UCL's Affiliate Application System – a User Guide (August 2017)

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.

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/adminsys/search/. 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, or you can search by the level of study, department or whether you wish to study full or part time. In the below example you will see the three available Affiliate levels of study (Undergraduate, Postgraduate and Visiting Research), once you have selected the appropriate level of study you will be directed to a list of available programmes.
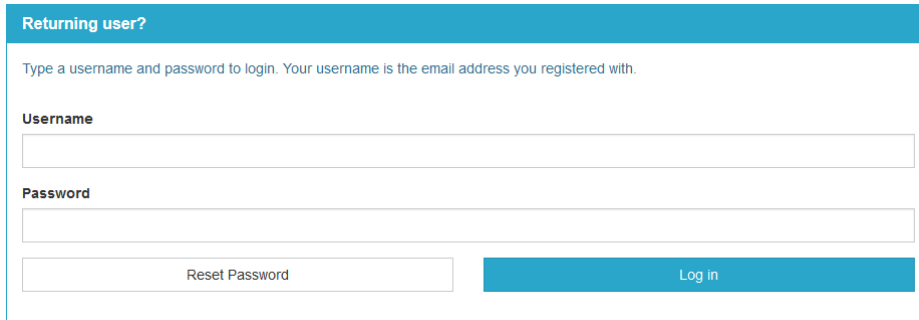

Once you have got your results back select the specific programme and mode of attendance (i.e. Full year, Autumn Term or Spring Term) you wish to study in.

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.
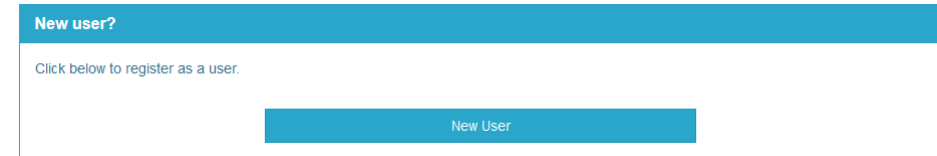
Returning user?

Type a username and password to login. Your username is the email address you registered with.
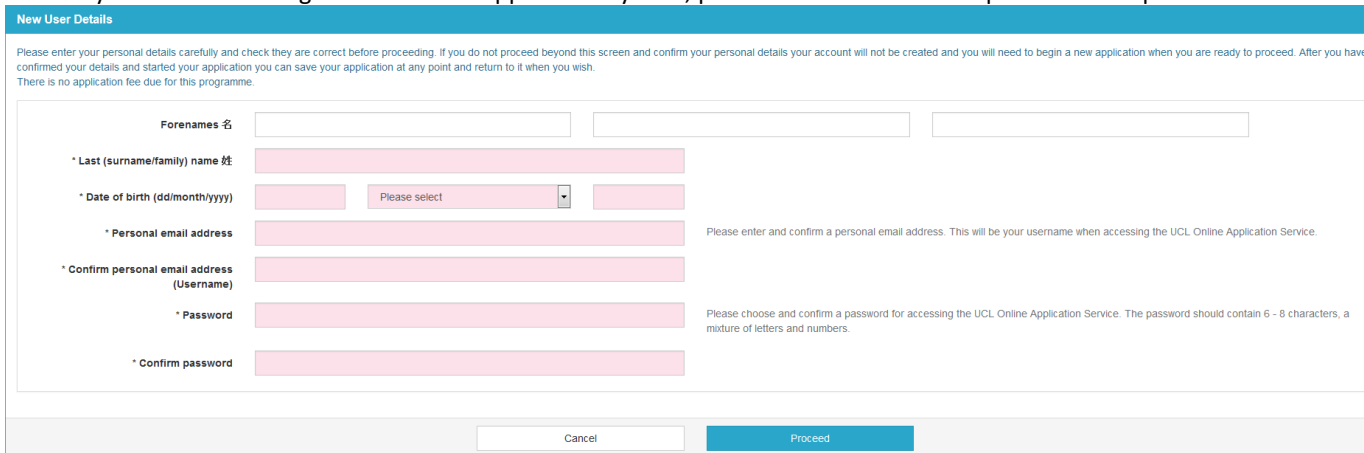
Username

Password

| Reset Password | Log in |

New user?

Click below to register as a user.

| New 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

Please enter your personal details carefully and check they are correct before proceeding. If you do not proceed beyond this screen and confirm your personal details your account will not be created and you will need to begin a new application when you are ready to proceed. After you have confirmed your details and started your application you can save your application at any point and return to it when you wish.
There is no application fee due for this programme.

Forenames 名			
* Last (surname/family) name 姓			
* Date of birth (dd/month/yyyy)		Please select	
* Personal email address		Please enter and confirm a personal email address. This will be your username when accessing the UCL Online Application Service.
* Confirm personal email address (Username)		
* Password		Please choose and confirm a password for accessing the UCL Online Application Service. The password should contain 6 - 8 characters, a mixture of letters and numbers.
* Confirm password		

| Cancel | Proceed |

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.

Personal Details	
* Title	Please Select
First (Given) Name(s)	Ann Other
Last (Surname/Family) Name	Applicant
* Date of Birth: (dd/mm/yyyy)	01/01/2000
* Sex	○ Male ○ Female ○ Not specified/Indeterminate
* Nationality	Please Select
Second Nationality	Please Select
* Country of Ordinary Residence	Please Select
* Country of Birth	Please Select

You will now be prompted to the following questions regarding your passport and visa information. If you require a visa to study in the UK you need to enter the details of your passport now. If you state that you do require a visa, the questions about the details of your visa become mandatory.

Visa Details	
* Do you require a visa to study in the UK?	● Yes ○ No
Passport Number	
	If you do not currently have a valid passport please state "no valid passport" in this field and enter the current date in the Passport Issue Date and Passport Expiry Date fields. Where prompted below to upload a scanned copy of the personal details page of your passport, please substitute a blank Word document.
* Name as on Passport:	
* Passport Issue Date (dd/mm/yyyy)	
* Passport Expiry Date (dd/mm/yyyy)	
Please upload a scanned copy of the personal details page of your passport	Browse... No file selected. Upload

Once you have completed your visa details you will be directed to complete the following sections. Please select the appropriate answer from the drop down menu. Confirmation of UCL's Equal Opportunities Policy is also provided.

Disability / Special Needs

* Disability   Please Select

Ethnic Origin

* Ethnicity   Please Select

Save and Return Later	Proceed to Address

Once you are happy with your answers, please select 'Proceed to Address'. If you would prefer to save your application in order to complete it at a later date, please select 'Save and Return Later'.

Section 3 – Address details

Please enter your full 'Home' address, this address is the address you consider as your ordinary residence. The first and third lines are mandatory

Home Address

* House No/Name & Street   Lookup (UK only)

* Suburb/Town/City

State/County/Province

Post/Zip Code

* Country   Please Select

* Home Telephone No   (include country and area, eg +44(0) 123 456 7890)

Work Telephone No   (include country and area, eg +44(0) 123 456 7890)

Mobile Telephone No   (include country and area, eg +44(0) 123 456 7890)

Correspondence Address

All postal correspondence regarding your application to UCL will be sent to this address.

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

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.
Please note UCL will use the email address confirmed in your Correspondence Address for all email communications, please ensure you keep this information up to date.

Section 4 – Education History

You will be directed to the 'Education – Current/Most Recent' page which looks as follows:

Education - Current / Most Recent

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

* Country	United States of America
* Name of College/University/Awarding Body	Please Select
* Approximate Start Date (dd/mm/yyyy)	
* Approximate End Date (dd/mm/yyyy)	
* Qualification (e.g. BA/MSc)	Please Select
* Please enter name	Please enter the full name of your degree level qualification
* Have you completed this qualification?	☐ Yes ☐ No
* Overall Class/Grade/GPA	Please select Qualification — Please enter in the correct format for your degree. Do not try to convert to UK or any other mark system.
* Subject	Please enter the Subject you are studying e.g. English Major
* Language of Instruction	
Tick to add another qualification	☐

Please enter the details of your degree level qualifications starting with the most recent. You will be required to select the Country in which you are currently studying, you will then be required to select the name of your institution from the dropdown menu. If you cannot see your institution you can choose "Other" and a further free text box will appear for you to type into. Please only use this option if you are certain that it does not appear in the list.

Please be careful to enter the start and end dates of your current degree programme from the pop-up calendar to ensure you use the correct date.

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 currently have.

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.

All applicants are required to upload a certified copy of their current transcript. Use the 'Browse' button to find the document required and then the 'Upload' button once you have the filepath appear in the box.

Upload transcripts

For your application to be considered, a certified copy of a transcript must be uploaded. Your transcript must be in English and must include details of all the subjects or courses studied, the marks that you obtained, the qualification(s) that you were awarded (if already complete) and dates of your studies. A certified copy of a transcript must have a valid signature from the institution representative, along with their job title and full name printed clearly. It must also be stamped/embossed and on official institution paper and include the final award and the date of award (if the qualification is complete).
Allowable document types are PDF, JPG, DOC and DOCX. Maximum file size is 2MB per document.
Please use a 12 point font in documents, where possible.

* Upload transcript   [Browse...] No file selected.   [Upload]

Once you have uploaded your transcript you will be directed to the following question.

English Language Proficiency Qualifications

Provide details of English language proficiency tests that you have taken within 2 years of the start date of this programme. See English Language qualifications for details of English Language qualifications accepted for study at UCL.

All UCL applicants are required to meet the UCL English Language requirements. For further details please visit (UG - www.ucl.ac.uk/prospective-students/undergraduate/application/requirements/english-requirements/accepted-english-qualifications) or (PG www.ucl.ac.uk/prospective-students/graduate/life/international).

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

[Back to Address]   [Save and Return Later]   [Proceed to Other Details]

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.

English Language Qualification

IELTS (Academic or UKVI)   ☐

TOEFL   ☐

Other English Language Test   ☐

IELTS (Academic or UKVI)

Date Taken: (dd/mm/yyyy)	
Overall Score	Please Select
Band Score - Reading	Please Select
Band Score - Writing	Please Select
Band Score - Speaking	Please Select
Band Score - Listening	Please Select
Please add further details	

TOEFL ☐

Other English Language Test ☐

Upload English language test certificate

Allowable document types are PDF, JPG, DOC and DOCX. Maximum file size is 2MB per document.
Please use a 12 point font in documents, where possible.

Upload English language test certificate   Browse...   No file selected.   Upload

[Back to Address]   [Save and Return Later]   [Proceed to Other Details]

Section 5 – Other Details

You will now be asked to confirm your 'Method of Study', please speak with your Study Abroad Advisor at your current institution to confirm which Method of Study you are applying under. As you will see there are four possible options

Method of Study

If you are a sponsored student e.g. **Junior Year Abroad (JYA), Erasmus or Exchange**, please indicate this below and select the sponsor from the dropdown menu. If you are not applying under a sponsorship/partnership agreement please select **Independent** from the list below.

* What is your method of study?
- ○ JYA
- ○ Independent
- ○ Erasmus
- ● Exchange

* Sponsor   --- Please select an option ---

Data Protection Act 1998: By submitting this form you are agreeing to UCL processing the personal information provided, as well as any other information relevant to your application which UCL may obtain from you or from people connected to you, such as referees, for the purposes of considering your application. In addition, if you choose to link your application to a sponsor/partner institution you are agreeing to the nominated contact at that institution receiving a copy of all communications relating to the progress of your application. If you are successful the contact will receive a copy of your offer letter and relevant emails about your place at UCL up to the point of your enrolment.

If you enrol at UCL you should be aware that UCL will process your personal information for purposes connected with your studies, or your health and safety whilst you are on UCL's premises or for any other legitimate purpose. Further information about UCL's processing of student personal information is available from http://www.ucl.ac.uk/current-students/guidelines/general_statement_data_protection.

As indicated JYA, Erasmus and Exchange are all covered by a partnership agreement between both UCL and your Sponsor/Home Institution. If you are applying by one of these routes you will also need to select your 'Sponsor' from the dropdown menu provided.

If you are applying from an Institution that does not have a partnership agreement with UCL, you will need to select Independent.

Module Preferences

Please provide a preliminary selection of the individual courses your wish to take as part of your programme of study in the host department you have applied to study. Acceptance of individual courses cannot be confirmed before your arrival at UCL. For course descriptions please see the UCL Study Abroad Guide (https://www.ucl.ac.uk/prospective-students/study-abroad-ucl/study-abroad-guide/subjects).

Preferred module 1	--- Please select an option --- ▾
Preferred module 2	--- Please select an option --- ▾
Preferred module 3	--- Please select an option --- ▾
Preferred module 4	--- Please select an option --- ▾

The Affiliate Tutors are interested to see the modules that you maybe interested in studying at UCL, please select your preliminary module preferences from the dropdown menu. Please note the modules available in the dropdown menus are for your Host Department only. Indicated modules are not confirmed until you have enrolled at UCL.

UCL endevours to make offers to eligible applicants who have applied on time, however it is not always possible to make offers to applicants first choice programmes. The next section will allow you to indicate your 'Joint Department' and/or 'Alternative Departments' choices.

Joint / Alternative Department(s)

If you are intending to study within two UCL departments, please indicate your Joint Department below. Please indicate the alternative UCL department(s) you wish to be considered for if your initial application is unsuccessful. Please ensure the department(s) you select are covered by your institutional Study Abroad agreement with UCL.

Joint Department	--- Please select an option --- ▾
Alternative Department 1	--- Please select an option --- ▾
Alternative Department 2	--- Please select an option --- ▾

All applicants must have the support of their current institution in order to be considered as an Affiliate student at UCL, the next section will allow you to provide evidence of their support.

Home Institution Confirmation

Your Home Institution must support your application for Study Abroad. Please ask your Home Institution to provide a signed and stamped confirmation of their support on headed paper as well as confirmation of the Study Abroad scheme you are applying under. Applications that are not supported by your Home Institution will not be considered.

Upload Home Institution Confirmation   [Browse...] No file selected.   [Upload]

Section 6 – Supporting Statement
All applicants are required to provide a written statement supporting their applications to UCL. You will have the option to either type your statement directly into the application form, or to upload your statement using the following options.

Upload a document containing your supplementary personal statement.
Allowable document types are PDF, JPG, DOC and DOCX.
Maximum file size is 2MB per document.
Please use a 12 point font in documents, where possible.
   [Browse...] No file selected.   [Upload]

Section 7 - Referees

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

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 – Declaration

When you get to the Declaration tab please ensure you have double checked all of the information you are about to submit. The tab headers at the top of the page should also all be highlighted with a green box and a tick to indicate all mandatory fields are complete ✓ .

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

Please note that after you do this you will not be able to alter your application. Please do not submit this until you have checked your application carefully and are happy that all of the information is correct.

If you are at all unsure whether you are ready to submit your application please use the Save & Return Later option instead. If you are happy you have completed the application correctly, please select 'Submit Application'.