevant i.e. clubs/societies, volunteering, previous travel experiences
- Once academic reference
- Copy of the photo page of passport
- If English is not the first language of the applicant an English test will be required. The Entry requirements for the Study Abroad and Exchange programme is 6.0 IELTS with no subtest less than 5.5.
- A financial letter if required see below:

IMPORTANT: If you are a Study Abroad student and your home University or external institution are paying your tuition and/or accommodation fees directly to Glasgow on your behalf you will need to upload a letter from your University/sponsor confirming this.

Exchange students and Study Abroad students paying their own fees to Glasgow will not need to upload a financial letter

The online system allows you to upload supporting documents only in PDF format. **Each file uploaded must not exceed 5MB in size. There is a maximum 10MB total upload size.** For a free PDF writer go to www.pdfforge.org/

1. Creating your Applicant's account

This is your own personal account

Access the Application system at

<http://www.gla.ac.uk/international/abroadexchange/studyabroadprogramme/howtoapply/>

The first step to be completed before entering an application is to register your details and create an account. Your account contains all personal and contact details, which means that you will not need to type these details for each application you submit.

We will use these details to contact you so please ensure that these details are correct.

The email you use to create your account is where all your correspondence will be sent so remember what this email is.

Use the same email throughout your application.

The password you create must be eight characters long and is case sensitive. Once you create a password make sure you remember it or make a note of it. Do not share your password with anyone else.

1.1. Step 1: Create Log-in Details

Log-in Screen:

You will see this screen each time you wish to access your applicant's account.

To create your Applicant's account, type the Security Code in the Security Code field. Note that the field is case-sensitive so the code must be typed exactly as seen. Click **Register**.

Thank you for accessing the University of Glasgow's online application.

NEW APPLICANT

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address and password. Then click the **Login** button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

Sign in to your account

'Email address: ?

'Password: [Forgotten your password?](#)

Don't have an account yet?

Enter the security code and click the Register button

'Security Code (case sensitive):

Security Code

z b d D u 5

For security purposes, please type the six characters shown above into the Security Code field.

You are now creating the log-in ID and password.

Log-in ID:

The Log-in ID is the email address you wish to use in your correspondence with the University of Glasgow.

Type it twice to confirm it is correct.

Password:

The password must be 8 characters long.

Select a password easy to remember. The Password is case-sensitive.

Type it twice to confirm it is correct.

Click **Next**.

1.2. Step 2: Adding your personal details

You will now enter your personal details:



Online Application - Create Account [Sign Out](#)

1 2 3 4

< Previous Next >

Personal Details Step 2 of 4

Navigation

- [Login Details](#)
- [Personal Details](#)
- [Contact Details](#)
- [Review & Register](#)

Please complete the fields below with your personal details. The fields marked with a star (*) are compulsory. When completed, click "Next" to move to the next section.

At the end of the application is a summary of the details you have entered. Please review this before choosing to register.

The icon  appears beside a box to help you find the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.

*Title: Mr 

*First Name: One

Middle Name:

*Last Name: Applicant

Prior Last Name: (if different from above)

*Gender: Male 

*Date of Birth: 07/08/1970 

*Country of Birth: ARG  ? Argentina

*Country of Citizenship: ARG  ? Argentina

*Area of Permanent Residence: 02  ? International

*Country of Permanent Residence: ARG  ? Argentina

*Ethnic Origin: Not known 


*Disability: No Disability 

Have you studied at the University of Glasgow before? No 

Do you require a student visa to study in the UK? Yes 

*Passport Number A123456

Personal details should be entered as they appear on your Passport or ID document. If you do not have a **First Name** or a **Last Name**, enter * in the required field.

Clicking on the  icon beside a box will assist you in finding the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.

Once you have completed all necessary fields, click **Next**.

The Progress Line at the top of the screen shows how many steps are to be completed. You may go between section by clicking next, or any number on the Progress Line, or any of the links on the left hand-side.

1.3. Step 3: Adding Contact details

You will now enter your Contact details.

The **Residential Address** is your permanent address.

The **Mailing Address** is your contact address during term time for example.

If both addresses are the same, complete the residential address and tick the box '**Same address as above**' in the **Mailing Address** field.

Click **Next**.

Online Application - Create Account

1 2 3 4

Contact Details

[Sign Out](#)

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Step 3 of 4

Please enter your contact details. Your residential address is your address in your home country. If you choose United Kingdom, you can enter a postcode in Postcode field and choose "Find Address" to bring back valid addresses for this postcode.

Your mailing address can be the same as your residential address. It is the address we will use to contact you during the application process. Please make sure it is correct and provide valid dates when you will be there.

Residential Address

'Country:

'Address 1:

Address 2:

Address 3:

Address 4:

'City:

County/State:

Postcode:

Mailing Address

Same address as above

Country:

Address 1:

Address 2:

Address 3:

Address 4:

City:

County/State:

Postcode:

Note that your email address which is also the log-in ID is already populated:

Phone & Email

'Home Phone:

Mobile:

Email:

1.4 Step 4: Review and Register

This final page allows you to review the information you have added to create your account. If you wish to amend any of the information, click on the link corresponding to the section to amend on the left hand-side, or click on the number of the section on the progress line.

Online Application - Create Account

1
2
3
4

[Sign Out](#)

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Next >

Review & Register

Navigation

[Login Details](#)

[Personal Details](#)

[Contact Details](#)

[Review & Register](#)

Step 4 of 4

Summary

| | | | |
|--|---------------------------|--|---------------|
| Title: | Mr | | |
| First Name: | One | | |
| Middle Name: | | | |
| Last Name: | Applicant | | |
| Prior Last Name: | (if different from above) | | |
| Gender: | Male | | |
| Date of Birth: | 07/08/1970 | | |
| Country of Birth: | ARG | <input style="font-size: 8px; border: 1px solid blue; padding: 0 2px;" type="button" value="?"/> | Argentina |
| Country of Citizenship: | ARG | <input style="font-size: 8px; border: 1px solid blue; padding: 0 2px;" type="button" value="?"/> | Argentina |
| Area of Permanent Residence: | 02 | <input style="font-size: 8px; border: 1px solid blue; padding: 0 2px;" type="button" value="?"/> | International |
| Country of Permanent Residence: | ARG | <input style="font-size: 8px; border: 1px solid blue; padding: 0 2px;" type="button" value="?"/> | Argentina |
| Ethnic Origin: | Not known | | |
| Disability: | No Disability | | |
| Have you studied at the University of Glasgow before? | No | | |
| Do you require a student visa to study in the UK? | Yes | | |
| | Passport Number | A123456 | |

Residential Address

Country: ARG Argentina
Address 1: fnsjshfns
Address 2:
Address 3:
Address 4:
City: /fkgjrlkaj
County/State:
Postcode:

Mailing Address

Same address as above

Country: ARG Argentina
Address 1: fnsjshfns
Address 2:
Address 3:
Address 4:
City: /fkgjrlkaj
County/State:
Postcode:
Valid From: Valid To

Phone & Email

Home Phone:
Mobile:
Email: one.applicant@glasgow.ac.uk

Here is a summary of details you have entered, please review this before choosing to register. To amend your details, click on the links to the relevant section on the left of the screen or on the number of the relevant section at the top of the screen.

Register

Once you have checked all details are correct, click on **Register**.

Once the account is created, you will get the following message:

Your user account has been created successfully. Now, you will be re-directed to the SignOn page. Please login using the email id you have used to create the account.

OK

Click **OK**.

This takes you back to the log-in screen where you can now log-in with your email address and the password you have chosen.

Enter the email address and password fields.
Click **Login**.

Please note you do not need to enter the security code again.

Thank you for accessing the University of Glasgow's online application.

NEW APPLICANT

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address and password. Then click the **Login** button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

Sign In to your account

*Email address: [?](#)


*Password: [Forgotten your password?](#)

[Don't have an account yet?](#)

Enter the security code and click the Register button

*Security Code (case sensitive):

Security Code



For security purposes, please type the six characters shown above into the Security Code field.

2. Filling in an application form

Please take time to read instructions on the Welcome screen as per below, then click **Continue**.

Welcome to On-line Applications

To begin your application you must first choose the programme of study you wish to apply for.

After this you will be taken to the on-line application form.

Fields marked with an asterisk (*) are mandatory – you must complete them. This is to ensure you have given us enough information to assess your application.

Please make sure each section is complete before you continue with your application. You can save your details by clicking 'Save & Return to my Applications' at any time and return to the application when you wish; however, the application must be submitted within 42 days or it will be automatically deleted.

There is a section for uploading supporting documents. Full instructions on what you need for each application can be found on the website for your chosen programme of study.

When you are ready to submit your application, click the Submit button at the end of the application.

2.1 Programme selection Criteria

Programme Selection Criteria

Institution University of Glasgow

Academic Career:

Admit Term:

Mode of Study:

Programme of Study:

Please enter a keyword or phrase to assist the search for Programme of Study. For example, "math" will return programmes of study including both Maths and Mathematics. Leaving this field blank will bring back all valid programmes of study that meet the other criteria.

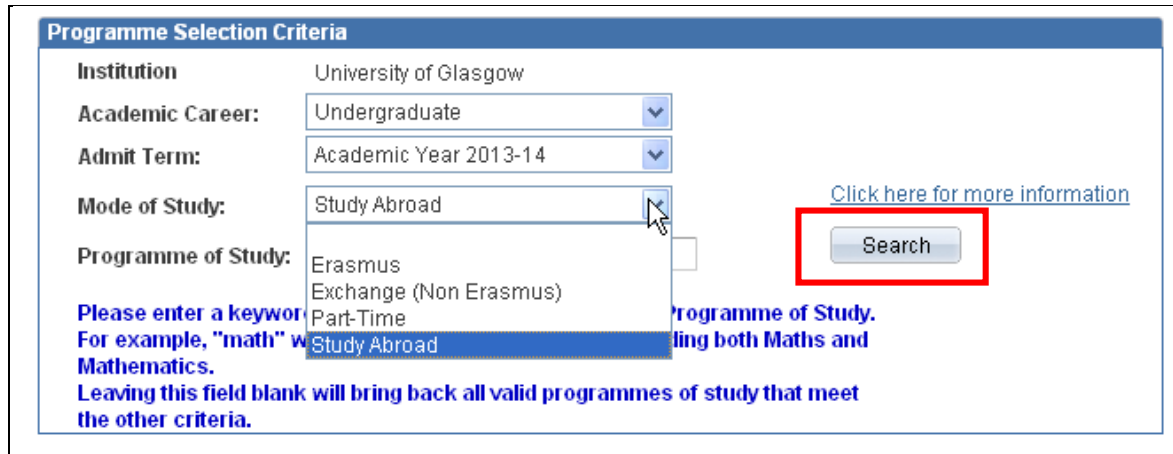
Academic Career is the level of study. Select **Undergraduate**.

Study Abroad & Exchange Application Guide

Admit Term is the academic year you intend to attend.

Mode of Study - Click on the arrow and select the right mode of studies.

NOTE: You should select **Study Abroad OR Exchange (Non Erasmus)**. Your choice will be reviewed by the Study Abroad Office when the application is submitted.



Programme Selection Criteria

Institution: University of Glasgow

Academic Career: Undergraduate

Admit Term: Academic Year 2013-14

Mode of Study: Study Abroad

Programme of Study: Erasmus, Exchange (Non Erasmus), Part-Time, Study Abroad

[Click here for more information](#)

Search

Please enter a keyword. For example, "math" will bring back all valid programmes of study that meet the other criteria.

Programme of Study is the course that you would like to attend.

To select a programme, click **Search** and select your programme from the list that appears at the bottom of the screen.

Click **Apply** to start an application for the programme of your choice.

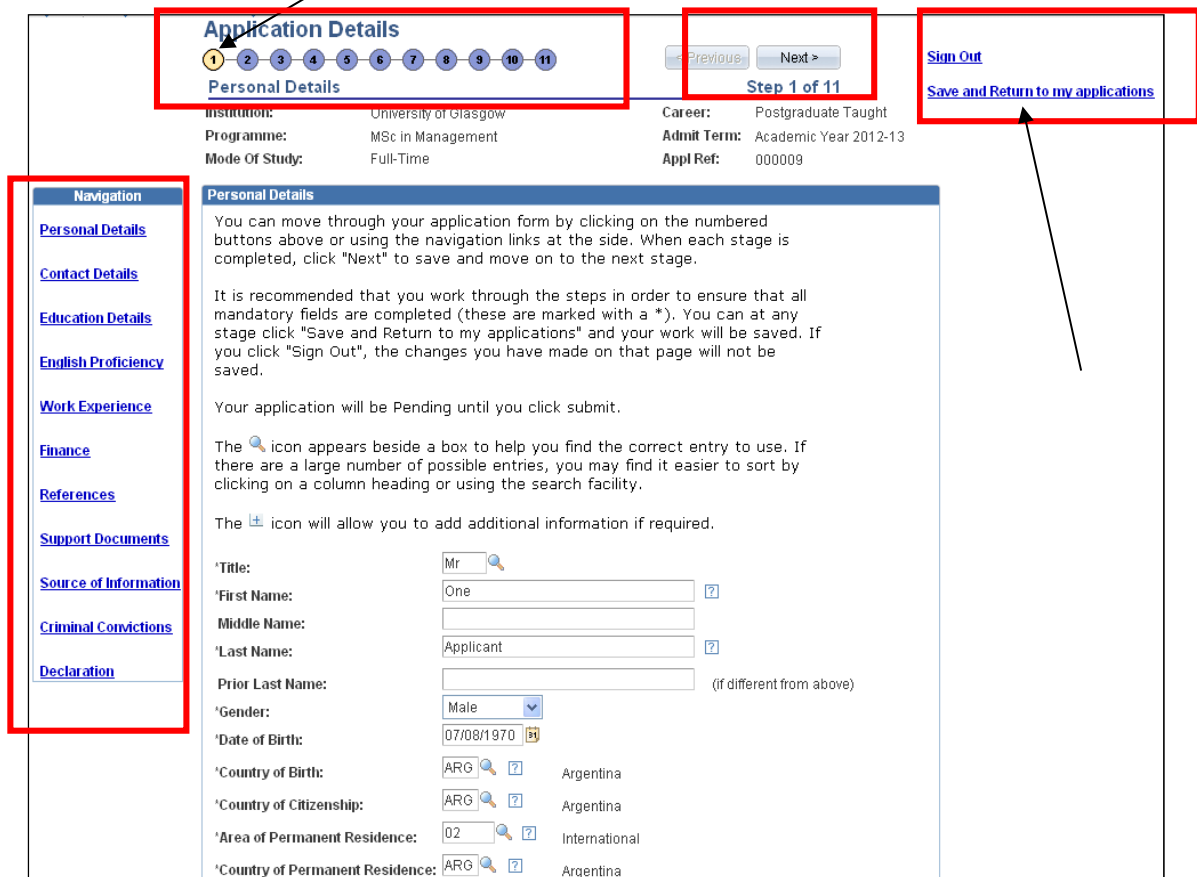
The example below is for Study Abroad programmes.

| Course Choice | |
|--|-----------------------|
| Programme Name | |
| Study Abroad UG College of Arts | Apply |
| Study Abroad UG College of Medicine, Veterinary Medicine and Life Sciences | Apply |
| Study Abroad UG College of Science and Engineering | Apply |
| Study Abroad UG College of Social Sciences | Apply |
| Study Abroad UG School Experience | Apply |

Note: The choice of College should be based on the types of classes you would like to study at Glasgow. Students can select classes from across Colleges so selecting a College at this stage does not limit class choices. The Study Abroad and Exchange Office will review your choice and change your College if necessary – this is for administrative purposes and will not affect your class choices.

2.2 Step 1 – Personal Details

Personal details are the 1st step of the application. You can see this from the Progress Line at the top of the Screen.



Application Details

1 2 3 4 5 6 7 8 9 10 11

Personal Details

Step 1 of 11

Previous Next

Sign Out
Save and Return to my applications

Navigation


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- English Proficiency
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- Finance
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- Declaration


Personal Details


You can move through your application form by clicking on the numbered buttons above or using the navigation links at the side. When each stage is completed, click "Next" to save and move on to the next stage.


It is recommended that you work through the steps in order to ensure that all mandatory fields are completed (these are marked with a *). You can at any stage click "Save and Return to my applications" and your work will be saved. If you click "Sign Out", the changes you have made on that page will not be saved.

Your application will be Pending until you click submit.


The  icon appears beside a box to help you find the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.

The  icon will allow you to add additional information if required.

*Title: 


*First Name: 



Middle Name:



*Last Name: 



Prior Last Name: (if different from above)



*Gender:

*Date of Birth: 

*Country of Birth:   Argentina

*Country of Citizenship:   Argentina

*Area of Permanent Residence:   International

*Country of Permanent Residence:   Argentina

Note the Personal Details are auto-populated from the details input in your account.

Check all details are correct and that all sections are complete.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.3 Step 2 – Contact details

Note the Contact Details are auto-populated from the details input in your account.

Application Details

1 2 3 4 5 6 7 8 9 10 11

< Previous Next >

[Sign Out](#)

[Save and Return to my applications](#)

Contact Details

Institution: University of Glasgow **Career:** Postgraduate Taught

Programme: MSc in Management **Admit Term:** Academic Year 2012-13

Mode Of Study: Full-Time **Appl Ref:** 000010

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- [Declaration](#)

Contact Details

Please enter your contact details. Your residential address is your address in your home country. If you choose United Kingdom, you can enter a postcode in Postcode field and choose "Find Address" to bring back valid addresses for this postcode.

Your mailing address can be the same as your residential address. It is the address we will use to contact you during the application process. Please make sure it is correct and provide valid dates when you will be there.

Residential Address

*Country: Argentina

*Address 1:

Address 2:

Address 3:

Address 4:

*City:

County/State:

*Postcode:

Mailing Address Same address as above

*Country: Argentina

*Address 1:

Address 2:

Address 3:

Address 4:

*City:

Note that the email address used to log in is already populated.

Check all details are correct and that all sections are complete.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.4 Step 3 – Education details

Please only enter details of your current studies.

There is no need to fill in the Prior Study Information.

Current/Previous Study Information:

Most institutions will be shown in the drop-down list. Click on the  icon to view the list.

Application Details

1 2 3 4 5 6 7 8 9 10 11

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Step 3 of 11

[Sign Out](#)

[Save and Return to my applications](#)

Education Details

| | | | |
|----------------|-----------------------|-------------|-----------------------|
| Institution: | University of Glasgow | Career: | Postgraduate Taught |
| Programme: | MSc in Management | Admit Term: | Academic Year 2012-13 |
| Mode Of Study: | Full-Time | Appl Ref: | 000010 |

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Education Details

Enter details of your academic history below.


You can upload copies of your academic transcripts when you reach the Support Documents section.

Please note that your application cannot be processed until you have uploaded your documents.

Please include any professional qualifications in this section if appropriate.

If you can't find your institution using the search function, please type it in the box next to it.


If you have not yet completed your qualification, please leave the Grade/Class of Degree box blank.

If you need to add additional qualifications, please use the "Prior Study Information" section. Use the  icon to add further qualifications.

If you have no degree-level qualifications, please state No Degree Qualifications in the free text box next to Institution Name.

Enter High School in Academic Level. Enter N/A in Degree/Diploma Title and enter today's date as the From Date.



Current / Previous Study Information

'Institution Name: 


Academic Level:

'Degree/Diploma title:

Grade/Class of Degree:

'From Date:  '(Expected) Completion Date: 

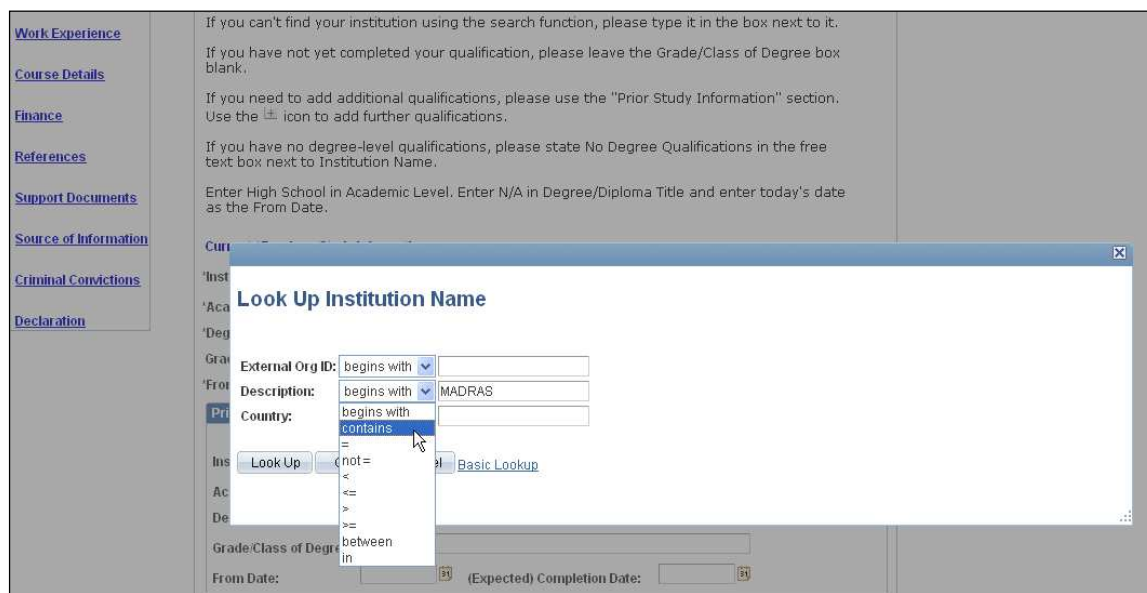
Prior Study Information First 1 of 1 Last

Institution Name: 

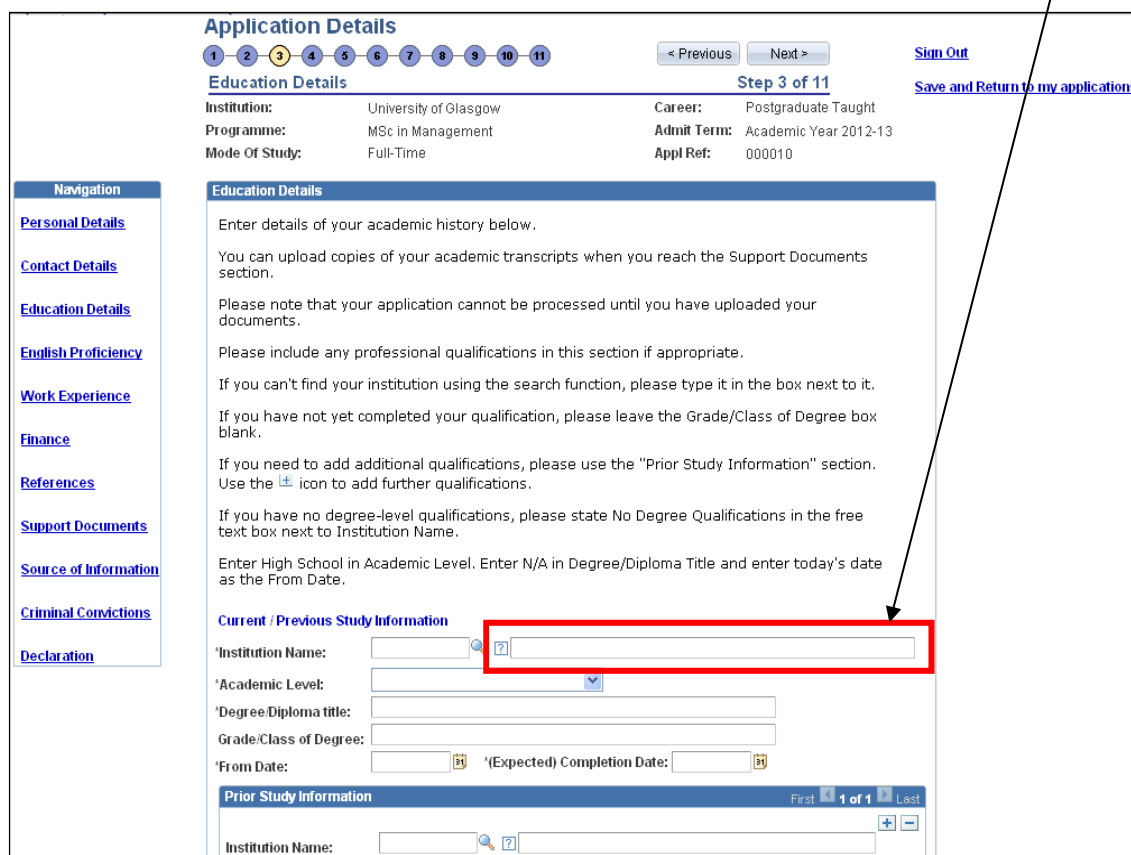
You can search for the institution by typing a keyword in full or partially. For example, if you are searching for the University of Madras, it is easier to enter the word 'Madras' and select 'contains' from the drop-down menu on the left hand-side of the box.

Click **Look Up**.

See below:



If the institution is not listed, please enter the institution manually in the adjacent box.



Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.5 Step 4 – English Proficiency

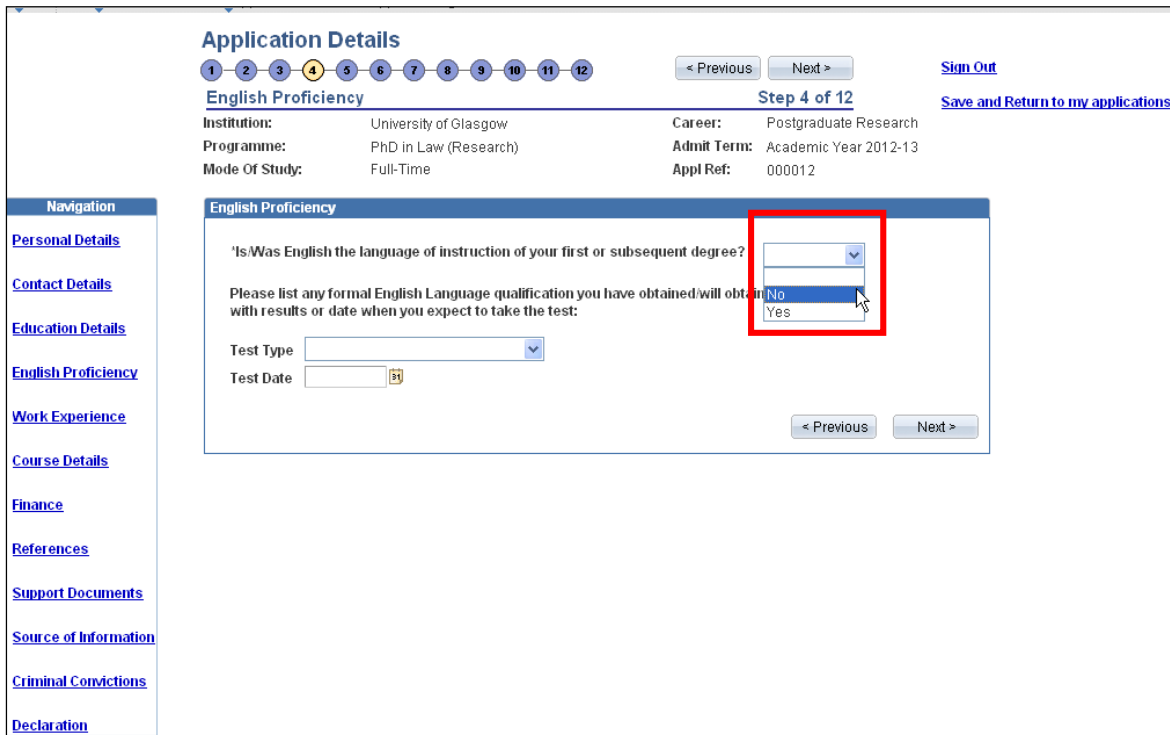
Under University policy, students whose first language is not English are required to submit a language test before they can be accepted at the University of Glasgow. The entry requirements of the Study Abroad programme are IELTS 6.0 with no subtest less than 5.5.

Language of Instruction:

- If the language of instruction at your Home University is English, select **Yes** from the drop down menu.
- If the language of instruction at your Home University is not English, select **No** from the drop down menu:

Language Test:

- If you have already taken a test fill in the details of the test
- If you have not taken a language test, please leave the fields blank.



Application Details

1 2 3 4 5 6 7 8 9 10 11 12

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English Proficiency Step 4 of 12

[Sign Out](#)
[Save and Return to my applications](#)

Institution: University of Glasgow Career: Postgraduate Research
 Programme: PhD in Law (Research) Admit Term: Academic Year 2012-13
 Mode Of Study: Full-Time Appl Ref: 000012

English Proficiency

'Is/Was English the language of instruction of your first or subsequent degree?'
 Please list any formal English Language qualification you have obtained/will obtain with results or date when you expect to take the test:

Test Type
 Test Date

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Note the screen will change according to whichever test you select to allow you to enter your results. See examples below:

Example for IELTS results:

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English Proficiency

Institution: University of Glasgow
Programme: MSc in Management
Mode Of Study: Full-Time

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Career: Postgraduate Taught
Admit Term: Academic Year 2012-13
Appl Ref: 000010

English Proficiency

'Is/Was English the language of instruction of your first or subsequent degree?' Yes

Please list any formal English Language qualification you have obtained/will obtain, with results or date when you expect to take the test:

Test Type IELTS

Test Date

| Test Component | MinScore | MaxScore | Test Score |
|-------------------|----------|----------|--|
| Listening - IELTS | 1.00 | 9.00 | <input style="width: 80%;" type="text"/> |
| Overall - IELTS | 1.00 | 9.00 | <input style="width: 80%;" type="text"/> |
| Reading - IELTS | 1.00 | 9.00 | <input style="width: 80%;" type="text"/> |
| Speaking - IELTS | 1.00 | 9.00 | <input style="width: 80%;" type="text"/> |
| Writing - IELTS | 1.00 | 9.00 | <input style="width: 80%;" type="text"/> |

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[Criminal Convictions](#)

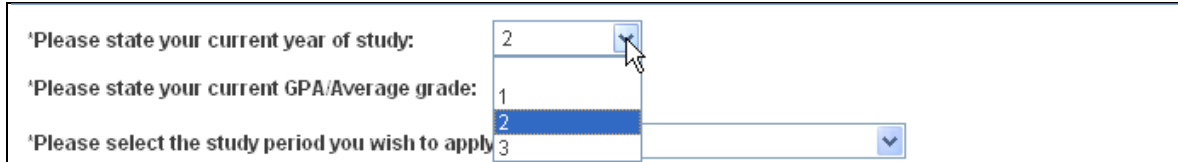
Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.6 Step 5 – Course Details

You are now asked to enter the details of the courses you wish to apply for in Glasgow, its duration and the courses the student wishes to attend.

Select the **Current Year of Study** from the drop-down menu:

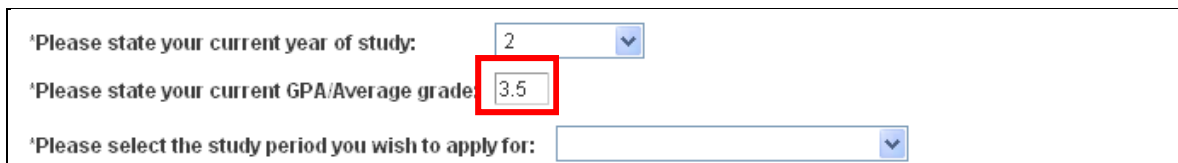


'Please state your current year of study: 2

'Please state your current GPA/Average grade: 1

'Please select the study period you wish to apply for: 2

Type in your current **GPA/Average grade**:



'Please state your current year of study: 2

'Please state your current GPA/Average grade: 3.5

'Please select the study period you wish to apply for: [dropdown]

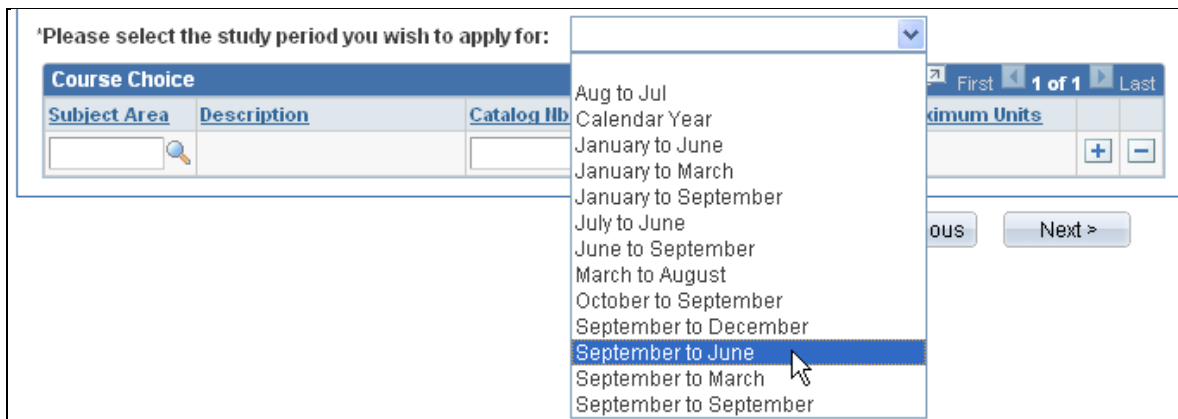
Select the **Study Period** from the drop-down menu:

A full academic year is **September to June**.

A full calendar year is **Calendar Year**.

Semester 1 is **September to December**.

Semester 2 is **January to June**.



'Please select the study period you wish to apply for: [dropdown]

| Subject Area | Description | Catalog Id |
|--------------|-------------|------------|
| | | |

Aug to Jul
Calendar Year
January to June
January to March
January to September
July to June
June to September
March to August
October to September
September to December
September to June
September to March
September to September


Course Choice


Finally select the courses you wish to attend.



Students should select a maximum of six classes within the application. Feedback on classes will be sent to applicants after they have been admitted to Glasgow and following consultation with the relevant departments. Applicants should only select classes they intend to take at Glasgow as if approval is given for classes then they will be signed up.













Full year students must take **120 credits** over the year they are at Glasgow.

Semester only students must take **60 credits** per semester at Glasgow.

First select the **subject area**. Click on the  icon to bring up the list of all available subjects and select the appropriate one.

Then select the **course** from the **Catalogue**. Click on the  icon to bring up the list of all available courses and select the appropriate one.

Click on the  icon to add more courses. Click on the  icon to remove a course. Repeat these steps until you have reached the required number of credits or classes.

| Course Choice | | | | | |
|---------------|---|-------------|---|---------------|---|
| Subject Area | Description | Catalog Hbr | Description | Maximum Units | |
| CLASSIC |  Classics | 1001 |  Classical Civilisation 1A | 20.00 |   |
| HISTART |  History of Art | 4016 |  Dada and Surrealism | 40.00 |   |
| SCOTLIT |  Scottish Literature | 1001 |  Scottish Literature 1A | 20.00 |   |

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

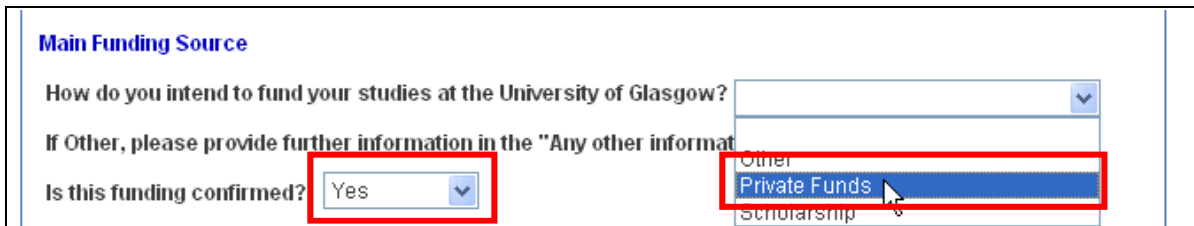
2.7 Step 6 - Finance

There are 2 sections to complete, the Main Funding Source and the Tuition Fee Status Assessment.

Main Funding Source: use drop-down menu to populate each box.

 **Study Abroad and Exchange students paying tuition to the University of Glasgow:**

Select **Private Funds** in answer to the first question and **Yes** to the second question:




Main Funding Source

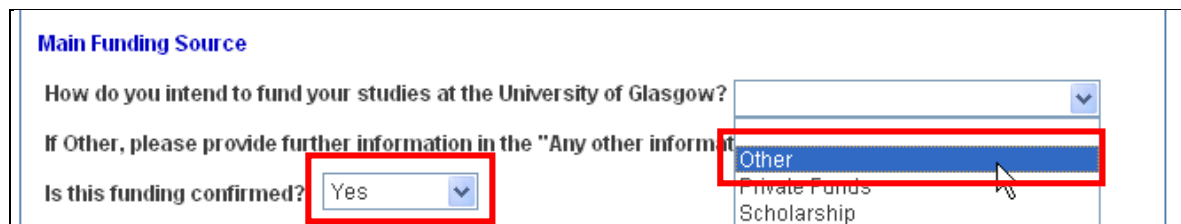
How do you intend to fund your studies at the University of Glasgow?

If Other, please provide further information in the "Any other information" box.

Is this funding confirmed?

 **Study Abroad and Exchange students paying tuition to their home institution:**

Select **Other** in answer to the first question and **Yes** to the second question.



Main Funding Source

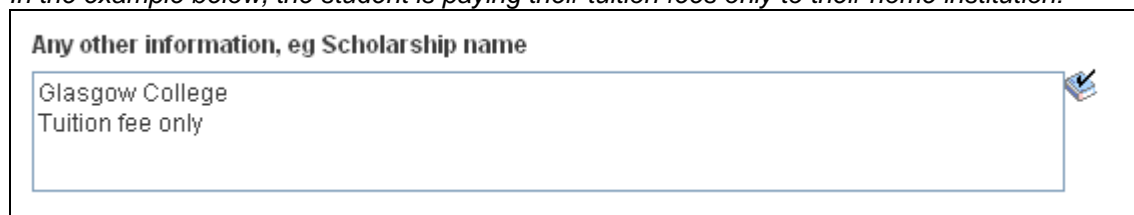
How do you intend to fund your studies at the University of Glasgow?

If Other, please provide further information in the "Any other information" box.

Is this funding confirmed?

In the **Any Other Information** box, add the name of your home institution and whether you are paying the Tuition Fees and/or the Accommodation Fees.

In the example below, the student is paying their tuition fees only to their home institution:



Any other information, eg Scholarship name

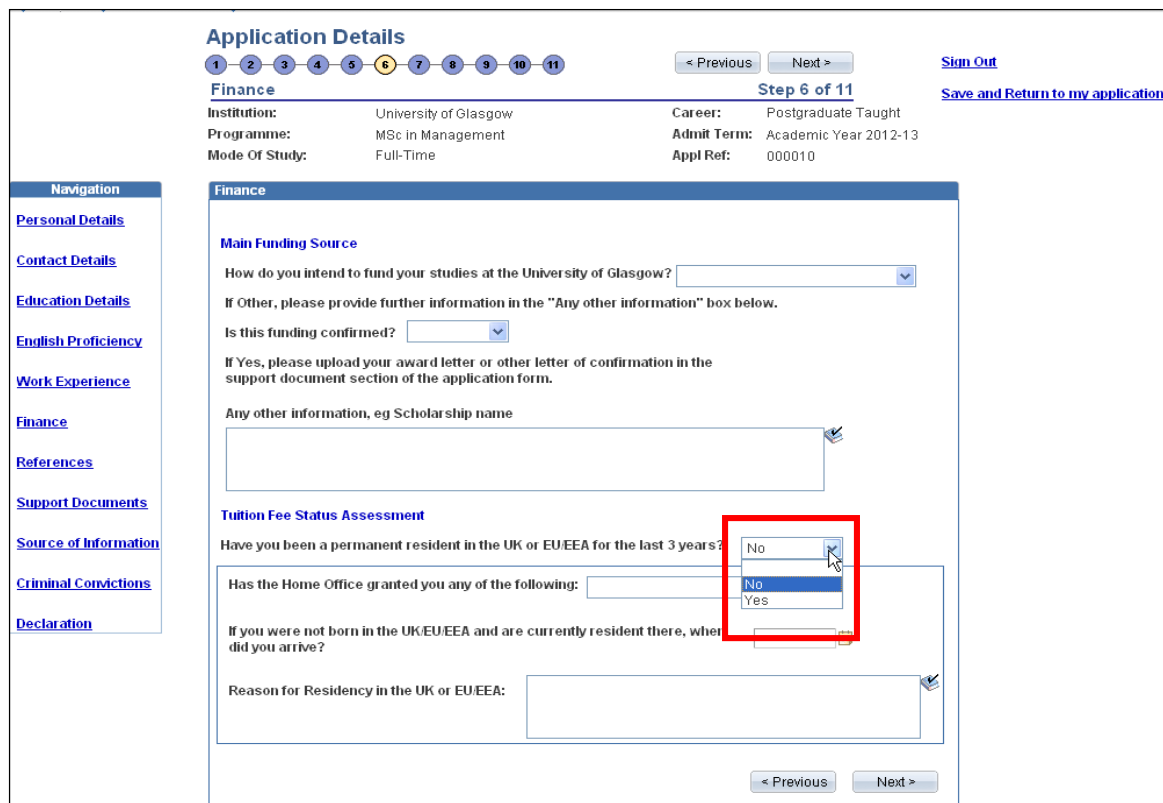
Glasgow College
Tuition fee only

Tuition Fee Status Assessment:

We consider a permanent resident someone who has been ordinarily resident in the UK and Islands (the Channel Islands and the Isle of Man) for the full 3-year period before the start of their study, and whose main purpose for residence in the UK and islands must **not** have been to receive full-time education during any part of that 3-year period.

Most international students will not be considered permanent residents and you should therefore select **NO** in answer to the 1st question of this section.

***Please note a standard tuition fee applies to Study Abroad programmes and is not dependent on nationality.**



Application Details

1 2 3 4 5 6 7 8 9 10 11

< Previous Next >

[Sign Out](#)

Finance Step 6 of 11 [Save and Return to my applications](#)

Institution: University of Glasgow **Career:** Postgraduate Taught
Programme: MSc in Management **Admit Term:** Academic Year 2012-13
Mode Of Study: Full-Time **Appl Ref:** 000010

Navigation

- [Personal Details](#)
- [Contact Details](#)
- [Education Details](#)
- [English Proficiency](#)
- [Work Experience](#)
- Finance**
- [References](#)
- [Support Documents](#)
- [Source of Information](#)
- [Criminal Convictions](#)
- [Declaration](#)

Finance

Main Funding Source

How do you intend to fund your studies at the University of Glasgow?

If Other, please provide further information in the "Any other information" box below.

Is this funding confirmed?

If Yes, please upload your award letter or other letter of confirmation in the support document section of the application form.

Any other information, eg Scholarship name

Tuition Fee Status Assessment

Have you been a permanent resident in the UK or EU/EEA for the last 3 years?

Has the Home Office granted you any of the following:

If you were not born in the UK/EU/EEA and are currently resident there, when did you arrive?

Reason for Residency in the UK or EU/EEA:

< Previous Next >

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.8 Step 7 - references

Applications to Study Abroad and Non-European Exchange programmes only require 1 reference.

Enter the name and address of your referee.

Application Details

1 2 3 4 5 6 7 8 9 10 11

< Previous Next >

[Sign Out](#)

[Save and Return to my applications](#)

References

Step 7 of 11

| | | | |
|-----------------------|-----------------------|--------------------|-----------------------|
| Institution: | University of Glasgow | Career: | Postgraduate Taught |
| Programme: | MSc in Management | Admit Term: | Academic Year 2012-13 |
| Mode Of Study: | Full-Time | Appl Ref: | 000010 |

Navigation

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- [References](#)
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- [Declaration](#)

References

Please give details of two referees who have knowledge of your academic or professional ability.

Referee 1

'Title:

'First Name:

'Last Name:

'Institution/Company:

'Country:

'Address 1:

Address 2:

Address 3:

Address 4:

'City:

County/State:

'Postcode:

'Email Address:

Referee 2

Title:

First Name:

Last Name:

Institution/Company:

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.9 Step 8 – Support documents

The online system allows you to upload your supporting documents only in PDF format. Each file uploaded must not exceed 5MB in size. There is a maximum 10MB total upload size.

For a free PDF writer go to www.pdfforge.org/.

You should only upload documents that are required and that are relevant to the application:

- **Transcript** to date – compulsory
- **Reference** – compulsory
- **Personal Statement** - Compulsory
- **Language Test** – required only for students who first language is not English
- **Financial Evidence** – If you are a Study Abroad student and your home University or external institution are paying your tuition and/or accommodation fees directly to Glasgow on your behalf you will need to upload a letter from your University/sponsor confirming this.
Exchange students and Study Abroad students paying their own fees to Glasgow will not need to upload a financial letter
- **Passport** –Compulsory. If applicants do not have a passport it can be uploaded at a later date and the application submitted without a copy of the passport.

Select the category of document you wish to upload from the drop down menu, and then click on **Upload Document**.

Click **Browse** and select the PDF document you wish to upload.

Click **Open**, and then **Upload**.

Repeat these steps until you have uploaded all the required documents.

Support Documents Upload

Upload electronic copies of your documents to support your application.

The documents required vary according to the programme of study. Please check the University website to confirm the necessary documents for your particular programme of study.

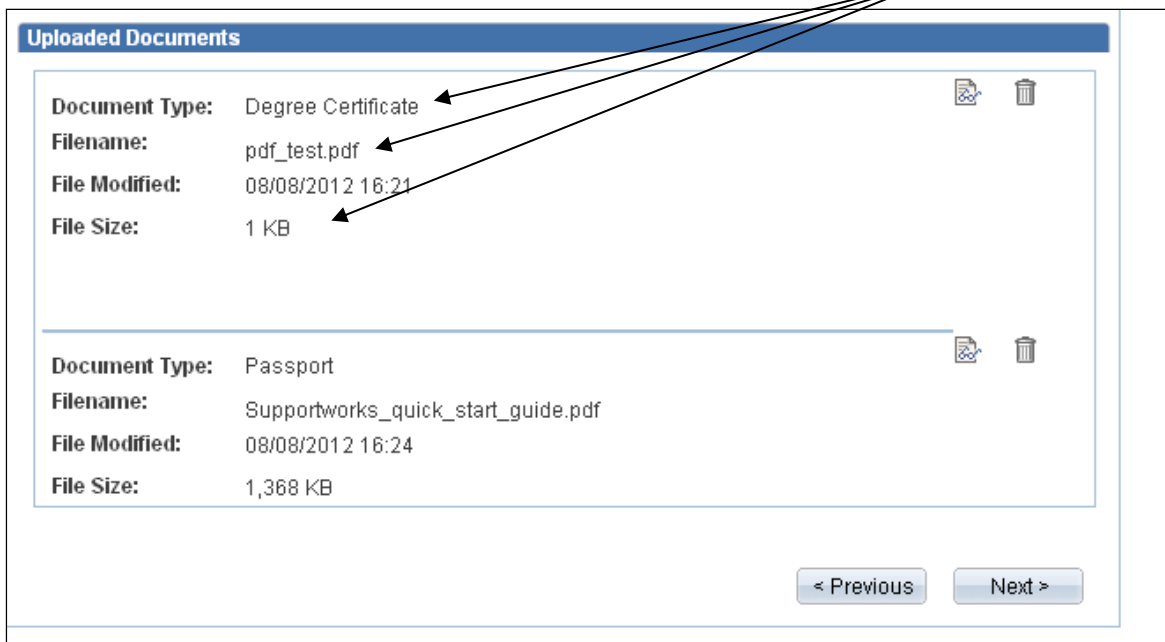
The system will accept documents only in pdf format and each file uploaded must not exceed 5MB in size. There is a maximum 10MB total upload size. For a free pdf creator [Click here](#)

Select Document Type ? Upload Document

Academic Ability Evidence
 Cw/Resume
 Degree Certificate
Financial Evidence
 Language Test
 Nominating University Approval
 Other
 Passport
 Personal Statement
 Reference1
 Reference2
 Reference3
 Transcript


< Previous
Next >


You can view details of the documents you have uploaded as per below.



The screenshot shows a window titled "Uploaded Documents" with a blue header. It contains two document entries, each with a list of details and two icons (a document with a magnifying glass and a trash can) on the right. The first entry is for a "Degree Certificate" with filename "pdf_test.pdf", modified on "08/08/2012 16:21", and a size of "1 KB". The second entry is for a "Passport" with filename "Supportworks_quick_start_guide.pdf", modified on "08/08/2012 16:24", and a size of "1,368 KB". At the bottom right, there are two buttons: "< Previous" and "Next >". Three arrows from the text above point to the "Degree Certificate", "pdf_test.pdf", and "1 KB" fields.

| Document Type | Filename | File Modified | File Size |
|--------------------|------------------------------------|------------------|-----------|
| Degree Certificate | pdf_test.pdf | 08/08/2012 16:21 | 1 KB |
| Passport | Supportworks_quick_start_guide.pdf | 08/08/2012 16:24 | 1,368 KB |

To view the document click on the  icon.

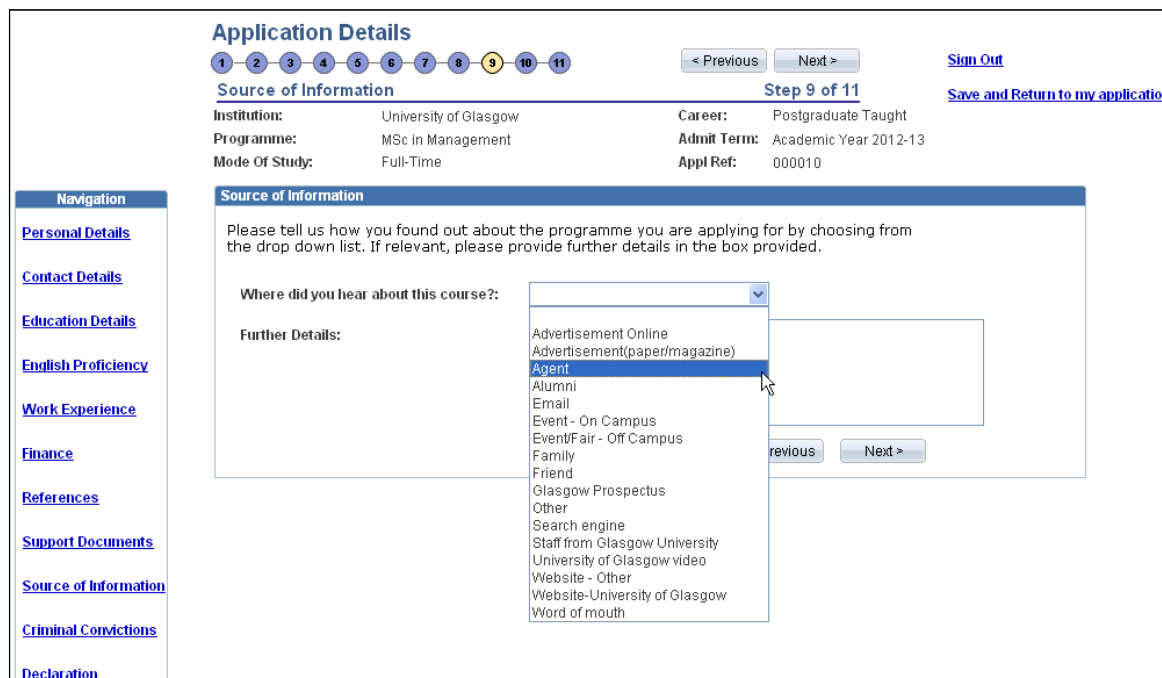
To delete the document, click on the  icon.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.10 Step 9 – Source of Information

In this section we ask you where you heard of the University of Glasgow. Select the Source of Information from the drop down menu and use the **Further Details** box to add any additional information.



Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.11 Step 10 – Criminal Conviction

Please read this section carefully and only tick the box if it applies to you.

Application Details

1 2 3 4 5 6 7 8 9 10 11

< Previous Next >

[Sign Out](#)

[Save and Return to my applications](#)

Criminal Convictions

Institution: University of Glasgow
Programme: MSc in Management
Mode Of Study: Full-Time

Step 10 of 11

Career: Postgraduate Taught
Admit Term: Academic Year 2012-13
Appl Ref: 000010

Navigation

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- [Contact Details](#)
- [Education Details](#)
- [English Proficiency](#)
- [Work Experience](#)
- [Finance](#)
- [References](#)
- [Support Documents](#)
- [Source of Information](#)
- [Criminal Convictions](#)
- [Declaration](#)

Criminal Convictions

To help us reduce the risk of harm or injury to our students by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those 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 you should not reveal them.

Applicants who check the box will not be automatically excluded from the application process. However we may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us during the application process. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

If you have a relevant criminal conviction, check the box. See above for the definition of relevant criminal convictions.

< Previous Next >

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

2.12 Step 11 - Declaration

This is the last step of the application process. You should now review the application and submit it.

Incomplete Information:

If you have left compulsory fields empty, a warning message will appear at the bottom of the screen with a link to the section requiring attention.

You will not be able to submit the application until all information has been provided.



Application Details

1 2 3 4 5 6 7 8 9 10 11

< Previous Next >

Declaration Step 11 of 11 [Sign Out](#)
[Save and Return to my application](#)

Institution: University of Glasgow **Career:** Postgraduate Taught
Programme: MSc in Management **Admit Term:** Academic Year 2012-13
Mode Of Study: Full-Time **Appl Ref:** 000010

Navigation

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- [Contact Details](#)
- [Education Details](#)
- [English Proficiency](#)
- [Work Experience](#)
- [Finance](#)
- [References](#)
- [Support Documents](#)
- [Source of Information](#)
- [Criminal Convictions](#)
- [Declaration](#)

Declaration

I hereby apply for study at the University of Glasgow and I confirm that the information given in this application is correct.

I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.

I hereby confirm that I understand that the University of Glasgow will accept no liability for my tuition fees or living expenses in the event of my admission.

The University of Glasgow collects and processes information about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. The information is processed in accordance with the University's Notification with the Information Commissioner under the Data Protection Act 1998. You hereby acknowledge that the University may pass your information to third parties (including any appointed agents or subcontractors of the University and Glasgow International College) for the above purposes, and also in situations where you have given your consent, or where this is to meet a statutory obligation (an example of which is the disclosure of information to the Higher Education Statistics Agency). Any processing of your information outside the European Economic Area will be in accordance with the requirements of the Data Protection Act 1998.

Please tick this box to confirm you have read and agreed to the above

[Submit Application](#)

One or more compulsory fields not entered. Please click the following link to see the errors and correct before submitting the application
[Click here to see error messages](#)

< Previous Next >

If there is no issue, tick the box to confirm that you have read the declaration then click on **Submit Application**.

Application Details

1 2 3 4 5 6 7 8 9 10 11

< Previous Next >

[Sign Out](#)

Declaration Step 11 of 11

[Save and Return to my applica](#)

| | | | |
|-----------------------|-----------------------|--------------------|-----------------------|
| Institution: | University of Glasgow | Career: | Postgraduate Taught |
| Programme: | MSc in Management | Admit Term: | Academic Year 2012-13 |
| Mode Of Study: | Full-Time | Appl Ref: | 000010 |

Navigation

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- [Contact Details](#)
- [Education Details](#)
- [English Proficiency](#)
- [Work Experience](#)
- [Finance](#)
- [References](#)
- [Support Documents](#)
- [Source of Information](#)
- [Criminal Convictions](#)
- [Declaration](#)

Declaration

I hereby apply for study at the University of Glasgow and I confirm that the information given in this application is correct.

I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.

I hereby confirm that I understand that the University of Glasgow will accept no liability for my tuition fees or living expenses in the event of my admission.

The University of Glasgow collects and processes information about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. The information is processed in accordance with the University's Notification with the Information Commissioner under the Data Protection Act 1998. You hereby acknowledge that the University may pass your information to third parties (including any appointed agents or subcontractors of the University and Glasgow International College) for the above purposes, and also in situations where you have given your consent, or where this is to meet a statutory obligation (an example of which is the disclosure of information to the Higher Education Statistics Agency). Any processing of your information outside the European Economic Area will be in accordance with the requirements of the Data Protection Act 1998.

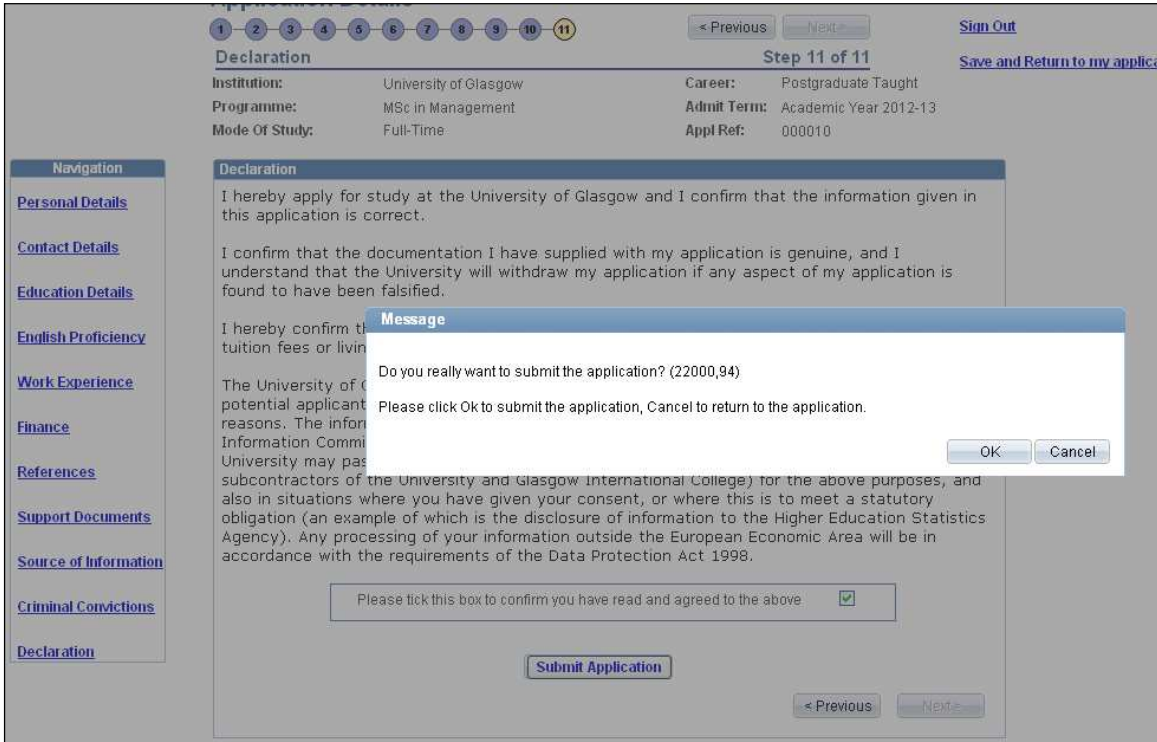
Please tick this box to confirm you have read and agreed to the above

[Submit Application](#)

< Previous Next >

2.13 Submit the application

Once you have clicked **Submit Application**, you will get a warning message to ensure you want to submit the application. Click **OK** to submit, click **Cancel** to return to the application.



The screenshot shows the 'Declaration' step of the application process. The form includes the following details:

- Institution:** University of Glasgow
- Programme:** MSc in Management
- Mode Of Study:** Full-Time
- Career:** Postgraduate Taught
- Admit Term:** Academic Year 2012-13
- Appl Ref:** 000010

The 'Declaration' section contains the following text:

I hereby apply for study at the University of Glasgow and I confirm that the information given in this application is correct.

I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.

I hereby confirm that the information provided is true and correct, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.

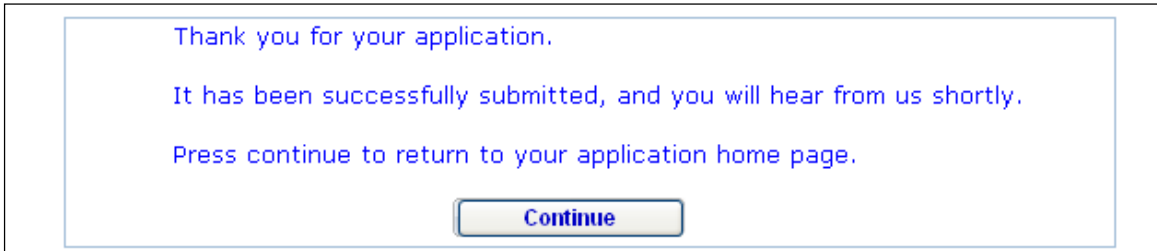
The University of Glasgow is a public body and is subject to the Freedom of Information Act 2000. The University may pass information to its subcontractors of the University and Glasgow International College) for the above purposes, and also in situations where you have given your consent, or where this is to meet a statutory obligation (an example of which is the disclosure of information to the Higher Education Statistics Agency). Any processing of your information outside the European Economic Area will be in accordance with the requirements of the Data Protection Act 1998.

Below the text, there is a checkbox with the label: 'Please tick this box to confirm you have read and agreed to the above.' The checkbox is checked.

A 'Message' dialog box is overlaid on the form, asking: 'Do you really want to submit the application? (22000,94)'. Below the message, it says: 'Please click Ok to submit the application, Cancel to return to the application.' There are 'OK' and 'Cancel' buttons.

At the bottom of the form, there is a 'Submit Application' button and navigation buttons for '< Previous' and 'Next >'. There are also links for 'Sign Out' and 'Save and Return to my application'.

You will get confirmation that the application has been submitted:



The confirmation message is displayed in a blue-bordered box and contains the following text:

Thank you for your application.

It has been successfully submitted, and you will hear from us shortly.

Press continue to return to your application home page.

At the bottom of the box is a 'Continue' button.

Click **Continue**.

This will take you to the screen showing a summary of all submitted applications. You can **Sign Out** or submit a new application for the same Applicant. To submit a new application, click on the **New Application** button.

Instructions

Below is a list of any existing applications you currently have.

Each application has a status of either PENDING or SUBMITTED.

Pending Applications – are those applications that you are working on and are still to be submitted. You can modify these when you wish and then submit each one when you are ready. However, applications must be submitted within **42 days** after creating the application or it will be deleted. If that occurs, and you still wish to apply, you will be required to create a new application and resubmit any documents as nothing is retained if an application is deleted after 42 days. If you wish to do so, you can also delete any pending applications.

Submitted Applications – are those applications that are complete and have been submitted by you. Your application will be processed by the University and you will receive an automated email notification. You are not able to modify these applications but you can submit further supporting documentation through your Self Service account. The details of accessing your Self-Service account will be in the automated email notification

Additional Applications – to start a new application, click on the New Application button below.

[Sign Out](#)

[Change Password](#)

Existing Applications

| | | | |
|---------------------|-----------------------|-----------------------|-----------------------|
| Institution: | University of Glasgow | Admit Term: | Academic Year 2012-13 |
| Career: | Postgraduate Taught | Mode of Study: | Full-Time |
| Programme: | MSc in Management | Appl Status: | Submitted |
| Appl Ref: | 000010 | | |
| Created DTTM | 08/08/2012 14:11 | Last Updated | 08/08/2012 14:11 |

To submit an application for a different Applicant, click on the **Sign Out** link and follow this entire process again.

3. Accessing a saved but unfinished application

Access the log-in screen.

Enter your email address and the password you have chosen when you created your account.

Click **Login**.

Please note you do not need to enter the security code again.

Thank you for accessing the University of Glasgow's online application.

NEW APPLICANT

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

RETURNING APPLICANTS

If you are a returning applicant, please enter your email address and password. Then click the **Login** button.

Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

Sign in to your account

*Email address: [?](#)

*Password: [Forgotten your password?](#)

[Don't have an account yet?](#)

Enter the security code and click the Register button

*Security Code (case sensitive):

Security Code

J H c b 3 n

For security purposes, please type the six characters shown above into the Security Code field.

You can now see a list of all applications submitted on behalf of the Applicant and their status.

Submitted Status: the application has been sent to the Admissions Team for review. The application may be viewed but not amended.

Pending Status: the application has **not** been sent to the Admissions Team for review and will not be until you submit it. Admissions staff will not be able to see the application at this stage. The application can be amended or deleted.

To delete the application, click on the button.

To amend the application, click on the button.

Instructions

Below is a list of any existing applications you currently have.

Each application has a status of either PENDING or SUBMITTED.

Pending Applications – are those applications that you are working on and are still to be submitted. You can modify these when you wish and then submit each one when you are ready. However, applications must be submitted within **42 days** after creating the application or it will be deleted. If that occurs, and you still wish to apply, you will be required to create a new application and resubmit any documents as nothing is retained if an application is deleted after 42 days. If you wish to do so, you can also delete any pending applications.

Submitted Applications – are those applications that are complete and have been submitted by you. Your application will be processed by the University and you will receive an automated email notification. You are not able to modify these applications but you can submit further supporting documentation through your Self Service account. The details of accessing your Self-Service account will be in the automated email notification

Additional Applications – to start a new application, click on the New Application button below.

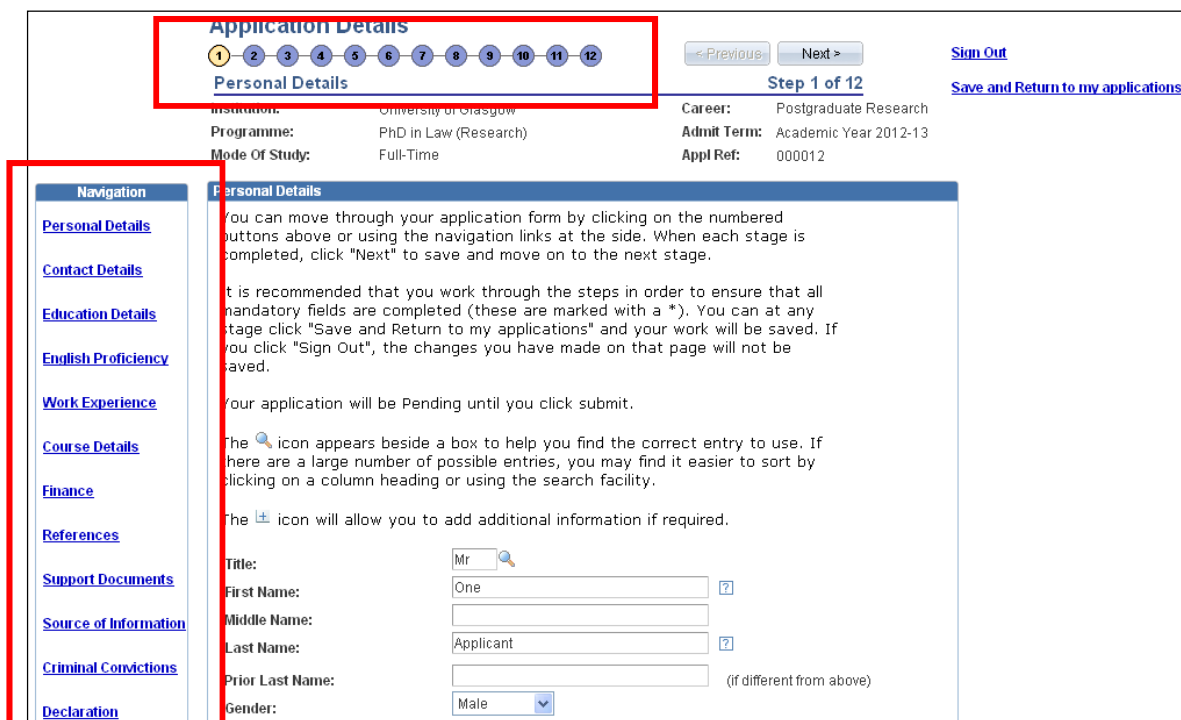
[Sign Out](#)

[Change Password](#)

[New Application](#)

| Existing Applications | |
|---|---|
| Institution: University of Glasgow Career: Postgraduate Research Programme: PhD in Law (Research) Appl Ref: 000012 Created DTTM 10/08/2012 14:53 | Admit Term: Academic Year 2012-13 Mode of Study: Full-Time Appl Status: Pending Last Updated 10/08/2012 14:53 <input type="button" value="Select Application"/> <input type="button" value="Delete Application"/> |
| Institution: University of Glasgow Career: Postgraduate Taught Programme: MSc in Management Appl Ref: 000010 Created DTTM 08/08/2012 14:11 | Admit Term: Academic Year 2012-13 Mode of Study: Full-Time Appl Status: Submitted Last Updated 08/08/2012 14:11 <input type="button" value="Select Application"/> |

Once in the application, use the Progress Line or the links on the left hand-side of the screen to navigate to the section you wish to complete or amend.



Application Details

1 2 3 4 5 6 7 8 9 10 11 12

Personal Details **Step 1 of 12**

[< Previous](#) [Next >](#) [Sign Out](#)
[Save and Return to my applications](#)

Institution: University of Glasgow **Career:** Postgraduate Research
Programme: PhD in Law (Research) **Admit Term:** Academic Year 2012-13
Mode Of Study: Full-Time **Appl Ref:** 000012

Navigation


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- [Work Experience](#)
- [Course Details](#)
- [Finance](#)
- [References](#)
- [Support Documents](#)
- [Source of Information](#)
- [Criminal Convictions](#)
- [Declaration](#)


Personal Details




You can move through your application form by clicking on the numbered buttons above or using the navigation links at the side. When each stage is completed, click "Next" to save and move on to the next stage.

It is recommended that you work through the steps in order to ensure that all mandatory fields are completed (these are marked with a *). You can at any stage click "Save and Return to my applications" and your work will be saved. If you click "Sign Out", the changes you have made on that page will not be saved.

Your application will be Pending until you click submit.

The  icon appears beside a box to help you find the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.

The  icon will allow you to add additional information if required.

Title: 
First Name: 
Middle Name:
Last Name: 
Prior Last Name: (if different from above)
Gender:

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

What happens next?

Once your application is submitted, you will receive an email

- confirming your application is submitted
- providing your Applicant Number
- giving instruction to log in to the Student Centre

4. Student Centre

Details on accessing the Student Centre will be sent to you by email within 72 hours.

Student Centre is access to your student's account on the MyCampus system.

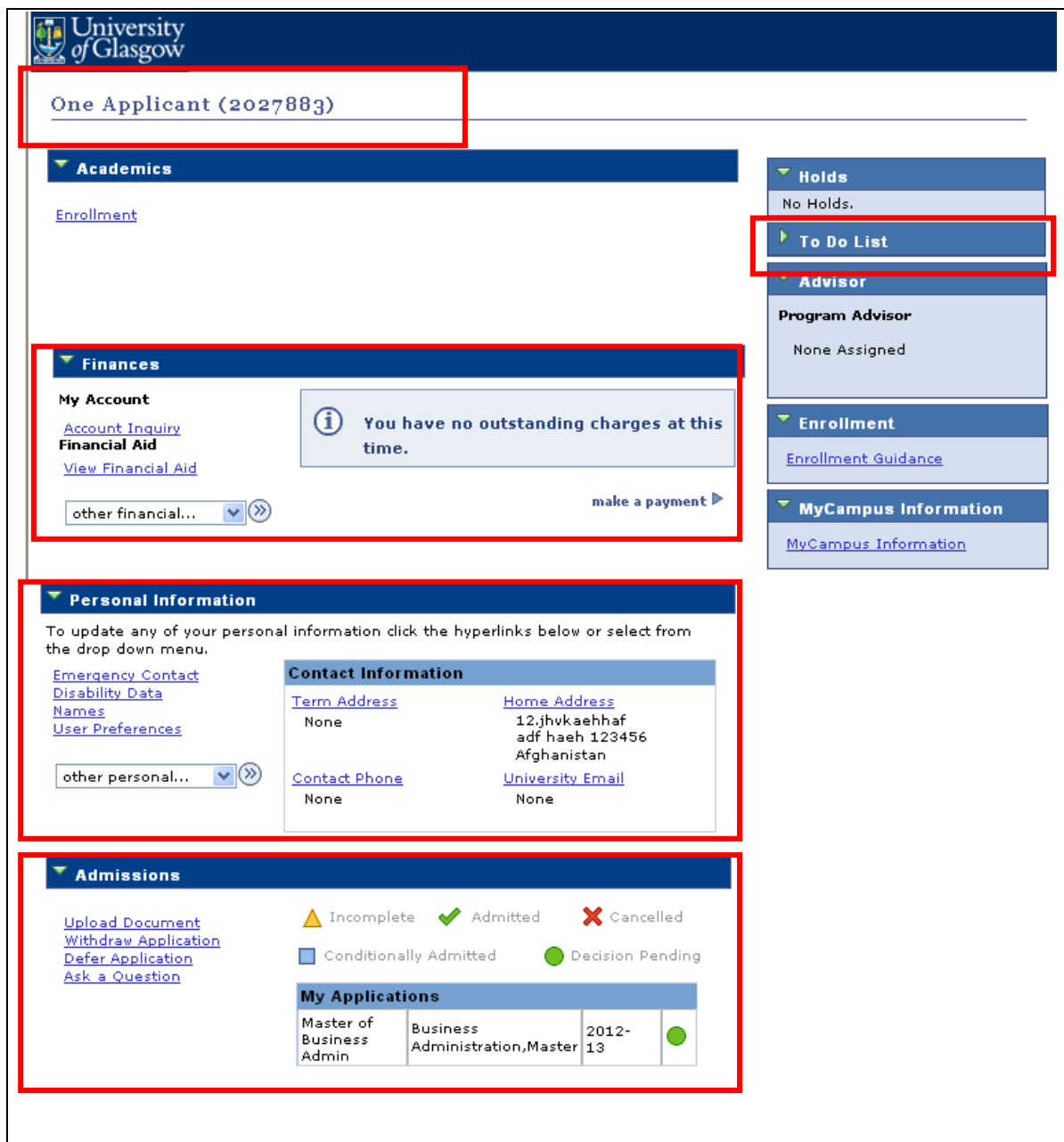
It allows you to

- View the status of your application
- View your To Do List
- Upload additional documents to your application or documents required to meet the conditions of your offer
- Withdraw your application
- Defer your application
- Make an enquiry about your application.
- Make a payment
- View your financial information, including Financial Aid awards
- Review and amend your personal details

4.1 Sections of Student Centre

The name and applicant number appear at the top left corner of the screen.

There are 4 sections that are relevant to you: Admissions; Personal Information; Finances; To Do List.



The screenshot shows the Student Centre interface with the following sections highlighted:

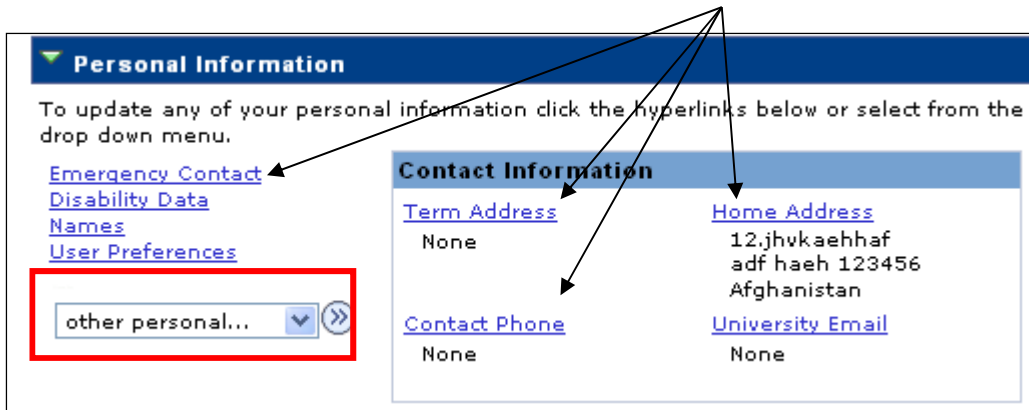
- Applicant Info:** One Applicant (2027883)
- Academics:** Enrollment
- Finances:** My Account, Account Inquiry, Financial Aid, View Financial Aid, other financial..., make a payment
- Personal Information:** To update any of your personal information click the hyperlinks below or select from the drop down menu. Emergency Contact, Disability Data, Names, User Preferences, other personal... Contact Information: Term Address (None), Home Address (12.jhvkæehhaf adf hæeh 123456 Afghanistan), Contact Phone (None), University Email (None)
- Admissions:** Upload Document, Withdraw Application, Defer Application, Ask a Question, Incomplete, Admitted, Cancelled, Conditionally Admitted, Decision Pending, My Applications table:

| Program | Year | Status |
|--------------------------|---------|------------------|
| Master of Business Admin | 2012-13 | Decision Pending |

4.1.1 Personal Details

Personal details are those that you have entered when creating your account. If these details change, amendments must be done in Student Centre.

Use the links on the page to add or amend information.



Personal Information

To update any of your personal information click the hyperlinks below or select from the drop down menu.

[Emergency Contact](#)
[Disability Data](#)
[Names](#)
[User Preferences](#)

Contact Information


[Term Address](#)
None

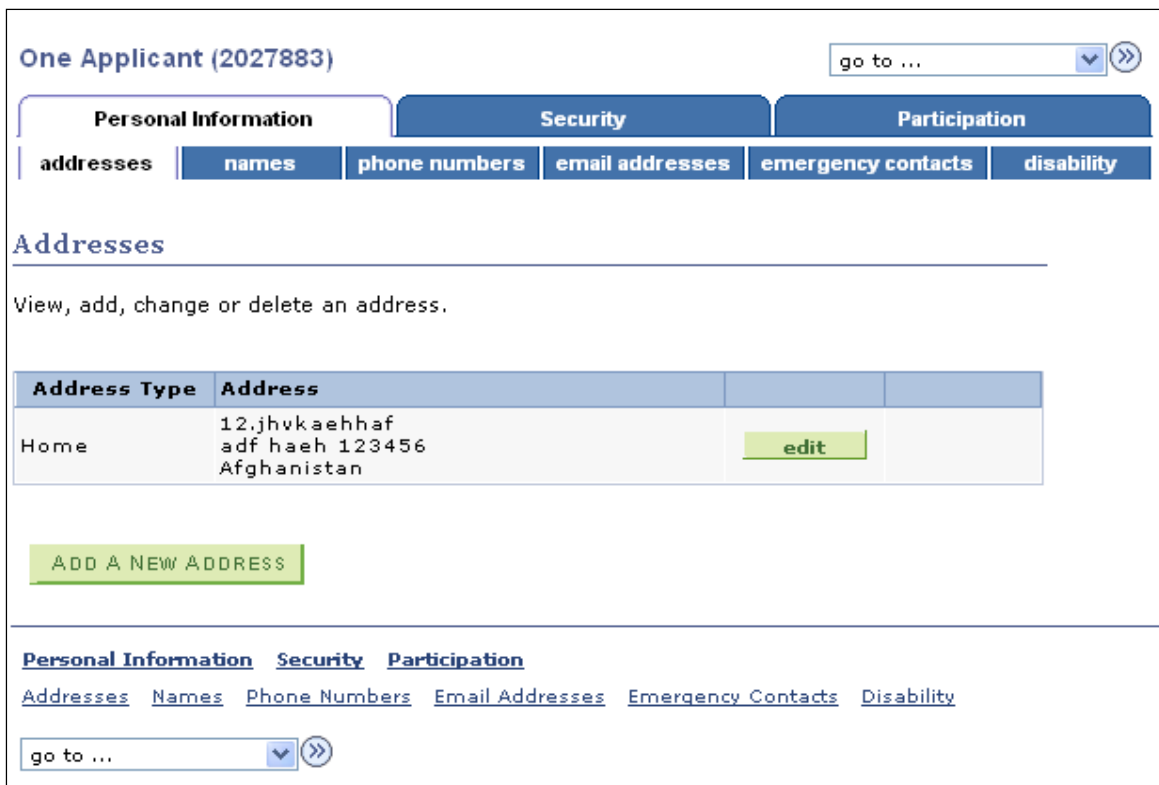
[Home Address](#)
12.jhvkæhhaf
adf hæh 123456
Afghanistan

[Contact Phone](#)
None

[University Email](#)
None

other personal... ▾ ➤

You can also access relevant section by using the drop down menu and clicking on the  button. The link will take to the relevant tab as per below:



One Applicant (2027883) go to ... ▾ ➤

Personal Information Security Participation

addresses names phone numbers email addresses emergency contacts disability

Addresses

View, add, change or delete an address.

| Address Type | Address | | |
|--------------|---|----------------------|--|
| Home | 12.jhvkæhhaf adf hæh 123456 Afghanistan | edit | |


[ADD A NEW ADDRESS](#)

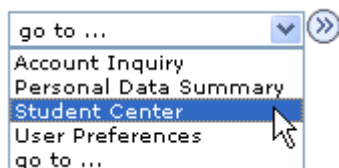
Personal Information Security Participation

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#) [Disability](#)

go to ... ▾ ➤

Use the [ADD](#) and [edit](#) buttons on the relevant screens to add and amend the information.

To go back to the **Student Centre**, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the  button:



4.1.2 Admissions

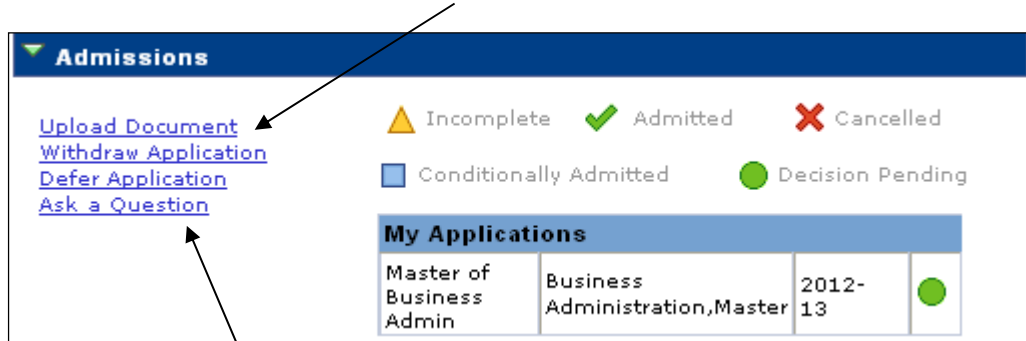
The Admissions section is where you can:

- View the status of applications
- Upload documents
- Withdraw an application
- Defer an application
- Accept or Decline an offer
- Ask a question about an application

The **Application Status** is indicated by the following symbols:



To **Upload documents**, **Withdraw an application** or **Defer an application** use the links on the left hand-side of the screen:

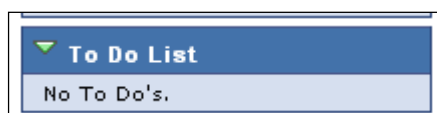


To **Ask a Question**, click on the relevant link. This will take you to an enquiry form. The form should be used instead of sending an email.

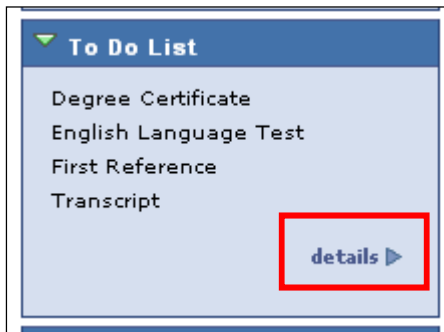
4.1.3 To Do List

The To Do List shows all the documents required to meet the conditions of offer for each application that has been submitted.

If no documents are required, the screen will look like this:

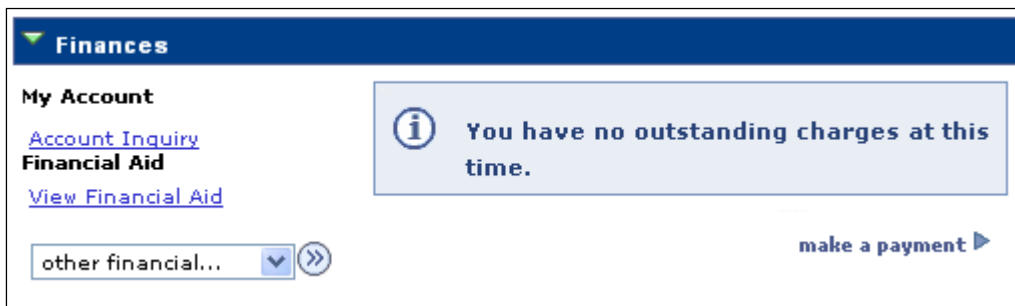


If further documents are required, the screen will list all the documents that are required. This will change for each applicant.



To view the documents required for each applications, click on **Details**. See the section 4.4 below on how to view each items on the To Do List which are required to meet the conditions of offer.

4.1.4 Finances



Account Inquiry

Click on the link to view your account and any payment you have made.

View Financial Aid

This is not applicable to Study Abroad and Non-European Exchange students.

Make a Payment


Click on the link to view your account and any payment made.

4.2 Uploading Additional documents

Click on the Upload Documents link.

Click on **Upload**.

| Term | Academic Career | Program | Plan | Application Number | UPLOAD |
|-----------------------|---------------------|--------------------------|---------------------------------|--------------------|------------------------|
| Academic Year 2012-13 | Postgraduate Taught | Master of Business Admin | Business Administration, Master | 00024320 | UPLOAD |

To go back to the **Student Centre** instead, use the drop down menu either in the top right corner of the screen or the bottom left, select Student Centre, then click on the  button:

The top half of the screen shows details of the application.




One Applicant

Upload Documents

| | | | |
|---------------------------|-----------------------|----------------|---------------------------------|
| Institution | University of Glasgow | Career | Postgraduate Taught |
| Admit Term | Academic Year 2012-13 | Program | Master of Business Admin |
| Application Number | 00024320 | Plan | Business Administration, Master |


Select Document Type UPLOAD DOCUMENT

Uploaded Documents

| Document Name | Attached File | Date Uploaded | File Size | View |
|-----------------------------------|----------------------------------|------------------|-----------|---|
| 1 PDF_test_DEGREE_CERTIFICATE.pdf | PDF_test_DEGREE_CERTIFICATE.pdf | 17/08/2012 14:59 | 54 KB |  |
| 2 OAS Detail Report | 43446_000329_oas_summ_rpt.pdf | 17/08/2012 14:59 | 12 KB |  |
| 3 Merged OAS Docs | 43446_000329_Merged_OAS_Docs.pdf | 17/08/2012 14:59 | 54 KB |  |

SAVE & RETURN

PREVIOUS

In the **Uploaded Documents** Section, you can view the documents that you uploaded on the online application systems. Click on the  icon to view the PDF.

To upload a new document, select the relevant category of document from the drop-down menu and click **Upload Document**.

One Applicant




Upload Documents

| | | | |
|---------------------------|-----------------------|----------------|---------------------------------|
| Institution | University of Glasgow | Career | Postgraduate Taught |
| Admit Term | Academic Year 2012-13 | Program | Master of Business Admin |
| Application Number | 00024320 | Plan | Business Administration, Master |

Select Document Type UPLOAD DOCUMENT

Academic Ability Evidence
 Cv/Resume
 Degree Certificate
 Financial Evidence
 Language Test
 Nominating University Approval
 Other
 Passport
 Personal Statement
 Reference1
 Reference2
 Reference3
 Transcript

Uploaded Documents

| Document Name | Attached File | Date Uploaded | File Size | View |
|-----------------------------------|---------------------------------|------------------|-----------|---|
| 1 PDF_test_DEGREE_CERTIFICATE.pdf | PDF_test_DEGREE_CERTIFICATE.pdf | 17/08/2012 14:59 | 54 KB |  |
| 2 OAS Detail Report | 46_000329_oas_summ_rpt.pdf | 17/08/2012 14:59 | 12 KB |  |
| 3 Merged OAS Docs | 46_000329_Merged_OAS_Docs.pdf | 17/08/2012 14:59 | 54 KB |  |

SAVE & RETURN

PREVIOUS

Click **Browse**. Select the PDF document you wish to upload.
Click **Upload**.

The new document will appear in **Uploaded Documents** Section.

One Applicant

Upload Documents

| | | | |
|---------------------------|-----------------------|----------------|---------------------------------|
| Institution | University of Glasgow | Career | Postgraduate Taught |
| Admit Term | Academic Year 2012-13 | Program | Master of Business Admin |
| Application Number | 00024320 | Plan | Business Administration, Master |

Select Document Type:

Uploaded Documents

| Document Name | Attached File | Date Uploaded | File Size | View | Delete |
|-----------------------------------|----------------------------------|------------------|-----------|------|--------|
| 1 PDF_test_DEGREE_CERTIFICATE.pdf | PDF_test_DEGREE_CERTIFICATE.pdf | 17/08/2012 14:59 | 54 KB | | |
| 2 OAS Detail Report | 43446_000329_oas_summ_rpt.pdf | 17/08/2012 14:59 | 12 KB | | |
| 3 Merged OAS Docs | 43446_000329_Merged_OAS_Docs.pdf | 17/08/2012 14:59 | 54 KB | | |
| 4 Russian_passport.pdf (Passport) | Russian_passport.pdf | 17/08/2012 17:34 | | | |

Click the button to return to the Student Centre.

4.3 Viewing the status of an application

Scroll down to the **Admissions** section. The symbol next to your application will indicate the status of your application. The significance of each symbol is shown above the list of submitted applications.

In the example below, the applicant was made a conditional offer:

Admissions

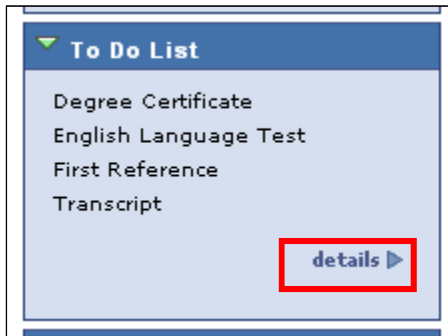
▲ Incomplete
✓ Admitted
✗ Cancelled
■ **Conditionally Admitted**
● Decision Pending

My Applications

| | | | |
|--------------------------|---------------------------------|---------|--|
| Master of Business Admin | Business Administration, Master | 2012-13 | <input type="checkbox"/> Accept or Decline |
|--------------------------|---------------------------------|---------|--|

4.4 Viewing the conditions of an offer

On the right hand-side of the screen, the conditions will be listed under the section **To Do List**.



To view details of the conditions, click on the **Details** link.

One Applicant go to ... ▼

To Do List

Below is a list of your current To Do items. To sort or filter your list of To Do items, change the options below and click Search.

View your To Do Items by

Due Date

Institution

Function

| Item List | | | | | |
|---------------------------------------|------------|-----------|-----------------------|-------------------------|------|
| To Do Item | Due Date | Status | Institution | Administrative Function | Name |
| Degree Certificate | 01/07/2012 | Initiated | University of Glasgow | Admissions Program | |
| English Language Test | 01/07/2012 | Initiated | University of Glasgow | Admissions Program | |
| First Reference | 01/07/2012 | Initiated | University of Glasgow | Admissions Program | |
| Transcript | 01/07/2012 | Initiated | University of Glasgow | Admissions Program | |

go to ... ▼

All the documents you are required to provide are listed on this page. Note the due date of each requested item. Documents must be provided within the deadline to meet the condition of offer or the offer may be withdrawn.

You can view more details for each item of the list by clicking on the item.

To Do List

To Do Item Detail

One Applicant

Degree Certificate

| | |
|---------------------------------|----------|
| Academic Career: | PGT |
| Application Nbr: | 00024320 |
| Application Program Nbr: | 0 |

Contact

| | |
|---------------------------------|-----------------------|
| Academic Institution: | University of Glasgow |
| Administrative Function: | Admissions Program |
| Due Date: | 01/07/2012 |
| Contact: | James Brown |

Description

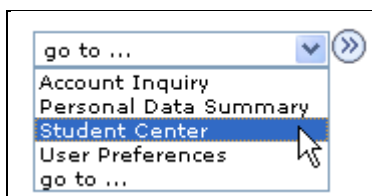
Receipt of Degree Certificate showing confirmation of award.

At the top of the screen, you will find the name of the applicant, the **To Do Item**, and details of the application the condition is for (**Academic career**, and **Application Number**)

The **Description** section will provide details of regarding the document you need to provide.

Click the button to go back to the list of **To Do Items**.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button:



4.5 Withdrawing an offer

Log in to the Student Centre.

Scroll down to the **Admissions** section.



Admissions


[Upload Document](#)
[Withdraw Application](#)
[Defer Application](#)
[Ask a Question](#)

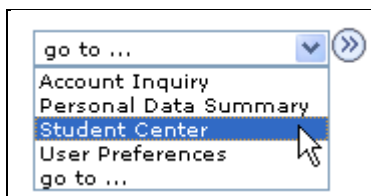
▲ Incomplete ✓ Admitted ✗ Cancelled
■ Conditionally Admitted ● Decision Pending

My Applications

| | | | | |
|--------------------------|---------------------------------|---------|--------------------------|-----------------------------------|
| Master of Business Admin | Business Administration, Master | 2012-13 | <input type="checkbox"/> | Accept or Decline |
|--------------------------|---------------------------------|---------|--------------------------|-----------------------------------|

Click on the **Withdraw Application** link.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the  button:



go to ...

- Account Inquiry
- Personal Data Summary
- Student Center**
- User Preferences
- go to ...

