

Imperial College London - Postgraduate Online Application Form Instructions

Step 1: Instructions

These instructions are designed to help you complete the on-line application; we recommend you refer to them at each stage:

- Step 2: [Application Form](#)
- Step 3: [Documents/Essays](#)
- Step 4: [References](#)
- Step 5: [Application Inspector](#)
- Step 6: [Submit Application](#)

If you have a question that we have not covered here please refer to the Imperial College website. Additional help can also be found using the on-line enquiries facility www.imperial.ac.uk/registry/askaquestion where you can find answers to frequently asked questions.

Fields marked with an asterisk in these instructions (*) are required.

Hints to help you navigate the online application are boxed in this document for ease of reference and warnings or notifications indicated in **colour**.

Your application will also be saved each time you navigate to a new page by pressing the 'Next' or 'Previous' buttons. However, we recommend that you use the 'Save' button regularly (located at the top and bottom of each page) in order to ensure changes to data are stored as you go along.

What you need before applying:

- Your referees details
- Your Qualification details
- Your full contact details

You may wish to upload scanned copies of your:

- CV
- Transcripts
- Degree Certificates
- Supporting essays
- Relevant professional qualifications
- Evidence of English language ability

You may only submit one application form to the College per academic year.

Step 2: Application Form

Application Page 1

Proposed Studies

Academic Year of Entry*

Use the drop-down list to choose the academic year (October to September) in which your chosen programme begins.

Proposed Start Date*

1. **Master's programmes:** most Master's programmes (MSc/MRes) commence on the Saturday closest to the start of October. The next available academic year of entry is automatically provided.
2. **Research programmes (MPhil/PhD/MD(Res):** students may commence their programme at any point during the year, but you should ensure that a mutually acceptable date is agreed with your planned supervisor.

Choice of Programme*

- You may apply for a maximum two programmes of study on the application form
- Your second choice will only be considered if you are not selected for your first choice programme
- Please refer to the postgraduate prospectus on www.imperial.ac.uk/pgprospectus for further details.

You can only select courses or research offered by the *Imperial College Business School* if you selected this route at the start of the application process.

Programme Title: click the '[Search Programme Code](#)' link; you can then search for your chosen course by key-word. For example: enter *Research* to bring up a list of Research options sorted by Department. Enter *Math* to view all courses with the word 'Math' in the title.

TIP: If your course is not immediately listed try a partial-phrase e.g. 'comp' will produce results for all courses with that 'comp' in the title, from 'composite' to 'computing'.

Many programmes run in full-time and also part-time mode, shown by FT or PT against the title, with the relevant PT length indicated in months: 24 (two years) or 36 (3 years).

When selecting a Research programme be aware that some fields of research may be covered by several Departments, so it is important when selecting the programme title that you identify the correct *Department* in which you wish to conduct your proposed research.

If you have not already been in contact with a potential supervisor, search the College website for the research topic or identify the appropriate **Department** from the following list and then confirm that your area of research is listed on the Department's website:

www.imperial.ac.uk/pgprospectus/whatcanyoustudy

Please note that it is only possible to study part-time as an overseas student if you already have employment in the UK and that, to be eligible for scholarships, you must be on a full-time programme of study.

Proposed Research Topic and Supervision

In order to assist in the processing of Research applications (MPhil, PhD, MD (Res)) you should state the research area or specific project being offered by the department in which you are interested. Include the name of your potential supervisor if you have already been in contact with an academic member of staff and reached an agreement about a suitable topic.

This is essential if you are applying for admission to the Faculty of Medicine Divisions.

Department: click the link below this field and select the Department (of your supervisor).

Campus Code: click the link below this field and select the Campus provided for the Department.

Other Institutions to which you have applied

Please provide the names of any other institutions to which you have submitted an application for study. This is for information only and will not affect consideration of your application.

Personal Details

Title*

Use the drop-down list to choose your title.

Surname/Family Name*

Your application will be registered under this name, and it should be used in all future correspondence with Imperial College. Your name should correspond exactly with the name your passport. If you do not have a passport you should use the name on your Degree certificate. If you have a previous surname please see the next section.

Former Surname or Family Name

If your current surname or family name is different, for example due to marriage, please enter your former name here. We will need to see your certificate if the name in which you took your degree is your former name.

First/Given Name(s)*

Please enter all of your given names in the order in which they appear on your passport.

Preferred Name (Known As)

Please provide the name by which you prefer to be known.

Date of Birth*

Please provide these figures as requested, in Day/Month/Year format.

Previous Imperial Affiliation

Please indicate if you have previously been an employee or student of the College, by ticking the box provided. Enter your College Identifier (CID) here if known (8 digits).

Gender*

Please indicate Male or Female.

E-mail*

Please provide an e-mail address that you can check on a regular basis. Please note that you should regularly check your junk/spam mail folders as some emails, especially those with attachments, may be picked up by these filters.

Contact Addresses

Postal Address (including Country*)

If you are only at your current address for a limited period of time, for example if you are living away from home while studying at university, please enter the date up to which this address is valid.

Permanent Address

Please enter your permanent home address here, unless it is the same as your Postal Address.

Primary Address*

If you have entered two addresses please use the radio buttons to confirm which address is the primary one. If you have only entered your postal address, then click on postal.

Contact Numbers

Please enter all your contact telephone numbers in this section, making sure that country and area codes are included.

Primary Contact Number

This is the number we will use if we need to contact you urgently about your application.

Once you have submitted your application you will receive your applicant self service log on details where you will be able to update your address, telephone number and email address.

Nationality

Country of Birth*

Select from the drop-down list; please note that UK is presented as the first option, as Great Britain.

Primary Country of Nationality*

Please use the drop-down list to choose the country of your nationality.

Nationality/Citizenship*

Please indicate your nationality/citizenship, including the dates from which you held this, for example, from birth. If you have changed/relinquished this nationality, please indicate this in the To section, otherwise please leave the To section blank.

Second Country of Nationality

If you hold dual nationality, please use this section to indicate which nationality it is, and the date when you acquired it.

Country of Domicile*

This is your usual country of residence.

Date of Arrival if from overseas

If you are a non-UK national currently residing in the UK, please enter the date on which you first arrived here, in Day/Month/Year format.

Please enter your primary Nationality as it is shown on your passport.

Application Page 2

Education

Higher Education*

Please list all your academic qualifications. You can include the details of up to three separate higher education qualifications starting with the most recent, for example, postgraduate then undergraduate.

Institution

Click on the institution link, type in the name of your University or College to search for and select it: this will insert the Institution Code. Please be careful to choose the correct one.

If your institution is not listed, select 'Other' from the list and enter the details in the field below.

Title of Qualification

From the drop-down list select the type of qualification awarded and the type of institution.

If your qualification is not listed, please select 'Other Qualification' and enter details in the field below.

Grades/Class

If you have not yet received your final grade please leave this field blank.

If you receive an offer you may be required to provide evidence of qualifications by sending in original documents or certificates. Until requested, you do not need to send these to the Registry.

Award Date

Enter the date on which the qualification was awarded. If your qualification has not yet been awarded, please enter the expected award date.

If you have not yet completed your degree, you should submit a transcript of your marks to date. You can upload this in the Documents/Essays section of the online application.

Secondary Education (Highest Achieved Secondary/High School Education)

Enter your A-level or equivalent examination results in this section, together with dates awarded. You can enter a maximum of **four** results so please select those most relevant to your application or area of study.

Professional Qualifications

Please enter any membership of professional bodies. If you are waiting to hear the outcome of an application for membership, please enter "Pending" in the Type of Membership, as well as the expected conferral date.

English Language Ability Exam Scores*

All incoming students to Imperial College must have a good command of the English language in order to cope with, and benefit from, their studies. Applicants must have an acceptable grade or score in one of the recognised tests offered by the dropdown menu.

If you do not yet have an acceptable score, it is your responsibility to satisfy this requirement. Candidates who don't meet this requirement will not be permitted to register.

Select the type of test from the drop-down menus and enter your overall and written scores using the links. If you have yet to take the exam for a qualification enter the date when you will be taking the test in order to complete the form.

Please refer to the list of recognised English language qualifications on the College website at www.imperial.ac.uk/registry/admissions/pgenglish

Industrial /Professional Experience

Please provide details of your three most recent employment roles, demonstrating that you meet any application requirements regarding professional experience for your chosen programme (especially clinical courses).

Application Page 3

Financial Support*

Please use this section to indicate details of any scholarship or funding you have either already been awarded, or for which you wish to be considered (Imperial College awards).

- Enter details of any Sponsorship or Scholarships that you have already been awarded for your studies.
- You can then enter the details of any awards for which you are still awaiting a decision.

Select one of the buttons to indicate what funding you have already secured or wish to apply for; in the Value Of Award Section please provide the full amount awarded in pounds sterling (£) for the full duration of your study.

Details entered here are not binding and will not affect consideration of your application for admission. However, they are helpful in indicating if you require funding, and Scholarships Section may contact you regarding schemes run by Imperial College.

Please note that you will be required to provide official confirmation of any financial sponsorship, if you are made an offer.

If you have any outstanding obligations or commitments to a current or former sponsor or employer, you should provide details in a separate letter.

Referees*

Please provide the details of two referees, at least one of whom must be an academic course tutor/project supervisor able to comment on your previous qualification or course and your ability to undertake your chosen programme at Imperial College. Where appropriate, a second referee can provide comment on your professional experience.

If you have not studied for some years and are unable to contact a relevant academic referee, please contact Imperial College's Admissions Office www.imperial.ac.uk/registry/enquiries

Referees may submit their references online through this application system after you register their details at Section 4. If they prefer to send them by post to College, the reference must be on institutional letterhead and duly signed, both on the letter and across the sealed envelope.

The email addresses of your referees should be for their official institution email address. You should not supply personal emails address such as 'Yahoo' or 'Hotmail' as these are not acceptable for a reference.

Please be aware that it is your responsibility to ensure that your referees provide references in support of your application.

Criminal Record*

To help universities and colleges reduce the risk of harm and injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. If you have a relevant criminal conviction, please indicate this by placing an **X** in the box.

For courses in health and courses involving work with children or vulnerable adults, you must tell us (by entering an **X** in the box) about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses you may need an 'enhanced disclosure document' from the Criminal Records Bureau and we will send you the appropriate documents to fill in if that is the case.

Applicants who enter an **X** in the box will not be automatically excluded from the application process. However, we may ask for more information before making an offer of admission.

Disability*

The College welcomes applications from people who have disabilities and its policy is to consider these on the same academic grounds that apply to all applicants. It is helpful for us to be aware at this stage of any likely requirements you may have during your period of study.

Please use the drop-down list to select the most appropriate description.

Declaration

Please ensure you have read and understood this section. By completing the box, you are confirming that the information in your application is correct and complete and that you understand and accept the conditions.

Step 3: Documents/Essays

This Step allows you to upload files relevant to your application or in support of your academic history. There are three sections where you can upload different types of documents. Compatible file formats include: Microsoft Word Documents (*.doc), Microsoft Excel (.xls), Images (*.jpg/*.bmp), Portable Document Format (*.pdf)

When you upload a file it will be converted online into a PDF that will form part of your application form – If there is a problem uploading any file there will be an on-screen notification.

Please note that the maximum size of any file that can be uploaded is 2MB. However you are able to upload multiple files, so you may wish to split large files.

Use the Preview function to check how your uploaded document will appear.

Personal Statement* (Page 4)

Selectors place particular importance on the personal statement. Tell us why you are interested in the subject for which you have applied. Describe your academic interests and reasons for applying to Imperial College. You may upload your personal statement here; alternatively you can manually add text.

Curriculum Vitae (Page 5)

Please upload (or type) a current version of your curriculum vitae here.

Other information (Page 6)

Please use this page to upload any scanned information, such as an academic transcript, a recent English language test certificate, an essay, research proposal, or any other information you wish to have considered as part of your application.

Transcripts should include both the breakdown of marks as well as the rubric of the grading scheme – normally located on the reverse of the printout. Please ensure that both sides are scanned and uploaded.

Step 4: References

This section allows you to register your referees' details for online contact and submission of electronic references. Click the 'Register Referee' button and you will be asked to complete their contact details as well as acknowledging the requirements of submitting references.

The email addresses of your referees should be for their official institution email address. You should not supply personal emails address such as 'Yahoo' or 'Hotmail' as these are not acceptable for a reference.

Please be aware that it is your responsibility to ensure that your referees provide references in support of your application.

Section 5: Application Inspector

The Application Inspector will check your completed application and highlight any sections that have not been completed or contain incorrect information.

Click the 'View Results' button and any problematic fields will be indicated.

Ensure that you have completed or amended the sections indicated and that any required questions (highlighted by an arrow) have been answered.

Section 6: Submit Your Application

Before submitting your application you will be asked to enter your digital signature. This is the electronic equivalent of signing your name on a paper form. Enter your name in the box provided.

Once your Electronic Signature has been completed you will be able to submit your application. If you are satisfied with your application click the 'Submit my Application Now' button.

Next Steps

Once we begin processing your application, you will receive access to the Imperial College Applicant Self-Service website.

You should check the Applicant Self-Service website to monitor the progress and outcome of your application.

You will receive your login details by email 5 to 10 working days after submission

Please contact the Registry if you do not receive this information after this time.

We aim to make a decision on all applications within 6 weeks of submission, however during busy periods this may take longer. Please bear this in mind when considering any scholarship deadlines or visa applications that may be dependent on your application.

Please be patient and check the online tracking system for updates regarding the status of your application before contacting the college.

If you wish to make changes to a submitted application you will need to contact the relevant Team in the Registry. You should not submit further application forms.

You can find further information and frequently asked questions on our below websites:

www.imperial.ac.uk/registry

<http://imperialcollegelondon.custhelp.com>

www.imperial.ac.uk/pgprospectus/howtoapply