SUBMITTING YOUR APPLICATION
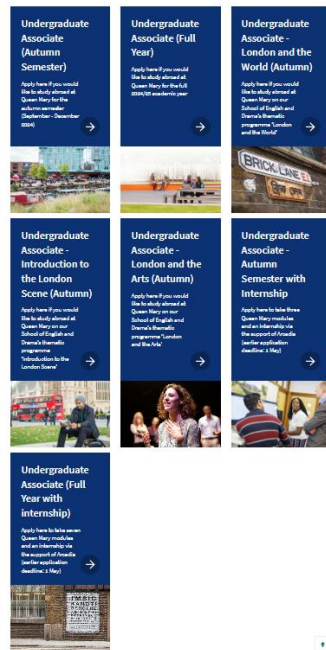
- Choose the level of study you require.
  (e.g.: 'Undergraduate programmes' or 'Postgraduate programmes') as shown below:

- Please click on the study abroad programme you wish to apply for as outlined below:

New Applicant Details

- Make sure to register as a 'New Applicant' by clicking the 'Register' button on the right-hand side of the page. An example can be found here:

- Select a title from the drop-down list.
- Enter your Surname (Last Name).
- Enter your Forenames. There are three fields available for multiple names.
- Please ensure you enter your name exactly as it appears in your passport.
- Enter your Date of Birth. It should be entered in the following format: day/month/year.
- Queen Mary will correspond with applicants via email. Please ensure you provide a valid *personal* email address that you check regularly (non-university affiliated email address). For successful candidates, an offer will be sent by email.
- Please ensure the information you have entered is correct before clicking 'Confirm and Proceed'.

General Information/Checklist

- You must read and take note of the general information provided.
- Ensure each section of the checklist is completed before submitting your application.

Checklist

Personal Details

The information you have already entered will populate the relevant fields.

- Enter your Nationality. An auto generated drop-down list will appear. Do not use free text here.*

*American citizens should enter 'United' and then click on 'United States Citizen'. If you type 'American', your nationality will not be found.

- Select your dual nationality if relevant.
- Select your country of birth.
- Select your country of permanent residence.
- Select 'Yes' or 'No' for the question: 'Have you previously applied to or studied with us?'
- Select your gender.
- Select your ethnic background.
- Select the appropriate description from the 'disability' drop-down box.
  If you do not have a disability, select 'No disability'.
- Please note if you have any special requirements in the box provided.
- Click 'Save and continue'.

Contact Details

- Enter your full permanent residential address.
  Pink fields are mandatory and must be completed before you can submit your application.
- Enter your correspondence address details if you wish to add one. If not, select 'No'.
- Click 'Save and continue'.

Provider

- Please select 'No' for the following question 'Are you applying through a Provider?'
- Click 'Save and continue'.

Qualifications

- Select country of study.
- Select university/college of current studies.
- Select 'Other' within 'Qualification' field.
- Provide name of current degree programme from home university/college within 'Qualification Name' field.
- Provide your main subject of study (your major) and secondary, if applicable.
- Select 'Full Time' for 'Mode of Attendance'.
- Provide start date for current degree programme from home university/college (this can be an estimation).
- Select 'No' for 'Completed'.
- Provide date for expected completion of current degree programme (this can be an estimation).

<u>Qualification 1 Document</u>

- o Upload your current transcript of records (this must be in English).
- o Unofficial transcripts can be uploaded upon submitting your application if an official copy is not yet available to you. Once you have your official transcript, please upload this to the application portal as soon as possible.
- o Once you've submitted an application, if you would like to add further documents, log into MySIS and click on the 'Contact us' tile. You can then upload your documents here, ensuring they are no larger than 20mb each.

- **<u>English Language Qualifications</u>**
  - o Select the appropriate English language evidence from the drop-down menu.
  - o If selecting 'Other', please provide details.
  - o Answer 'Yes' or 'No' to the question: 'Was your degree taught in one of the following Majority English Speaking Countries (as defined by UK Visas & Immigration)?'

Click 'Save and continue'.

Other Information

- **<u>Funding</u>**

Select how you intend to pay for the study abroad programme from one of the following:

- o 'I or my family will be funding my studies'
  (You are a direct enrol, fee paying student who will pay Queen Mary tuition yourself)
- o 'My Exchange Programme has no fees'
  (You are studying abroad at Queen Mary through a European or International Exchange Programme)

- o 'My Home Institution is paying my fees'
  (You are a direct enrol, fee paying student, whose home university will pay Queen Mary tuition on your behalf)
- o 'My Provider is paying my fees'
  (You are coming through a provider such as Academic Solutions, Arcadia, CEA CAPA, CIEE, IES, IFSA, ISA, etc. who will pay tuition on your behalf)

- **<u>Marketing Data</u>**

Please complete the two questions from the drop-down menu.

Click 'Save and continue'.

Referee

- Provide your referee's full name.
- Provide the university/college where your referee is employed.
- Provide their relationship to you (e.g.: Professor/Personal Tutor).
- Provide your referee's email address.
- If you have your reference available, please upload it here.
  Otherwise, your referee will be emailed directly to provide this for you.

Submission

- Before submitting your application, please ensure all sections have been fully and accurately completed.

You will not be able to make edits once you submit your application.

- Click 'I have read, understood and agree to the terms above'.
- Click 'Submit' to formally submit your completed application.

You will receive the outcome to your application within two working weeks, via email.

If you have any questions for us, please **<u>do not</u>** message via the in-tray function of your application portal, rather contact us on study-abroad@qmul.ac.uk as this inbox is regularly monitored.