

HOW TO COMPLETE THE ONLINE APPLICATION

This covers the on-line application system.

If you receive this you are applying for study at Southampton Solent for:

First semester only

Full year

And your subject area is: Business, Marketing, Tourism, Economics

First semester only – use the link below this:

http://candidate.solent.ac.uk:8090/pls/opencampuslive/f?p=QL4S:LOGIN:::NO:SESSION:APP_SERVICE,APP_SERVICE,APP_THEME:74977791,1660599289,EPT

Full year – use the link below this:

http://candidate.solent.ac.uk:8090/pls/opencampuslive/f?p=QL4S:LOGIN:::NO:SESSION:APP_SERVICE,APP_SERVICE,APP_THEME:74977791,1660599251,EPT

Click on the "New Users" button first, to register

There are some boxes that are designed to confuse you so instructions to stay unconfused are as follows:

"Date of entry in UK" Leave blank

Educational details:	Type	Enter "undergraduate"
	Awarding Body	Enter "(name of your home university)"
	Title	Enter "the subject of the degree you are taking, eg Journalism"
	Grade	Pass

Month/Year July 2015

To explain, you are being accepted on the fact that you are going to pass this year at your home university (yes, you are), so these are the details are the only ones we need.

English Language: Students who are non-EU need to have one of the certificates/exams mentioned, and should complete the section accordingly.

EU students can be accepted if a letter is provided by your university stating that you have English level B2 (or appropriate certificates), or that your level of English is such that you can understand lectures and can fully take part in group discussions. This letter must be uploaded at the time of application.

In this case then in the box marked “Which English Language qualification....” Enter “Other”
In Other Qualification Enter “Letter”
Date of Qualification enter “(date of the letter”
Overall Score enter “B2”

I suggest that you tick the “not been in employment” box as it is not relevant and will be easier.

The personal statement can be quite short and to the point. Probably a bit more than “I just want to meet Chris”, but remember it is a personal statement, not a personal book.

What you need to upload:

- Letter of English qualification (or certificate, if appropriate).
- Learning agreement (you can use one provided by your own university)
- Copy of passport
- Previous marks/exams – IN ENGLISH

For those who are studying Fine Art, Graphic Design or Fashion you will need to upload either your full portfolio or if you have it stored electronically you can put the link to it on a letter, mark it portfolio and upload that.

Below are some more instructions, but the form is easy to complete (I did it as a test, so it must be easy).

Online Applications – Screen Flow and Text

Welcome Screen – For internal display only. **This should never be displayed to a student as the link they are provided with will take them directly to the Login Screen (next page)**

Courses

YOU ARE HERE

Apply Online

Welcome to the Online Application system

Please search for the course you wish to apply for by typing in its title

To select a course from the list displayed click on the underlined course title

If multiple courses are shown please check you have select the correct course and start date

Search

<u>Course</u> ▼	<u>Start Date</u>	<u>Mode of Study</u>	<u>Stream</u>	<u>Location</u>	<u>Year</u>	<u>Academic Year</u>
<u>BA (Hons) Animation (BANF1)</u>	28-Sep-2015	Full Time	Standard Entry	East Park Terrace	1	2015
<u>BA (Hons) Animation (BANF1)</u>	29-Sep-2014	Full Time	Standard Entry	East Park Terrace	1	2014
<u>BA (Hons) Animation (BANP1)</u>	29-Sep-2014	Part Time	Standard Entry	East Park Terrace	1	2014

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Login Screen – This is the first screen seen by all users

Sign in

Existing applicants:
If you have made a previous application online, login with the 'Username' and 'Password' you created

New applicants:
If you are new to the University, and this is the first time you have made an application online. Click the '[Sign up](#)' today link

Current students at Southampton Solent University / Warsash Maritime Academy :
Please login with your University username and password.

* Username

* Password [Forgot your account details?](#)

Sign in

No account yet?

[Sign up](#) today.

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BA (Hons) Animation
Full Time
Starts on 28-Sep-2015

Personal Details Screen – Seen by all users (will be partially completed for existing students and returning applicants)

Your Details

Please enter your personal details below.

Any fields marked with an "*" are mandatory and must be completed.

Where a field heading is underlined, click on the link for additional help

Once you have completed the screen click on 'Next'

* Title	<input type="text" value="Mr"/>
* First Name	<input type="text" value="Harry"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Potter"/>
* Email	<input type="text" value="harry@wiz.com"/>
* Confirm Email	<input type="text" value="harry@wiz.com"/>
* Date of Birth	<input type="text" value="01"/> / <input type="text" value="Jan"/> / <input type="text" value="2000"/>
* Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female

* [Click here to read the Terms and Conditions and then tick to accept.](#)

Next

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Terms and Conditions – must be accepted by the user for each application they make

Create Account – only for new applicants

Choose Username & Password

Please complete the details below and click on 'Next'

This information is required to create your user account, which will let you log back into the system to see your applications and complete future ones

Password must be between 6 and 10 characters and contain only letters and numbers

An email will be sent to you confirming your 'Username' but for security reasons it does not contain your 'Password' so please make a note of it.

* Choose a Username

* Password

* Confirm Password

* Security Reminder Question

* Answer

* Confirm Your Answer

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Account Email Text – sent to all new applicants

Dear Harry

Thank you for using the online application system.

Please find your log-in details below:

Username: **Potter**

You must use this username if you wish to log back into the system to view current applications or create a new one.

For security reasons we do not send your password in an email, so please make a note of it for future use. If you have forgotten your password you can reset it using the forgotten password link on the log-in screen

Kind regards

The Admissions Team

Southampton Solent University / Warsash Maritime Academy

Save and Exit Email Text – sent to any students saving their application rather than completing

Dear Harry

Thank you for using the online application system.

Your application has been saved but is not yet complete.

You can complete your application by logging back into the system using the following details:

Username: **POTTER**

For security reasons we do not send your password in an email, so please make a note of it for future use. If you have forgotten your password you can reset it using the forgotten password link on the log-in screen

We look forward to receiving your completed application

Kind regards

The Admissions Team

Southampton Solent University / Warsash Maritime Academy

Address Screen – seen by all users (This screen is shared with other online systems, text needs to be suitable for all services)

Address

Please complete the details below and click on **'Next'**.

Any fields marked with an **'*'** are mandatory.

If your address is in the UK you can use the postcode **'Lookup'**. Enter your postcode, click on 'Lookup' and then select your house number. If your address is outside of the UK please leave the postcode field empty

'Overseas' Students

Your 'Overseas' address must remain as your 'Home' address. You can add your 'Local' address in the 'Term' address field

Home Address

Postcode

* Address

Phone

* Mobile

* Email

Mailing Address

Same as Home Address

[Save & Exit](#)

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Personal Information

Please enter your personal details below.

Any fields marked with an ****** are mandatory and must be completed.

Where a field heading is underlined, click on the link for additional help

Once you have completed the screen click on **Next**

* <u>Country Of Residence</u>	ENGLAND
* <u>Place of Birth</u>	United Kingdom
* <u>Nationality</u>	UK national
<u>Date of Entry to UK</u>	01-Jan-00 
* <u>Residential Status</u>	Home
* <u>Disability</u>	No disability
* <u>Do you have a criminal conviction?</u>	<input checked="" type="radio"/> No <input type="radio"/> Yes

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Field Help Text:

Country of Residence

Place of Birth

Nationality

Date of Entry to UK

Residential Status

Disability

Education History – seen by all users (This screen is shared with other online systems, text needs to be suitable for all services)

Education History

Please enter your education details below and click on 'Add New'.

You can enter more than one record by pressing 'Add New' after you fill in the first set of details. You will then be presented with the option of entering another record.

When you have added all your qualifications click on 'Next'

Where a field heading is underlined click on the link for additional guidance.

If you have no formal qualifications leave all fields blank and click on 'Next'

* <u>Type</u>	<input type="text" value="OWL"/>	* <u>Grade</u>	<input type="text" value="D"/>
* <u>Awarding Body</u>	<input type="text" value="Hogwarts Academy"/>	* <u>Month/Year</u>	<input type="text" value="Jun"/> / <input type="text" value="2013"/>
* <u>Title</u>	<input type="text" value="Magical Creatures"/>	<input type="button" value="Add New"/>	

Type	Award Body	Title	Result	Grade	Predicted Grade	Year	Month	Centre Number	Delete
OWL	Hogwarts Academy	Potions	-	C	-	2013	6	-	

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[Save & Exit](#)

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Field Help Text:

Type

Awarding Body

Title

Grade

Month/Year

Language Qualifications – seen by all users

Language

If English is your first Language select the 'Yes' option in question 1 and then click on 'Next'

If English is **not** your first language:

If you have already taken an English language test, please select the qualification from the drop-down list and select the date it was taken.

Please then enter the results of your test and a reference number (if applicable) in the space provided.

Once you have entered your results click 'Next'

If you have taken a Cambridge or other test, please upload your certificate in the 'Documents' screen later in this application.

* Is English your first language? Yes No

* Do you have an English language qualification? Yes No

* Which English language qualification do you have? Cambridge English: Advanced (CAE) ▾

* Date of Qualification 01 ▾ / Mar ▾ / 2015 ▾

Reference Number ABC123

* Overall Score 85

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Reading 15

Writing 20

Speaking 30

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Employment – seen by all users (This screen is shared with other online systems, text needs to be suitable for all services)

Employment

If you have never been employed tick the 'I have not been in employment' box and then click 'Next'

Otherwise please enter your most recent employment details and click on 'Add'.
You can enter additional employment by clicking on the 'Add' button
When you have finished entering your employment details click on 'Next'.

Employment History

* Employer

* Job Description

* Main Responsibilities
17 of 1000

* Start Date / /

End Date / /

Contact Phone

Contact Name

[Cancel](#)

01-Jan-2014 -
MINISTRY OF MAGIC
Wizard
Making things vanish
Finnius Fudge 123456

[Save & Exit](#)

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Personal Statement – seen by all users

Personal Statement

Please enter your personal statement below and click **Next**

Your statement should be approximately 500 words, and we suggest you include some or all of the following points:

- Your reason for choosing this course
- What interests you about your chosen subject
- any work experience, placement, or voluntary work you have done, particularly if it is relevant to your subject. You may want to include skills and experiences you have gained from these activities
- How your program choice fits with your future career plans
- Your social, sports or leisure interests

If you are an international student you may also like to include:

- Why you wish to study in the UK
- What evidence you have to show that you can complete a higher education course that is taught in English

* Personal Statement I would like to study at Southampton Solent University because

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Document Upload – seen by all users

Document Upload

Please upload any documents to support your application

You may upload as many documents as you like as long as each one is under 1.5Mb in size
Acceptable document types are:
doc, docx, pdf, jpg, jpeg, exif, tiff, raw, bmp, gif, xls, xlsx, rtf, txt and msg

Examples of documents you may wish to upload are:



- Exam Transcripts
- Copies of Passports, Visa's

For Mphil / Phd courses

- Details of proposed research topic

* Attach File No file chosen

* Description

File name	Description	Download	Delete
SQ11197161.jpg	PASSPORT		

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Review Screen – seen by all users (next 3 screens)

Review

Please verify that the details below are correct before submitting your application.

Use ['Previous'](#) button to return to any page to amend details

Once submitted you will only be able to view your application and not make any further changes

To submit your application tick the ['I declare this form was completed accurately'](#) box and click ['Submit'](#)

You will receive an email confirming your application has been received

Your Details

Name MR HARRY POTTER

Date of Birth 01-Jan-2000

Course Details

Course	BANF	Session	2015
Instance	BANF1	Course Year	1
Description	BA (Hons) Animation	Start / End	28-Sep-2015 / 08-Jul-2016
Mode of Study	Full Time	Location	East Park Terrace
Stream	Standard Entry	Provider	

Address

	Address	Email	Phone	Mobile
Home Address	THE TILTED WIG, 55-56 CASTLE STREET, ABERDEEN, AB11 5BA	harry@wiz.com	-	11
Mailing Address	MR HARRY POTTER, THE TILTED WIG, 55-56 CASTLE STREET, ABERDEEN, AB11 5BA	-	-	-

Language

Qualification	Date	Reference Number	Overall Score	Listening	Reading	Writing	Speaking
Cambridge English: Advanced (CAE)	01-Mar-2015	ABC123	85	20	15	20	30

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MINISTRY OF MAGIC
Wizard
Making things vanish
Finnius Fudge 123456

01-Jan-2009 - 31-Dec-2010
BILLS NEWSAGENTS
Paper Boy
Delivering Papers

Education History

Type	Award Body	Title	Result	Grade	Year	Month
OWL	Hogwarts Academy	Potions		C	2013	6
OWL	Hogwarts Academy	Magical Creatures		D	2013	6

Personal Information

Country of Residence ENGLAND

Place of Birth United Kingdom

Nationality UK national

Date of Entry to UK 01-Jan-2000

Residential Status Home

Disability No disability

Criminal conviction No

Personal Statement

Personal statement I would like to study at Southampton Solent University because


Document Upload

File Name	Description
SQ11197161.jpg	PASSPORT

* I declare that the form was completed accurately.

[Previous](#) [Submit](#)

Confirmation Email Text

 Tue 21/04/2015 16:00
Solar.DoNotReply@solent.ac.uk
Your Application to Southampton Solent University

To Lorna Witt; Fraser Richardson; Denise Fenner; Tim Wheeler

Dear Harry

Application Number **146865**

Thank you for your application to study **BA (Hons) Animation** at Southampton Solent University

Your application will be passed to a member of the faculty staff who will contact you shortly

Best Regards

The Admissions Team