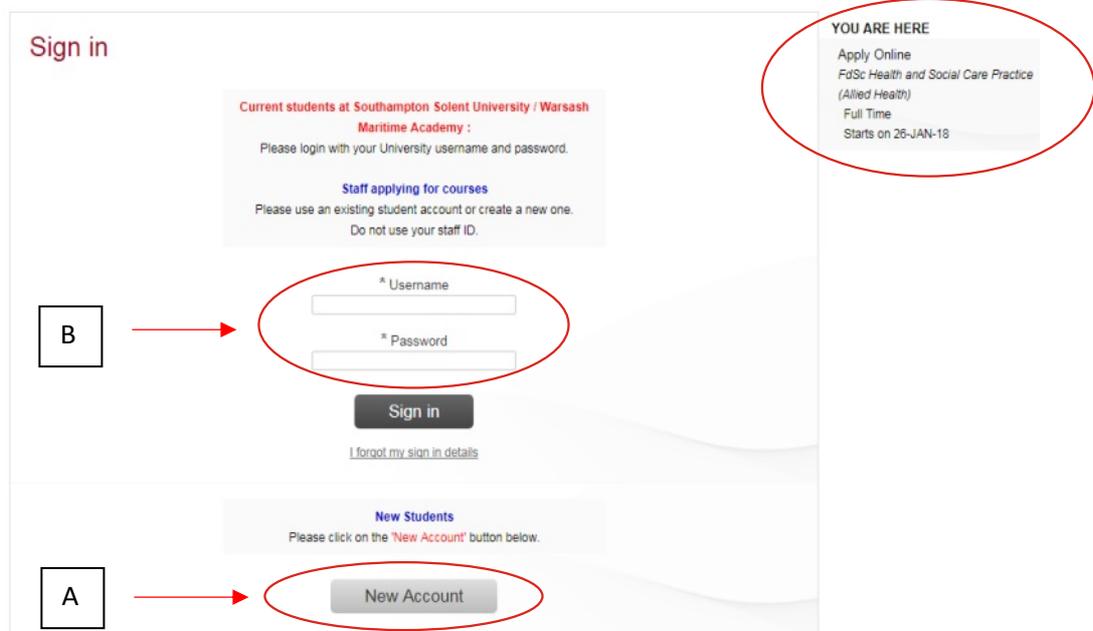


Apply online guidelines for applicants

1. Click on the Apply online link provided to you or on the University website page. You should then see the following screen
(PLEASE NOTE – The Course name will change to show the course applied for)

Sign in

Current students at Southampton Solent University / Warsash Maritime Academy :
Please login with your University username and password.

Staff applying for courses
Please use an existing student account or create a new one.
Do not use your staff ID.

* Username
* Password

Sign in

[I forgot my sign in details](#)

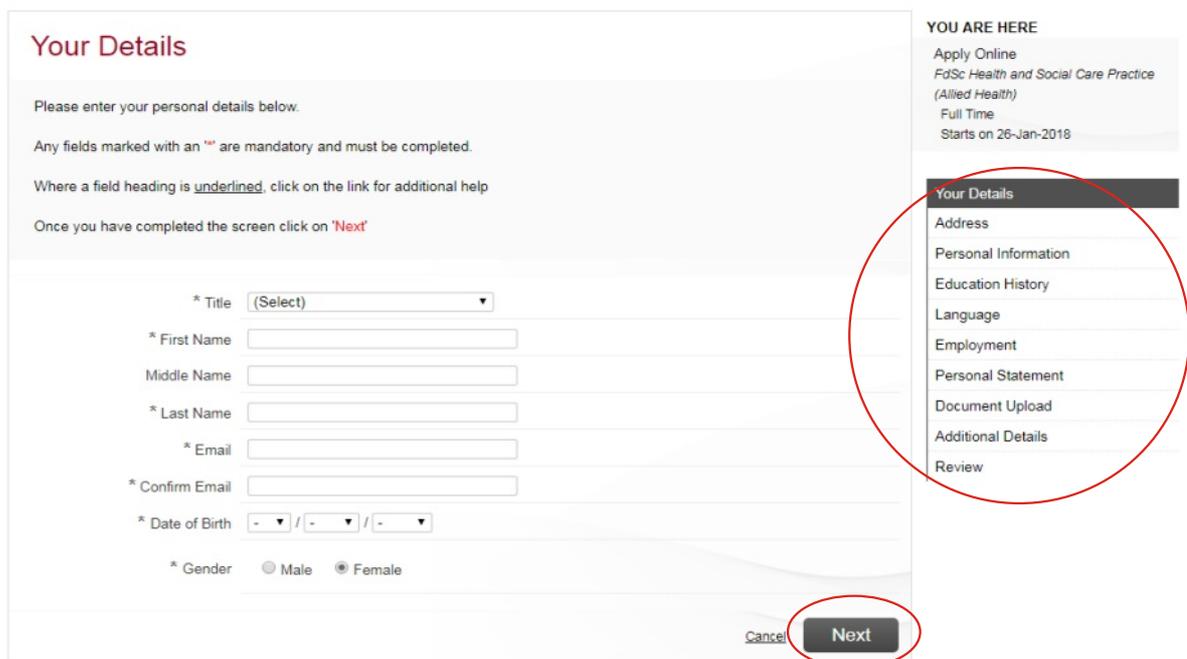
New Students
Please click on the 'New Account' button below.

New Account

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Apply Online
FdSc Health and Social Care Practice (Allied Health)
Full Time
Starts on 26-JAN-18

- A. If you are a new user you will need to click on 'NEW ACCOUNT' and complete the information requested. This will then set you up in the system with your own password. (Keep a note of your username and password in case you want to save application and go back into the system)
- B. If you have already created an account and are returning to complete an application you need to complete the USER NAME field (this will be your e-mail address) and PASSWORD (you would of created this when creating a new account for the first time)

2. You will then need to complete each section of the form starting with the screen below. You will see on the right-hand side of the screen each part of the form which has to be completed.



Your Details

Please enter your personal details below.

Any fields marked with an "*" are mandatory and must be completed.

Where a field heading is underlined, click on the link for additional help

Once you have completed the screen click on **'Next'**

* Title (Select) ▼

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Date of Birth - / - / -

* Gender Male Female

[Cancel](#) [Next](#)

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Once you have completed each screen click NEXT

- Complete address field – The home address must be your full home address. If applying through an agent, the mailing address can be the agents address. To go back to any previous pages whilst in the document use the PREVIOUS bottom in the bottom left hand corner of the application.

Address

Please complete the details below and click on 'Next'.

Any fields marked with an "*" are mandatory.

If your address is in the UK you can use the postcode 'Lookup'. Enter your postcode, click on 'Lookup' and then select your house number. If your address is outside of the UK please leave the postcode field empty

Overseas Students
Your 'Overseas' address must remain as your 'Home' address. You can add your 'Local' address in the 'Term' address field

Home Address

Postcode

* Address

* Email

Phone

* Mobile

Mailing Address

Same as Home Address

Postcode

* Address

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HNC Engineering
Part Time
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- If a field is underlined you can click on this to see if any additional HELP TEXT is available. Fields marked with an * are mandatory and need to be completed before you can move on through the application. You also have the option to save & exit the application at any time but it will not be processed by the University until all parts are completed and the form is SUBMITTED on the last review screen (see 11)

Any fields marked with an "*" are mandatory and must be completed.

Where a field heading is underlined, click on the link for additional help

Once you have completed the screen click on 'Next'

* Country Of Residence

Place of Birth

* Nationality

Date of Entry to UK

* Residential Status

* Disability

* Do you have a criminal conviction? No Yes

Starts on 26-Jan-2018

Your Details
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- Under Education History add any qualifications you have currently achieved and also those that are being worked towards. If working towards a qualification under the grade write 'PENDING' so the University know the results have not yet been received. DO NOT LEAVE BLANK and attach qualifications. The University need to check documents against the information provided on the application so where qualifications have been achieved or currently being taken this field should be completed.

Click 'Add New' to add in a qualification and then 'Save'. This should be repeated for each qualification that needs to add. Once completed click NEXT.

Education History

Please enter your education details below and click on 'Add New'.
 You can enter more than one record by pressing 'Add New' after you fill in the first set of details. You will then be presented with the option of entering another record.
 When you have added all your qualifications click on 'Next'

Where a field heading is underlined click on the link for additional guidance.

If you have no formal qualifications leave all fields blank and click on 'Next'

* Type

* Awarding Body

* Title

* Grade

* Month/Year /

[Add New](#)

Type	Award Body	Title	Result	Grade	Predicted Grade	Year	Month	Centre Number	Delete
fdsc	University of Portsmouth	Education Administration	-	Pass	-	2012	7	-	-

1 - 1

[Previous](#)
[Save & Exit](#)
[Next](#)

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6. The following screen is to input any English language qualifications held, where your first language is not English.

If your first language is English and you select 'YES' and continue to NEXT screen.

|

If you select 'No' and you do have an English Language test such as IELTS, TOFEL etc. then you will see the screen below. Please complete the details and click NEXT.

Language

If English is your first Language select the 'Yes' option in question 1 and then click on 'Next'

If English is not your first language:
 If you have already taken an English language test, please select the qualification from the drop-down list and select the date it was taken.
 Please then enter the results of your test and a reference number (if applicable) in the space provided.
 Once you have entered your results click 'Next'

If you have taken a Cambridge or other test, please upload your certificate in the 'Documents' screen later in this application.

* Is English your first language? Yes No

* Do you have an English language qualification? Yes No

* Which English language qualification do you have? (Please select) v

* Date of Qualification - v / - v / - v

Reference Number

* Overall Score

Listening

Reading

Writing

Speaking

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7. Where you have been employed you should complete the following section. Click 'Add NEW'. You will then see the screen below. Complete the details and click 'Add'. You need to repeat this for each employer you want to include.

Employment

If you have never been employed tick the 'I have not been in employment' box and then click 'Next'

Otherwise please enter your most recent employment details and click on 'Add'.
You can enter additional employment by clicking on the 'Add' button
When you have finished entering your employment details click on 'Next'.

Employment History

* Employer

* Job Description (Select)

* Main Responsibilities

* Start Date - - -

End Date - - -

Contact Phone

Contact Name

01-Dec-2011 -
SSU
Admission and Enrolment Manager
admissions
02382013355

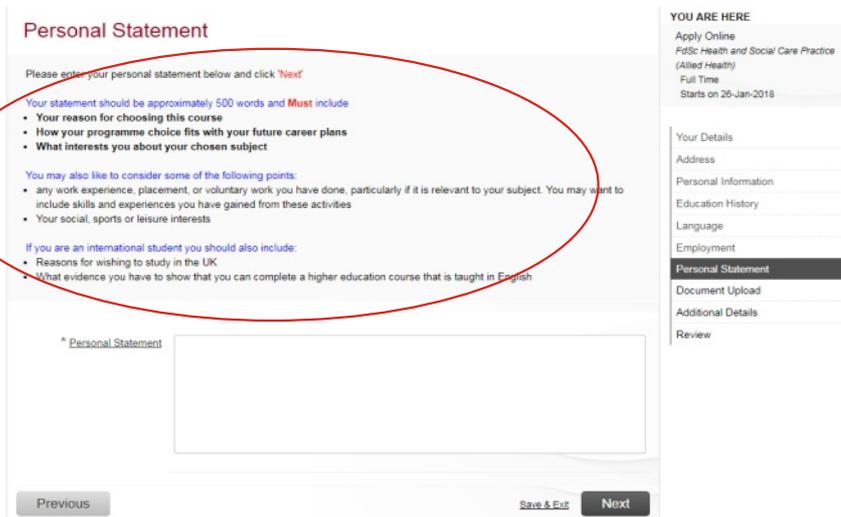
YOU ARE HERE

- Apply Online
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Your Details

- Address
- Personal Information
- Education History
- Language
- Employment**
- Personal Statement
- Document Upload
- Additional Details
- Review

- There is some guidance at the top of the screen when you are on the personal statement page about what to include. PLEASE ENSURE YOU READ THIS GUIDANCE. You can fill in your statement at this point or if you already have it written then you can save and upload as a document (correctly named i.e. Personal Statement). It needs to be a minimum of 500 words. If you are uploading a personal statement as a document then you will need to write 'Personal Statement uploaded' in the personal statement box so you can continue to the next screen.



Personal Statement

Please enter your personal statement below and click 'Next'

Your statement should be approximately 500 words and **Must** include

- Your reason for choosing this course
- How your programme choice fits with your future career plans
- What interests you about your chosen subject

You may also like to consider some of the following points:

- any work experience, placement, or voluntary work you have done, particularly if it is relevant to your subject. You may want to include skills and experiences you have gained from these activities
- Your social, sports or leisure interests

If you are an international student you should also include:

- Reasons for wishing to study in the UK
- What evidence you have to show that you can complete a higher education course that is taught in English

* Personal Statement

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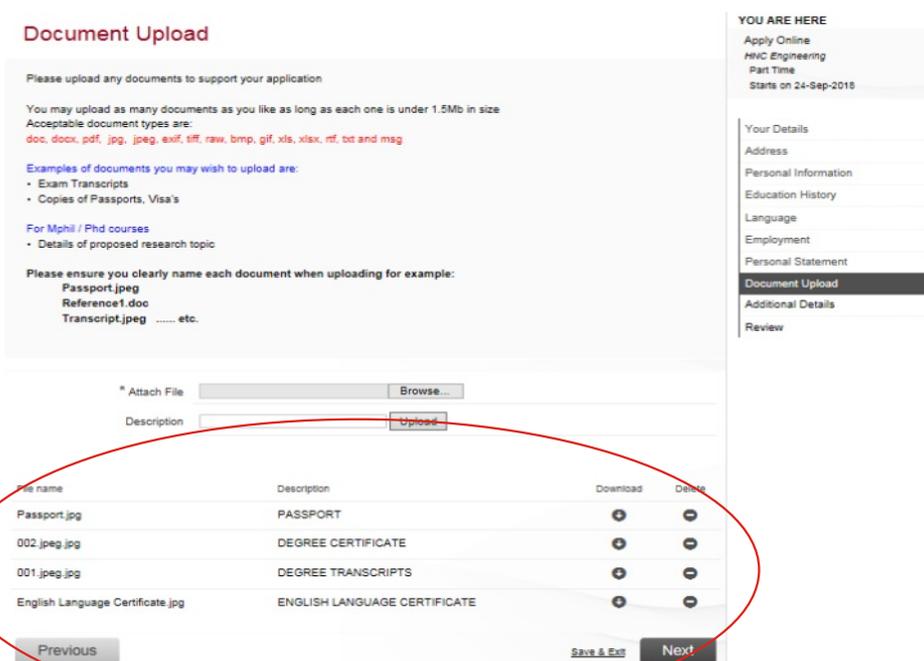
Personal Statement

Document Upload

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Review

- You will need to upload any documents on this part of the application. This can be, reference, personal statement, academic qualifications, English language documents etc. **PLEASE NOTE – These should be up loaded as separate documents and correctly labelled so they are easily identifiable when we are processing your application i.e. BTEC Diploma results, Passport, Reference 1, Reference 2 etc. DO NOT upload as 001.jpeg, 002.jpeg etc.**



Document Upload

Please upload any documents to support your application

You may upload as many documents as you like as long as each one is under 1.5Mb in size

Acceptable document types are:
doc, docx, pdf, jpg, jpeg, exif, tiff, raw, bmp, gif, xls, xlsx, rtf, txt and msg

Examples of documents you may wish to upload are:

- Exam Transcripts
- Copies of Passports, Visa's

For Mphil / Phd courses

- Details of proposed research topic

Please ensure you clearly name each document when uploading for example:
Passport.jpeg
Reference1.doc
Transcript.jpeg etc.

* Attach File Browse...

Description Upload

File name	Description	Download	Delete
Passport.jpg	PASSPORT	⬇	⬮
002.jpeg.jpg	DEGREE CERTIFICATE	⬇	⬮
001.jpeg.jpg	DEGREE TRANSCRIPTS	⬇	⬮
English Language Certificate.jpg	ENGLISH LANGUAGE CERTIFICATE	⬇	⬮

Previous Save & Exit Next

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Apply Online
HVC Engineering
Part Time
Starts on 24-Sep-2018

Your Details

Address

Personal Information

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Language

Employment

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Document Upload

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10. There are some mandatory questions which asked of all applicants. Please complete these questions using the drop down box next to each question, except where there are additional text boxes to complete, such as inputting the agent details if applying through an agent. Click NEXT.

Additional Details

Please complete the details below and click on 'Next'. Any fields marked with a * are mandatory.

Application Survey

* 1) Do you need a Tier 4 Student Visa to study in the UK? -

* 2) Do you currently live in the UK? -

* 3) Have you ever had a visa to study in the UK? -

3a) If yes, did you use it? -

* 4) Have you ever had a visa to enter the UK (Not to study)? -

4a) If yes, did you use it? -

* 5) Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa? -

* 6) Have you ever studied in the UK before you applied to Southampton Solent University? -

* 7) Have you ever had a UK visa application Refused? -

* 8) Will you be applying for your Tier 4 visa from a country which is different from your passport? -

8a) If yes, which country?

* 9) Are you applying through an Agent? Yes

If yes, please provide agent details.

* Declaration:
I confirm that I have disclosed information on all previous study in the UK. I understand and accept that the information given on this form will be retained by the University in accordance with the provisions of Data Protection Act 1998. I understand that I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By selecting YES in answer to this question I give my consent to Southampton Solent University discussing matters relating to my immigration status and/or my Tier 4 (General) visa application with UK Visas and Immigration (UKVI) and for UKVI to release any information relating to these matters to Southampton Solent University.

* Would you like to receive information on Higher Degree Apprenticeships if it is available within your chosen area of study? -

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Apply Online
MNC Engineering
Part Time
Starts on 24-Sep-2015

Your Details

Address

Personal Information

Education History

Language

Employment

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Save & Exit
Next

11. The last screen is a summary of your application and the information you have input and is called REVIEW.

Your application will not be submitted for us to process until you CLICK SUBMIT. Scroll down to check these details.

At the bottom of the screen you will see there is a tick box to declare the form has been completed accurately. You need to tick this box when happy click the SUBMIT button to submit your application. Once your application has been submitted no further changes can be made. If any information is incorrect then you will need to e-mail admissions@solent.ac.uk to advise what information is incorrect or attaching the relevant documents so they can be uploaded to your record etc.

arron my tier 4
(General) visa
application with UK
Visas and Immigration
(UKVI) and for UKVI to
release any information
relating to these matters
to Southampton Solent
University.

Would you like to
receive information on
Higher Degree
Apprenticeships if it is
available within your
chosen area of study? No

Document Upload

File Name	Description
001.jpeg.jpg	DEGREE TRANSCRIPTS
English Language Certificate.jpg	ENGLISH LANGUAGE CERTIFICATE

* I declare that the form was completed accurately.