





















## Applying for a course

### Create Application

To apply for a course, you will need to click on the [Create Application](#) Tile. The other tiles will be used at a later point during the application process. The Application process is split into two parts, [Preliminary](#) and [Course Specific](#).

You will then be taken to the preliminary application form, here you'll need to choose a course and add some personal details.

### Preliminary Application Form

The preliminary application form is used to start an application for a new course and gather some of your personal details. This is then used to provide the foundation for your Course Specific Application.

The preliminary application form is split into two sections, these are [Personal Details](#) and [Course Details](#). The informat

## Application Details

The application details section is made up of several drop-down options, these will also determine the later options available to you. You should select the drop-down options in . This order is:

- < [Type of Student](#)
- < [Program Type](#)
- < [Program of Study](#)
- < [Academic Year](#)
- < [Academic Session](#)
- < [Full Time / Part Time](#)

## Type of Student

You will need to choose the type of Student you are aiming to be at De Montfort University for this application, this will impact the available options to you when choosing a

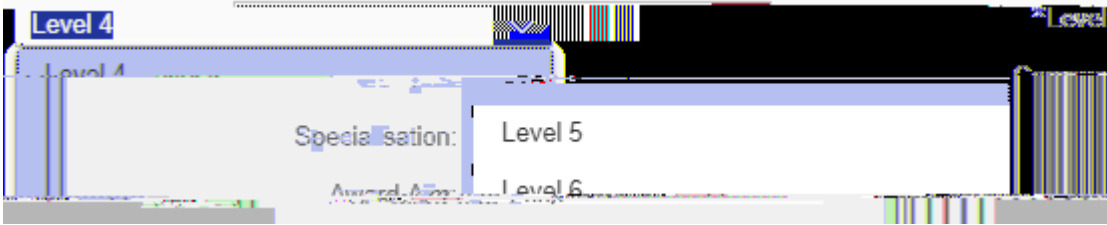
You can find more information on Type of Student [here](#).

## Program Type

## Academic Year

The Academic Year determines the start year for your entry if successful into the University. The Academic year is from 1<sup>st</sup> September to 31<sup>st</sup> August. For example, choosing

## Level



Level refers to the starting year of study you wish to apply for. Each level corresponds to a matching year of study.

Level 3	Foundation Year
Level 4	1 <sup>st</sup> Year
Level 5	2 <sup>nd</sup> Year
Level 6	3 <sup>rd</sup> Year
Level 7	Postgraduate Taught (PGT)
Level 8	Postgraduate Research (PGR)

The Level's available to apply for are dependant on the University is currently accepting applications for.

you have chosen, as well as what De Montfort

## Campus



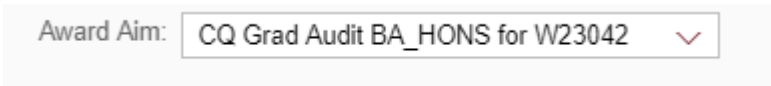
This will be the location that you wish to apply for, based on the available Campus' for the course you have chosen. For most courses the only option available will be

## Specialisation



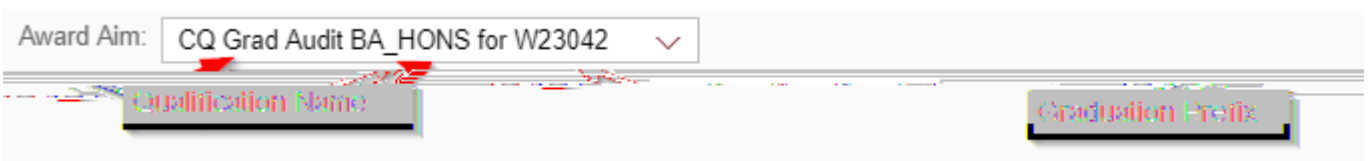
For some courses you are also able to choose a specialisation, this will impact the available modules to you once you begin studying. For more information refer to the [De Montfort University Course admissions website](#) and look for the course you have applied for there. You can also contact an [Admissions Office](#) for more information.

## Award Aim



Award Aim is the you are aiming to receive at the end of your course, for some courses there are multiple qualifications to choose from and the qualifications available are based on the Program type.

The prefix before the Qualification name refers to this being a Qualification that students can and receive a for.



It is important that you choose the correct qualification for your course, as this can impact the modules available to you for study; for more information about the available qualification for a course please refer to the [De Montfort University Course admissions website](#) and find your chosen course there. You can also contact an [Admissions Offi](#)

## Address Details

In the Address Details section, you will need to input an address, it is recommended you use a current and valid address. Your Email will be pre-populated from when you registered (For current students, it's pre-populated from your Student Record). All fields here are mandatory.

## Completed Personal Details


A completed Personal Details section can be seen below.



## Submission (Preliminary Application Form)

When you have completed the form, you will need to click on apply to submit it and continue to the next stage.

When you have successfully submitted this form, you will see the below.

After clicking  You'll then be taken into an [Overview](#) screen where to continue onto your Course Specific Application. Your current progress will have been saved and you can return to continue and view the current status of your application using the [Admission Portal](#) Tile.

## Application Overview

This page provides a brief overview of the status of your application, as your full submitted application is processed by De Montfort University, the options and information on this page will update to reflect this. You can access this screen at any time for an application through the [Admission Portal](#) Tile.

There are three tabs on this screen, they are:

- This provides a small amount of information about your course

-

When you click on an existing application here, you will be taken to the [Application Overview](#) for that application.

## Course Application Form

From the [Application Overview](#) screen, Click on




You will then see your Course's Application form.



The Course Application form is split into several sections. The sections and the information you'll be asked to put in will vary between courses, but all application forms follow a similar template. Additionally, there are a few important things to note when completing the form:

- ◁ When answering some questions, additional questions will appear based on your answer. This will be due to more information being needed.

- < When completing the form, you can click on this icon  , to open a help window for the question it is next too.
- < Any option marked with a red asterisk (\*) is a mandatory field for your application.
- <



– You will need to read and accept the Terms and Conditions to be able to submit your application form successfully.

#### Submission (Course Application Form)

When you have completed each section of the application form and you are ready to submit, click on Submit in the bottom right of the screen. It's important to be aware of two things before submitting:

- ◁ You must complete all mandatory fields, if you try to submit without completing all mandatory fields you will see the below:

- ◁ Once submitted you will not be able to make any changes to the information you've submitted without [contacting](#) the University.

When you have successfully submitted, a message will appear on screen advising you to check the [Admission Requirements](#) Tile (You can click on the House icon to get back to the Home Page), you will also be taken back to the [Admission Portal](#).

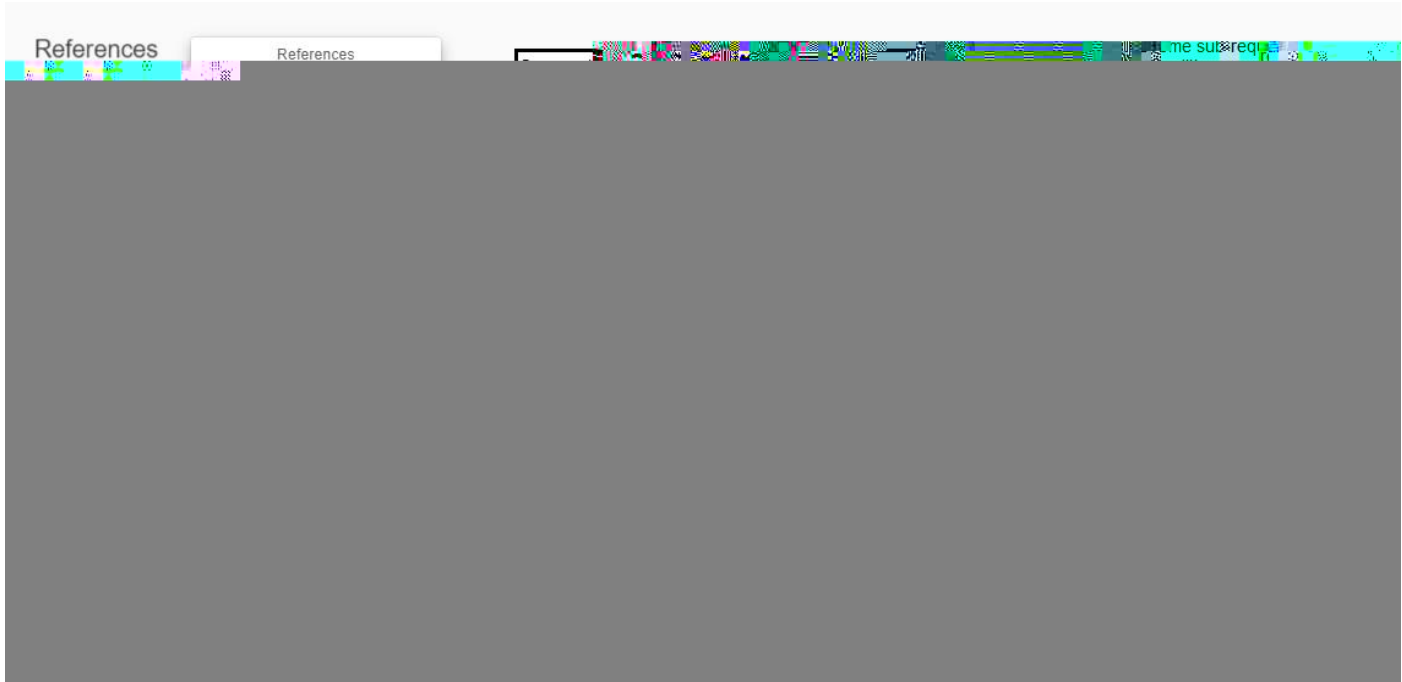




The Status column will update as you meet requirements and your documents are reviewed and approved. These Status' are:

- You haven't uploaded the requested document or met the requirement.
- The Admissions Team are currently reviewing the document / requirement.
- Your document has been approved and /or you've met the requirement

Selecting a Requirement will take you to another a screen where you will see the full list of sub-requirements for it.

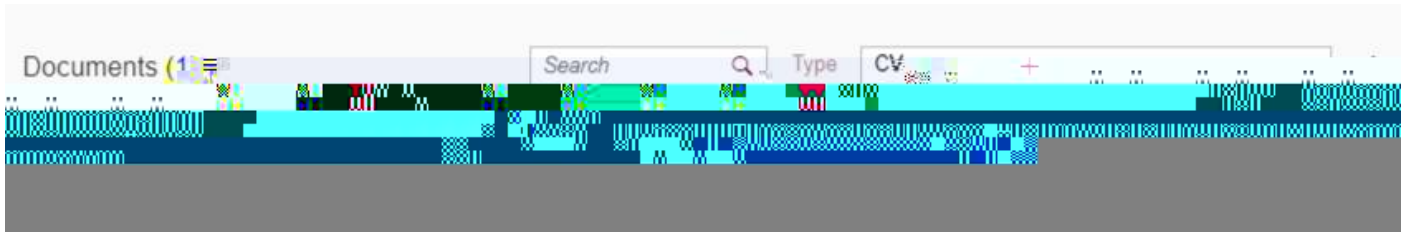




As your application is processed and the University begins to request documents from you, your admission requirements tile will update to a similar look like the example below, to allow you to upload the relevant document.

Upload Documents

After uploading a document, you can scroll down in the tile to see it. The file name will be changed when you upload it but not the content.



If needed you can delete a document, you've uploaded by clicking on the .





### Further help

If you are unable to logon the email, please email the [itmservicedesk@dmu.ac.uk](mailto:itmservicedesk@dmu.ac.uk) or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name and P-number .

## My Admission Requirements Tile is blank

There are a few things you may need to check when attempting to use this tile

- ◁ Have you finished your Course Application? You will need to do this to see your Admission Requirements
- ◁ If you have multiple applications, have you chosen the application you are expecting to see requirements for on the tile?

## Further help

If your Admission Requirements Tile is blank, please email the [itmservicedesk@dmu.ac.uk](mailto:itmservicedesk@dmu.ac.uk) or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name and the Course you are expecting to see Admission Requirements for.

## I can't upload documents

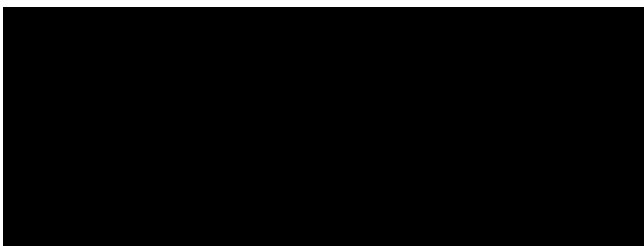
- ◁ Have you selected the right application to upload documents for?
- ◁ Have you uploaded the document in an accepted format? If you haven't, you'll get an error message telling the accepted file types for the chose document. You will need to convert your chosen file and re-upload.
- ◁ Are you trying to do so in the Course Application Form? For some Courses, you will need to upload

[Forgot Password](#)

The email you received will look like the below. You will need to open the link in the email first, and then enter your new password.



After successfully logging in with your new password you will see the below message



After clicking Ok, you will then need to set a new password for your account. The new password will need to be minimum six characters in length and not the same as a previous password for your account.



## Glossary

### Admission Office Contact Details

#### Art, Design and Humanities

Email: [adhadmissions@dmu.ac.uk](mailto:adhadmissions@dmu.ac.uk) - +44 (0)116 257 7555

#### Business and Law

Email: [bal@dmu.ac.uk](mailto:bal@dmu.ac.uk) – Phone: +44 (0) 116 257 7458

#### Computing, Engineering and Media (Technology)

Email: [CEMAdmissions@dmu.ac.uk](mailto:CEMAdmissions@dmu.ac.uk) – Phone: +44 (0)116 257 7456

#### Health and Life Sciences

Email: [hlsadmissions@dmu.ac.uk](mailto:hlsadmissions@dmu.ac.uk) – Phone: +44 (0)116 257 7700

#### International Admission Office

Email: [iao@dmu.ac.uk](mailto:iao@dmu.ac.uk) – Phone: +44 (0)116 257 7713

#### Doctoral College

Email: [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk) – Phone: +44 (0)116 250 6039

### DMU Course Website Pages

– <https://www.dmu.ac.uk/study/courses/all-courses/all-courses.aspx>

– <https://www.dmu.ac.uk/study/courses/undergraduate-courses/undergraduate-courses.aspx>

– <https://www.dmu.ac.uk/study/courses/postgraduate-courses/postgraduate-courses.aspx>

– <https://www.dmu.ac.uk/Study/Courses/Learning-Beyond-Registration/All->

[LBR-Modules.aspx](#)

– <https://www.dmu.ac.uk/study/courses/foundation-courses/foundation-courses.aspx>

### International Course Pages

– <https://www.dmu.ac.uk/international/en/courses/courses.aspx>

[Art and Design](#)

[Business](#)

[Computing](#)

[Engineering](#)

[Humanities](#)

[Law](#)

[Media](#)

[Performing Arts](#)

[Science](#)

### Technical Support

#### Information, Media and Technology Services

Email: [itmsservicedesk@dmu.ac.uk](mailto:itmsservicedesk@dmu.ac.uk) – Phone: +44 (0)116 250 6050



## Definitions

- The process of entry into the University.
  - This application form is the follow up application form to a submitted preliminary application. It is unique to the course you have begun an application for and may differ between courses.
  - This is the application form you see when accessing the Create Application tile. It's information and the Course you select here, will be the foundation for the Course Application form.
  - This is another name for a University Course.
- The category that your Course falls into
- A Year of study
- This is the name for the web-based apps you see on the Home Page

## Type of Student

- Regular BA/BSc and MA/MSc programmes.
- A group of mostly nursing and midwifery programmes and modules funded through a contract with the local health authority. Modules can be UG or PGT level. Students often apply directly to the module level rather than programme. Generally referred to by the acronym LBR.
- MPhil/PhD level study. Applications go to the Doctoral College in DMU rather than through the Admissions division.
- Programmes funded by the EFSA or SFA (rather than HEFCE). Further