



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Online Application Guide

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The University of Nottingham
Malaysia Campus
Online Application

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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.

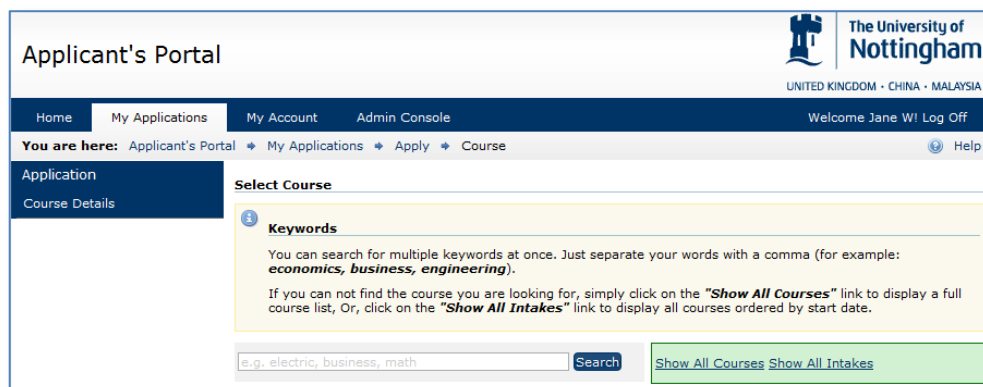
1.1 Select a Course

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.

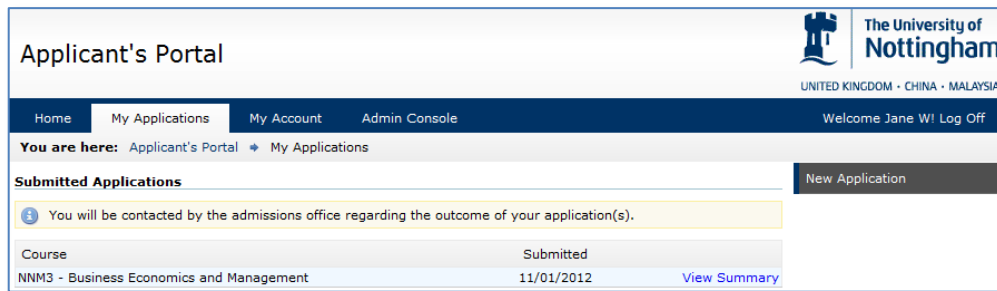
The full details of all the courses are available via The University of Nottingham, Malaysia Campus website www.nottingham.edu.my

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



The screenshot shows the 'Applicant's Portal' interface. At the top right is the University of Nottingham logo and name, with 'UNITED KINGDOM · CHINA · MALAYSIA' below it. A navigation bar includes 'Home', 'My Applications', 'My Account', and 'Admin Console'. A user greeting 'Welcome Jane W! Log Off' is visible. A breadcrumb trail reads 'You are here: Applicant's Portal > My Applications > Apply > Course'. A left sidebar contains 'Application' and 'Course Details'. The main content area is titled 'Select Course' and features a 'Keywords' section with instructions: 'You can search for multiple keywords at once. Just separate your words with a comma (for example: **economics, business, engineering**). If you can not find the course you are looking for, simply click on the "Show All Courses" link to display a full course list, Or, click on the "Show All Intakes" link to display all courses ordered by start date.' Below this is a search input field containing 'e.g. electric, business, math' and a 'Search' button. Two green buttons, 'Show All Courses' and 'Show All Intakes', are positioned to the right of the search field.

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.



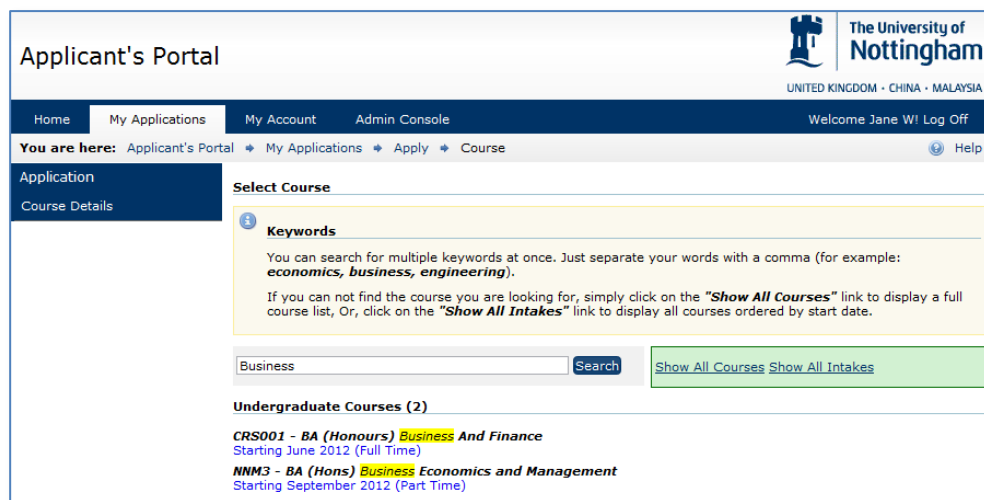
2. Select a course by either entering information into the Search courses field, as the information is typed the list of courses will be filtered to display only appropriate courses. For example if Business is entered all courses with Business in the title or recorded as a key word will be displayed.

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

 You are currently applying for Business And Finance starting Jan 2012

Title: *

Forename: *

Family Name / Surname: *

Full Name (As per NRIC Card / Passport): *

Gender: *

Date of Birth: *

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.

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.

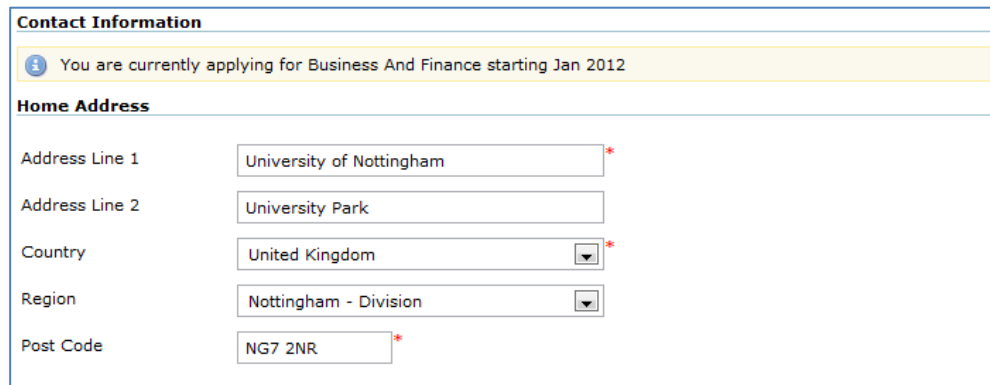
Do not just enter initials, if you do not have a first name, please enter your surname again.

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 *

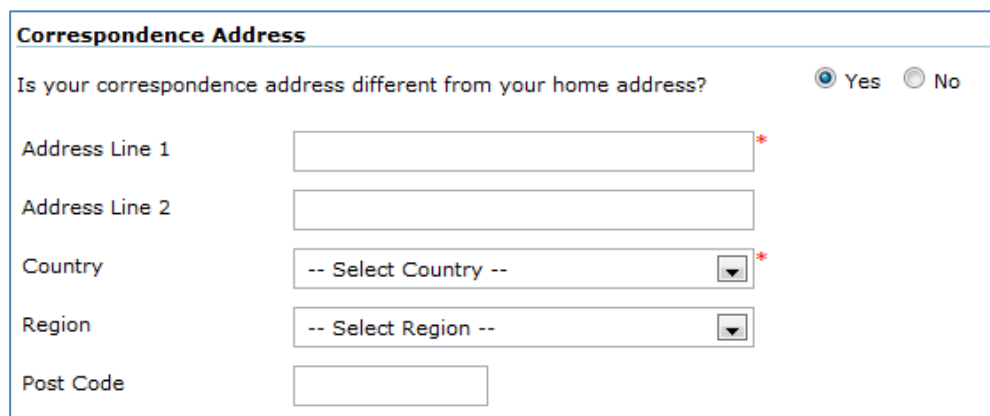
Address Line 2

Country *

Region

Post Code *

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 campuses 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 *

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.

Contact Numbers / Email


 Please enter either a valid Home Telephone number or a Mobile Number

Home Telephone Number

Mobile Telephone Number

Fax Number

Email Addresses

 The first email address below is associated with your account. You can change it in the "My Account" tab. You can now enter up to two subsequent email addresses which will receive all communication(s) regarding any submitted applications.

E-Mail Address jane.wright@nottingham.ac.uk

Additional Email Address 1

Additional Email Address 2

*Fields marked with * are mandatory.*

[Previous Section](#)
[Next 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.

Confidential Details
 You are currently applying for Business And Finance starting Jan 2012

Nationality	British	*
Marital Status	Married	*
Country of permanent residence	United Kingdom	*

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.

Criminal Convictions

The University of Nottingham requires applicants to declare any criminal convictions, other than minor motoring offences. We will refuse the application for, or terminate the registration of any individual who is subsequently discovered to have omitted or falsified the relevant facts or information concerned with his/her application.

Do you have any criminal convictions? Yes No

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.

International Students

All Non-Malaysian nationals who wish to study at an educational institution in Malaysia are required to hold a valid Student Pass. Non-Malaysian nationals who are holding other passes such as: Diplomatic Pass, Dependant Pass (if you are below 18 years old) or Permanent Resident Status, are required to send ONE copy of your passport or related documents to the University. Holders of these passes are not required to apply for Student Pass. Dependent Pass holders, who are aged 18 years or above must apply for a Student Pass.

Do you require a visa to enter and study in Malaysia? Yes No

If you are offered a place on your selected course, we can supply you with the information you will need to secure this visa and guidance on how to apply.


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 

Date Expires 

Fields marked with * are mandatory.

[Previous Section](#) [Next Section](#)


- 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.
- If a passport number has been entered please specify the place of and date of issue.
- Enter the date the passport expires, by entering directly using the dd/mm/yyy format or by using the calendar provided.
- 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, ethnic 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

 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

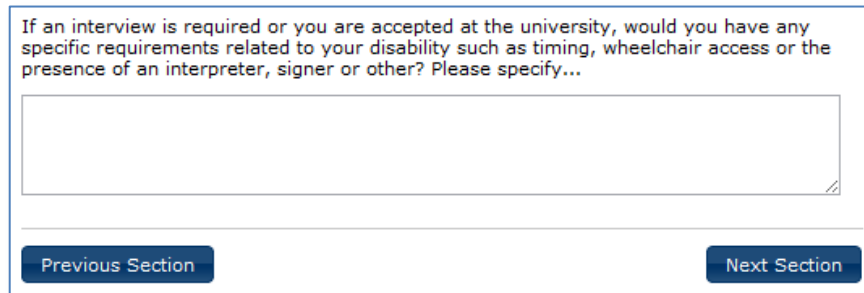
- Using the appropriate radial button, please indicate if you have a disability.

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.



If an interview is required or you are accepted at the university, would you have any specific requirements related to your disability such as timing, wheelchair access or the presence of an interpreter, signer or other? Please specify...

Previous Section Next Section

The screenshot shows a web form with a text input area and two buttons: "Previous Section" and "Next Section". The text input area is empty and has a small cursor icon in the bottom right corner. The buttons are blue with white text.

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.

The screenshot shows the 'Academic History' page. At the top, there is a message: 'You are currently applying for Business Administration starting Jan 2013'. Below this is a section titled 'Your Institutions' containing a table with two columns: 'Institution Name' and 'Address'. The table has one entry: 'Nottingham Trent University' with the address 'Burton Street, Nottingham...'. To the right of the table is a vertical menu with the following options: 'Add Institution', 'Edit Institution', 'Delete Institution', 'Qualifications', and 'Add Qualification'. Below the table is a section titled 'Your Qualifications' with the text 'You do not have any academic qualifications added to your profile'. At the bottom of the page are two buttons: 'Previous Section' and 'Next Section'.

10. To associate qualifications to the institution, select Add Qualification.
The qualification details page will then be displayed

The screenshot shows the 'Your Qualification' form. It has the following fields and options:

- Awarding Institution:** A dropdown menu with 'Nottingham Trent University' selected. A red asterisk is next to it.
- Qualification Title:** A text input field containing 'BA (Hons) Business Studies Part Time'. A red asterisk is next to it.
- Was this qualification taught in English?:** Radio buttons for 'Yes' (selected) and 'No'.
- From:** Two dropdown menus for month and year, with 'September' and '1988' selected. A red asterisk is next to the year dropdown.
- To:** Two dropdown menus for month and year, with 'June' and '1992' selected. A red asterisk is next to the year dropdown.
- CLASS / CGPA / Percentage:** A text input field containing '1'.
- Is this a predicted grade / result?:** Radio buttons for 'Yes' and 'No' (selected).

On the right side of the form is a vertical menu with 'Save' and 'Cancel' options.

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

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.

Academic History

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

Your Institutions

Institution Name	Address
<input type="checkbox"/> Nottingham Trent University	Burton Street, Nottingham...

Your Qualifications

Subject	Study Period	Grade/Result	Predicted?
<input type="checkbox"/> BA (Hons) Business Studies Part Time	Sep-1988 to Jun-1992	1	No

Previous Section
Next Section

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.

English Language

ⓘ You are currently applying for BA (Hons) Business Economics and Finance starting Oct 2012

If English is not your first language, please provide details of your English language qualification with results obtained and the date you took the test.

Is English your first language? Yes No

Is/was English the language of your first degree? Yes No

Your English Language Qualifications

ⓘ You do not have any english language qualifications added to your profile

Previous Section
Next Section

Add Qualification

Edit Qualification

Delete Qualification

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.

English Language Qualification Save
Cancel

If you have taken an English Language proficiency test please state...

Qualification Type *

Candidate Number

Date Obtained *

Overall Score *

*Fields marked with * 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.

English Language Qualification Save
Cancel

If you have taken an English Language proficiency test please state...

Qualification Type *

Candidate Number

Date Obtained *

Overall Score *

If you have selected IELTS or TOEFL, please state individual band scores

Reading *

Writing *

Speaking *

Listening *

*Fields marked with * are mandatory.*

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.

Professional Qualifications

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

i
 Foundation and Undergraduate courses do not require you to include any professional qualifications. However we do encourage all applicants to include as much supporting material with their application as possible.

I do not wish to include any professional qualifications as part of my application.

i
 You do not have any professional qualifications added to your profile

Previous Section
Next Section

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.

Professional Qualification

Save
Cancel

Qualification	Managing Successful Programmes *
Professional Body	MSP *
Exam	Foundation *
Year Awarded	2010 ▼ *

*Fields marked with * are mandatory.*

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.

Professional Qualifications

You are currently applying for Business Administration starting Jan 2013

Foundation and Undergraduate courses do not require you to include any professional qualifications. However we do encourage all applicants to include as much supporting material with their application as possible.

I do not wish to include any professional qualifications as part of my application.

Qualification	Professional Body	Exam	Year Awarded
<input type="checkbox"/> Managing Successful Programmes	MSP	Foundation	2010

Previous Section
Next Section

Add Qualification

Edit Qualification

Delete Qualification(s)

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.

Employment History

You are currently applying for Business And Finance starting Jan 2012

Foundation and Undergraduate courses do not require you to include any employment history.

I do not wish to include any employment history as part of my application.

You do not have any employment history added to your profile

Previous Section
Next Section

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.

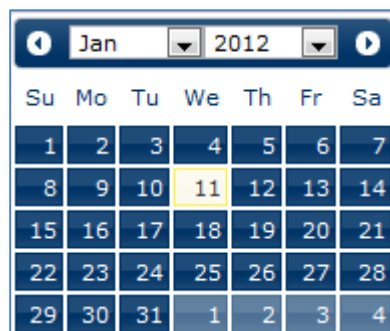
Employment History

Save
Cancel

Company Name	Nottingham University	*
Address Line 1	University Park	*
Address Line 2	Nottingham	
Country	United Kingdom	*
Region	Nottinghamshire - Two-tier county	
Post Code	NG7 2NR	*
Position	Business Analyst	*
Start Date	18/05/2009	*
End Date	dd/mm/yyyy	*
	Please leave the end date blank if this is your current employer	
Status	Part Time	
Hours Per Week	21	
Responsibilities	Business Systems Analyst, Process Mapping, User Stories development etc	
	Limit: 500 Characters (429 Remaining)	

Fields marked with * are mandatory.

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.

Employment History

You are currently applying for Business Administration starting Jan 2013

Foundation and Undergraduate courses do not require you to include any employment history.

I do not wish to include any employment history as part of my application.

Company Name	Status	From	Until
<input type="checkbox"/> University of Nottingham	Part Time	May-2009	Present

Buttons: Previous Section, Next Section

Buttons: Add Employer, Edit Employer, Delete Employer

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 is 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.

References

You are currently applying for Business Administration starting Jan 2013

During the application process, you are required to provide one (1) reference. You can submit this application without the reference, but you will need to provide it to us at int-admissions@nottingham.edu.my before we can confirm any offer

Buttons: Previous Section, Next Section

Button: Add Reference

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

Referee Main Details	
Type	Academic <input type="button" value="v"/> *
Name	John Smith*
Referee Organisation	
Organisation	Wilsthorpe Secondary School*
Position	Head Teacher*
Address Line 1	Derby Road*
Address Line 2	Long Eaton
Country	United Kingdom <input type="button" value="v"/> *
Region	Derbyshire - Two-tier county <input type="button" value="v"/>
Post Code	NG10 1AA*
Referee Contact Information	
Telephone Number	0115 9123456*
Fax Number	<input type="text"/>
Mobile Number	<input type="text"/>
E-Mail Address	john.smith@wilsthorpe.ac.uk*

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.

The screenshot shows a web interface for the 'References' section. At the top left, the title 'References' is displayed. On the top right, there are two buttons: 'Edit Reference' and 'Delete Reference'. Below the title, there are two yellow information boxes. The first box contains the text: 'You are currently applying for Business Administration starting Jan 2013'. The second box contains the text: 'During the application process, you are required to provide one (1) reference. You can submit this application without the reference, but you will need to provide it to us at admissions@nottingham.edu.my before we can confirm any offer'. Below these boxes, there is a list of references with one entry: 'John Smith (Wilsthorpe Secondary School)'. At the bottom of the page, there are two buttons: 'Previous Section' and 'Next Section'.

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.

 Please summarise your academic interests and your reasons for choosing your intended course.

Academically, I have always been a very determined and studious individual, hence why I knew that a degree at University would be the definite next step. I have a broad interest in many subject areas yet feel drawn towards a law or business orientated degree. With regards to Business, the reasoning behind my choice is the complex and intriguing nature of the subject. I particularly enjoy the way business so appropriately blends in with everyday issues. Since taking the subject at A-Level my interest has grown and matured and I am able to view many businesses analytically and make suggestions regarding possible improvements. Law is an area which has interested me from an early age. I enjoy extensive reading and recognise that this is essential in studying law. I consider myself to be well suited to a career in law as I pay much attention to detail and take pleasure in undergoing work which raises social issues in today's society and requires the skill to manipulate evidence and present persuasive arguments. I also believe that the Psychology A-Level I have has aided me in observing the actions of others and how their opinions and memories are influenced by external factors. This area of work requires much confidence which I believe I possess and can use to my advantage in order to gain recognition in this competitive field of work

My work experience is very broad due to a variety of positions I have held in differentiating working environments. My experience working for Royal Worcester & Spode in the Debenhams' department store has been the most influential. The up-market company requires a confident disposition from a Sales Advisor such as myself and a proficient memory in order to ensure product knowledge is to an optimum standard

I was also given the responsibility to train a new employee which displays the high degree of trust my employers have for me

My educational experiences have been of great use to me from a position of form captain in Secondary School

[Previous Section](#) [Next Section](#)

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 you 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.

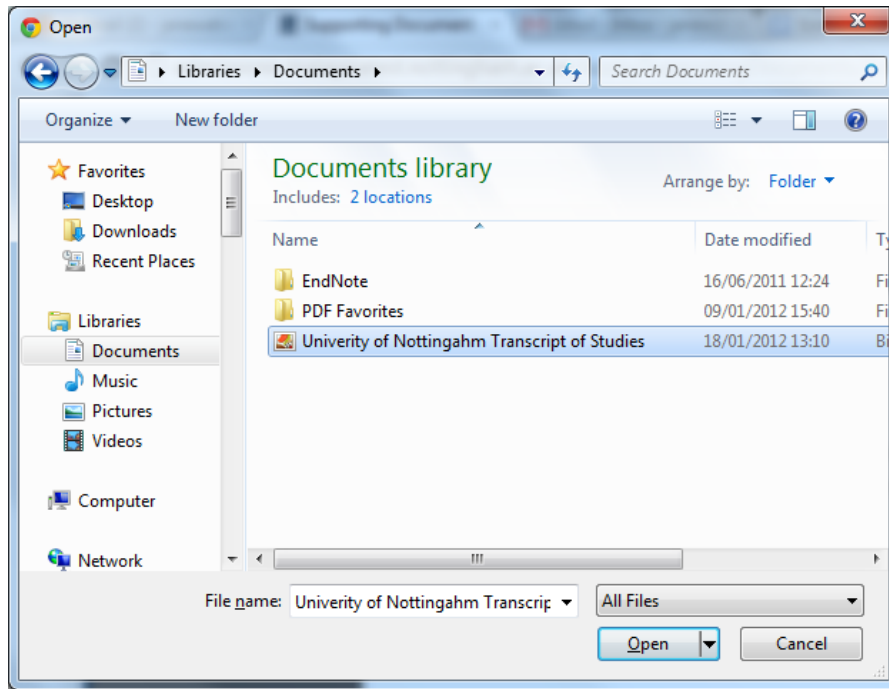
1. To attach a copy of your Transcript of Studies click the adjacent Attach button.

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

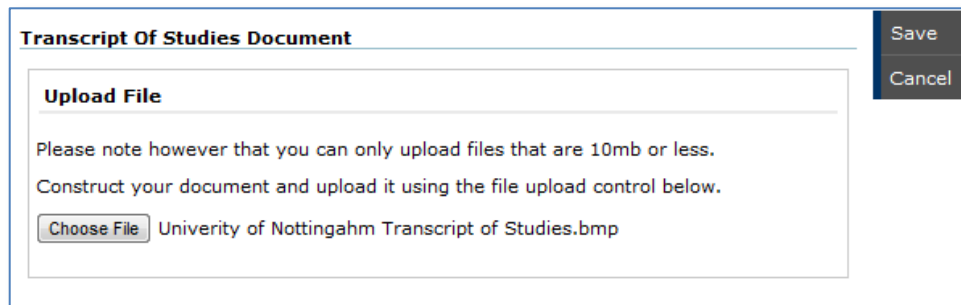
The screenshot shows a section titled "Supporting Documents". At the top, there is a yellow banner with an information icon and the text: "You are currently applying for Business Admin + Marketing starting Sep 2012". Below this, there are six rows of instructions, each with an "Attach" button on the right. The first row says: "Please attach a **Transcript of Studies** and copies of all relevant qualifications." with a red asterisk. The second row says: "Please attach your **English Language Qualification Certificate**." with an "Attach" button. The third row says: "Please attach a photocopy of your **Passport** (Photo ID page only)." with an "Attach" button. The fourth row says: "Please download this [Additional MBA Document](#) and upload the completed version." with a red asterisk and an "Attach" button. The fifth row says: "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>" with a red asterisk and an "Attach" button. The sixth row says: "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." with a red asterisk and an "Attach" button. At the bottom of the section, there are two buttons: "Previous Section" on the left and "Next Section" on the right.

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

The screenshot shows a window titled "Transcript Of Studies Document". On the right side, there are two buttons: "Save" and "Cancel". The main area of the window is titled "Upload File" and contains the following text: "Please note however that you can only upload files that are 10mb or less. Construct your document and upload it using the file upload control below." Below this text is a "Choose File" button and the text "No file chosen".

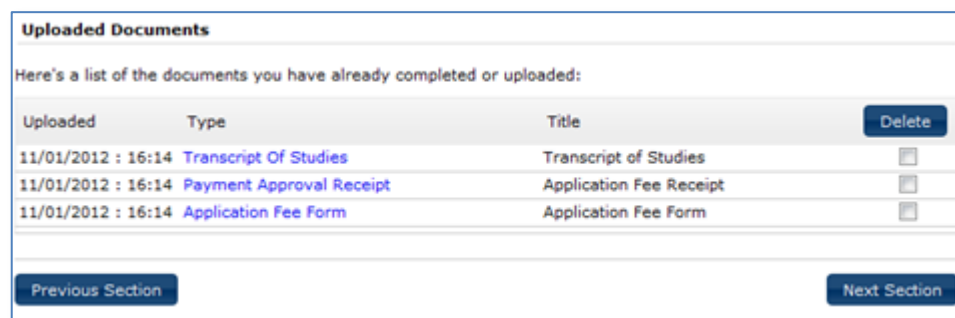


3. Select Open, or the appropriate button within your explorer window, to attach the document and to return to the Transcript of Studies Document page.



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.

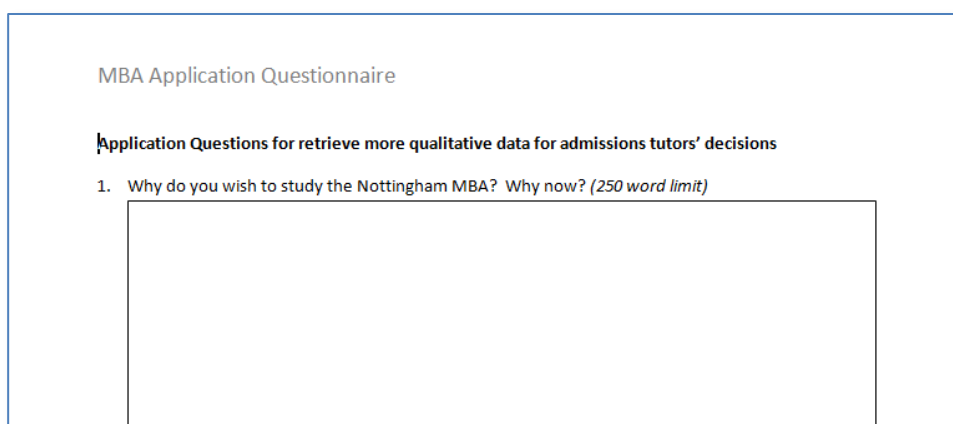


5. Continue to add all your supporting documents using the same method, ensuring all mandatory documents are attached.

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 screenshot shows a form titled 'MBA Application Questionnaire'. Below the title is a bold heading: 'Application Questions for retrieve more qualitative data for admissions tutors' decisions'. There is a single question listed: '1. Why do you wish to study the Nottingham MBA? Why now? (250 word limit)'. Below the question is a large, empty rectangular text box for the answer.

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.

E-Payment

Fees Name * : Application Fee ▾

Name * :

IC / Passport * : Example: 750101141414 (excluding *)

Email Address * :

Amount * : USD Fixed amount

Payment Type :

I hereby agree with the [terms and conditions](#)

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 University of Nottingham
UNITED KINGDOM · CHINA · MALAYSIA

For Office Use Only

Application No:
UNIMKL-

The University of Nottingham Malaysia Campus Application Fee

The University charges an application fee of USD50 for all of its courses (Foundation, Undergraduate, Postgraduate Taught and Research).

In the event that students decide to defer their entry, an additional charge of USD25 will be implemented for the deferment. A deferment of entry is valid only for one academic cycle (eg. Sept 2011 deferred to Sept 2012). A deferment which is not undertaken within the stipulated time-frame will lapse and if students would like to enrol into a different academic year outside the period of their deferment, they would have to submit a new application to the university.

Students who have been offered a place in the programme they originally applied for may change their course/programme by paying an additional USD25. Only one change of programme will be permitted.

Government or organisation sponsored students are exempted from paying this fee when they provide a letter which confirms their sponsorship details.

Personal Details		
Family Name:	Title (Dr/Mr/Mrs/Miss/Other):	
Other Name(s):	Male/Female:	Self-Sponsored/ Government Sponsored:

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.

Supporting Documents

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

Please attach your **English Language Qualification Certificate**. [Attach](#)

Please attach a photocopy of your **Passport** (Photo ID page only). [Attach](#)

Uploaded Documents

Here's a list of the documents you have already completed or uploaded:

Uploaded	Type	Title	Delete
11/01/2012 : 16:14	Transcript Of Studies	Transcript of Studies	<input type="checkbox"/>
11/01/2012 : 16:14	Payment Approval Receipt	Application Fee Receipt	<input type="checkbox"/>
11/01/2012 : 16:14	Application Fee Form	Application Fee Form	<input type="checkbox"/>

[Previous Section](#)
[Next Section](#)

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? *

Please specify Agent's name

How do you expect to pay for your studies? *

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)

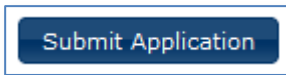
Course Details

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.

Applicant's Portal - Test

UNITED KINGDOM · CHINA · MALAYSIA

Home
My Applications
My Account
Admin Console
Welcome Jane W! Log Off

You are here: Applicant's Portal > My Applications

Submitted Applications

1 You will be contacted by the admissions office regarding the outcome of your application(s).

2 If you wish to add or alter any details in a submitted application, you should email us at int-admissions@nottingham.edu.my

Course	Submitted	
MB23 - Business Admin + Marketing	18/01/2012	View Summary

New Application

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

Thank you for your application to study at the University of Nottingham

Thank you for submitting your application to study at The University of Nottingham Malaysia Campus. A summary of your application is shown below:

Reference: FC11016712
 Submission Date: 18 January 2012 15:07
 Campus: Malaysia Campus
 Course Type: Masters
 Course: Business Admin + Marketing
 Intake: Sep 2012
 Study Mode: Full Time

Supporting Documentation Submitted:

Application Fee Form
 Transcript Of Studies
 Payment Approval Receipt
 Additional MBA Document

Please send any outstanding supporting documentation to the relevant Admissions office at int-admissions@nottingham.edu.my as soon as possible so that we can consider your application.

Please note that it does take a number of weeks to process an application, but we will inform you as soon as a decision has been made.

Also, please be aware that the School to which you have applied may require additional information from you, if this is the case they will contact you by email or letter in the near future.

If you have disclosed any disability or long term medical condition when submitting your application a representative from the Disability Support Team will contact you.

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

Regards
Admissions Office