

# UEA Online Application

## Guidance Notes for Postgraduate Taught Applicants



Applications to study at the University of East Anglia can be made via the [online application form](#).

Please read these instructions fully before completing the form, including any specific instructions that relate to the course you are applying for.

In order to be considered for an academic place at the University and be considered for any scholarships that may be available, all mandatory sections of the application form must be completed. To check which fields need to be completed, please click on the 'Check My Application' link at the bottom of the left hand menu of the application form.

If you are unsure which postgraduate courses the University has to offer, please view the [Postgraduate Study](#) page on our website for further details.

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### General Information

#### Document Upload:

The following documents must be uploaded for your application to be assessed and you should make sure you have these documents with you when completing your application form:

- Transcripts of the most relevant qualification you are either currently studying or have already completed
- Degree certificates
- English language certificates (where appropriate)
- Curriculum Vitae (CV) or Résumé
- Statement of Purpose or Study Plan Statement of at least 500 words (if appropriate for your course)
- One academic reference except for Occupational Therapy, Physiotherapy, Creative Writing, Literary Translation, Theatre Directing: Text and Production and the BSc Midwifery (shortened), which require two references
- Research proposal (MRes Social Science Research Methods)
- Dissertation topic and nominated potential supervisor (MSc Cognitive Neuroscience, MSc Developmental Psychology and MSc Social Psychology courses)
- Passport details page and any previous UK Visas (where applicable)

You can upload documents in the following formats:

.doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, .txt, .jpg, .pict, .gif, .bmp, .tif, or .png

#### **Individual uploaded documents must not exceed 2MB in size.**

For Apple Macintosh users, please note that the filename must include the appropriate three or four letter extension. Also, please do not attempt to upload a document that is password-protected or that contains macros as this will cause the upload process to fail.

Please note that original documents will need to be shown at registration.

### **About You:**

This section allows you to complete all your personal details as well as your Fee Category.

We need to be able to determine what level of tuition fee is relevant to you. Therefore, we need to ask you to select a statement which most accurately describes you. Please note that it is the University that ultimately decides which fee rate will be applied. This decision is final.

If you previously studied with, or applied to the University of East Anglia, we would be grateful if you could supply us with your reference/student number. This can be found either on your campus card if you have studied with us, or at the top of any correspondence you received if you were an applicant.

### **Contact Details:**

It is important to enter a postal address as well as an email address. Both of these details will be important for registration purposes.

**The email address you chose when creating your application, must be the same address you enter in this section.** If you need to change your email address, you can log into your online application and update your details using the Profile tab at the top of the screen.

Please let us know immediately if your postal address changes at any point throughout the year, as once your application is submitted, you will not be able to change this yourself.

### **Programme Level:**

You should select the option Postgraduate Taught and Research from this page. Choosing this option will generate pages specific to your choice.

### **Programme Level:**

You should select the option, 'Postgraduate Taught and Research' from this page. Choosing this option will generate pages specific to your choice.

### **Programme Choice:**

This section allows you to choose your intended programme of study. Once you choose your level of study, you will see the options available. Please note that the start date will only show the months that are available for the specified programme.

### **Passport and Visa Information:**

For Tier 4 Visa requirements it is very important that the name submitted on the application form matches the name on your passport.

If you require a Tier 4 Visa to study in the UK, you must supply us with your passport details. These will then be used to help us produce the CAS statement needed to support your Visa application.

If you are currently or have previously studied in the UK with a Tier 4 Visa, please provide us with details of the institution and how long you were registered with them.

### **Agent/Educational Representative Details:**

If applicable, this section allows you to provide us with details of the educational agent that is representing your application to the University of East Anglia.

### **Academic Information:**

We require a copy of your academic transcript for the period of university study you have completed so far. If your studies were in a language other than English then your transcript should be accompanied by a certified translation into English. If you are applying from outside the UK your transcript should also include an explanation of the system of grades and marks used.

### **English Language:**

To study at university level you will need to have a good command of English. If you are not from a [majority English speaking country](#), as specified by the UK Visa and Immigration Service (UKVI), we will require evidence of your English Language ability. This may be through completing an approved English language qualification test at the required level, or through demonstrating that your previous degree level qualification has been taken in a [UKVI approved country](#).

### **Work Experience:**

Your CV or résumé should include details of your academic background, work experience and any professional qualifications you may have.

### **Personal Statement:**

This section allows you to provide us with a personal statement. You should make sure that you have checked the specific requirements for the course you are applying for before submitting your statement.

### **Sample of Work:**

Some of our courses require a sample of work to be submitted as part of the application process. You should make sure that you have checked the specific requirements for the course before submitting your application.

### **Funding Information:**

You should indicate on the application form your intended source of financial support. Home/EU students can find out more about funding their studies at the University on our [Postgraduate Finance](#) web pages and then follow the links to their area of interest.

Further details of International scholarship availability from the University can be found on our [International Fees & Funding](#) web pages. Please note that scholarships are awarded on academic merit and competition is intense. If a UEA Scholarship is selected on the online application form we are unable to guarantee that you will receive this.

### **Equal Opportunities**

#### **Criminal Convictions:**

The University requires you to state whether or not you have a criminal conviction. You do not have to declare a conviction that is classed as spent under the terms of the Rehabilitation of Offenders Act (please consult NACRO, Citizens Advice Bureau or a solicitor if you are unsure) or for motoring offences for which a standard fine or a maximum of three points was imposed, unless you are applying for a programme where you would be required to undertake placements with children or vulnerable adults. In these cases you will be required to obtain a fresh Disclosure and Barring Service check.

#### **Staff or Near Relative:**

If you are a member of University of East Anglia staff or are related to someone who is, you must inform the admissions office dealing with your application.

The University will not unreasonably deny access to the University to any applicant on the basis of their relationship to another member of staff or their own position as a member of staff.

#### **Monitoring Information:**

Any information collected in this section is for market research purposes only and does not form part of the offer making process.

#### **Declaration:**

Please note that by submitting the online declaration you are confirming that the information given on the form is true, complete and accurate and no information requested or other material information has been omitted.

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### Faculty Specific Documentation

#### Faculty of Arts and Humanities:

Some areas of study require applicants to submit a sample of academic work, for example, an essay or a chapter from an undergraduate dissertation or a 1,200-1,500 word summary of their main interests within the field for which they are applying (except MA Creative Writing; please see below). Applicants will be contacted by the admissions office with details about the required submission.

- **MA in Creative Writing** - applicants are assessed on the quality of the work they submit with their application (a maximum of 5,000 words of prose, up to 20 pages of poetry or up to 30 pages of dramatic script/ screenplay).

#### Faculty of Medicine and Health Sciences:

- **MSc Advanced Practitioner** - You must submit a Memo of Understanding at the time of application. Your manager will need to confirm that you will be given the time and resources required for the programme.
- **MSc Occupational Therapy** and **MSc Physiotherapy** - applicants are asked to provide details of their A level results.
- **BSc Midwifery (Shortened)** - applicants are asked to provide their NMC number.
- **PG Diploma Cognitive Behavioural Therapy** - applicants must complete and submit the [Memo of Understanding](#) at the time of application. Applicants also need to make satisfactory arrangements for clinical supervision in a service setting throughout the course of study. The relevant forms can be found in the Downloadable Forms section.