

SELF SERVICE SYSTEM GUIDE

Self Service is the system that enables Home applicants to submit their application for a Part-Time, Postgraduate (including Research) and Professional courses, check their application status, and accept/reject offers.

Prior to starting your application on our system, please check all the information available on <u>Advice</u> <u>for Applicants – Part time, Postgraduate and Professional Courses</u>, and <u>Compulsory Supporting</u> <u>Documents</u>. During the application process, you will be required to submit all compulsory documents stated on these sites.

If you have any queries in relation to the application process, please contact us on <u>directapplications@cardiffmet.ac.uk</u>

If you have any queries concerning the content and delivery of the course, please contact the Programme Director for that specific course. You can find their contact details on each course webpage.

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1. Submitting an application

Once you have gathered all the compulsory documents, please click here: https://studentselfservice.uwic.ac.uk/selfservice/

Cardiff Metropolitan University Caerdydd	
Home Contact Us (Admissions) Contact Us (Enrolment)	
Welcome to our Self Service System	
Applications	New Students
Search courses or make a new application Complete an existing application	Enrol
Click to search available courses and/or make an application	Click above once you have received your email confirmation from Admissions

We recommend you access our Self Service system through a laptop or a PC, on full screen.

"Search courses or make a new application" will take you to the course search, where you will be able to select your chosen course and apply for it.

"Complete an existing application" will take you to your profile, where you will find pending incomplete applications.

Selecting your course

All Part-time, Postgraduate (and Research), and Professional programmes open for application are available in the search, along with their intake options (full-time, part-time, distance learning, and start month). You are able to search by course code or full/part course title.

When searching for courses, please select the appropriate **Year of Study**, as the current academic year will show as default. i.e.: If you want to apply for April 2023, you will then need to select 2022-2023.

Once your search results show, you will be able to see further information for each option, such as mode of attendance (full or part-time), e.g. 1FT09. This refers to programme year (1), full-time (FT), and start month September (09). The code 1PT04, for example, refers to year 1, part-time, starting in April.

View Cou	Irses				
You can use o	our Self Service application system to apply for a post	raduate, part-time or research programme.			
To search for "art", "sport",	programmes, please select your relevant year of entry , "business", etc)	, e.g. 2020-2021, in the Year of Study field, and then enter a key word (for example,			
Research app offered an alt Once your se will be visible time, starting	blications – Please note we are not always able to acco ternate area and/or start date. To search available pat earch results show, you will be able to see further infor 2. This refers to programme year (1), full time (FT), an 9 in April.	nmodate the desired proposal and start date which may result in applicants being ways type "Research" in the keyword search. nation for each option such as mode of attendance (full or part time), e.g. 1FT09, d start month September (09). The code 1PT04, for example, refers to year 1, part			
View					
Year Of Study	y 2022 - 2023	2022 - 2023 🗸			
Keywords	psychology	?			
	Search Cancel	View Basket			
<u>Results (6 in</u>	<u>total)</u>				
1 Codo	Title				
10400	MSc Sport Bsychology	 Click on a course code to view 			
10409	MSc Health Psychology	or enrol. Alternatively, hover over			
10455	MSc Forensic Psychology	to see a summary of the course's			
11354	Master of Research (Psychology)	uetans.			
11499	Doctorate In Forensic Psychology (Top-Up)				
11678	MSc Psychology In Education				

When clicking on a specific programme, modes of study (e.g. full-time or part-time) will become available for selection.

Course Details	
This page shows all the details of your sel	ected course.
10466 - 1FT09 MSc Forensic Psychology Full-time according to funding council definitions	<< Please select a course to view its details.
10466 - 1PT09 MSc Forensic Psychology Part-time	

After selecting mode, **Course Details** page will appear. There, you will find a list of modules, links to the Cardiff Met course webpages, and a link for compulsory supporting documents, if applicable.

Course Details ils page shows all the details of your sel 10465 - 11FT09 With the according to funding council definitions With the according to funding council definitions	acted course. Course Details for 10466 - 1FT09: MSc Forensic Psychology Award: Masters degree obtained typically by a combination of coursework and	Modules:			
here Forense C Psychology Precision	Award Dates: 19/09/2022 - 19/09/2023 Mode of Attendance: Full-time according to funding council definitions Department: School Of Sport And Health Sciences Location: Landoff Application Fee £ Level: 1 . . Image: Science State	Course Title Applied Psychology Practice Dissertation Foundations in Forensic Psychology Legal Psychology Professional Psychological Assessments And Interventions Research Methods & Design	Core Core Core Core Core Core Core	Credits 20 [+] 20 [+] 20 [+] 20 [+] 20 [+] 20 [+] 20 [+] 20 [+] 20 [+]	

Description and Requirement fields are blank as you can find the most up to date information on

the course links provided.

If you click on **Apply**, your choice will be placed in the basket.

Confirm	nation of you	ır chosen (course			
You have o	currently selected the	courses listed be	elow. Please click Proceed to	continue y	our application or Continue Browsing to select another co	ourse
	Academic Period	Course Code	Course Title	Session	Mode	
Apply for	22/23	10466	MSc Forensic Psychology	1FT09	Full-time according to funding council definitions	Remove
		<u> </u>	·			
Continu	e Browsing Proc	eed				

Click on **Proceed**, which will take you to the **Login** page.

Have y	ou studied, or are you currently studying, at Cardiff Met?
Yes	Please login with your original external email address. Do not use your Cardiff Met login if you are a current/previous student.
No	Create a new login account
If you h	ave any queries please contact Admissions - 02920 416010 / askadmissions@cardiffmet.ac.uk
New S	tudents - Enrolment
Once yo Passwo	ou have received the email from Admissions confirming you are ready to enrol, please log in below using your Username and rd. Please do not try to enrol unless you have received this confirmation email.
If you h	ave any queries please contact Enrolment - 02920 205669 / enrolment@cardiffmet.ac.uk
Curren	t Students
Current to log i	students i.e. progression between years, will need to use your Cardiff Met network login details (CardiffMet e-mail and passwor nto the enrolment screens.
Studer	its who have previously studied at Cardiff Met
You wil Cardiff links be	already have a Self Service account for enrolment, your Username will be your original external email address and not your Met login details. If you do not remember your Username or Password, please use the Forgotten Password or Forgotten Usernar dow.
Email	
Eman	

If you are a current/previous Cardiff Met student, please make sure you log in with the same personal email address you used when joining us for the first time. By doing this, we will receive your new application under your former/current student email account, and we will be able to retrieve your previous record automatically.

If you have forgotten your password, you can request a new one by clicking on the bottom left of the page or by emailing <u>directapplications@cardiffmet.ac.uk</u> with your student number or date of birth. If you are continuing with an application already placed in your basket, Self Service will take you to the same login page.

Creating your account

For those that are new to Cardiff Met, you will be asked to create an account on My Login Details.

Home Contact Us	(Admissions) View Basket
My Login Details	i
Please fill in your details b	below to register as a new applicant to submit an application for admission.
If you have previously ap here	plied for a course or enrolled through our Self Service system, your previous existing account will still be valid, so please click
If you cannot remember y	your Username or Password please use the links below:
Forgotten Password? Forgotten Username?	•
Surname	*
Forename	?
E-mail Address	*
Confirm E-mail Address	*
New Password	*
Confirm Password	* ?
Security Question	* ?
Answer	* ?
	* - Mandatory fields
	Cancel Create Account

Once you log in or create a new account, you will be directed to the following page:

	ssions - Conta			
n outstanding applicati e saved application an	ion you saved on a ny items in your cu	a previous visit. Please review rrrent basket will be lost. If yo	this applicate to discard	tion and decide if you wish to continue with it. If you decide t the saved application it will be removed from your record.
Number		Telephone No.		
		Mobile No.	draaa	
		Home E-mail Address		
		Internal C-mail A	Address	
		Date of Birth		
		UK Resident		Yes
e				
is in basket:				
Academic Period	Course Code	Course Title	Session	Mode
22/23	10466	MSc Forensic Psychology	1FT09	Full-time according to funding council definitions
	i outstanding applicat e saved application ar Number s in basket: Academic Period	i outstanding application you saved on a saved application any items in your cu Number s in basket: Academic Period Course Code	i outstanding application you saved on a previous visit. Please review e saved application any items in your current basket will be lost. If yo Number Telephone No. Mobile No. Home E-mail Ad Internal E-mail A Date of Birth UK Resident s in basket: Academic Period Course Code Course Title	i outstanding application you saved on a previous visit. Please review this applicat e saved application any items in your current basket will be lost. If you to discard Number Telephone No. Mobile No. Home E-mail Address Internal E-mail Address Date of Birth UK Resident s in basket: Academic Period Course Code Course Title Session

Click on **Continue** to start entering your application information. It will take you the next step.

Providing your details

Mandatory fields are marked with a red *. You will not be able to move to the next page unless all compulsory fields are completed. If you select **Check here if English is not your first language**, some further boxes will appear for you to complete.

Personal Details

New Applicants are asked to use this form to enter your personal details.

The University is committed to improving student representation from all sections of the community. We are keen to encourage applicants from a wide range of academic and social backgrounds, and we aim to provide a working and learning environment that is free from discrimination on the basis of race, religion, gender, sexual orientation or disability. Equal opportunities information held on this page will be used for statistical purposes only.

When you are finished please click "Next & Save". Please note that at this point your progress will be saved so you can resume it at a later time. Likewise, if you need to leave your computer, clicking "Save" will also save your progress. This is true for all pages in the process.

About You			
This .			
nte -			
Surname -			
Forename(s)			
Familiar Name			
(dd/mm/yyyy) *	2		
Gender *	Female V		
Where are you from?			
Country Of Birth			
Place Of Birth		2	
Nationality *		2	
Domicile *		✓ 1	
UK Resident			
Date of Entry (dd/mm/yyyy)	2		
Ethnicity *		▼ ?	
Other Details			
Disability *			~
Are you in receipt of a	?]		
disability allowance?		✓ ?	
Do you have a criminal	lo 💙 💿		
How did you hear about			
US? Chack hara if English is	_	•	
not your first language			
* - Mandatory fields	_		
Save Next & Save >			
	-		
Charle have if Earlish is			
not your first language			
Concept Language Dat			
What is your first language	ne?	?	
How many years have yo	ou studied the English language?	2	
If you have not taken an	English test yet, what date do you plan to take it?	▼ ?	
- English Language Qua	lifications		
What other English Lang	uage qualifications do you hold?		
Qualification/Text		IELTS V	
Date Taken		▼ ?	
Score/Grade		2	
Add			
* - Mandatory fields			
Save Next & Sa	ve >		

The following page will ask you to choose your Student Status:

Home Contact l	Js (Admissions) Vie	ew Basket				
Student Status	5					
We need to know your accurately reflects your	status as a student in or status	der to correctly categorise yo	ur application. Please	e select from the drop	down the description	that most
Student Status	* Home	~ ?				
				< Back & S	Save Save N	ext & Save >

- Please select **Home** if:
 - You are a UK resident, with:
 - British passport, or;
 - EU Settled or Pre-settled Status (and you have lived in the UK/EU for at least 3 years prior to the start of the course), or;
 - Indefinite Leave to Remain (ILR).
 <u>Please be aware that</u>, if you do not have British passport, you will need to provide a copy of your passport and evidence of your ILR. If you hold Settled or Pre-Settled Status, you will also need to provide a share code, which you can request here:
 - https://www.gov.uk/view-prove-immigration-status
- If you are not sure about your status, please select **Not known** and we will send you a *Fee Assessment* form, which will ask you to provide details of your residency. We will then determine if you are considered as Home or Overseas.
- If you are not a UK resident, please select **Overseas**. The International Admissions team will deal with your application. For any queries, please contact them directly on <u>intadmissions@cardiffmet.ac.uk</u>

Next step will be entering your permanent address on Address Details:

Permanent Address	Address Lookup	
Address *		?
		?
		?
		?
		?
Country	✓ ?	
Postcode *	?	
	2	
External E-mail *		?
Telephone Number		?
Mobile Number		?

Previous Education page will show up next. Once you enter your institution details and click on Add

Institution, the information will populate in the tables below. The same will happen with Add **Qualification on the Secondary Education Qualifications and Higher Education Qualifications** screen.

Previous Education				
Please enter latest institution (school, c then click "Search". If the institution is t not found, then you can enter its details	ollege etc.) that you have atten ound, it will be displayed in the manually by selecting "Other	ded up to this point. To fin drop down list below, in w ." from the list.	d an institution, enter it hich case you can simp	s name in the first text box and ly select it. If the institution is
Once you have found your institution, p list. If you make a mistake and wish to store the information.	ease enter the dates at which y remove an institution, simply se	you studied there in the "Fi elect it in the grid and click	rom" and "To" fields, the "Delete". When you are	an click "Add" to add it to your e satisfied, click "Next & Save" to
Institution Details				
Institution *	Search	?		
Select Institution		✓ 🛛		
Date From *	✓ ? Year From	?		
Date To *	✓ ⑦ Year To	?		
Add Institution				
Institution Name	From Month	From Year	To Month	To Year
< Back & Save Save Next &	Save >			

Secondary Education Qualifications

Please enter your secondary education qualifications on this page if you are applying for any part-time undergraduate programme, or a programme where Level 2 (GCSEs) or Level 3 (A levels) qualifications are required.

Simply select a course using the drop down lists, then enter the dates in the "From" and "To" fields and click "Add" when you are satisfied. This will add the qualification into the grid below. If your subject is not listed, you can choose the closest subject.

International qualifications can be entered in the 'Other qualifications' screen.

Once you have entered all of your secondary education qualifications, press "Next & Save" to continue. Research applicants do not need to enter secondary education qualifications.

Oualification Details Examining Body *

Examining Body *	- 2
Subject *	- 2
Level *	• 2
Grade *	- Awaiting Result 🖸
Awarding Institution	• 2
Dates Studied:	
From *	2
To *	2
Date Awarded 🛛 🔽	
Add Qualification	
Board Subject Level Grade Awaiting Result Awarding Institution	n From Month From Year To Month To Year Date Awarded
< Back & Save Save Next & Save >	

Drop down boxes are provided for Examining Body, Subject, Level etc. Each box will populate, so long as you have entered the information in the one box above. Please be aware that an error may occur if you are trying to type in the boxes that have drop down menus.

Postgraduate and Research applicants can bypass the Secondary Education Qualifications page and enter only their Higher Education qualifications. If this page is blank, applicants can click Next & Save, as long as the form is not partially completed.

Higher Education Qualifications

-	-
Please use this page to enter and you will be able to enter "Subject 2" fields to specify th	details of any relevant higher education qualifications (degrees etc.). If your subject is not listed, choose the closest subject the full title a few boxes below in the 'Full Title of Qualification' field. If you studied a joint-honours subject you can use the he second subject. In this case, you will need to enter a value in the "Proportion" field.
Once you have entered the re	equired information, press the "Add" button to add the qualification to your list.
Qualification Details	
Qualification Type *	
Subject List *	
Subject 2 List	
Proportion	[]
Lovel *	
Classification	
Classification	Awaiting Result
Full Title of Qualification *	
Dates Studied:	
From *	Year From ?
То *	✓ 2 Year To
Date Awarded	
Add Qualification	
Degree Title of Degr Subject	Subject 2 Proportion Le Degree Awaiti From From Mon Year Mon Year Awarded
< Back & Save Save	Next & Save >

You can select the closest relevant subject if the full title of your programme is not listed. You can type in the **Full Title of Qualification** box.

The **Subject List 2** box allows a second subject to be entered for a joint honours degree if required. Please note that if you enter a Subject 2 then you must enter a Proportion.

You can enter your non-standard qualifications on the next page.

Other Qualifications						
Please use this form to enter any p appropriate details in the fields and	ofessional and/or internation the click "Add" to add it t	onal qualification o your list.	is you have ac	hieved. Simply	y select the ty	pe of qualification, enter th
Professional Qualification						
Qualification Name *		?				
Awarding Body		?				
Grade/Level Achieved		Awaiting	Result 🖸			
O International Qualification						
Qualification Name *		?				
Awarding Body		?				
Grade/Level Achieved		Awaiting	Result 🔃			
Dates Studied:						
From •	✓ 2		2			
То *	▼ 2	0	?			
Date Awarded	2					
Add Qualification						
Qualification Awarding Grade Name Body Achiev	ed Awaiting Result	From Month	From Year	To Month	To Year	Date Awarded
< Back & Save Save Ne	t & Save >					

Once you have completed the Qualifications section, you will need to enter your **Employment Details** on the next section:

Employment Details

Please enter the details of your previous employers (if applicable) below. Once you are satisfied, click "Add" to add that employer to the list. If you wish to delete an employer, select the corresponding row from the grid and click "Delete". Fields marked with a * must be filled in to add that employer. Employment Details Position Held * Name of Employer * Employer's Address Postcode F-mail Address Telephone Number Date Left * Mandatory fields Position Held Employer Name Date of Appointment Date Left Employer Name Date Date Date Name Date Date Date Name Date Date Date Name Date Date Date Date Date Date Date Date	Please enter the details of your previous employers (if applicable) below. Once you are satisfied, click "Add" to add that employer to the list. If you wish to delete an employer, select the corresponding row from the grid and click "Delete". Fields marked with a * must be filled in to add that employer. Employment Details Position Held * Name of Employer ** Employer's Address @@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@						
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Add Employer Image: Constraint of the second se	Add Employer Image: Constraint of the second se	* -	Mandatory fields				
Position Held Employer Name Date of Appointment Date Left Employer Address 1 Postcode Email Address	Position Held Employer Name Date of Appointment Date Left Employer Address 1 Postcode Email Address	Add Employer					
Position Held Employer Name Date of Appointment Date Left Employer Address 1 Postcode Email Address	Position Held Employer Name Date of Appointment Date Left Employer Address 1 Postcode Email Address						
		Position Held Employer Name	Date of Appointment	Date Left Er	nployer Address 1	Postcode	Email Address
< Back & Save Save Next & Save >	< Back & Save Save Next & Save >	< Back & Save Save Ne	ext & Save >				

Other Important information will be the next page that appears.

he details on this page are ot a mandatory field and f you would like correspon	used to support statistical reporting. ULN number refers to a Unique Learner Number now provided to so an be bypassed if not applicable. ence through the medium of Welsh please let Admissions know (askadmissions@cardiffmet.ac.uk).	hool leavers - this
About Your Family		
About You		
What is your highest qualification? *	Masters UK degree	
What is your unique learner number (ULN)?		
What is your proficiency in Welsh? What is your primary National Identity? *	Not Welsh speaker V	
Are you a care leaver? *	Not a care leaver	

Providing compulsory documents

The following step will be attaching **Compulsory Supporting Documents.** Please check for further specific compulsory documents <u>here</u> before continuing with the application, as you may need to provide them using a specific form.

	upporti	ng Docun	nents			
Applicants can upload a copy applications. Alternatively, ro @cardiffmet.ac.uk) or via let	y of a referer eferences car tter (signed a	nce letter (signe n be sent direct and on official h	ed and on official headed Ily to the university via e readed paper). Reference	paper) with their online applicatior mail (from an official institution / co so by email can be sent to directapp	n for postgraduate, ompany email add olications@cardiffm	part time or research ress, for example, net.ac.uk
Please note that we do not o	ontact you R	leferee's on you	ir behalf so it is the appli	icants responsibility to provide this	if required as part	of the application.
Further Guidance on what to	include with	nin the referenc	e can be found via this li	nk.		
New Applicants:						
You may upload additional d additional documents on this items indicated with a * in th if relevant for your program	ocuments to s page, you v he grid below me and can t	support your a vill need to sen v. Some progra be obtained fro	pplication, such as your d the documents directly mmes require additional m the Cardiff Met website	cv, qualifications, etc. Please note, to the Admissions Unit. You must course-specific application docume e.	if you do not wish upload a documen nts; these will be l	to upload your t for any mandatory isted in the grid below
Enrolling Students:						
If your tuition fees will be pa required). New international	id fully or in students - y	part by a spon ou can upload	sor, please upload a copy a copy of your visa here	y of your sponsor letter (Student Lo as well.	an Company docu	ments are not
Select the document type in	the grid belo	ow, then brows	e to the file you wish to u	upload and click the "Upload" butto	n.The maximum fil	e size for uploaded
documents is 2MB						
documents is 2MB		File To Upload	Choose File No fi	le chosen 😨		
Loaded Documents	Add >>	File To Upload	Choose File No fi	le chosen 2	Select	
Loaded Documents	Add >>	File To Upload	Choose File No fil	le chosen 😨	Select	
Loaded Documents	Add >>	File To Upload	Choose File No fil Document Type CV Degree Certificate	le chosen 💿	Select	
Loaded Documents	Add >>	File To Upload	Choose File No fil Document Type CV Degree Certificate Other	le chosen 2	Select	
Loaded Documents	Add >>	File To Upload	Choose File No fil Document Type CV Degree Certificate Other Personal Statement	le chosen 2	Select	

In order to upload a document you will need to:

1. Browse for the document you would like to upload on here:

File To Upload	Choose File	No file chosen	?

2. Click on 'Select' to add a document against appropriate type:

	Course	Document Type	Document	Select
		CV		
*		Degree Certificate		
		Other		
*		Personal Statement		
*		Reference 1		

3. Click on 'Upload' (right side of screen) and the document will be attached to your selected type.

References and Supporting Documents

Applicants can upload a copy of a reference letter (signed and on official headed paper) with their online application for postgraduate, part time or research applications. Alternatively, references can be sent directly to the university via email (from an official institution / company email address, for example, ... @cardiffmet.ac.uk) or via letter (signed and on official headed paper). References by email can be sent to directapplications@cardiffmet.ac.uk

Please note that we do not contact you Referee's on your behalf so it is the applicants responsibility to provide this if required as part of the application. Further Guidance on what to include within the reference can be found via this link.

New Applicants:

You may upload additional documents to support your application, such as your cv, qualifications, etc. Please note, if you do not wish to upload your additional documents on this page, you will need to send the documents directly to the Admissions Unit. You must upload a document for any mandatory items indicated with a " in the grid below. Some programmes require additional course-specific application documents; these will be listed in the grid below if relevant for your programme and can be obtained from the Cardiff Met website.

Enrolling Students:

If your tuition fees will be paid fully or in part by a sponsor, please upload a copy of your sponsor letter (Student Loan Company documents are not required). New international students - you can upload a copy of your visa here as well.

Select the document type in the grid below, then browse to the file you wish to upload and click the "Upload" button. The maximum file size for uploaded documents is 2MB

		File To Upload	Choose File No fil	e chosen	?	
Loaded Documents						
	Add >>	Course	Document Type	Document	s	elect
	2		CV			
		*	Degree Certificate			
			Other			
		*	Personal Statement			
		*	Reference 1			
	-					
< Back & Save Sa	Next &	Save >				

If you already have documents on "Loaded Documents", you can just click on the document on the left you wish to upload, choose the type of document by clicking on "Select" and then, click on "Add".

Loaded Documents	1					
Quals test.docx PS test docy Add >>	L	Course	Document Type	Document	Select	
Ref test.docx	J		CV			
			Other			
			Passport			
			Professional Reference			
	*		Personal Statement	PS test.docx		Remove Document
	*		Qualifications	Quals test.docx		Remove Document
	*		Reference 1	Ref test.docx		Remove Document
			Academic Reference			
	*	10466 - 1FT09	Course Specific Document 1			
	*	10466 - 1FT09	Degree Certificate	Quals test.docx		Remove Document

Any documents marked with * are mandatory uploads. You will not be able to continue your application unless all compulsory documents are uploaded.

<u>Please be aware</u> that our system does not accept documents larger than 10mb. If documents larger than 10mb are uploaded, an error will appear. If need be, you can email your document to <u>directapplications@cardiffmet.ac.uk</u> and upload a document stating so, against document type.

If you need to provide <u>further documents</u> not specified on this page, such as a marriage certificate due to evidence your change of name, and there are no more document types available, you can email it to us on <u>directapplications@cardiffmet.ac.uk</u> and we will upload it manually on your behalf.

Uploa

Terms and Conditions

Please read the **Terms and Conditions** provided prior to giving your consent to process your personal data.

Please familiarise you	self with the Cardiff Met Admissions Policy and Terms and Conditions.
Please read the inforn process your personal	nation on Data Protection and Freedom of Information, and understand that you will providing the University your consent t data.
☑ I have read and ur	derstand the above statement *
✓ I confirm that all t	ne information I have entered is true to the best of my knowledge *

You will then be directed to **Confirmation of Applications Submitted**.

Confirmation of Applications Submitted										
	This page shows you a summary of your information before you submit. The course you are applying for is shown below. To confirm your application and progress to the final screen, please click Submit Applications.									
Academic Period Cour		Course Code	Course Title	Session	Mode					
	Apply for	22/23	10466	MSc Forensic Psychology	1FT09	Full-time according to funding council definitions				
	Apply for	22/23	10466	MSc Forensic Psychology	1FT09	Full-time according to funding council definitions				

Once you click on "Submit applications", the "**Application Processed**" page will show up, along with the student number assigned to you.

Click continue to be taken to the <u>After you Apply</u> information below:

Study	About	International	Research	Business	Student Life	Partner Institutions			
Advice for	<u>r Applicants</u> >	<u>Part Time, Postgra</u>	aduate and Profe	essional Courses	> After You Apply				
Part Time, Postgraduate and Professional Courses		Thank es You have su	Thank you for your application You have successfully submitted your application online through Cardiff Met Self Service. If you are an international						
Research	Programmes	applicant, ple Admissions.	applicant, please visit the <u>International Office</u> webpages where you will find further guidance and contact information for international Admissions. Admissions will now begin to process your application and send it to the Programme Director for consideration. Please allow two - four weeks from the date you submitted your application for a decision to be processed. Track your application You can log in to view the status of your application at any time by using your log in details in <u>Self Service</u> . Accepting your Offer Once you have received an offer, please ensure you familiarise yourself with our <u>Terms and Conditions</u> . Please note that unless you firm your offer and meet any conditions stated, you will not receive your joining Information which will hold						
Self Servio FAQs	ce Application	Admissions allow two - 1							
Fees & Fir	nance	Track your							
Cardiff Me Scholarsh	et Bursaries & hips	You can log Accepting y							
Criminal (Informati	Conviction on	Once you ha unless you f							
Occupatio Assessme	onal Health ent	Uncondition	formation with rep nal Firm (UF).	gards to inductior	i sessions and enrolm	ent. This will only be provided when your status is			
Proof of C	Qualifications	Scholars	ships			~			
Recognise (RPL)	ed Prior Learnir	Funding	g & Fees			~			
Fee Assessment		Addition	Additional Costs ~						
NHS Burs	aries	Student	Services			~			
Term Dat	es								
Contact U	Js								

We will receive your application and we will check that all appropriate compulsory documents have been submitted. We will contact you directly if there are any missing or incorrect documents.

2. Checking application progress

You can check the progress of your application by clicking on 'Home' – 'Complete an existing application' – 'Applications'



If your application is showing as:

- On Hold Awaiting Other Documents: your application is not considered as completed, as some documents are missing or they have not been provided in the appropriate format. We will get in touch with you via email with the details.
- To Be Assessed: your application is completed and with the Programme Director for assessment.
- Unconditional Offer: you have been made an offer without conditions, and you will receive an official automated email within 24 hours after the stage has been updated.
- Conditional Offer: an offer has been made to you. However, you are required to meet certain conditions, stated under 'Offer Details'.

	Period	Academic Period	Offer Type	Reason		
:hology	1FT09	22/23	Conditional		Reason Text	Offer Details
at least 2:1 from current unde	rgraduate degre	e	Close [x]			

3. Accepting your offer

You can accept your offer by clicking on 'Application tasks'.

My Programmes									
Ay Details Select to view your Self Service account details									
Applications Select to view your recent applications and any resulting offers									
Applications Pending Select to update any current applications									
New Students (Enrolment) Students who have received an email from our Admissions Unit confirming their eligibility to enrol need to use this service to enrol onto their chosen programme.									
Returning Students (Enrolment) Students permitted to progress onto the next stage of their programme of study, select to re-enrol.									
My Details This is a summary of all the application tasks you need to complete.									
Applications	Acadomic Boriod	Course Code	Pariod	Course Title	Stage	Tacker			
Applications Tasks	22/23	10466	1FT09	MSc Forensic Psychology	Conditional Offer	Accept	Decline	Withdraw	
New Students (Enrolment)	22/23	10677	1FT09	MSc Technology Project Management	Unconditional Offer	Accept	Decline	Withdraw	
Repeating Students (Enrolment)									
Returning Students (Enrolment)									