

Video Title: Guide to making an application

To make an application from the University of Derby Online Learning website, click on the orange 'Apply Now' button.

Select the course you wish to apply for from the drop down list.

Then click on the 'Start Application' button

This takes you to the Course Selection Page

Select the year you wish to start your studies from the dropdown menu

Select the course pathway

Then select the Campus box which will be the University of Derby Online

Select the month you wish to start your studies

And then the type of study is online distance learning

And then select your entry level

Finally press Continue which will take you to the Login page

If you have not applied for a course with us before, you will need to click on the create account button. Otherwise click on the Login button if you previously registered.

Create Account takes you to the Account Creation page

Enter in your email address, and then confirm it.

Then you will need to enter in your first name and your last name and then create a password.

Your password must contain between 8-16 characters, and have at least 1 lowercase, 1 uppercase and 1 number and there must be no spaces.

Then create account

The Course Details page is displayed.

Complete the 2 questions on this page for your application to be created.

The first question is asked purely to help with assessing your fee status.

So click on either yes or no

And then choose how you will be funding your studies from the drop down menu

And finally click on Create Application

Personal Information

Complete the fields in the basic information section

Enter in your date of birth

Then you will need to select your nationality. If you are from the United Kingdom, type in United and then United Kingdom will appear in the drop down menu. Select United Kingdom

Repeat this in the birth country

For country of permanent residency, if you've selected United Kingdom you will now need to choose either England, Scotland, Wales or Ireland

Then select your gender

And enter in a home telephone number and a mobile number

Next is your home address

Enter in the country, for example United Kingdom

Individual address fields will be displayed.

Here you can use the postcode lookup, type in the postcode into the box and click on the Find Address button. Then select next to the correct address to populate the address fields.

Alternatively you can complete the address fields manually.

Please note that the postcode lookup is only for United Kingdom addresses. All others must be typed in manually.

If you want to use a different Mailing Address, tick the mailing address box and complete address fields. If you want to keep it the same then just leave blank

Answer all the questions in the general information at the bottom of the page.

Click on 'Have you previously studied in the UK?', 'Is your application linked to an agent?', 'Do you have any disabilities or learning differences?', 'Do you wish to apply for recognition of prior learning?', and 'Do you have any criminal convictions?'

In order to assess your application we will need to have some form of official photographic identification.

Click on the upload box here to upload a scanned copy of your passport, driving licence or other official photo ID.

Once this is done click on Save and Continue

Qualifications

If you don't have any qualifications, tick this box, otherwise add your most relevant qualifications on to this page.

When you click on 'Add a qualification' a pop up box appears.

In the Qualification Type field, select your qualification from the type ahead drop down box eg typing 'a' in to this field will list qualifications with 'a' in the title

Select your subject (or nearest subject title)

Enter in your grade and if relevant you can also enter in a percentage

Finally enter the date of the award

If you cannot find your qualification in this list, you can type in 'oth' and select either 'other UK qualification' or 'other overseas qualification'

Finally press save

You can add other relevant qualifications by clicking 'add a qualification' box again.

We will need proof of your qualifications, so use the 'upload proof of qualification' box to upload your certificates and transcripts.

If your qualification documents are not in English, we will need an official translated version of your qualifications.

If English is not your first language, you will need to provide proof of English language proficiency.

In this case, click 'No' to this question and 2 more boxes appear where you can add your English qualifications and upload your certificates or transcripts

Click on Save and Continue which will take you to the next step

Supporting info

You will need to upload your personal statement here.

Your personal statement needs to be approximately 500 words and can include information such as why you want to do the course and any relevant experience. To upload your statement, click on 'Upload and Personal Statement', choose your file and then press upload. You will see the personal statement has now been added.

Any other documents supporting your application can be uploaded in the additional documents section.

If the course you're applying for specifies a CV you will be able to upload it here

Employer details if required, should be entered by clicking 'Add Employer Details'

If references are required, these can also be uploaded here. A written reference should be supplied on company headed paper and signed and dated from either a manager, supervisor or the HR department.

Once you have completed all the relevant sections, click Save and Continue

Review and submit

Take a few moments to review the summary page – any sections which are not completed will be highlighted here.

You can go back and update any incomplete sections

Read the data protection statement and the declaration and then tick the box and click Save and Submit

You will be sent a submission and a confirmation email.

If you have already started an application and wish to continue, go to the website and click on the apply now page

Click on 'Continue Existing Application'

The Login page will then be displayed.

Enter your Email and your Password that you've previously created, click Login

This will then take you through to your application