# UCL's Graduate Application System – a User Guide (October 2013)

These notes are a step by step guide to completing the online application. You may wish to keep this document open as you work through the form or you can jump to the relevant section from this list:

You can save your application at any point and return to it later. If you do save it you will be sent an email that provides you with a link back into your account to continue you when you are ready.

These instructions follow the flow of the application as you work through it

**Section 1 – Getting Started**
You first need to select the programme you wish to apply for at the search screen that you are directed to after you tick the declaration boxes at http://www.ucl.ac.uk/prospective-students/graduate-study/application/taught/apply-online. Please read each section of the declaration carefully to ensure you understand it.

When you get to the search screen you can search using a number of different criteria. You can use a keyword, as in this example, or you can search by the level of study, department or whether you wish to study full or part time. The search criteria don't always work perfectly so we recommend you enter a fairly wide search and then choose from the results list you get.



When you have got your results back select the specific programme and mode of attendance (i.e. full-time, part-time or flexible) you wish to study in. For research degrees you also need to be careful that you select the correct year.

When you have done that you will see the programme selected at the top of the next page where you create your account details



You now have the option of creating a new account or logging in as a returning user.

If you have started or submitted an application to us in this cycle or a previous one you should log in using the same details. There is a password reset option if you cannot remember your password.

If this is your first time using the UCL online application system, please use the New User option and complete all the details carefully.

**New User Details**

| | |
|---|---|
| Forenames 名 | Ann / Other / [_____] |
| * Surname 姓 | Applicant |
| * Date of birth (dd/month/yyyy) | 01 / December / 1985 |

Please enter and confirm a personal email address. This will be your username when accessing the UCL Online Graduate Application Service.

| | |
|---|---|
| * Personal email address | ann.applicant@test.co.uk   This will be your usernam |
| * Confirm personal email address (Username) | ann.applicant@test.co.uk |

Please choose and confirm a password for accessing the UCL Online Graduate Application Service. The password should contain 6 - 8 characters, a mixture of letters an

| | |
|---|---|
| * Password | •••••••• (6 - 8 characters, a mixture of letters and numbers) |
| * Confirm password | •••••••• |

[ Proceed ]  [ Cancel ]

Please note that "Forenames" means any names you were given and "Surname" means your family name. Please ensure you enter these in the correct boxes.

Please enter your email address carefully. This will be your username for the system and if you enter it incorrectly you will not be able to change it later. Please add ucl.ac.uk to your safe list at this address to ensure you do not miss any communications from us.

At this stage if you choose to cancel the details you have entered will only be stored for a few hours. After that you will need to re-enter your details if you wish to continue at a later date.

**Section 2 – Personal Details**
In the next screen you are asked to enter further personal details.

In the "Country of Ordinary Residence" field please enter the country in which you have been usually living for the last three years unless where you have been living has been for the purposes of education. If you are in this situation you should list the country in which you have been resident other than for the purpose of education.

| | |
|---|---|
| * Title | Please Select |
| First (Given) Name(s): | Ann Other |
| Last (Surname/Family) Name: | Applicant |
| * Date of Birth: (dd/mm/yyyy) | 01/12/1985 |
| * Sex: | Male  Female |
| * Nationality: | Please Select |
| Second Nationality: | Please Select |
| * Country of Ordinary Residence: | Please Select |
| * Country of Birth: | Please Select |

If you require a visa to study in the UK you need to enter the details of your passport now. If you say that you do require a visa the questions about the details of your visa become mandatory. If you do not have a current passport or you know you will be applying for a new passport please state 'No' for now and send us your updated passport details when they are available.

| | |
|---|---|
| * Do you require a visa to study in the UK? | ◉ Yes ○ No |
| * Passport Number: | |
| * Name as on Passport: | |
| * Passport Issue Date (dd/mm/yyyy): | |
| * Passport Expiry Date (dd/mm/yyyy): | |

Please enter your full address. The first and third lines are mandatory

If your address is in the UK you can enter your postcode and then use the look up functionality – Lookup (UK addresses only) to complete the address. UK postcodes all have 2, 3 or 4 characters followed by a space followed by 3 more. E.g. SE12 3XY not SE1 23XY or SE123XY.

If your correspondence address is the same as your permanent address you can tick this box and it will copy your address for you. If your address is different you will need to enter it manually

Tick if your correspondence address is the same as your permanent address ☑

| | |
|---|---|
| * House No/Name & Street: | 1 The Avenue |
| | |
| * Suburb/Town/City: | Anytown |
| State/County/Province: | |
| Post/Zip Code: | AB12 3CD |
| * Country: | United Kingdom |
| * Home Telephone No: | 01234 567890 |
| | (include country and area, eg +44(0) 123 456 7890) |

| | |
|---|---|
| If you have applied for a research programme with a programme code beginning with R you have the option of commencing your studies in any month of the year. Please select the appropriate start month and note the corresponding deadline for submitting your application (one month prior to the start month). | \* Please select the month you wish to start:   November 2013 - Deadline |
| Name(s) of proposed supervisor(s) if known: [   ] | Please also enter the name of your proposed supervisor if you have had preliminary conversations with anyone regarding your research. This is not mandatory but will be helpful when your application is being considered. |

**Section 3 – Education History**

Please enter the details of your degree level qualifications starting with the most recent. You cannot type in the name of your institution but must select if from a list that will appear on the next page.

Please be careful to enter the start and end dates from the pop-up calendar to ensure you use the correct date at.

Please enter the overall class/grade or GPA of your qualification in the format that it will be/has been awarded. Do not try to convert this to the UK or any other system. If your degree is still being undertaken please enter the overall class or grade you expect to obtain

*Starting with your most recent qualifications please enter details of all degree level qualifications already obtained or in progress as*
*If you are not taking or have taken any degree level qualifications, enter details of your highest level*

| | |
|---|---|
| * Country: | France |
| Name of College/University/Awarding Body: | You are required to select this value on the next page |
| * Approximate Start Date (dd/mm/yyyy): | 08/09/2009 |
| * Approximate End Date (dd/mm/yyyy): | 11/06/2012 |
| * Qualification (e.g. BA/MSc): | Bachelors Degree - France |
| * Overall Class/Grade/GPA: <br> Please enter in the correct format for your degree. Do not try to convert to UK or any other mark system | 13 |
| * Main Subject: | Economics |
| Language of Instruction: | French |

If you wish to add another qualification please use the tick box - **Tick to add another qualification** ☑ and another will appear. You can add up to six qualification records.

***Once you have completed this entire page and gone to the next page*** you will see this option for choosing your current or previous institution. If you cannot see your institution you can choose "Other" and a further free text box will appear for you to write into. Please only use this option if you are certain that it does not appear in the list.

| | |
|---|---|
| Country: | France |
| * Name of College/University/Awarding Body: | Please Select |
| Approximate Start Date (dd/mm/yyyy): | 08/09/2009 |

Before you can proceed to the final part above you need to upload a transcript. You have the option of uploading two documents but only one is mandatory. Use the 'Browse' button to find the document required and then the 'Upload' button once you have the

**Upload transcript 1:** D:\Documents and Settings\uczrcew\Desktop\My Tra

| Uploaded transcript 1: | My Transcript.jpg | Delete | View Document |
| --- | --- | --- | --- |
| Upload transcript 2: | | | |

Once a document has been successfully uploaded it will appear like this with the options to view or delete it

**Section 4 – Other Required Tests**

If English is not your first language please choose the appropriate option from the radio buttons. If you say that you have taken an English test further options will appear so you can select the type of test and enter the scores.

| * Is English your first language? | ⦿ Yes |
| --- | --- |
| | ○ No - Test taken |
| | ○ No - Test not yet taken |
| | ○ No - Degree taught in English |

Once you select which test you wish to use further options to complete will appear:

| | Use this qualification? ☑ | | | Use this qualification? ☑ |
|---|---|---|---|---|

**IELTS (academic)**

| Date Taken: (dd/mm/yyyy): | [          ] 📅 |
|---|---|
| Overall Score: | Please Select ▾ |

**TOEFL**

| Please select TOEFL type: | Please Select ▾ |
|---|---|
| Date Taken: (dd/mm/yyyy): | [          ] 📅 |

If you are not or have not completed a UK undergraduate degree you also need to provide GRE test scores in order to be considered for MSc Economics or MSc Economic Policy. If you have taken the test you will be asked to provide all the scores from all three sections. If you have only just taken the GRE so you only have the raw scores and not the percentile scores then you need to wait until you have the percentile scores before completing your application.

| Date taken (dd/mm/yyyy): | [          ] |
|---|---|
| Verbal percentile: | [     ] |
| Verbal total: | [     ] |
| Quantitative percentile: | [     ] |
| Quantitative total: | [     ] |
| Analytical writing percentile: | [     ] |
| Analytical writing total: | [     ] |

**Section 5 – Employment**
You can add the details of up to four different employers. You also have the option of adding a CV (resume) if you wish. It is not mandatory to provide any employment details if you do not believe any to be relevant.

Some programmes require confirmation of your registration with the General Medical Council, General Dental Council or General Pharmaceutical Council. If have registered membership of one of these bodies please enter the relevant number here.

**Section 6 – Other Details**
The questions under the tab labelled "Other Details" are not mandatory but will be helpful for us when considering your application.

If you are applying for or have been awarded a studentship or scholarship a further set of questions will open up for you to enter the details of this.

**Section 7 - Referees**
You are required to enter the details of two referees who have known you in an academic capacity and can comment on your academic abilities. Once you have submitted your application these referees will be emailed with an invitation to provide references for you online. Please ensure you have spoken to your referees and that they are happy to provide a reference for you online. We cannot accept references provided offline for online applications.

| | | | | |
|---|---|---|---|---|
| Name: | Dr John Smith | | Name: | Professor Jane Doe |
| * Position: | Lecturer | | * Position: | Personal Tutor |
| * Address Line 1: | Department of History | | * Address Line 1: | Department of History |
| Address Line 2: | University of Anytowm | | Address Line 2: | University of Anytowm |
| Address Line 3: | Anytown | | Address Line 3: | Anytown |
| Address Line 4: | | | Address Line 4: | |
| Post/Zip Code: | XW39 2DF | | Post/Zip Code: | |
| * Telephone: | 01234 567890<br>(include country and area, eg +44(0) 123 456 7890) | | * Telephone: | 01234 888222<br>(include country and area, eg +44(0) 123 456 7890) |
| Fax: | (include country and area, eg +44(0) 123 456 7890) | | Fax: | (include country and area, eg +44(0) 123 456 7890) |
| * Email: | john.smith@anytown.ac.uk | | * Email: | j.a.doe@anytown.ac.uk |
| Confirm Email: | john.smith@anytown.ac.uk | | Confirm Email: | j.a.doe@anytown.ac.uk |

Please enter the email addresses carefully, any erroneous characters or spaces will mean that your referees will not receive their emails and this will cause a delay to your application.

**Section 8 – Checklist**

When you get to the Checklist tab you will be notified if any of the mandatory fields are missing information. You can use the tabs along the top of the page to navigate to any that show missing information.

| | |
|---|---|
| Address | INCOMPLETE<br>The following mandatory fields are blank: Suburb/Town/City (Home) |

Once all fields are complete the final step is to submit your application.

application carefully and are happy with it.

There is a warning about this on the page.

> Please check your application carefully before submitting it. You will not be able to change your application after you have submitted it. To submit your application, click the Submit application button.

If you are at all unsure that you are ready to submit please use the Save & Return Later option instead.

[ Return to Declaration ]  [ Save & Return Later ]  [ Submit application ]

**Uploading Documents**
There are various points where you are able to and/or required to upload certain documents.

Please note that you are only able to upload documents less than 2 MB in size and in the file formats .doc, .docx, .jpg or .pdf.

If you are unable to upload a document it may be that you are using an invalid file format or the item is too large.

Once you have navigated to where the document you want to upload lives you must also press the Upload button. If you have found the document but not uploaded it it will appear like this:

**Upload transcript 1:**  [ Browse... ]  My Transcript.jpg    [ Upload ]

Once you have uploaded it the display will change to:

**Uploaded transcript 1:**  My Transcript.jpg  [ Delete ]  View Document

If you get as far as the checklist and are told you have not uploaded the mandatory transcript document but think you did do so then please check that you have used the 'Upload' button and that it appears as the second example above.