The University of Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Online Application Guide

Version 1.0
February 2012

The University of Nottingham
Malaysia Campus
Online Application

Contents

1   Submit an Application

Before an applicant can submit an application they must first complete the application form.

Any information entered within the Personal Details, Contact Details, Confidential Details, Disabilities, Academic History, English Language, Professional Qualifications, Employment History and References pages is applicant specific, and can be used for any application the applicant chooses to submit.

Information entered within the Course and Intake Details, Personal Statement, Supporting Documents and Submit Application pages is application specific and must be completed for each application submitted.

As each page is completed a tick will appear next to it. Applications can only be submitted when each page has a tick displayed.

The applicant can navigate through the application form by using the next and previous buttons or by clicking on the pages on the right hand side of the page.

Applications will not be considered until proof of payment of the application fee has been received by the admissions office. Proof of payment can be unloaded as a supporting document.
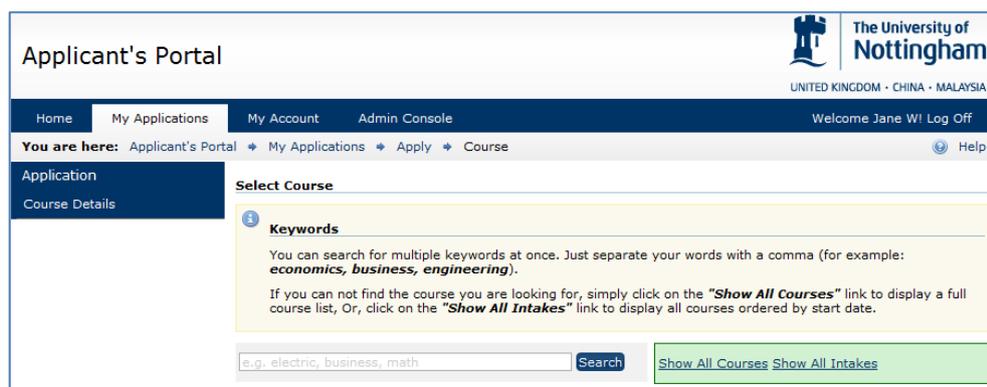
1.1   Select a Course

The Course details page allows the applicant to select the course they wish to study.

At any time prior to the submission of the application the selected course could be changed. However, depending on the selected alternative course additional information may be required.

The full details of all the courses are available via The University of Nottingham, Malaysia Campus website www.nottingham.edu.my

1. If the applicant has just registered they will be automatically directed to the course selection page.

Alternatively, if the applicant is returning to the Applicant Portal they should select either New Application or Continue Application (depending on whether they have started the application process) to display the course selection page.
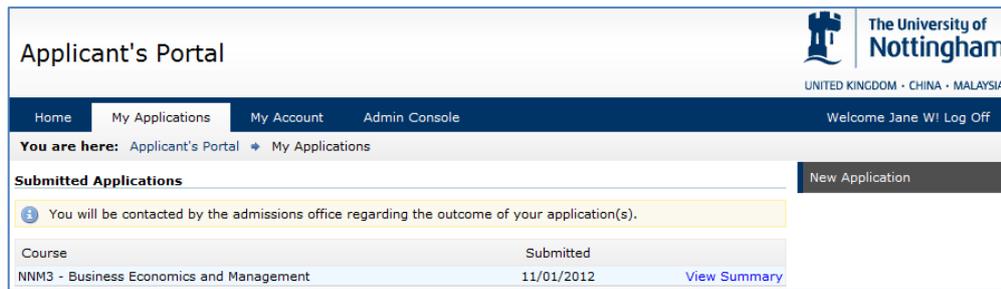
2. Select a course by either entering information into the Search courses field, as the information is typed the list of courses will be filtered to display only appropriate courses. For example if Business is entered all courses with Business in the title or recorded as a key word will be displayed.

    Alternatively, select the Show All Course link, to list all courses.

    The courses are displayed firstly by taught level, that is grouped by foundation, undergraduate, postgraduate taught and research courses and also by MBA.

    The selected course level will determine what mandatory information is required later during the completion of the application form.

3. The available intakes are listed below the courses. Select the relevant intake by clicking the link.
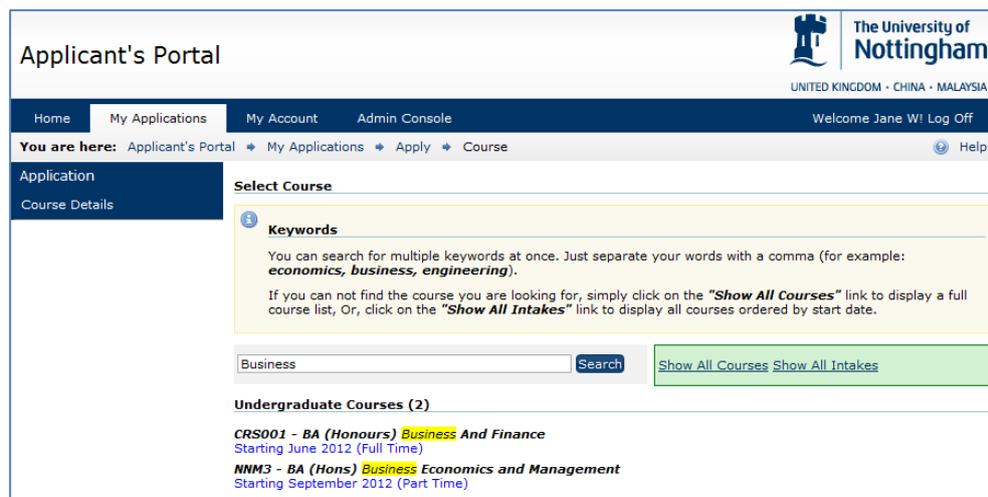
Once the intake has been selected the applicant will be directed to the Personal Details page and a tick will be visible next to the Course Details page.

Note: The course and intake selected by the application will appear within an information bar at the top of each page.

1.2 Alternative Method, Select an Intake

1. From the Select Course page click the Show All Intakes link.

The results are displayed firstly by intake and then by taught level, that is grouped by foundation, undergraduate, postgraduate taught and research courses and also by MBA.

2. The available courses are listed below the intake. Select the relevant course by clicking the link.

Once the course has been selected the applicant will be directed to the Personal Details page and a tick will be visible next to the Course Details page.

The course and intake selected by the application will appear within an information bar at the top of each page.

1.3   Complete Application Form

1.3.1   Personal Details

The applicant is required to complete the personal details page. The purpose of the page is to allow the University to gather generic applicant information.

The applicant must ensure they complete all mandatory fields, these are indicated with a red asterisk.

If a mandatory field is not populated an information message will be generated instructing the applicant which field is required to be completed.

Personal Details

> ℹ️ You are currently applying for Business And Finance starting Jan 2012

Title:	Mrs ▾ *
Forename:	Jane *
Family Name / Surname:	Wright *
Full Name (As per NRIC Card / Passport):	Jane Wright *
Gender:	Female ▾ *
Date of Birth:	01/01/2012 📅 *

Student Identification

If you are a returning to study at the University of Nottingham, please enter your campus and student id (reference) from your previous study period. If you cannot remember your student id, please leave the field blank.

Returning From Campus	⦿ N/A	○ China	○ Malaysia	○ UK
Returning Student Id				

*Fields marked with * are mandatory.*

[Previous Section]   [Next Section]

1. Select Title from the list provided.

2. Enter Forename and Family names

    Please ensure that you use this name in any future correspondence with The University of Nottingham.

    Do not just enter initials, if you do not have a first name, please enter your surname again.

3. Enter your Full name.

    The full name should be entered as it appears on your Passport or NRIC card

4. Indicate your gender by selecting from the predefined list.

5. Click into the Date of Birth field and use the pop up calendar to enter your date of birth using, or alternatively key the date directly.

6. Optionally, if you are a returning student, please indicate your previous campus and if known provide your student ID number.

7. Select Next Section to move to the Address Details Page.

    A tick will now be visible next to the personal details page.

1.3.2   Contact Details

The purpose of the Address page is to record the applicants permanent home and correspondence addresses.

The correspondence address is the address to which The University of Nottingham will send all communications.
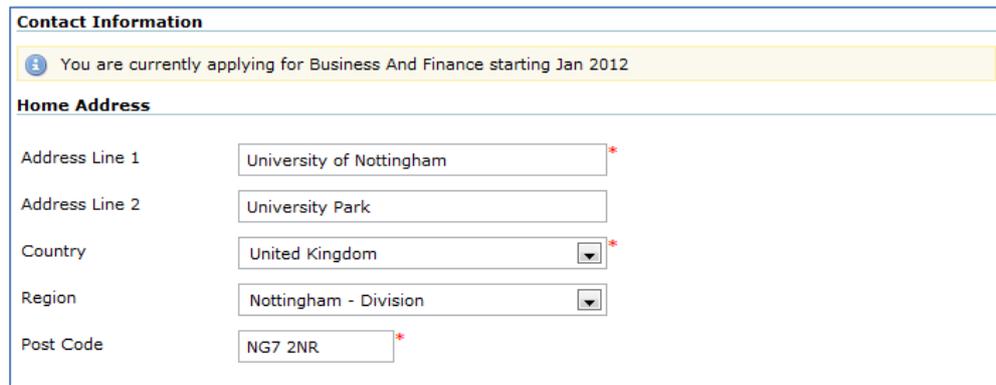
Contact Information

ⓘ You are currently applying for Business And Finance starting Jan 2012

Home Address

Address Line 1	University of Nottingham *
Address Line 2	University Park
Country	United Kingdom ▾ *
Region	Nottingham - Division ▾
Post Code	NG7 2NR *

1. Enter the building/house number, and street and town/city in the address line fields
2. Select country from the pre-defined list.

    The most frequently used values, those of the 3 campus of the University are listed at the top of the list.

3. Select a region from the pre-defined list.

    The list of regions is dynamic and is dependent on the selected country.

4. Enter the post/zip code
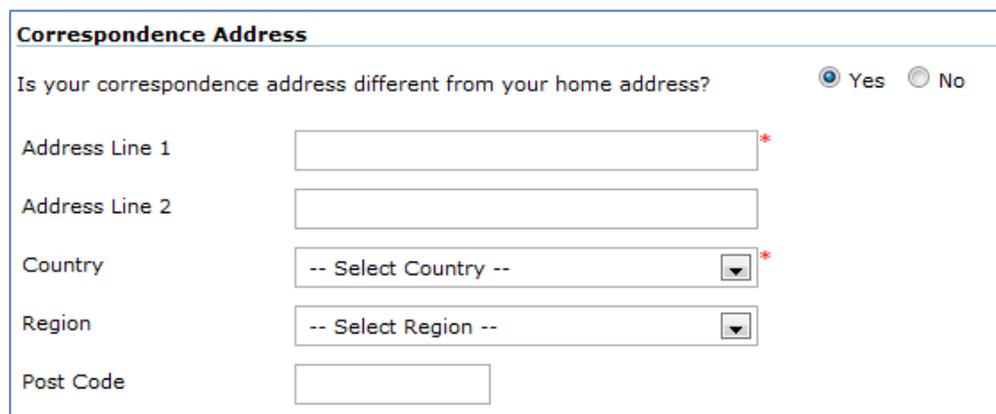
Correspondence Address

Is your correspondence address different from your home address?   ◉ Yes   ○ No

Address Line 1	*
Address Line 2	
Country	-- Select Country -- ▾ *
Region	-- Select Region -- ▾
Post Code	

5. Indicate if your correspondence address is different from your home address by selecting the Yes option.

    If Yes is selected a second address panel will appear. It should be filled in using the same method as used to complete the home address section.

6. Enter a home telephone number and/or a mobile telephone number. Please include the appropriate country and area codes

   Entering at least one telephone number is mandatory. It will not be possible to complete the page until a number has been entered.

7. If available, enter a Fax number. Please include the appropriate country and area codes

   The account email address is displayed within the Contact Details page. It is also possible to optionally record 2 additional email addresses. Any additional email addresses will receive copies of all communications.

8. If required, enter the additional email address 1

9. If required, enter the additional email address 2

10. Select Next Section to be directed to the Confidential Details page.

    A tick will be visible next to the contact details page.

1.3.3   Confidential Details

The next page the applicant is required to complete is that of the confidential details. The information collected within this page will not be used during the decision making process, it is collected for reporting purposes only.

The applicant must ensure they complete all mandatory fields, these are indicated with a red asterisk.

If a mandatory field is not populated an information message will be generated instructing the applicant which field is required to be completed.

1. Select the appropriate nationality from the pre-defined list.

2. Indicate your marital status by selecting the appropriate value from the list.

3. Select your country of permanent residence from list provided.

4. Please indicate if you have any criminal convictions by selecting either the Yes or No radial button.

   If Yes is selected, you will be contacted by a member of the admissions team to discuss the details of your conviction. Please be aware possessing an unspent conviction will not necessarily have a detrimental impact on your application, however failure to declare it would.

5. Please indicate if you would require a visa to study with Malaysia.

   This information ensures we are able to supply relevant visa information to all applicants who require it.

Identification Details Passport / NRIC Number

Passport Number (Alternatively, you may enter your Malaysian NRIC number)

Place Issued

Date Issued   dd/mm/yyyy

Date Expires   dd/mm/yyyy

*Fields marked with * are mandatory.*

Previous Section   Next Section

6. Please enter either your Malaysian NRIC number or your passport number.

   This information is not mandatory for international applicants at this time.

   However if you have indicated a nationality of Malaysian this field does become mandatory. If the NRIC number is not provided the page will not be recognised as completed and it will not be possible to submit the application.

7. If a passport number has been entered please specify the place of and date of issue.

8. Enter the date the passport expires, by entering directly using the dd/mm/yyy format or by using the calendar provided.

9. Select Next Section to be directed to the Disabilities page.

    A tick will be visible next to the confidential details page.

1.3.4   Disabilities

As specified on the Disabilities page any application made to The University of Nottingham will be considered purely on the basis of its merits, abilities and potential, regardless of gender, ethic or national origin, age (subject to The University regulations on minimum age), disability, religion, sexual orientation or any other irrelevant distinction.

If you do have a disability or any special needs please give the details in this page. We have a wide range of support services to assist you.

Your Disabilities

ℹ️ You are currently applying for Business And Finance starting Jan 2012

Applicants to the University of Nottingham are considered solely on the basis of their merits, abilities and potential, regardless of gender, ethnic or national origin, age (subject to the university regulations on minimum age), disability, religion, sexual orientation or any other irrelevant distinction.

The University is strongly committed to equality of opportunity in its provision for all students. There are approximately 1,400 disabled students and the University is committed to providing on-going support with the focus being on providing accessible services and supporting students in completing their courses as independently as possible.

Please check all disabilities that apply to you. If you cannot find a disability in the list please provide details in the "Further Details" section.

* You must select an option from the list below

🔘 No disability

⚪ You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

⚪ You are blind or have a serious visual impairment uncorrected by glasses

⚪ You are deaf or have a serious hearing impairment

⚪ You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

⚪ You have a mental health condition, such as depression, schizophrenia or anxiety disorder

⚪ You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

⚪ You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

⚪ You have a disability, impairment or medical condition that is not listed above

⚪ You have two or more impairments and/or disabling medical conditions

1.   Using the appropriate radial button, please indicate if you have a disability.

     At the bottom of the list there is an option to declare two or more disabling conditions.

Please provide any further details of your disability(s) or supply details of any disability not mentioned above.

2. If you have indicated any option, other than "No Disabilities", please enter details in the field provided.

    This is especially important if the option "You have two or more impairments and/or disabling medical conditions" is selected.

3. Please specify any special requirements you may have.

    A member of staff from the disability advisory team will contact you to discuss your requirements.

4. Select Next Section to be directed to the Academic History page.

    A tick will be visible next to the Disabilities page.

1.3.5   Academic History

The purpose of this page is to gather the academic history of the applicant. The academic history page records both the institutions studied at and the qualifications achieved.

1. Select Add Institution to add an institution to your profile.

    A new page will open, where the details of the institution the qualification was obtained can be entered.

2. Enter the Institution name

3. Enter the building/house number, and street and town/city in the address line fields

4. Select country from the pre-defined list.

    The most frequently used values, those of the 3 campus of the University are listed at the top of the list.

5. Select a region from the pre-defined list.

    The list of regions is dynamic and is dependent on the selected country.

6. Enter the post/zip code

7. Optionally, enter the telephone number and Fax number.

8. It is also possible to enter an e-mail address for the institution if known. Typically this would be a generic Registry address.

9. To return to the main academic history and save the information select save, cancel will return the applicant to the main academic history page without saving the information.

Note: Once an institution has been added it can be edited and deleted. These options are available within the menu on the right hand side of the page.

10. To associate qualifications to the institution, select Add Qualification.

    The qualification details page will then be displayed

11. Select the awarding institution from the list displayed.

    The list will contain all institutions added to the academic history record.

12. Enter the qualification title. Typically this will include the level and the subject, for example BA (Honours), International Business Management.

13. Specify the period from and to the qualification was gained by selecting the Month and Year using the drop down lists.

14. Enter the grade/result achieved.

    Although this field is not mandatory, it is recommended that it be completed.

15. Indicate if this is a grade/result predication by selecting the appropriate option.

Qualification Breakdown (Subjects / Modules)

Your qualification may have been made up of several components (or modules). If you would like to incorporate the marks of several or all of the modules as part of the qualification, please enter the module name and grade below and add it to the qualification.

Add Subject / Module

Subject / Module

Grade / Result

Add

Subject	Grade	
Economics	65%	Remove
Business Law	70%	Remove

Although not mandatory, it is possible breakdown the qualification into the component modules. Typically this is used when recording an undergraduate or postgraduate qualification.

16. If required, enter the subject title

17. Specify the result achieved and press Add

The subject will now be listed below.

18. To return to the main academic history institution and save the information select save, cancel will return the applicant to the main academic history institution page without saving the information.

Note: Once a qualification has been added it can be edited and deleted. These options are available within the menu on the right hand side of the page.

19. Select Next Section to be directed to the English Language page.

A tick will be visible next to the Academic History page.

1.3.6   English Language

The purpose of this page is to establish if English is the first language of the applicant.

1. Indicate if English is your first language, by clicking the appropriate option.

   If no is selected, proof of English language is required. The details of the qualification can be recorded within the form and a copy of the certificate should be uploaded as part of the applications supporting documents.

   Additional information is provided by selecting the Open English Language Equivalencies Document link.

2. Indicate if English is/was the language of your first degree by clicking the appropriate option.

3. To Add an English language qualification, select Add Qualification.

With the exception of candidate number, all fields are mandatory.

4. Using the list provide, select the type of English language test taken.

5. If known, enter your candidate number.

6. Specify the date obtained by selecting the month and year from the pre-defined values.

7. Enter the overall score achieved.

8. If IELTS or TOEFL is the test taken additional fields are required to be completed.

    Enter individual scores achieved for Reading, Writing, Speaking and Listening.

9. To return to the English language qualification page select save, cancel will return to the page without saving the information.

Note: Once a qualification has been added it can be edited and deleted. These options are available within the menu on the right hand side of the page.

10. Select Next Section to be directed to the Professional Qualification page.

A tick will be visible next to the English Language page.

1.3.7   Professional Qualifications

The purpose of this page is to gather any professional qualifications that offer support to an application.

Professional qualifications are not required for foundation or undergraduate applications, however if an applicant wishes to record them they are able to do this. It will be treated as supporting information.

1. If you do not wish to record any professional qualifications, select the checkbox stating this.

   You will then be able to move to the Employment History page and a tick will appear against Professional Qualifications.

2. To add a record of your professional qualification, select Add Qualification.

   All 4 fields within the page are mandatory and require completing.

3. Specify the professional qualification you feel is relevant to your application.

4.   Please indicate which professional body you studied with.

5.   Please indicate the exam level or the score you obtained within the Exam field.

6.   Select the year the qualification was awarded from the listed values.

7.   To return to the professional qualification page select save, cancel will return to the page without saving the information.

Note: Once a qualification has been added it can be edited and deleted. These options are available within the menu on the right hand side of the page.

8.   Select Next Section to be directed to the Employment History page.

A tick will be visible next to the Professional Qualifications page.

1.3.8   Employment History

The purpose of this page is to gather any employment history that offer support to an application.

An employment history is not required for foundation or undergraduate applications, however if an applicant wishes to record one they are able to do this. It will be treated as supporting information.

1. If you do not wish to record an employment history, select the checkbox stating this.

    You will then be able to move to the References page and a tick will appear against Employment History.

2. To add a record of your Employment History, select Add Employer.

    There are 6 mandatory fields that require completion. These fields are indicated by a red asterisk.

3. Enter the Company name

4. Enter the building/house number, and street and town/city in the address line fields

5. Select country from the pre-defined list.

    The most frequently used values, those of the 3 campus of the University are listed at the top of the list.

6. Select a region from the pre-defined list.

    The list of regions is dynamic and is dependent on the selected country.

7. Enter the post/zip code

8. Enter the position you held (or hold if the record is for the current employer)

9. Enter the date you commenced employment with the employer by keying directly into the field, using a dd/mm/yyyy format or by selecting it from the calendar provided.
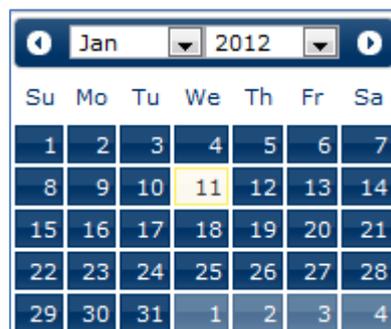
10. Enter the date you ended your employment with the employer by keying directly into the field, using a dd/mm/yyyy format or by selecting it from the calendar provided.

    If this is the current employer this field can be left blank.

11. Indicate if the position is/was full or part time by selecting the relevant option from the list.

12. Enter the typical hours per week you work.

13. Specify the key responsibilities the position involves.

14. To return to the Employment History page select save, cancel will return to the page without saving the information.

Note: Once an employer has been added it can be edited and deleted. These options are available within the menu on the right hand side of the page.

15. Select Next Section to be directed to the References page.

A tick will be visible next to the Employment History page.

1.3.9   References

References are required to support both undergraduate and postgraduate applications.

If your application if for an undergraduate course you will be required to provide 1 reference. If your application is for a taught, research, or MBA postgraduate course you are required to provide 2 references.

No reference is required for a foundation application.

If you wish to obtain the references prior to the completion of your application, you can download the form from the Admissions webpages:

http://www.nottingham.edu.my/Applications/Malaysian/apply.aspx

Completed references will be accepted by post. However preferably, Malaysian applicants should email them to admissions@nottingham.edu.my and international applicants should email them to int-admissions@nottingham.edu.my.

You can record your referee details within the application form. The referee name, address and contact details are mandatory. These fields are indicated by the red asterisk.

1. Select Add Reference, to display the referee details page.

2. Select the reference type from the list provided.

3. Enter the name of your nominated referee.

    The referee should be able to provide a professional or academic reference. Personal references will only be considered in very exceptional circumstances.

4. Please enter the name of the organization your referee is associated with, typically this will be a company or education institution.

5. Enter the building/house number, and street and town/city in the address line fields

6. Select country from the pre-defined list.

    The most frequently used values, those of the 3 campus of the University are listed at the top of the list.

7. Select a region from the pre-defined list.

    The list of regions is dynamic and is dependent on the selected country.

8. Enter the post/zip code

9. Enter the contact telephone number of the referee.

10. Optionally, enter the fax number and their mobile telephone number.

11. Specify the referees email address

12. To return to the References page select save, cancel will return to the page without saving the information.

Note: Once a Referee's details have been added they can be edited and deleted. These options are available within the menu on the right hand side of the page.

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13. Select Next Section to be directed to the Personal Statement page.

A tick will be visible next to the Reference page.

Note: A tick will be visible next to References once the page has been open and reviewed. It is not necessary to provide the referee details at this time, as explained on the page.

1.3.10 Personal Statement

Depending on the course level you are applying for the personal statement page will require slightly different information.

If you are applying for a Foundation or Undergraduate course you will be asked to summarise your academic interests and your reasons for choosing your intended course. Ideally your statement should also why you have chosen University of Nottingham Malaysia Campus and your future plans.

If you are applying for a taught postgraduate or MBA course you will be asked to summarise your academic interests and reasons for choosing your intended course.

Research postgraduate applicants are requested to provide an outline of their intended research interests.

1. Enter your personal statement within the text box provided on the page.

   Remembering to read the information message displayed about the box as this will provides guidance as what information should be summarised within your statement.

2. Select Next Section to be directed to the Supporting document page.

   A tick will be visible next to the Personal Statement page.

1.4   Attach Supporting Documentation

Depending on the course level you are applying for and your nationality your will be required to attach different documents to support your application.

All Malaysian applicants must provide a transcript of studies and a copy of their NRIC card irrespective of the course level applied for. Optionally, Malaysian applicants can provide a copy of their English language qualification, to support their application

All international applicants must provide a copy of their transcript of studies, a completed application fee form and a copy of their application fee receipt or bank transfer slip. Also, they can optionally provide a copy of their English language qualification, and a copy of their photograph page of their passport.

Both International and Malaysian applicants that are applying for a MBA course will also have to provide a completed MBA questionnaire.

The mandatory documents for you application will be indicated using a red asterisk.

1. To attach a copy of your Transcript of Studies click the adjacent Attach button.

    Copies of additional qualifications can also be added to the document, but they should be relevant to your application.

2. Select Choose File, to open your explorer window.

3. Select Open, or the appropriate button within your explorer window, to attach the document and to return to the Transcript of Studies Document page.
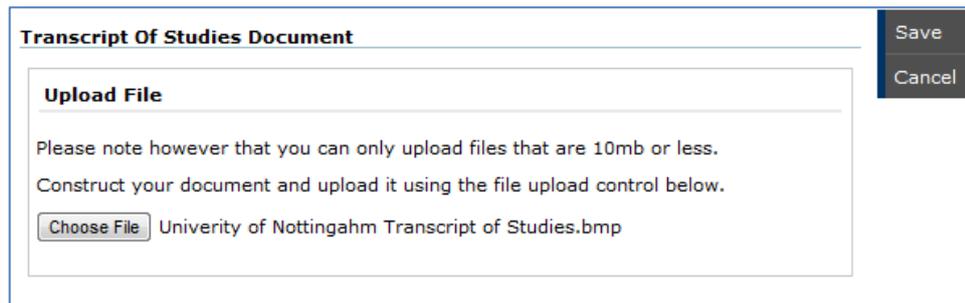
4. Select Save to return to the Supporting Documents page. If cancel is selected the Supporting document will be displayed, but your document will not have been attached.

   As the documents are attached they will be listed within the uploaded documents section.
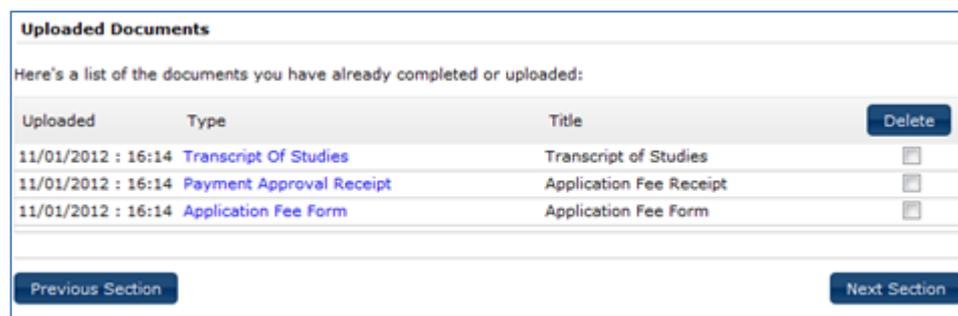
5. Continue to add all your supporting documents using the same method, ensuring all mandatory documents are attached.

   All MBA applicants are required to download and complete an additional MBA questionnaire. This link will not be present for applicants not applying for a MBA course.

   Please download this Additional MBA Document and upload the completed version. *

6. Select the Additional MBA Document link, to open the additional questionnaire.
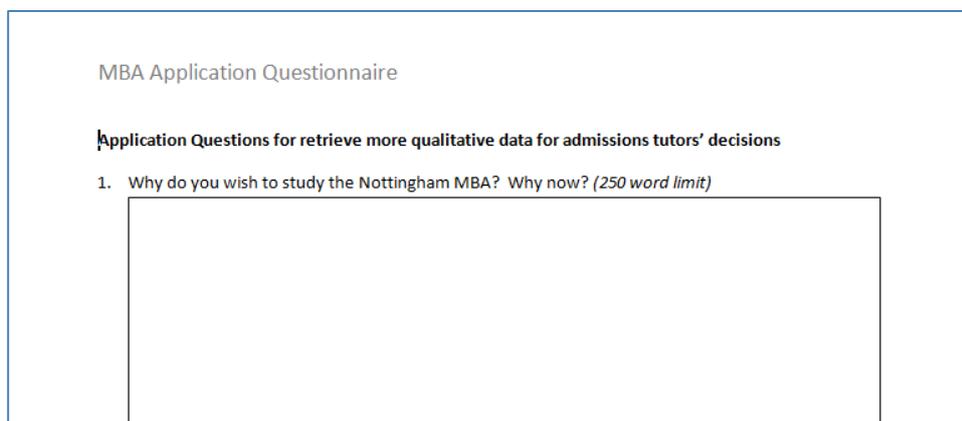
   MBA Application Questionnaire

   Application Questions for retrieve more qualitative data for admissions tutors' decisions

   1. Why do you wish to study the Nottingham MBA? Why now? *(250 word limit)*

   The questionnaire is a word document and it can be completed, saved and then attached to the application using the same method explained above.

   As mentioned previously, international applicants are required to pay an application fee.

7. International applicants who wish to pay the application fee whilst in the supporting documents page can select the link provided.

   Please attach your '**Application Fee Receipt**' or a copy of your '**Bank Transfer Slip**'. We are **NOT** able to process your international application without confirmation this application fee has been paid. Click here to pay now
   https://epay.nottingham.edu.my

8. The University's E-Payment screen will then be displayed.

   All fields are mandatory and are required to be completed prior to submitting the payment.

9. Attach the application fee receipt or bank transfer slip using the same method as the other document types.

10. Download the application fee form by selecting the Application Fee Form link.

Please attach the completed Application Fee Form. We will not be able to process your application until we have received your application fee form and the application fee of USD $50.00.

The form is a word document and it can be completed, saved and then attached to the application using the same method explained above.

> **Note:** A document can be removed from the application using the adjacent Delete checkbox. If a mandatory document has been removed you will not be able to submit the application until a replacement has been added.
>
> It is not possible to remove a document after the application has been submitted.

11. Select Next Section to be directed to the Submit Application page.

A tick will be visible next to the Supporting Documents page.

1.5   Submit Application

All the information that has been entered in the application form can be reviewed prior to submitting the application. This includes the personal statement and all the documents that have been attached.

1. Indicate how you learnt about the University from the list provided.

   If you have selected Agent, an additional field name requires completion.

Submit Application

How did you learn about the University of Nottingham and its programmes?   Agent ▾ *

Please specify Agent's name   Mr John Smith

How do you expect to pay for your studies?   Self ▾ *

☑ I certify that the information provided within this form is correct and I understand that the University will withdraw my application if any aspect is found to have been falsified.

The University charges an application fee to international applicants for all its courses. Your Application will not be considered until the admissions team have received proof of payment.

Application Fee Details

Application Summary

Please check that all your details are correct before submitting your application using the submit button at the bottom of the screen.

Application Summary (Reference: BA14015712)

Course Details

Study Mode	Full Time
Qualification Level	Undergraduate
Qualification	CRS001 : Business And Finance
Start Date	Jan-2012
End Date	Sep-2012

2. If appropriate, please enter the name of your Agent.

3. Please indicate how you expect to pay for your studies by selecting the funding option from the provided list.

4. Please review all the information you have entered into the application form.

   It is possible to navigate back through the form to make any necessary amendments, by selecting the page from the left hand menu.

5. When you are satisfied all information is correct, select the check box to certify this.

☑ I certify that the information provided within this form is correct and I understand that the University will withdraw my application if any aspect is found to have been falsified.

6. Select the Submit Application button.

You will then be taken to the My Applications page. Your application summary can be viewed by selecting the link, and printed using your web browsers print command.

Additionally, you will receive an acknowledgement email, sent to your nominated email account(s).