**Imperial College
London**

Postgraduate Online Application Form Instructions

Step 1: Instructions

These instructions are designed to help you complete the on-line application as smoothly as possible; 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

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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 'Back' 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 (full names and institutional/company email addresses)
- Your Qualification details
- Your full contact details

What you may want to electronically upload:
- CV
- Transcripts
- Degree Certificates
- Supporting essays
- Relevant professional qualifications
- Evidence of English language ability
- *Please note: We cannot accept scanned copies of reference letters. References must be submitted online by filling in the details in Step 4 of the application form.*

If you have uploaded documents to the Embark application, you do not need to send hard copies of these documents to the Registry. Please do not send hard copies of the application form or of any additional documentation you have uploaded.

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. You need also to bear in mind that many scholarships run from the beginning of October only.

If you are currently on a Master's course which finishes in September and you wish to start a research programme in October immediately after you have finished your MSc study, this is possible. However, you may only start your research programme in October if we ask for completion of your MSc course requirements. If you are asked to pass your Master's degree, then you will not be able to commence research until you have official confirmation that this is the case, and will necessarily therefore have to schedule a later start date.

Choice of Programme*
- You may apply for two programmes of study on the application form
- Your first choice will be processed first and should therefore be your first preference
- Your second choice will only be considered if you are not selected for your first choice programme. This does not apply to applicants for Research. Both choices will be considered concurrently.
- 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).

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:

http://www3.imperial.ac.uk/pgprospectus/facultiesanddepartments

Please note that it is not possible to study part-time on a UK student visa.

Proposed Research Topic and Supervision

In order to assist in the processing of Research applications (MPhil, PhD, MD (Res). EngD) 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.

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 it 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 official documents.

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 free e-mail accounts may not be able to receive College e-mails, especially those with attachments.

Contact Addresses

Postal Address (including Country*)
This is the address that we will use to contact you. 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, and enter your permanent home address in the next section.

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

Contact Numbers
Please enter all your contact telephone numbers in this section, making sure that country and area codes are included. If you have provided more than one telephone number, please indicate at the bottom of the section which is your primary number.

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

> **Within 10 working days of submitting your application you will receive instructions on how to access Student e-Service where you can update your name, address, telephone number and track the progress of your application.**

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 Permanent Residence*
This is your usual country of residence.

UK Area of Residence*

If your usual country of residence is the UK, you must select an area of residence from the drop-down menu. If your country of permanent residence is not the UK, you should not select an area.

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 (MA, MSci etc) and the type of institution (UK, EU or overseas based).

> If your qualification is not listed, please select 'Overseas, European or Other qualification' and then enter specific details in the field below.

Grades/Class

If you have not yet received your final grade please leave 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 (in the future).

> 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 drop-down menu.

If you do not yet have an acceptable score, it is your responsibility to satisfy this requirement. Candidates who don't meet the required grades 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.

If you have taken IELTS or TOEFL you should scan and upload a copy of the certificate in Step 3 of the application. This can then be verified online by the Admissions team. Please refer to the list of recognised English language qualifications on the College website

http://www3.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 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 (Confirmed)
- You can then enter the details of any awards for which you are still awaiting a decision (Applied for)

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, in order to meet the financial conditions of 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 the appropriate Admissions team in the Imperial College Registry for guidance.

Referees may submit their references online through this application system after you register their details at Step 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, and addresses to the appropriate admissions team.

The email addresses of your referees should be for their official institution email address. You should not supply personal emails address such as 'Yahoo', Gmail 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 terms of the application.

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.

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.

Please note we do not offer guidance on the length or content of a personal statement.

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

Please use the other pages to upload any scanned information, such as an academic transcript, a recent English language test certificate, an essay (only required for some courses) 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.

If you have taken IELTS or TOEFL language tests, you should upload a scanned copy of the certificate here. The Admissions team can verify this online, thus saving time in the application process.

Please do not upload a scanned copy of your degree thesis. If the Department require it for their admissions process, they will contact you directly.

If you have uploaded documents to the Embark application, you do not need to send hard copies of these documents to the Registry. Please do not send hard copies of the application form or of any additional documentation you have 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', Gmail or 'Hotmail' as these are not acceptable for a reference.

You do not need to wait until your referees have submitted their references before submitting your application. Your application can be submitted to Imperial without references and references later sent through Embark will be attached to your record.

Please be aware that it is your responsibility to ensure that your referees provide references in support of your application. If your referees are unable to use the online system, they can send hard copy letters of recommendation on headed paper, in sealed envelopes, to the appropriate Admissions team in the Registry

Step 5: Application Inspector

The Application Inspector will check your completed application and highlight any sections that have not been completed or contain incorrect information (for example text in numerical fields).

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 electronic signature. This is the electronic equivalent of signing your name on a paper form. Simply enter your name in the box provided. You do not need a special digital signature.

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 Imperial College Student e-Service, where you can track the progress and view the outcome of your application.

You will receive an email containing your CID reference number (to be quoted in all correspondence), your e-Service username and instructions on how to activate your e-Service account. This email will be sent to you within 10 working days after submitting your application

Please contact the Registry Systems team if you do not receive this information after this time, stating your full name, date of birth and programme applied for

We aim to make a decision on all applications within 8 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 monitor the status of your application in Student e-Service. If we require and further information from you in order to give your application full consideration, you will be notified via email. It is important therefore that you add @imperial.ac.uk to your list of approved senders to ensure that you do not miss any of our details.

If you have uploaded documents to the Embark application, you do not need to send hard copies of these documents to the Registry. Please do not send hard copies of the application form or of any additional documentation you have uploaded.

Once a decision has been made on your application, you will be notified via email and prompted to login to Student e-Service to view the outcome.

Thank you for your interest in studying at Imperial

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

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

www.imperial.ac.uk/registry

www.imperial.ac.uk/pgprospectus/