

GETTING STARTED WITH YOUR NORTHUMBRIA UNIVERSITY LONDON APPLICATION

All applications to our part-time programmes are made via our online portal. You can access the application portal either:

- Through your chosen programme's website page
- Through our 'How to Apply' section online: northumbria.ac.uk/london-applications

HOW TO APPLY

Once you have created your online account, you will be asked for the following information:

1



YOUR PERSONAL DETAILS

- Home address
- Contact details
- Residency status
- Photographic identification (e.g. passport)

2



YOUR EDUCATION

- Current or past studies (college, university or any other qualifications).
- All certificates and awards can be uploaded at the end of this section.

3



YOUR WORK EXPERIENCE

- Current and past employment including associated dates.



You can complete your application in stages using the save button.



Remember that if you state you have a completed award, you will be required to show evidence (e.g. your certificate), even if the award is not relevant to your chosen Masters subject.



All documents need to be in PDF format and a maximum of 12 files can be uploaded.

4



YOUR PERSONAL STATEMENT

Your personal statement should clearly describe your academic and professional abilities for your chosen programme and why you wish to undertake further study.

A.

YOUR REASONS FOR APPLYING TO THIS COURSE

- How will you benefit from our programme?
- Do your current or previous studies relate to your chosen programme?
- Can you demonstrate your interest in your chosen programme e.g. additional reading or events you have attended.

B.

YOUR SKILLS & ACHIEVEMENTS TO DATE THAT ARE RELATED TO THIS COURSE

- How have you demonstrated skills in your work or study that are related to your chosen programme?
- What achievements are you proud of?

C.

YOUR WORK EXPERIENCE & BACKGROUND

- Include details of your professional positions you have held, particularly those relevant to your programme.
- If you have a specific career in mind, explain how you think the course will aid you in your career path.



An indication of your personal and professional goals can help strengthen your personal statement.



Uploading a CV as part of your application is highly beneficial.

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YOUR ADDITIONAL INFORMATION

- Here you will be asked some questions about tuition fees and how you heard about the course.

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YOUR REFEREES

- As part of your application you are required to provide contact details for a referee. You need to ensure that you provide accurate details for your referee such as a phone number and email address as your referee(s) will be contacted automatically by email once your application is submitted.
- Your referee should know you in an academic or professional context and cannot be a family member.

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SUBMIT

- You will receive an email confirming your application has been submitted. Applications are processed as quickly as possible however during busy times, they can take up to 10 working days.



Make sure you have thoroughly checked all provided information, as you will not be able to make changes.



Personal email addresses (i.e. Gmail, Hotmail etc.) will not be accepted for your referee, you must instead provide a professional email address.



Don't forget to let us know when you have submitted your application.