

The Online Application – a walk-through guide

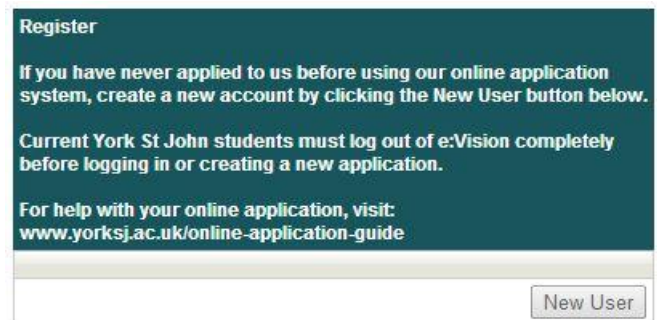
The application form is broken up into different pages which are accessed from tabs at the top of the screen. Once you are logged in, you can move through the form page by page and finish with your declaration.

There is **help text** throughout the application, and if you hover your cursor over a **blue question mark** additional help text will appear. In addition to this guide, please **read all the instructions and questions within the application thoroughly**; some of the requirements vary depending on which programme you are applying for.

1. Registering

Creating a new account

If you have **never applied to us before using our online application system**, you first need to create an account. Start by clicking the **'New User'** button and then enter your details in the required fields. Current York St John students need to completely log out of their e:Vision student account before creating a new application.



The screenshot shows a dark green header with the text "Register". Below the header, there is a white box containing the following text: "If you have never applied to us before using our online application system, create a new account by clicking the New User button below." Below this, it says "Current York St John students must log out of e:Vision completely before logging in or creating a new application." At the bottom of the white box, it says "For help with your online application, visit: www.yorksja.ac.uk/online-application-guide". Below the white box, there is a light green bar with a "New User" button.

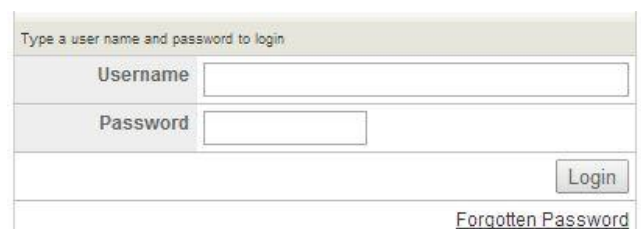
Please only enter **one name in the forename box** at this point; you will be given an opportunity to enter more later on in the application. Once finished, click the 'Proceed' button. If any mandatory fields have been missed, a message will appear informing you which field(s) is missing.

Remember that **your email address is your Username** and you will need this, along with your password, to log back into your application at a later date. The next screen to appear will confirm the details you have just entered. Please check these are correct – if not, click 'Amend User Details' and make the changes before clicking the 'Save changes' button. You can also change your Password here.

You should now be taken into the application form itself. You can click the 'Save' button at any point during your application which will take you to a summary page and send you an email automatically. This email will contain a reference number (**your Usercode**), and a link to take you back to the login screen for when you wish to complete your application. To return to your application from the summary page, click the 'Application Form' link at the top of the page.

2. Logging in

If you have an **application currently in progress or have applied using the online application within the last 2 years**, enter your Username and Password in the relevant boxes and click the **Login** button. Remember that your Username is your email address.



The screenshot shows a light green header with the text "Type a user name and password to login". Below the header, there is a white box containing two input fields: "Username" and "Password". Below the input fields, there is a "Login" button. At the bottom right of the white box, there is a link for "Forgotten Password".

If you are a current York St John student, do not log in with your e:Vision details and remember you must completely log out of your e:Vision student account before logging into your application.

If you have made applications for more than one programme, you can access/view these on the next screen by clicking the 'View Previous Actions' button and selecting the appropriate application.

3. Personal details

This screen contains mandatory fields which must be completed, these are marked with an asterisk (*).

One of these is a question on your **Highest Qualification** which you select from a drop down list. The list of qualifications to choose from is long and extensive. The entries in it can be confusing but they refer to the records we return to the Higher Education Statistics Agency so we must adhere to them. For those with Honours degrees, you need to select the entry near the bottom of the list: UK first degree with honours. The reference to 'first' degree does not denote the classification of your degree only that it is the first degree you have taken i.e. not a Masters degree.

The screenshot shows a web form titled 'Personal Details' with a navigation bar at the top containing tabs: Personal Details (active), Qualifications, Employment/Experience, Personal Statement, Equal Opps, References, and Declaration. Below the navigation bar, a note states: 'All fields marked with an asterisk(*) are mandatory.' The form is divided into sections: 'Personal Details' and 'Contact details'. In the 'Personal Details' section, fields include: * Family name (ANOTHER), * Title (Miss), * Forename 1 (ANN), Forename 2, Forename 3, * Date of Birth (02/Feb/2002), * Gender (Female), * Nationality (United Kingdom), * Country of Domicile (England), and * Country of Birth (England). The 'Highest Qualification' dropdown menu is open, showing a long list of options. The option 'UK first degree with honours' is highlighted in blue. Other options include 'Other qualification at level C', 'Other qualification at level D', 'Other qualification at level H', 'Other qualification at level J', 'Other qualification level not known', 'Other taught qualification at level M', 'Postgraduate Certificate in Education or Professio', 'Professional Graduate Certificate in Education', 'Scottish Baccalaureate', 'Student has no formal qualification', 'Taught work at level M for institutional credit', 'Temporary not known code for enrolment', 'UK doctorate degree', 'UK masters degree', 'UK ordinary (non-honours) first degree', 'Undergraduate credits', 'Welsh Baccalaureate Advanced Diploma (level 3)', 'Welsh Baccalaureate Foundation Diploma (level 1)', and 'Welsh Baccalaureate Intermediate Diploma (level 2)'. Below the dropdown is a field for 'If other, please specify'. The 'Contact details' section includes: * Home Address Postcode (YO31 7...), * Home Address line 1 (Lord M...), Home Address line 2, Home Address line 3, Home Address line 4, Home Address line 5, * Home Telephone 1 (01904876922), Home Telephone 2, * Home Email Address (a.another@yorks.ac.uk), Contact Address Postcode (YO31 7EX), Contact Address line 1, Contact Address line 2, Contact Address line 3, Contact Address line 4, Contact Address line 5, * Contact Telephone 1 (01904876922), Contact Telephone 2, and * Contact Email Address (a.another@yorks.ac.uk). At the bottom, the 'Additional details' section has a field for * Who will pay your fees? (Private source of funding).

If you are paying for your own tuition fees, please select 'Private Source of Funding' from the dropdown list for the question on 'Who will pay your fees'. If you are applying for an advertised PhD Studentship, please select 'Other' from the dropdown list.

4. Qualifications

You may add up to 20 records - if you need to add more, there is the option to upload details on them at the end of the qualification section.

Please **do not group qualifications together** as one entry e.g. 5 GCSE at grade C. We need you to list them individually.

When entering your qualification dates, if you cannot remember the exact day of the month you took your exams, simply enter the 1st of the month instead.

When entering your qualification subject, please type the first few letters and then select your subject from the dropdown list; if there are duplicate subjects; simply pick the first one in the list that applies.

Personal Details
 Qualifications
 Employment/Experience
 Personal Statement
 Equal Opps
 References
 Declaration

Qualifications

Please enter all your qualifications, whatever the result, and include any studies currently being taken.

Start with the highest qualification you expect to have before the start of term and enter each qualification individually i.e. do not put all your GCSE or A levels together in one entry.

You may add up to 20 records, if you have more, please upload details below - this could be a word document or scans of your certificates.

Date attended from: 01/09/1985 Date attended to: 01/07/1990

Qualification: GCE A-Level If other please specify:

Subject: chem

Result: APACHEM, F110, BHS-EC, BIOCHE, BI-CHE, C720, BICHBU, CHE-HM, CA-PR, CA-TH, CH-COU, CHEMEN, H810, CH-PT, CB-SCI

Institution of Study: Applied Chemistry, Applied Chemistry, BHS Level 3 Preliminary Teache, Biochemical Sciences, Biochemistry, Biological Chemistry, Biology and Chemistry with Bus, CHEMISTRY, Cache practical, Cache theory, Chemical Dependency Counoellin, Chemical Engineering, Chemical Engineering, Chemical Process Tech, Chemical and Biological Scienc

Country of Study:

Full Time/Part Time:

Language of Instruction:

You may upload evidence here to support the qualification: No file chosen

If you are successful in receiving an offer, remember that you will be asked for **official evidence of all qualifications** that you enter on this form. If you have misplaced or no longer have your qualification certificates, you will need to get replacements from the relevant exam board or official confirmation from your school/college. Do not enter a qualification you are unable to produce official documentation for.

Part-time PGCE applications - GCSE details

If you have taken/or are taking a GCSE equivalent qualification, such as through EquivalencyTesting.co.uk, we may request further details about this before your application is assessed. You may wish to upload certificates or further information at the end of the qualification section to speed this process up. We do not accept all equivalencies so please check with us before you apply. Remember that you will need to produce official evidence of your GCSEs at interview if you are selected.

Personal Details
 Qualifications
 Employment/Experience
 Personal Statement
 Equal Opps
 References
 Declaration

GCSE (or equivalent) English Qualifications

Please enter full details for your English Language GCSE (or equivalent) qualification

* Subject: English Language * Name of Examining Body: AQA

* Date taken / to be taken: 01/06/00 * Level: GCSE/O-LEVEL

* Grade: A * Is this an Equivalency Test?: No

Postgraduate applications - Degree details

You will be asked to enter details of your undergraduate degree. You do not need to enter details of this twice (i.e. separately in both the qualification and the degree section), simply enter it in just the degree section. If you have not yet received your degree results, enter Pending and ask your referee to include a predicted classification in their reference. If you do not hold a degree or are applying for a post-experience programme, enter N/A in each field in this section.

Please enter the main subjects/modules you studied in your degree and enter each in a separate field. If you are unable to remember every module or the exact titles, do not worry but please give an estimate of the areas you covered. There is space to enter up to 10 modules - if you have more than this, please upload further details at the end of the section (e.g. a full list in a Word document or a scan of your academic transcript).

5. Work and School experience

On this page in the application, you can enter any paid or volunteer work you have had; you can list up to 10 entries.

Personal Details ✓ Qualifications - Employment/Experience + Personal Statement ✓ Equal Opps ✓ References - Declaration ✓

Work Experience & Current Employment

Please provide details of any relevant work experience and employment details. You may add up to 10 records.

Date from Date to Full Time/Part Time

Name of organisation

Position/Job Title

Type of Work/Duties

Add another Work Experience or Current Employment record

Part-time PGCE applications - classroom experience

You also need to detail all your classroom experience on this page; you can list up to 10 entries. Remember that you must hold at least 10 days experience in a state UK primary school (with at least five days in the last twelve months) to meet the [entry requirements for the part-time Primary PGCE](#).

School based experience

Applicants for PGCE, please state your school based experience.

* Name of School

* Total number of days * Attendance style * Key stage

* Description of duties

* Dates attended

Add another School based experience record

6. Statement or Research Proposal

You can enter a statement (or proposal for research applicants) to support your application on this page of the application - please check the word limit displayed on the screen as programmes have differing limits. Include information (where relevant) on: personal qualities, subject knowledge, managing people, communication skills, any relevant courses undertaken and other prior learning experiences not referred to elsewhere on the form. Some programmes, particularly Counselling and Theology, have requirements for specific information to be included so please check the information on the screen. There is also the option to upload extra documents here - you do not need to be applying for MA Creative Writing to use this upload facility.

You may also wish to consider the following questions:

- Why do you wish to study this programme?
- What strengths do you feel you have in the area you are applying for?
- Do you have any career goals based on your choice of programme?

MA Creative Writing applications - samples of your work

Applications for this programme must include a sample of your work and you can upload it on the page underneath your personal statement. This should be between 1000 - 2000 words and in one or two genres/forms (e.g. poetry, prose, scriptwriting). For further details, please visit the [programme page](#).

7. Equal Opportunities

The Admissions Policy

All applicants to the University are considered equally and will be assessed purely on academic grounds. The information you provide on this page of the application is not disclosed to the assessor.

The University is committed to ensuring equal opportunities for all our students. We recognise that the University community is enriched by a diverse student body made up of students from the UK, the European Union and overseas.

Where an applicant declares an impairment we will try to ensure that any support needs are identified at an early stage, but this should not involve unreasonable delays in processing such applications. Applicants with disabilities are advised to indicate special requirements on their application forms and are encouraged to seek advice on the suitability of the course, University accommodation and other matters. For further information on this and our applicants with criminal convictions, please read our [Admissions Policy](#).

A response is required for each of the questions in the 'Further Details' section but there are options to choose from if you decline to return an answer.

8. Referee details

Entering your referee details

For the majority of programmes, two references are required. You will need to provide contact details of your referees on this page; including your how long you have known them. For those programme which require one referee, only one referee section will be displayed on the screen.

Remember that when you press the submit button, **we will automatically send an email to your referee(s)**, using the email address(es) you have entered. Please, therefore, ensure that these are correct. Do not type anything else in the box other than the one email address i.e. do not include spaces, extra text, multiple addresses (even when separated by a semi colon) or enter your referee's name at the end. The email we send to your referees contains a weblink which allows them to submit their reference for you online. This is the quickest method to submit a reference as it is linked directly with your application. They can also submit their reference to us by email to references@yorksj.ac.uk or by post to [Admissions](#).

Please also remember, **it is still your responsibility to ensure references are provided to us** and your application will not be assessed until all required references are in place.

Your referees should ideally be someone able to comment on the qualifications/experience you have included in your application, preferably an academic referee. Some courses have particular reference requirements e.g. counselling courses, so please check the information displayed on the screen.

It is not permitted for family, friends, colleagues, partners or ex-partners to write your reference. If we find this to be the case, your application may be cancelled. For further advice, please visit our [Referees & References](#) page.

* Name of Referee	<input type="text"/>	Post/Occupation	<input type="text"/>
* Organisation name	<input type="text"/>	* How long have you known your referee?	<input type="text"/>
* Address line 1	<input type="text"/>	Country	<input type="text"/>
Address line 2	<input type="text"/>	* Postcode	<input type="text"/>
Address line 3	<input type="text"/>	* Telephone number	<input type="text"/>
Address line 4	<input type="text"/>	Fax	<input type="text"/>
* Email address	<input type="text"/>		

9. Uploading documents

Supporting documents

You can upload additional documents to support your application on various pages throughout the application. You may wish to upload further details of qualifications, scans of certificates or transcripts, supporting letters, your visa and/or passport.

There are no mandatory uploads except for MA Creative Writing which requires a sample of your work (see the programme page for more details).

Upload sections can be found on the Qualification page, the Personal Statement/Research Proposal page and the final Declaration page. They give you the opportunity to browse for the appropriate file on your computer and upload it to your application.

You may upload evidence here to support the qualifications you have entered above. For example, this may include your degree transcript. This is not mandatory.



10. Checklist & Declaration

This is the final page of the application and will show if you have fully completed all the mandatory fields.

Personal Details	 Section Incomplete
Qualifications & English Language Qualifications	 Section Incomplete
Employment & Work Experience	 Section Incomplete
Personal Statement	 Section Complete
Equal Opportunities	 Section Incomplete
References	 Section Incomplete

A **green tick** means a section is complete and a **red cross** indicates that mandatory answers are still missing.

Where sections are incomplete, you can click back into the relevant page and enter the required information.

Once you are happy that your application is complete, tick the 'Declaration' box (at the very bottom of the screen) and click the 'submit application' button.

Automatic emails will now be sent to your referees to request references for you, but please remember to check that they respond to them.

You will receive an email from us confirming the successful submission of your application. If you do not receive this, log back into your application and check that you have correctly submitted it.

If you experience problems, please contact Admissions on admissions@yorksj.ac.uk or 01904 876598.

11. What happens next?

Your application will now be processed by the Admissions Office and when the references have been received, it will be forwarded for assessment.

If there is missing information or further details are required, we will contact you by email to request it - this email will contain a deadline for you to respond by.

You will receive an email from us when each of your referees submit their references - if you have not received these within 7 days of submitting your application, we recommend you contact your outstanding referee(s) to make sure they have received our email.

When we have a decision on your application, we will contact you by email. If you have any questions during this time, please contact us on admissions@yorks.ac.uk

12. Troubleshooting

If you have **forgotten your password**, you can click the 'forgotten password' link on the login screen. Follow the instructions on screen and you will be sent a temporary password to allow you to log in to your application.

If you have **forgotten your Username**, you can log in by using your Usercode instead which is provided in the email we sent you when you either saved or submitted your application.

If you have further problems logging in, please contact Admissions on the details below and quote your Usercode if possible.

If you are a current York St John student, you will need to log out completely of your student account in order to access the online application. Remember not to use your student login details.

Don't forget to check the **help text** within the application itself, indicated by a **blue question mark**. Simply hover your cursor over the symbol for the help text to appear.

If you experience other problems or have further questions, please do not hesitate to contact us on admissions@yorks.ac.uk or on 01904 876598.

