

Guide to Completing the Online Application Form

This document is to provide additional help in completing the online application form. Whilst we hope that the application form is as straightforward as possible this document or certain sections of it may be a useful reference point.

This document does not have any information about selecting the most appropriate programme. You should read the Prospective Student information, particularly the programme information (use the Degree finder link) and also the How to Apply and When to Apply pages. See: <http://www.ucl.ac.uk/prospective-students/graduate-study>

Please Note

UCL has introduced an application processing fee for postgraduate taught programmes.

The fee does not apply to postgraduate research programmes, including MRes, MPhil, PhD and Professional Doctorate programmes and the following programmes:

- MA (International) Economy, State and Society: Economics and Business (IMESS)
- MA (International) Economy, State and Society: Nation, History and Society (IMESS)
- MA (International) Economy, State and Society: Politics and Security (IMESS)
- MSc Brain and Mind Sciences
- MSc (European)/PG Cert (European) International Health
- MSc Radiation Biology
- PG Cert Teaching and Learning in Higher Education

No other application fee waivers will be granted.

Before you Begin

You will need the following before you can start your application:

1. An email address for UCL to communicate with you.
2. Your passport if you need a visa to study in the UK.
3. An electronic copy of your university transcript.
4. English Language Proficiency Test results if applicable.
5. The name, address and email address of 2 referees. One of your references must be academic but the other may be from an employer or colleague who has worked with you closely. References may not be submitted from family members or personal friends.

It is possible to start an application, save the details and complete the application at a later date. When you save the application you will receive an email which includes a link back to the application.

Important

UCL will send a number of emails during the application process

- If you save the application and will complete it at a later date
- Confirming when your application has been submitted
- Asking your referees to submit an online reference
- Confirming when your first reference has been received
- Confirming when your final reference has been received and that your application has been given to the Admissions Tutor

Whilst our emails are compliant with industry standards they can sometimes be identified as spam. Therefore you should add autoreplyportico-services@ucl.ac.uk and donotreplyadmissions@ucl.ac.uk to your email Address Book or Safe List and ask your referees to add donotreplyadmissions@ucl.ac.uk before you submit the application.

1. Making an Application

When you have read the programme information and information about applying you should go to the online application page.

See: <http://www.ucl.ac.uk/prospective-students/graduate-study/application-admission/apply-online/>

Check which programmes do not accept online applications before proceeding to the checklist.

In order to apply online, you need to be able to satisfy a number of conditions. Read the four statements and check the boxes to confirm that you done so.

1.	I have checked whether there is an application deadline and I will submit my application before any applicable deadline. I understand that references must be uploaded before any deadline.	<input type="checkbox"/>
2.	I can provide a valid email address for each referee and I have contacted both referees to advise them they will receive a request to upload their reference via a secure website. I understand that my application will be put on hold and will not be considered by UCL until references have been uploaded.	<input type="checkbox"/>
3.	I am able to submit my transcript in electronic format at the same time as my application. This document will be: <ul style="list-style-type: none">• less than 2Mb in size• in one of the following formats: .doc, .docx, .jpg, .pdf	<input type="checkbox"/>
4.	If the application processing fee applies to my programme (see above), I am able to pay the fee online as part of my application, or arrange for the fee to be paid on my behalf, and have read and understood the Terms and Conditions . I understand that if a fee is required, my application is not submitted to UCL before the fee is paid.	<input type="checkbox"/>
	I understand that if I am applying for a postgraduate research programmes or a programme where no fee is required (see above), that no fee is required.	

Once you have completed the checklist click the Submit Confirmation button to select your programme.

2. Choosing a Programme

Search Programmes

UCL, with its strong commitment to excellence in both teaching and research and its radical, pioneering tradition in innovation in higher education, seeks to offer a first class education to all students, including students with disabilities.

Please use this search form to view available Courses.

Enter Keyword(s)

Department (Programme Count)

Programme Group

Study Type

Start Year

The next step is to select the correct programme of study. You can use a keyword search and any of the drop-down boxes to help refine your search.

After you click 'Search Now' matching search results will be displayed. Make sure you check the correct programme title, mode of attendance and start year if you did not select any of these option in the search before clicking 'Apply Now'.

14 Matching Programmes

[Page 1 of 1]

Programme Code	Programme Title	Mode	Start Year	Apply Online
TSMEDSHEA08	MSc Health Psychology Division of Population Health	Full-time	2012	<input type="button" value="APPLY NOW"/>
TSMEDSHEA08	MSc Health Psychology Division of Population Health	Full-time	2011	<input type="button" value="APPLY NOW"/>
TMSPSYSPDP06	MSc Psychoanalytic Developmental Psychology Division of Psychology and Language Sciences	Full-time	2011	<input type="button" value="APPLY NOW"/>
TMSPSYSPDP06	MSc Psychoanalytic Developmental Psychology Division of Psychology and Language Sciences	Full-time	2012	<input type="button" value="APPLY NOW"/>
TMSPSYSRES01	MSc Research Methods in Psychology Division of Psychology and Language Sciences	Full-time	2011	<input type="button" value="APPLY NOW"/>
TMSPSYSRES01	MSc Research Methods in Psychology Division of Psychology and Language Sciences	Full-time	2012	<input type="button" value="APPLY NOW"/>
TPPPSYSPDP01	PG Dip Psychoanalytic Developmental Psychology Division of Psychology and Language Sciences	Full-time	2011	<input type="button" value="APPLY NOW"/>
TPPPSYSPDP01	PG Dip Psychoanalytic Developmental Psychology Division of Psychology and Language Sciences	Full-time	2012	<input type="button" value="APPLY NOW"/>
TMSICHSAFN01	MSc Applied Paediatric Neuropsychology Institute of Child Health	Full-time	2011	<input type="button" value="APPLY NOW"/>
TMSICHSAFN01	MSc Applied Paediatric Neuropsychology Institute of Child Health	Full-time	2012	<input type="button" value="APPLY NOW"/>
TMSICHSCP01	MSc Clinical Paediatric Neuropsychology Institute of Child Health	Full-time	2011	<input type="button" value="APPLY NOW"/>
TMSICHSCP01	MSc Clinical Paediatric Neuropsychology Institute of Child Health	Full-time	2012	<input type="button" value="APPLY NOW"/>
TPPICHSCP01	PG Dip Clinical Paediatric Neuropsychology Institute of Child Health	Full-time	2012	<input type="button" value="APPLY NOW"/>
TPPICHSCP01	PG Dip Clinical Paediatric Neuropsychology Institute of Child Health	Full-time	2011	<input type="button" value="APPLY NOW"/>

3. Registering and Logging in

Logged In:

Programme Details					
Selected Programme	Code	Sequence	Start date	Mode of Attendance	Academic Year
Grad Dip Architecture	UPGARCSING01	0003	26/Sep/2011	F++++	2011

Online Application Form Login Page

The UCL Online Application Service is now available after a System Upgrade.

Helpdesk support is available Monday to Friday between 1000 and 1600 (UK time).

Enter your username (home email address) and password to login

Username

Password

[Forgotten Password](#)

The next stage of the application is to register as a new user or login if you have already registered.

When you register you will receive an email with a link to this application. It is important to save this email especially if you want to complete the application at a later date. You can also use the same username and password for any additional applications you submit.

Subject:UCL Online Application - Account created
Date:Tue, 25 Jan 2011 9:58:48 +0000
From:autoreplyportico-services@ucl.ac.uk
To:admissions@ucl.ac.uk

Dear Admissions Office

Thank you for registering for the UCL online application service.

Please use the link below to continue with your application
https://evision.ucl.ac.uk/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app&code1=TMSAUDSADV01&code2=0010
or return to the search page to make an application for a different programme. Either way the email address and password you have specified during registration will now be valid.

If you have any queries regarding your application please do not hesitate to contact Admissions by telephoning +44 20 7679 7381

If you have any technical difficulties please contact Portico-services@ucl.ac.uk
Helpdesk+44 20 7679 0637

Thank you for your interest in studying at UCL.

Yours sincerely

UCL Admissions

If you have previously registered and saved an incomplete application you will have received an email confirming your status.

Subject:UCL Online Application - Application saved
Date:Tue, 25 Jan 2011 9:59:01 +0000
From:donotreplyadmissions@ucl.ac.uk
To:admissions@ucl.ac.uk

Dear Admissions Office

Application Details:

Title - MSc Advanced Audiology
Code - TMSAUDSADV01
Sequence - 0010
Academic Year - 2011/12
Mode of Attendance - Modular/flexible study
Start Date - 26/Sep/2011

Thank you for starting an application with UCL.
The status of your application is saved - not yet submitted.
UCL is unable to consider your application until it is complete and has been submitted.

Click the link below to log in and view or continue your application, remembering to press the Submit button when it is complete.
https://evision.ucl.ac.uk/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app&code1=TMSAUDSADV01&code2=0010

If you have any queries regarding your application please do not hesitate to contact Admissions by telephoning +44 20 7679 7381

If you have any technical difficulties please contact: Portico-services@ucl.ac.uk
Helpdesk: +44 20 7679 0637

Thank you for your interest in studying at UCL.

Yours sincerely

UCL Admissions

Follow the link and log in using the username and password.

Registering for the application is very simple and make sure you complete the mandatory information and can easily remember your password.

Programme Details					
Selected Programme	Code	Sequence	Start date	Mode of Attendance	Academic Year
MSc Research Methods in Psychology	TMSPSYSRES01	0010	26/Sep/2011	F****	2011

New User Details	
* Forename	Test Forename
* Surname	Test Surname
* Date of Birth (dd/mm/yyyy)	1/1/1980
* Home Email Address	test@test.com <small>This will be your User Name</small>
* Confirm Email Address (User Name)	test@test.com
* Password	***** <small>(6 - 8 characters, a mixture of letters and numbers)</small>
* Confirm Password	*****
<input type="button" value="Proceed"/> <input type="button" value="Cancel"/>	

Click 'Proceed' when you have completed the required information.

If you log back into the application you will arrive at the following page. Again click 'Proceed' to continue. Please note, if you are applying to more than 1 programme you will receive a separate email and log in information for each application. Check the 'Selected Programme' to make sure you log in to the correct application you wish to submit.

Logged In: TEST FORENAME TEST SURNAME

Programme Details					
Selected Programme	Code	Sequence	Start date	Mode of Attendance	Academic Year
MSc Research Methods in Psychology	TMSPSYSRES01	0010	26/Sep/2011	F****	2011

User Details	
User Name	TEST@TEST.COM
Forename 1	TEST FORENAME
Forename 2	
Forename 3	
Surname	TEST SURNAME
Date of Birth	01/Jan/1980
Home E-mail Address	test@test.com
<input type="button" value="Proceed"/>	

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4. Personal Details

You should complete the personal details paying particular attention so that they are accurately recorded. Mis-spellings may cause problems later in the application process particularly if you need to apply for a visa.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
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Programme Details						
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date	
MSc Research Methods in Psychology	TMSPSYSRES01	0010	2011/12	Full-time	26/Sep/2011	

Personal Details	
* Title	Please Select
* First (Given) Name(s):	Test Forename
<small>Please use mixed case for all Name fields eg. William, Sarah, Smith</small>	
* Last (Surname/Family) Name:	Test Surname
* Date of Birth: (dd/mm/yyyy)	01/01/1980
* Sex:	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Nationality:	Please Select
Second Nationality:	Please Select
* Country of Ordinary Residence:	Please Select
* Country of Birth:	Please Select

If you need a visa to study in the UK you are required to complete some additional information about your passport. If you do not currently have a passport type 'Awaiting' in the relevant text boxes and select 01/01/2011 as the issue and expiry dates.

Visa Details	
* Do you require a visa to study in the UK?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Passport Number:	<input type="text"/>
* Name as on Passport:	<input type="text"/>
* Passport Issue Date (dd/mm/yyyy):	<input type="text"/> <input type="text"/>
* Passport Expiry Date (dd/mm/yyyy):	<input type="text"/> <input type="text"/>

Equal Opportunities Policy

At UCL our principal concern when considering applications is to recruit and select students who are likely to complete the programme successfully and derive benefit from it. Once these requirements are met, we regard other issues such as disability, ethnic origin, sex, marital status, number of children, beliefs relating to religion, politics and sexual orientation as irrelevant.

Please note that this information will not be passed to any admissions tutor. UCL is required to supply the information to the Higher Education Statistics Agency.

If you have a disability that may require adjustments to be put in place, you must contact UCL's Disability Co-ordinator, telephone (voice or minicom):UK: 020 7679 1343; international: +44 20 7679 8530; fax: 020 7916 8530; email: disability@ucl.ac.uk; address: Registry, UCL, Gower Street, London, WC1E 6BT.

Disability/Special Needs	
* Disability:	<input type="text"/>

Ethnic Origin	
* Ethnicity:	<input type="text"/>

5. Address

Add your address, again paying particular attention to spelling so the address is correct.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
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Programme Details					
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date
MSc Research Methods in Psychology	TMSPSYSRES01	0010	2011/12	Full-time	26/Sep/2011

Home Address	
* House No/Name & Street:	<input type="text"/> <input type="button" value="Lookup (UK addresses only)"/>
* Suburb/Town/City:	<input type="text"/>
State/County/Province:	<input type="text"/>
Post/Zip Code:	<input type="text"/>
* Country:	<input type="text"/>
* Home Telephone No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Work Telephone No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Mobile Telephone No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Fax No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Email Address:	<input type="text"/> test@test.com

If your correspondence address is different to your permanent address provide the details and dates you will be at your correspondence address. If your home address is your permanent address check the tick box.

Correspondence Address	
Tick if your correspondence address is the same as your permanent address	<input type="checkbox"/>
* House No/Name & Street:	<input type="text"/> <input type="button" value="Lookup (UK addresses only)"/>
* Suburb/Town/City:	<input type="text"/>
State/County/Province:	<input type="text"/>
Post/Zip Code:	<input type="text"/>
* Country:	<input type="text"/>
Correspondence Telephone No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Work Telephone No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Mobile Telephone No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Fax No:	<input type="text"/> <small>(include country and area, eg +44(0) 123 456 7890)</small>
Email Address:	<input type="text"/>
Date when address is valid from (dd/mm/yyyy):	<input type="text"/>
Date when address is valid to (dd/mm/yyyy):	<input type="text"/>

6. Education

On this page you can add details of your educational background and qualifications obtained and in progress. You can insert Name of College/University/Awarding Body in part 2 of the Education page so can be left blank for now.

Education - Qualifications Already Obtained	
<i>You may enter details of up to four qualifications already obtained. Please provide your highest-level qualification to date as one of the qualifications you enter. If you have not yet obtained any qualifications please provide details of at least one qualification currently being taken in the next section.</i>	
* Country:	United Kingdom
* Name of College/University/Awarding Body:	<input type="text"/> You may select this value on the next page
* Approximate Start Date (dd/mm/yyyy):	01/10/1999
* Approximate End Date (dd/mm/yyyy):	01/07/2002
* Qualification (e.g. BA/MSc):	Bachelors degree with UK honours grading scheme
* Overall Class/Grade/GPA:	2.1
* Main Subject:	Politics
Language of Instruction:	English
Tick to add another qualification	<input type="checkbox"/>

Take care to complete the correct section. If you are currently taking a qualification use the 'Qualifications Currently Being Taken Section'

Education - Qualifications Currently Being Taken	
<i>You may enter details of up to two qualifications currently being taken. If you do not provide details of at least one qualification obtained you must do so for at least one qualification currently being taken.</i>	
* Country:	Please Select
* Name of College/University/Awarding Body:	<input type="text"/> You may select this value on the next page
* Approximate Start Date (dd/mm/yyyy):	<input type="text"/>
* Approximate End Date (dd/mm/yyyy):	<input type="text"/>
* Qualification (e.g. BA/MSc):	Please Select
* Overall Class/Grade/GPA:	<input type="text"/>
* Main Subject:	<input type="text"/>
Language of Instruction:	<input type="text"/>
Tick to add another qualification	<input type="checkbox"/>

If English is not your first language you will be required to answer an additional question about any English language proficiency test you have taken.

English Language	
See English Language qualifications for details of English Language qualifications accepted for graduate study at UCL.	
* Is English your first language?	<input checked="" type="radio"/> Yes <input type="radio"/> No
What English language proficiency test have you taken within 3 years of the start date of this programme?	Please Select

Once you have completed the required information click on the 'Proceed to Education Part 2'. On this page you can use the drop-down button select the name of your university or college.

Education - Qualifications Already Obtained	
<i>Please select an institution for each qualification you have entered.</i>	
* Country:	United Kingdom
* Name of College/University/Awarding Body:	University of Birmingham
* Approximate Start Date (dd/mm/yyyy):	01/10/1999
* Approximate End Date (dd/mm/yyyy):	01/07/2002
* Qualification (e.g. BA/MSc):	Bachelors degree with UK honours grading scheme
* Overall Class/Grade/GPA:	2.1
* Main Subject:	Politics
Language of Instruction:	English

7. Employment

You can add details of your current or most recent employment as well as any previous employment in this section of the application.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
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Programme Details						
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date	
MSc Research Methods in Psychology	TMSPSYSRES01	0010	2011/12	Full-time	26/Sep/2011	

Current or most recent employment

You may attach a copy of your curriculum vitae towards the end of the application form

Name and Address of Employer. State the country if outside the UK:

250 characters remaining (max. 250)

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Job Title:

Key Responsibilities:

250 characters remaining (max. 250)

Prior employment history (list most recent first)

You may enter details of up to four periods of prior employment

Name and Address of Employer. State the country if outside the UK:

250 characters remaining (max. 250)

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Job Title:

Key Responsibilities:

250 characters remaining (max. 250)

Tick to add more employment details

8. Other details

Check the relevant tick box regarding how you will financing your studies, provide dates when you will not be available for interview and select how you learnt about the programme at UCL before clicking 'Proceed to Supporting Documents'

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
----------	---------	-----------	------------	---------------	----------------------	----------	-------------	-----------

Programme Details						
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date	
MSc Research Methods in Psychology	TMSPSYSRES01	0010	2011/12	Full-time	26/Sep/2011	

Funding

Please refer to <http://www.ucl.ac.uk/scholarships> for Scholarships and Funding information.

Please note, completion of this section does not constitute an application for funding.

How will you be financing your studies at UCL? Please tick one or more boxes.

Personal/Family Resources:

Loan:

Studentship/Scholarship:

Employer:

Sponsorship:

Other (please specify):

Availability for interview

Should the department wish to interview you, please indicate below any periods when you might not be available. Overseas applicants are not normally required to attend, but may be interviewed by telephone or skype.

230 characters remaining (max. 250)

Knowledge of UCL

Where did you learn about the UCL programme applied for?

9. Supporting Documents

Complete your supplementary personal statement section as per the instructions in fewer than 3000 characters or type 'See additional document'. Additional documents are uploaded later in the application form.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
----------	---------	-----------	------------	---------------	----------------------	----------	-------------	-----------

Programme Details					
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date
MSc Research Methods in Psychology	TMSPSYSRES01	0010	2011/12	Full-time	26/Sep/2011

Supplementary Personal Statement	
<p>Describe your academic interests and reasons for applying. Detail your career objectives and any relevant non-academic achievements as well as any publications. Outline any other relevant experience including attendance at specialist workshops or short courses. Research (MPhil/PhD etc.) applicants should state in which research areas or specific projects being offered by the department they are interested. You may attach a research proposal later in the application form. LLM applicants should list the four subjects they wish to study. Applicants for other taught programmes, in particular flexible programmes, should indicate, where appropriate, the options/modules in which they are likely to be interested. Please note that there are 3000 characters (not words) available and the system does not accept non-standard characters. Copying text longer than 3000 characters into this field will truncate it, and the text may be lost entirely. If your personal statement is longer than 3000 characters please enter "See additional document" into this box and upload your personal statement via the document upload page of this application form.</p>	
<p>* Personal Statement:</p>	<div style="background-color: #f0f0f0; height: 100px; width: 100%;"></div>
3000 characters remaining (max. 3000)	

Return to Other Details
Save & Return Later
Proceed to Referees

10 References

Complete the contact for the 2 referees who will be asked to provide references for you.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
----------	---------	-----------	------------	---------------	----------------------	----------	-------------	-----------

Programme Details					
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date
MSc Research Methods in Psychology	TMSPSYSRES01	0010	2011/12	Full-time	26/Sep/2011

Referees	
<p>Give details of the two people who you have asked to provide references on your behalf. At least one of your referees should, if possible, be a teacher acquainted with your academic ability. If you have previously studied at a UK university, one of your referees should be a teacher concerned with your studies there. Referees should not be family members or friends.</p> <p>We will contact your referees by email and they will be asked to download, complete and upload a short form. Once this is uploaded it will be automatically associated with your application and you will be notified by email that UCL has received this reference.</p>	
<p>* Name: Dr A Smith</p>	<p>* Name: Professor B Jones</p>
<p>* Position: Senior Lecturer</p>	<p>* Position: Professor</p>
<p>* Address: University of Birmingham</p>	<p>* Address: University of Birmingham</p>
<p>Birmingham</p>	<p>Birmingham</p>
<p>Post/Zip Code: B11 1ZZ</p>	<p>Post/Zip Code: B11 1ZZ</p>
<p>* Telephone: 123 456 789 (include country and area, eg +44(0) 123 456 7890)</p>	<p>* Telephone: 987 654 321 (include country and area, eg +44(0) 123 456 7890)</p>
<p>Fax: (include country and area, eg +44(0) 123 456 7890)</p>	<p>Fax: (include country and area, eg +44(0) 123 456 7890)</p>
<p>* Email: asmith@birmingham.ac.uk</p>	<p>* Email: bjones@birmingham.ac.uk</p>
<p>Confirm Email: asmith@birmingham.ac.uk</p>	<p>Confirm Email: bjones@birmingham.ac.uk</p>

Return to Supporting Documents
Save & Return Later
Proceed to Declaration

Referees will be contacted by email once your application is submitted. You will be emailed to say when your referees have submitted their reference. If you do not receive these emails within 2 weeks you should check with your referees if they received the initial reference request. It is possible for the email to arrive in a spam or junk mail folder and be overlooked.

11 Declaration

Read the information on this page carefully and select the correct values before proceeding to the checklist.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
Programme Details								
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date			
MSc Research Methods in Psychology	TMSPPSYRES01	0010	2011/12	Full-time	26/Sep/2011			
Criminal Convictions								
<p>If you have been convicted of a criminal offence please answer 'yes'. This excludes spent convictions and motoring offences for which a fine and/or a maximum of three penalty points were imposed. These should not be declared. You should be aware that admission to certain programmes requires the submission of a disclosure from the UK Criminal Records Bureau (or overseas equivalent), and such disclosures may include information on spent convictions and cautions.</p>								
<p>* Do you have any criminal convictions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>								
Applicant's Declaration								
<p>To the best of my knowledge, the information on this application is accurate and complete. (Please note that UCL reserves the right to refuse admission or terminate a student's attendance should it be discovered that he/she has made a false statement or has omitted significant information. If you are offered a place, you will be required to provide evidence of your qualifications.)</p> <p>I have not knowingly attached any documents with viruses or macros that would compromise the integrity of UCL's systems.</p> <p>Data Protection Act 1998: I agree to UCL processing personal data contained on this form, or other data which UCL may obtain from me or other people or organisations while I am applying for admission. I agree to the processing of such data for any purpose connected with my studies, or my health and safety while of UCL's premises or for any other legitimate purpose.</p>								
<p>* I agree with the above: <input checked="" type="checkbox"/></p>								
Return to Referees			Save & Return Later			Proceed to Checklist		

12 Checklist

If you have completed all the mandatory information for each section of the application you will be able to proceed to the document upload. If there is any information missing you must go back to the relevant section and complete this information before proceeding.

Personal	Address	Education	Employment	Other Details	Supporting Documents	Referees	Declaration	Checklist
Programme Details								
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date			
MSc Research Methods in Psychology	TMSPPSYRES01	0010	2011/12	Full-time	26/Sep/2011			
Application Checklist								
The following checklist indicates whether the mandatory fields for each section of the application form have been completed.								
Personal	COMPLETE							
Address	COMPLETE							
Education	INCOMPLETE	You must enter details of at least one qualification already obtained or one currently being taken. Please ensure that all fields marked with an asterisk are completed in at least one of these sections.						
Employment	COMPLETE							
Other Details	COMPLETE							
Supporting Documents	COMPLETE							
Referees	COMPLETE							
Declaration	COMPLETE							
Return to Declaration			Save & Return Later			Proceed to Document Upload		

13 Document Upload

To upload a transcript click upload, then browse and select the file which contains your transcript before clicking the upload button again.

Logged In: TEST FORENAME TEST SURNAME

Programme Details					
Selected Programme	Code	Sequence	Start date	Mode of Attendance	Academic Year
MSc Research Methods in Psychology	TMSPSYSRES01	0010	26/Sep/2011	F*****	2011

Supporting Documentation

Please upload the documents described below to support your application. Allowable document types are PDF, JPG, DOC and DOCX. Maximum file size is 2MB per document.

Document Description	Mandatory
Transcript Please upload your transcript. UCL are only able to consider completed applications. For your application to be considered, a transcript (or transcripts) in English, concerning details of all the subjects or courses studied, the marks that you obtained, the qualification(s) that you were awarded (if already complete) and date of your studies must be provided. In the case of those educated in the UK, where their university is unable to provide a transcript, a list of subjects or courses studied and marks obtained may be provided in the Personal Profile.	<input checked="" type="checkbox"/>
Transcript 2 Please upload a second transcript if necessary.	<input type="checkbox"/>
Research Proposal Please upload your Research Proposal, if relevant.	<input type="checkbox"/>
English Language Test Certificate Please upload your English Language test certificate, if relevant.	<input type="checkbox"/>
CV You may upload your CV, if you wish.	<input type="checkbox"/>
Additional Document You may upload an additional document, if you wish.	<input type="checkbox"/>

Save & Return Later Submit

If the file is above 2MB you will not be allowed to upload the file.

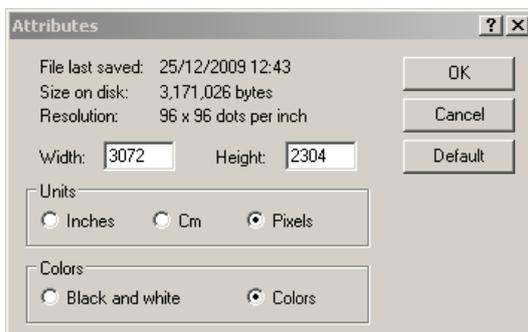


Supporting Documentation

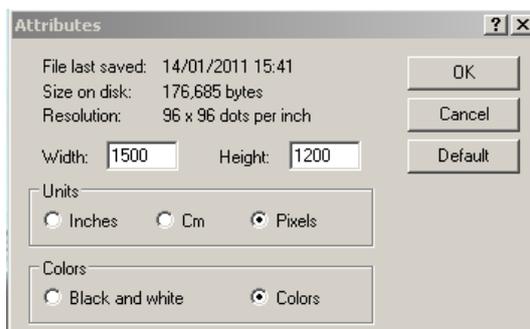
Please upload the documents described below to support your application. Allowable document types are PDF, JPG, DOC and DOCX. Maximum file size is 2MB per document.

Document Description	Mandatory
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You can reduce the size of the file by opening it with some imaging software (such as Paint) and changing the size of the image for example:



Changing the Width and Height and saving the image reduced the size of the file to be within the maximum file size.



14 Submitting an application where no application processing fee is due

Once you have uploaded any additional documents such as supporting statements, English language proficiency certificates you can then click on the proceed button. When you click on

the proceed button UCL will receive your application, your referees will be contacted by email and you will receive an email acknowledging that your application has been received.

Supporting Documentation
Please upload the documents described below to support your application. Allowable document types are PDF, JPG, DOC and DOCX. Maximum file size is 2MB per document.

Document Description	Mandatory	
Transcript Please upload your transcript. UCL are only able to consider completed applications. For your application to be considered, a transcript (or transcripts) in English, concerning details of all the subjects or courses studied, the marks that you obtained, the qualification(s) that you were awarded (if already complete) and date of your studies must be provided. In the case of those educated in the UK, where their university is unable to provide a transcript, a list of subjects or courses studied and marks obtained may be provided in the Personal Profile.	<input checked="" type="checkbox"/>	Amend View Document
Transcript 2 Please upload a second transcript if necessary.	<input type="checkbox"/>	Upload
Research Proposal Please upload your Research Proposal, if relevant.	<input type="checkbox"/>	Upload
English Language Test Certificate Please upload your English Language test certificate, if relevant.	<input type="checkbox"/>	Upload
CV You may upload your CV, if you wish.	<input type="checkbox"/>	Upload
Additional Document You may upload an additional document, if you wish.	<input type="checkbox"/>	Upload

[Save & Return Later](#) [Proceed](#)

When you have completed the application and clicked on submit, UCL will:

- send you a confirmation that your application has been submitted
- confirm that your payment has been received (where applicable)
- contact your referees by email to ask for a reference
- confirm when each referee returns a reference
- inform you if a referee has declined to provide a reference and ask for a replacement
- check that your application is complete (this includes two references, a transcript and a payment) and forward it to the relevant Admissions Tutor and let you know when this happens.
- give you a date by which you should expect to receive a response which may be an offer, an invitation to interview, a request for further information or a rejection.

15 Proceeding to make the payment

Once you have uploaded any additional documents such as supporting statements, English language proficiency certificates you can then click on the proceed button.

Logged In: TEST APPLICANT

Programme Details					
Selected Programme	Code	Sequence	Start date	Mode of Attendance	Academic Year
MSc International Real Estate and Planning	TWISARCSRED1	0005	26/Sep/2011	F++++	2011

Supporting Documentation
Please upload the documents described below to support your application. Allowable document types are PDF, JPG, DOC and DOCX. Maximum file size is 2MB per document.

Document Description	Mandatory	
Transcript Please upload your transcript. UCL are only able to consider completed applications. For your application to be considered, a transcript (or transcripts) in English, concerning details of all the subjects or courses studied, the marks that you obtained, the qualification(s) that you were awarded (if already complete) and date of your studies must be provided. In the case of those educated in the UK, where their university is unable to provide a transcript, a list of subjects or courses studied and marks obtained may be provided in the Personal Profile.	<input checked="" type="checkbox"/>	Amend View Document
Transcript 2 Please upload a second transcript if necessary.	<input type="checkbox"/>	Upload
Research Proposal Please upload your Research Proposal, if relevant.	<input type="checkbox"/>	Upload
English Language Test Certificate Please upload your English Language test certificate, if relevant.	<input type="checkbox"/>	Upload
CV You may upload your CV, if you wish.	<input type="checkbox"/>	Upload
Additional Document You may upload an additional document, if you wish.	<input type="checkbox"/>	Upload

[Save & Return Later](#) [Proceed](#)

Check the details on the next screen and click 'Proceed'.

Logged In: TEST APPLICANT

Programme Details						
Title	Code	Sequence	Academic Year	Mode of Attendance	Start Date	
MA European Studies: European Society	TMAEURSSCY01	0004	2011/12	Full-time	26/Sep/2011	

Application Status

Application Status Your application form is now complete and awaiting payment.
It will be submitted to UCL Admissions once payment has been received.

Programme Title MA European Studies: European Society

We are delighted that you are applying to study at UCL. The final stage is to click 'Proceed' to pay the application processing fee.

University College London - Gower Street - London - WC1E 6BT - Telephone: +44 (0)20 7679 2000 - Copyright © 1999-2011 UCL

Clicking 'Proceed' triggers the payment system to send an email called 'UCL Online Application – Payment Support'. This email is useful if you have problems making a payment, for example if you get timed out or your bank does not authorise payment. Alternatively, if someone else is making the payment for you, you can forward this email to that person.

----- Original Message -----

Subject: UCL Online Application – Payment Support
Date: Thu, 17 Feb 2011 16:54:40 +0000
From: donotreplyadmissions@ucl.ac.uk
To: testemailaccount@test.ac.uk

Dear Mr Applicant

Application Details:
Title - MA Programme Title
Code - TMSEARSGEO01
Sequence - 0018
Academic Year - 2012/13
Mode of Attendance - Full-time
Start Date - 24/Sep/2012

This email is sent out when you have completed your application form but before payment has been made.

You may have already completed the payment online. If so you can ignore this email.

The purpose of this email is to provide a link to the payment for this application if you experienced problems making the payment, for example if your internet connection failed or if your payment was declined, or if someone else is making the payment on your behalf.

If you need to make the application fee payment for this application please go to:
<https://testpaymentpage>

In the meantime, if you have any queries regarding applying to UCL, please do not hesitate to contact Admissions by telephoning +44 20 7679 7381.

Yours sincerely

UCL Admissions

16 Making the payment and submitting the application

If you click 'Proceed' on the screen above or follow the link in the email 'UCL Online Application – Payment Support', you will arrive at this screen:

Welcome to PAYONLINE - UCL Online Payment for the Application Processing Fee

Application Form Identifiers

Applicant Name: TEST APPLICANT
Programme Title: MA European Studies: European Society
Programme Code: TMAEURSSCY01
Programme Occurrence: 0004
Applicant Code: 110045940
Application Sequence: 000000000001
Mode of Attendance: Full-time
Academic Year: 2011/12

Cardholder Details:

Use applicant details

Title:

*First Name(s):

*Last Name:

Contact Phone No.:

*Email:

Fields marked with an asterisk are required.

Application Fee Amount in £: 25.00

APPLE MAC USERS PLEASE CLICK HERE FOR DETAILS OF SUPPORTED BROWSERS

Please note we do not accept American Express, Diners Club or Electron Cards

[Terms & Conditions](#)
[Admissions Office Contact Details](#)

If you are paying for your own application, click in the 'Use applicant details' check box to populate the required sections. If you are paying on behalf of someone else, enter your name and email address.

If you use an Apple Mac, follow the link for details of supported browsers. Barclaycard, who process the payments, have some difficulties in supporting Safari.

Cardholder Details:

Use applicant details

Title:

*First Name(s):

*Last Name:

Contact Phone No.:

*Email:

Fields marked with an asterisk are required.

Once you have entered your details, click 'Submit' to move onto the next screen.

On this screen, you are again required to check the programme details are correct before continuing.

Welcome to PAYONLINE - UCL Online Payment for the Application Processing Fee

Here are the payment details entered for applicant TEST APPLICANT.
If any details are incorrect, please use the browser's back button to change them.
Otherwise click on the 'Continue' button below to confirm details and continue.

Application Form Details

Applicant Name: TEST APPLICANT
Programme Title: MA European Studies: European Society
Programme Code: TMAEURSSCY01
Programme Occurrence: 0004
Applicant Code: 110045940
Application Sequence: 000000000001
Mode of Attendance: Full-time
Academic Year: 2011/12

Cardholder Details

Title: MR
First Name: TEST
Last Name: APPLICANT
Contact Phone No.: 123456789
Email: testapplicant@test.test

Application Payment Amount

Application Payment Amount in £: 25.00

APPLE MAC USERS PLEASE CLICK HERE FOR DETAILS OF SUPPORTED BROWSERS

Please note we do not accept American Express, Diners Club or Electron Cards

[Continue](#)

[Terms & Conditions](#)
[Admissions Office Contact Details](#)

There is one final check to be made before moving away from the UCL website to the Barclaycard payment facility.

You are about to make a payment of £25.00 for:

Applicant Name: TEST APPLICANT
Programme Title: MA European Studies: European Society
Mode of Attendance: Full-time
Academic Year: 2011/12

Please use the following link to be taken to the Barclaycard ePDQ website, where you can enter your card details and complete the transaction.

[Click here to proceed with your payment](#)

Secure payment: Credit/debit card payments are handled for UCL by Barclaycard ePDQ. UCL will pass your encrypted data on to Barclaycard ePDQ so you can complete the payment, over a secure web connection, on the ePDQ website. UCL do not store any credit/debit card details.

[Terms & Conditions](#)
[Admissions Office Contact Details](#)

Complete the payment form and then click the 'Submit Payment' button.



Payment Information - Total Payment Value: £ 25.00

1 – Card Details

Card Type *

Card Number *

Expiry Date *

Valid From † UK Maestro / Solo only

Issue Number † UK Maestro / Solo only

Card Security Code [What is this?](#)

2 – Cardholder Information

Full Name *

Address Line 1 *

Address Line 2

Address Line 3

Town / City *

County

Post / Zip Code * State (*if US) --

Country *

Telephone Number

Email Address *

* Indicates a mandatory field
 † Mandatory field for Maestro cards issued in the UK and Solo cards

[Clear Form](#)

[Submit Payment](#)

If your payment is successful you will arrive at the following screen. You can print this screen and keep a copy of the transaction. You will also receive an email from Barclaycard confirming that the payment was completed.

Secure, reliable internet payments from

[UCL Online Store](#)



Payment Status - Success

Please click 'Complete Payment' to complete your payment and process your order

Transaction Details

Payment Status: Success

Date / Time: Mar 22 2011 17:13:33

Merchant: UCL Online Store

Approval Code: 044891

Payment ID: 110045940145356

Amount: £ 25.00

Card Number: *****0050

Expiry Date: 09/2011

Cardholder Details

Cardholder Details: test test test

test

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test

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1sw

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United Kingdom

Email: testapplicant@test.test

* Please print for your records (landscape format)

Please click 'Complete Payment' to complete your payment and process your order

[Print](#)

[Complete Payment](#)

The final step is to click on 'Complete Payment' to return to the UCL website where you will receive confirmation that your application has now been submitted and instructions on the next steps of the application process.

PAYONLINE
UCL Online Payment for the Application Processing Fee

UCL Online >> Payonline >> IPP Payments

Payment Outcome

Order ID: 110045940145356
Date: 22nd March 2011

Your transaction has been **SUCCESSFUL**.

Applicant Number: 110045940
Application Detail Summary: MR TEST APPLICANT, MA European Studies: European Society, Full-time, 2011/12

You have now completed all of the stages of the application. UCL Admissions will:

1. Send you an email confirming that your application has been submitted and confirmation that your payment has been successful. This will happen once the required administrative processes have been completed. In the meantime you will receive a short email from Barclayscard confirming your payment.
2. Contact your referees by email to ask for a reference.
3. Confirm when each referee returns a reference.
4. Inform you if a referee has declined to provide a reference and ask for a replacement.
5. Check that your application is complete (this includes two references and a transcript) and forward it to the relevant admissions tutor. We will let you know when this happens.
6. Give you a date by which you should expect to receive a response which may be an offer, an invitation to interview, a request for further information or a rejection.

In the meantime you may wish to visit the following pages:

- Meet UCL
- Scholarships & Funding
- Accommodation
- Transition at UCL
- New Students
- Common Timetable

[Return to UCL Home Page](#)

[Terms & Conditions](#)
[Admissions Office Contact Details](#)

17 If your payment was not successful

There are a number of reasons why a card payment might be declined. If you entered incorrect details you can try again but otherwise you should contact your bank or credit card company and find out the reason why it might be declined.

After your bank or credit card company authorises the payment you should follow the link in the 'UCL Online Application – Payment Support' email and try to make the payment again.

PAYONLINE
UCL Online Payment for the Application Processing Fee

UCL Online >> Payonline >> IPP Payments

Payment Outcome

Order ID: 071235144345
Date: 09th February 2011

Your transaction has been **DECLINED**

Unfortunately your payment has been declined. There are many different reasons why a card payment can be declined. Unfortunately we are not informed of the exact reason.

Possible reasons include:

1. The card details you entered were incorrect. Make sure the cardholder address exactly matches the address on your credit card bill or bank statement.
2. You have gone over your daily/weekly/monthly spending limits.
3. You do not have enough cleared funds to cover the amount of the purchase. (i.e. if you received a cheque or bank transfer recently the funds may take up to week to be cleared).
4. Your bank requires you to verify this payment is valid or verify that previous payments were valid.
5. Your card has recently been replaced by your card issuer but not yet activated.

Please contact your card issuer (the phone number may be on the back of the card) to find out further information.

When your card issuer authorizes the payment open the email you received from UCL when you completed the application form. Click on the link which will take you to the payment page where you should now be able to make the Application Processing Fee which will submit your application to UCL.

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[Admissions Office Contact Details](#)

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