


GUIDE TO COMPLETION OF THE ONLINE APPLICATION FORM – HM FORCES

Useful Information

As you complete the form you may find it useful to have information to hand as appropriate to the course that you are applying for, as an example.

- Funding arrangements – how you intend to pay for your studies
- Employer details
- Qualification certificates

There will be a number of tool tips  to help you with some of the information on the form. If you try and save your information and proceed through to the next stage of the process and there are mandatory questions that you should have answered a warning will appear and the relevant empty questions will be highlighted. Mandatory fields are signified with an *.

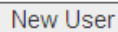
As you move through the tabs within the on –line application form you will see that when you fully complete the page of questions the indicator on the tab turns green, this indicates that you have completed that element of the application form and may move onto the next tab.

You can save and exit your application at any time – you will receive an e-mail to your specified e- mail address, to provide a link to come back and complete your application prior to submitting it.

Creating your Applicant Account

As you will be a first time user of the on-line application you will first need to create a new user account for yourself:

Click on the New User button

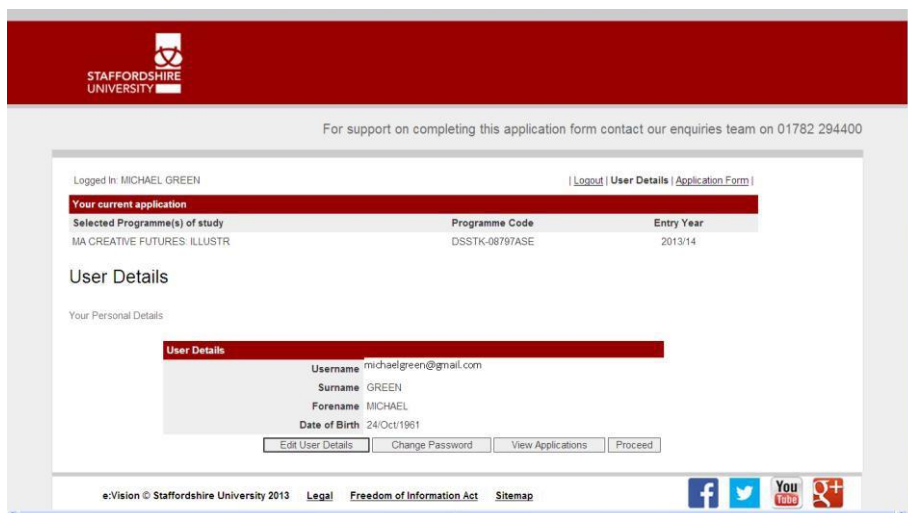


You will then be asked to complete your new user details.

- * Your date of birth can be entered by DD/MM/YY or by using the date picker on the form.
- * Your username is your e-mail address and must match when entering the same information into the home e-mail address box. The email address you give us must be a valid one and should be the one you wish to receive correspondence from the University. We will check your email address as part of the registration process to ensure that an existing account has not been registered using it.
- * Your password must be between 8 and 12 characters and include a number (remember this password for future reference, however, there is the facility for you to change this at a later stage).

You will then see a screen that confirms the details that you have entered and gives you the option to:

- * Edit your user details,
- * change your password,
- * view any applications that you have
- * proceed to making an application for a course.



On the next page you will see a number of tabs



These tabs relate to the information that you will need to complete to make your application. As you work through the application form and complete the pages you will see the indicator at the top turn green.

Personal Details:

Title: Please select your title from the list - **if you are a member of HM Forces or a former/retired member of HM forces you will need to pick your military rank to ensure that you have the appropriate questions for your application.**

Known as: If your official forename is Susan but you would like to be known as Sue whilst at this University then you can use this field. However, your official name will be the one that appears on any official documentation.

Previous surname: If you have recently married or changed your name by decree and have not yet amended any official identity documents you will be asked to provide a marriage certificate or affidavit at the point of enrolment.

Country of birth: Please select the country that you were born in.

Nationality: If you are a British Citizen, please select UK National from the drop-down list. However, if you are not a British Citizen even though you may be living in the UK you must input your nationality as stated on your passport.

Your nationality (e.g. Canadian) should not be confused with your ethnic origin (e.g. White). If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when traveling to the UK for your course.

For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Country of Residence/Domicile: Please select the country you are currently living in, whether you are an official citizen of the country or not. For UK residents please select England or other UK country as appropriate.

Residential Category: This information assists us to establish your status for the payment of tuition fees. You should not confuse your residential category with your ethnic origin. For UK citizens please select UK National or EU National

Address Details: If you live in the UK, then enter your postcode and click on the 'find my address' button – your address will be available for you to choose and automatically populate your address information. If your contact address is the same as your home address you can tick the box and it will populate the information for you. If your contact address is different than your home address you will need to insert the information. There are tool tips on some of the question boxes to assist you.

Qualifications Tab



You will be asked about previous study in the United Kingdom and if English Language was the language that the study was delivered in. Tool tips on the questions will explain in more detail.

The next question asks you about any previous higher level qualifications that you hold. You will be asked for the dates that you started your study and completed your study. You can either input the dates as dd/mm/yy or use the date picker (you will still need to put in the complete date dd/mm/yy. You can add more than one University or College if you need to.

The next section is where you will insert any School/College/Professional qualifications that are relevant to your application. You have a maximum of 10 Schools/Colleges to add.

English Language Qualifications

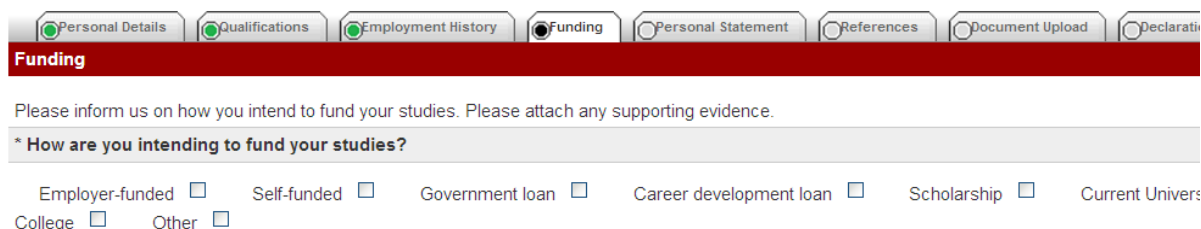
Depending on your answer to the Country of Residence question within your personal details you may be asked to complete additional questions relating to English Language qualifications.

English Language Qualifications

Non UK Students need to be able to demonstrate a competence of English language to meet the demands of the course and UKBA visa requirements. However, if you are from a UKBA recognised English speaking country this requirement does not apply. In addition, non EU applicants will need to have acquired B2 level or above in English Language competence in order to obtain the necessary visa. For further details please visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>. Copies of certificates and transcripts of English competence MUST be provided with your application.

Funding Tab

This area of the application form deals with how you are going to pay for the course that you are applying for. If you intend to use your ELC entitlement please tick the Employer-funded box.



Personal Details Qualifications Employment History **Funding** Personal Statement References Document Upload Declaration

Please inform us on how you intend to fund your studies. Please attach any supporting evidence.

* How are you intending to fund your studies?

Employer-funded Self-funded Government loan Career development loan Scholarship Current University College Other

Personal Statement

Direct Applications (non-UCAS) - If you are applying for one of the University standard courses you will need to complete a Personal Statement. You have a maximum of 500 words to document your personal statement. The on-line application form indicates the number of words that you have typed to assist you in your application. There is also guidance on completing the section and a link to access www.staffs.ac.uk/personalstatement

Document Upload

The next tab gives you the facility to upload documents, as appropriate, in support of your application. Documents that **must** be uploaded are

Transcripts

- **Certificates** - Copies of all certificates and transcripts to support your application
- **JPA Screenshot** – this must show: Name, Rank, Service & relevant branch training (competencies)
- **Funding Evidence** – Please upload a copy of your ELCAS CAN/Letter from your employer (if applicable) at the time of making your application if it is available.

Passport

Please upload a copy of your UK passport or your national passport (with UK VISA)

English Proficiency

Copies of Certificates and transcripts of English competence must be provided with your application (if applicable)

Passport Photo

You may also upload a passport photograph if you require a Student card

Document Upload

Transcripts: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 20 Kb

Copy of passport ID: The following document types can be uploaded: BMP, GIF, JFIF, JPE, JPEG, JPG, PNG, TIF, TIFF. The maximum file size is 5 Kb

English Proficiency: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb

Passport photo: The following document types can be uploaded: BMP, GIF, JFIF, JPE, JPEG, JPG, PNG, TIF, TIFF. The maximum file size is 5 Kb

References: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb

Declaration

The final tab contains a few final questions and that you agree that the information that you have provided is true to the best of your knowledge.

Personal Details	Qualifications	Employment History	Funding	Personal Statement	References	Document Upload	Declaration
Declaration							
* When do you want to start your course?		Please select <input type="text"/>					
* Have you spent any time in care?		Please select <input type="text"/>					
How did you first hear about this course?		Please select <input type="text"/>					
Declaration statement - I certify that all information presented is true to the best of my knowledge. <input type="checkbox"/>							
<input type="button" value="Previous"/> <input type="button" value="Save and Exit"/> <input type="button" value="Submit Application"/>							

You will need to tick the box to confirm your declaration to enable you to submit your application.

Confirmation


After you have submitted your application form a screen will show you your confirmation of submission and you will receive an e-mail advising you of what will happen next with your application.

Confirmation

Application Submitted

Thank you for submitting your application. Below is a summary of your details. We will now process your application and contact you if we require further information.

Course	MA CREATIVE FUTURES: ILLUSTRATION
Year	2013/14
Name	Mr Michael Green
Date of birth	24/Oct/1961
Email address	joanneburgess09@gmail.com

 Tweet 0

[Back to course search](#) [My Applications](#)

If you experience any problems with making your application on-line please contact HMForces@staffs.ac.uk

