

**Cardiff Metropolitan University**  
**International and Partnership Office Online Application Form**  
**Student Guide**

This guide has been created to assist students in making applications using Cardiff Met's online form.

Link to the new online form:

1. On our Welcome Page Students should **only** select the applicant option "I am an applicant".



2. If this is the first time you are making an application to Cardiff Met using this form please Select the "Register for an Account" button.

### Please Login

Email Address

Password

Login

If you have forgotten your password, please click here to [reset your password](#).

OR

Register for an Account

3. You will then be asked to enter your Forename, Surname and email address.
4. Please also confirm your preferred contact methods so that we know how you wish to be contacted by Cardiff Met. Once you click "Register for an Account" an automatic, verification email will be sent to the email address you provided.

- Please check your emails (including the spam/junk folder) and click the link to verify your email address.
- You will then be taken back to your log in page, where you can now create a password for your account.  
Passwords can be a mixture of letters, numbers and symbols and must be at least 6 characters long and contain at least 1 number.
- If you try to Register and you already have an account it will advise you that your email address is already registered like below:

### Register for an Account

That email address has already been used to register an account.

- In this situation go back to the log in page and reset your password if you have forgotten this.
- If you know your log in details please enter them and press login.
- Once logged in you will have a dashboard style page, which allows you to review all your “In Progress” and “submitted” applications.
- To create a new application select the button “New Application”

### Applications

New Application

FILTER OPTIONS

	LAST UPDATED	STATUS	APPLICANT ID	APPLICANT NAME	PROGRAMME TITLE	CREATED BY
NO APPLICATIONS FOUND						

Showing 0 to 0 of 0 entries

### To note:

**All fields marked with an asterisk (\*) in the form must be completed or uploaded.**

**All uploaded files must be a maximum of 10MB in size, and one of the following file types: .pdf, .doc, .docx, .jpg, .jpeg, .png, .ppt, .gif**

## Course Options

1. First select the "Level of Entry" you wish to apply for from the drop down list.
  - a. Foundation = Courses below degree level such as International Foundation, Foundation Leading to BA Business and Management studies
  - b. Pre-sessional English = Our English language courses
  - c. Bachelors = All Undergraduate courses (BSc, BA etc.)
  - d. Masters = All Postgraduate courses (MSc, MA etc.)
  - e. PhD = All Research PhD

Course Details

LEVEL OF ENTRY \*      COURSE \* ?

Foundation  
Pre-sessional English \*  
Bachelors  
Masters  
PhD

2. Select the chosen course from the drop down list. If your course choice is not there, please refer to the Cardiff Met website [here](#) for available courses. (Please note that some courses are not open to International students).

3. Select the intake and year of entry from the drop down list.

Please note: Our academic year runs from 01 August to 31 July inclusive.

For example: September/October 2018 = 18/19, February 2018 = 18/19

September/October 2019 = 19/20, February 2019 = 19/20

Course Details

LEVEL OF ENTRY \*      COURSE \* ?      INTAKE / YEAR OF ENTRY \* ?

Bachelors      BA (Hons) Accounting      18/19 - Year 1 - September (Full Time)

Course Details

LEVEL OF ENTRY \*      COURSE \* ?      INTAKE / YEAR OF ENTRY \* ?

Bachelors      BA (Hons) International Business Administration (Finance)      18/19 - Year 3 - February (Full Time)

4. If applying for a pre-sessional course you must apply for the next course within the Alternate Course option.

Course Details		
<b>LEVEL OF ENTRY *</b>	<b>COURSE * ?</b>	<b>INTAKE / YEAR OF ENTRY * ?</b>
Pre-sessional English	Pre-Sessional English	18/19 - Year 1 - July (Full Time)

Alternate Course	
<b>LEVEL OF ENTRY</b>	<b>COURSE</b>
Bachelors	BA (Hons) Animation

5. The Alternate Course option will be counted as your second choice if not accepted for your first course.

### **Personal Details**

1. Enter your details.

- Title
- Gender
- Date of Birth (Using the date picker option)
- First Name will be filled already based on your registration details. (This should be the full name as per your passport)
- Last Name will be filled already based on your registration details. (This should be the full name as per your passport)

If you only have one name please enter this in the Last Name section and leave First Name blank

- Nationality
- Country of Domicile

2. Passport Details:

It is optional to add your passport details and a copy of your passport but we encourage all applicants to submit these details as part of the application.


Use the browse option to upload your passport from your desktop.

PASSPORT NUMBER 123456789	PASSPORT ISSUE DATE 01 July 2009	PASSPORT EXPIRY DATE 21 July 2021
COPY OF PASSPORT <input type="text"/> Browse...		

3. Click Next either at the top or bottom of page to move onto the page of the application form.

### **Contact Details**

1. Add your permanent address.  
Please divide the address between the lines. Do not add the full address in one line.
2. If your correspondence address is the same as the permanent address there is no need to re-type, simply tick the box circled below:

Contact Details	
<b>PERMANENT ADDRESS *</b>	<input type="checkbox"/> Correspondence Address same as Permanent Address 
<input type="text" value="123 Test Street"/>	<b>CORRESPONDENCE ADDRESS *</b>
<input type="text" value="Test Village"/>	<input type="text"/>
<input type="text" value="Test Town"/>	<input type="text"/>
<input type="text" value="UK"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3. Add your telephone number including the area code.
4. Your email address will be filled in already based on your registration details.
5. Add your Mobile number. This is optional.

Click Next either at the top or bottom of page to move onto the page of the application form.

### **Qualifications**

1. If your highest qualification is pending, use the “**Pending Qualifications**” table to complete the information about this qualification.
2. If you have several qualifications pending you can add multiple rows by clicking the Add Row button.

Pending Qualifications		
TITLE OF QUALIFICATION	RESULTS DATE	INSTITUTION NAME
MA Art and Design	25 July 2018	Cardiff Met <span>×</span>

**Add Row**

You also have an option to upload any of your pending qualification documents (such as letters or transcripts) if available.

- If you have no pending qualifications, please complete the “**Qualifications Obtained**” table instead ensuring you use the upload function to provide your final certificate and transcripts.

Qualifications Obtained				
SUBJECT	TITLE OF QUALIFICATION	INSTITUTION NAME	RESULTS DATE	MARK / GRADE
Animation	BA (Hons)	Cardiff Met	03 July 2018	1st
<b>CERTIFICATE / TRANSCRIPT</b> <input type="text" value="H:\Mv Documents\Apos to Loa\Cert"/> <b>Browse...</b>			<b>AFFIDAVIT</b> <span>?</span> <input type="text"/> <b>Browse...</b>	


**Add Row**

- If you have several qualifications, you can add multiple rows by clicking the **Add Row** button.
- If your name on your passport does not match the name on your certificate/transcripts you will be required to submit an Affidavit to confirm that you have been known by both names.

For example, if you have a name which is missing or misspelt in your certificate/transcripts but is on your passport this will require an Affidavit. If your name on your certificate/transcripts is in the wrong order but all names are visible and spelt correctly, an Affidavit will not be required.

The Affidavit should confirm that you have been known by both names (the name on your passport and the name on your certificate/transcripts) and these names relate to one person.

If you already have a copy of an Affidavit/name change documentation (such as marriage certificate) then please upload this.

Qualifications Obtained				
SUBJECT	TITLE OF QUALIFICATION	INSTITUTION NAME	RESULTS DATE	MARK / GRADE
Animation	BA (Hons)	Cardiff Met	03 July 2018	1st
CERTIFICATE / TRANSCRIPT		AFFIDAVIT 		
<input type="text" value="H:\Mv Documents\Aops to Loo\Cert"/> <input data-bbox="566 571 678 593" type="button" value="Browse..."/>		<input type="text"/> <input data-bbox="1292 571 1404 593" type="button" value="Browse..."/>		
<input data-bbox="1300 638 1396 683" type="button" value="Add Row"/>				

### English Language Qualification

1. Complete the table to advise us of any English qualifications that you currently have or have pending.
2. If you have already obtained any English qualifications please upload these using the browse and upload function.
3. If the English qualification is pending then tick the box to confirm this.
4. Leave this section blank if this is not applicable to you.

For information on what countries are exempt from supplying English language documents and more information on the test types we accept please visit our website [here](#).

Click **Next** either at the top or bottom of page to move onto the page of the application form.

### Work Experience

1. If you have any relevant work experience that could assist in your application, please complete the table.
2. If you have had several previous roles, you can add multiple rows by clicking the **Add Row** button.

### Statements

1. Upload your CV (if available)
2. Upload your personal statement  
(The personal statement should explain why you wish to study at Cardiff Met and why you wish to study your chosen course. It is a mandatory document so it must be uploaded.)
3. Upload your Reference(s) (if available). You can add more than one reference by clicking the button Add Reference

Statements

CV

PERSONAL STATEMENT \* ?

REFERENCE(S) ?

Click **Next** either at the top or bottom of page to move onto the page of the application form.

**Important Information**

1. You need to confirm who will be paying your tuition fees and confirm if you will either be Self-Funded/Family Supported or Sponsored.
2. If sponsored you must advise who will be sponsoring you by adding the Sponsor Name and if available and if possible upload the sponsorship letter.

SPONSOR NAME \*

SCHOLARSHIP LETTER

3. Please confirm if you have a disability using the drop down list. If you do not have a disability, this can be left blank/unticked.
4. You must tick to confirm if you have a criminal conviction. If you do not have a criminal conviction then please leave this blank/unticked.
5. Choose your Ethnicity and Religion/Beliefs from the drop down list. This information must be submitted.

Click **Next** either at the top or bottom of page to move onto the page of the application form.

**Previous Studies**

If you have previously studied in the UK, please tick the box.


Once ticked please complete the table relating to the previous studies in the UK. There is an option to upload your previous visa if this is available.



If you have studied at more than one institution in the UK there is the option to add another row.

Previous Studies

PREVIOUSLY STUDIED IN UK?

COURSE TITLE	LEVEL	INSTITUTION	START	END	UK VISA TYPE	COPY OF VISA
Animation	6	Cardiff Met	20 Septembe	14 June 20	Tier 4	 Browse...

**Add Row**

If you have not previously studied in the UK, please leave this section unticked

### Visa Details

1. This section asks if you have either had any visa refusal or over stayed on a UK Visa.
2. If you have not had a visa refusal or over stayed on a UK Visa then leave unticked.
3. If you have had a visa refusal or over stayed on a UK Visa then tick the relevant boxes.
4. By ticking the Visa Refusal box this will expand to enable you to provide further information about the refusal as well as upload the refusal notice (if available). The refusal details must be completed.

VISA Details

HAVE YOU EVER HAD A UK VISA APPLICATION REFUSED?

REFUSAL DETAILS \*

COPY OF NOTICE  Browse...

5. By ticking the over stay box this will expand to enable you to provide further information about the over stay. These details must be completed.

HAVE YOU EVER OVERSTAYED THE TIME GRANTED ON YOUR UK VISA?

OVERSTAY DETAILS \*

### Additional Documents

Some courses will require additional documentation to be supplied as part of the application process.

For example, art courses will prompt to upload a portfolio, PhD courses will prompt for a proposal.

On this page, it will confirm what additional documents are required and give an option to browse your desktop and upload these documents.

Please see example below of a request for a portfolio:

Additional Documents

- Please note you will be required to submit a portfolio of your work either as a PDF document or you can submit a link to your online portfolio/website (please add this link to a word document and upload the document).

DOCUMENT TYPE

Portfolio

DOCUMENT

< Previous  Next >

**Please be aware that some additional documents are mandatory and part of the application process, but some may be optional. If you do not have the required documents and it is mandatory to submit you can save the application and come back to it at any time.**

**If the course you have chosen does not require any additional documents this page will not be visible and as such will take you to the Declaration and Submission page instead.**

### Declaration and Submission

You must complete the declaration page and tick the box to confirm that you have read the declaration in full.

Declaration and Submission

By ticking this box, I confirm that the information given in this form is true, complete and accurate and no information requested or other information has been omitted. I understand that this application or any subsequent university place offered maybe withdrawn by Cardiff Met if in the future the information provided proves to be inaccurate either intentionally or unintentionally.

I also give my permission to Cardiff met to verify any information contained in this application with the institution, relevant awarding body or referees provided. I also give permission to the university to seek advice from the UKVI regarding my immigration status and to gather information about my current UK Immigration History.

I also acknowledge that Cardiff Metropolitan University may need to contact me, using the contact details provided, to discuss my application progress, along with important information regarding the university, and coming to study in the UK. We will process your information in accordance with our data policy which you can find [here](#).

< Previous

Once the application has been completed in full select the Submit Application button.

If the application has not been completed in **FULL**, it will advise you of what is missing in red at the top and will not let you submit this application until it has been completed. See example below:

### Edit Application

The following issues must be resolved to submit the application:

- Please select your country of domicile
- All uploaded files must be a maximum of 10MB in size, and one of the following file types: .pdf, .doc, .docx, .jpg, .jpeg, .png, .ppt, .gif

< Previous

Submit Application

#### Declaration and Submission

By ticking this box, I confirm that I am the agent/counsellor acting on behalf of the applicant and all information given in this form is true, complete and accurate and no information requested or other information has been omitted by myself or my company. I understand that this application or any subsequent university place offered to the student maybe withdrawn by Cardiff Met if in the future the information provided proves to be inaccurate either intentionally or unintentionally.

I confirm that the student gives permission to Cardiff Met to verify any information contained in this application with the institution, relevant awarding body or referees provided and we have notified the student of these conditions during the application process.

I confirm that I have informed the student that Cardiff Metropolitan University may need to contact them, using the contact details provided, to discuss their application progress, along with important information regarding the university, and coming to study in the UK. We will process their information in accordance with our data policy which you can direct them to [here](#).



< Previous

Submit Application

Go back to the sections of the application that are missing by selecting the **Previous** button and on the page it will highlight in red for you what is missing, see example below:

Personal Details		
TITLE *	GENDER *	DATE OF BIRTH *
Mr	Male	01 July 2010
FIRST NAME	LAST NAME *	
Kristoph	Kelly	
NATIONALITY *	COUNTRY OF DOMICILE *	
India	-- Please select --	
Please select your country of domicile		
PASSPORT NUMBER	PASSPORT ISSUE DATE	PASSPORT EXPIRY DATE
123456789	01 July 2009	21 July 2021
COPY OF PASSPORT		
Passport.jpeg		

Once completed, use the **Next** button at the top or bottom of the screen to go back to the submit application button.

Once the application has been successfully submitted the screen will advise you like below:

## Applications

[New Application](#)

Application submitted

FILTER OPTIONS

LAST UPDATED	STATUS	APPLICANT ID	APPLICANT NAME	PROGRAMME TITLE	CREATED BY
NO APPLICATIONS FOUND					

You will then receive an email confirming that the application has been submitted and is under review.

### Dashboard Page

The Dashboard page will allow you to see what applications you have submitted or have in progress.

Definition of application statuses:

- In Progress = Application has not yet been submitted and is currently being worked on by the student.
- Submitted – Under Office Review = Application has been submitted by the student but is being reviewed by the office by Cardiff Met, no student ID number generated at this stage.
- Submitted = Application has been submitted into the student record system and student **ID Number generated.**



Cardiff Metropolitan University  
Prifysgol Metropolitan Caerdydd

International Office Online Applications

[CHANGE PASSWORD](#)

[LOG OUT](#)

## Applications

[New Application](#)

Application submitted

	LAST UPDATED	STATUS	APPLICANT ID	PROGRAMME TITLE
<a href="#">VIEW</a>	03 July 2018	In Progress		BA (Hons) International Business Administration
	03 July 2018	Submitted	20147350	BSc (Hons) Software Engineering
	03 July 2018	Submitted - Under Office Review		MSc Sport Management and Leadership
	03 July 2018	Submitted - Under Office Review		BA (Hons) Business Economics

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Your student ID will only be visible for applications that have a status of Submitted.

Should you need any help in completing your application please email [international@cardiffmet.ac.uk](mailto:international@cardiffmet.ac.uk) or call **+44 (0) 29 2020 6045**.

