

FAQ

On-Line Application

inc

NHS Trust Portal

University of West London
St Mary's Road
Ealing
W5 5RF

Tel: +44 (0)20 8231 2211

Contents

On-Line Application	3
Setting up an account	3
Who do I contact if I have a question about a course?	3
How to apply	3
Can I apply for multiple courses?	3
Can I save my application and work on it later.	3
Manually enter text.....	3
Revising a submitted application	3
Can I withdraw my application?.....	4
How do I check the status of my application	4
I have submitted my application. How can I be sure that I have sent all required documents?	4
How will I learn the outcome of my application	4
Referees not contactable by email, can I submit a reference on their behalf?.....	4
How do I navigate the online application pages?	4
How do I print my submitted application(s)?.....	4
Are all sections mandatory?	4
How do I know if my referee has submitted a reference for me?.....	4
Is there an application submission deadline.	4
Will I be required to take an interview?	4
Uploading Documents.....	5
How to upload documents	5
Maximum file size	5
Problems with uploading.....	5
Approvals	6
How do I approve or reject applicants?.....	6
How do I print an application?	6
Is there a deadline for approvals?	6
I have forgotten/lost my UWL contract authorisation portal username and password. How do I reset it?	6

On-Line Application (APPLY)

On-Line Application

Setting up an account

A new account is set up by providing an email address and password which can then be used to commence or finalise an application.

Who do I contact if I have a question about a course?

Contact the admissions teams through the email form at
<https://applyonline.uwl.ac.uk/applyonline/apply/EmailUs.aspx>

Call +44 (0)20 8231 2211 and select the relevant option to talk to the admissions team that looks after the course you are considering

How to apply

Complete all sections of the online application form and submit to the University. Upon submission a confirmation email will be sent to the address supplied. Any additional information that may be required will be requested once the supplied details have been reviewed.

Can I apply for multiple courses?

Since the University provides both full and part-time courses it is possible to apply for more than one course of time. However if applying for multiple courses the applicant should note that fact when completing their application.

Please note that the online application system will not allow more than one course to be applied for at any time. If wishing to apply for more than one course, each course application needs to be submitted before another application can be commenced.

Can I save my application and work on it later.

Yes. After completing every page, and even partway through some pages, there is ability to save the data that has been entered so that you can return to the point at which you ceased working last time.

Manually enter text

All text can be entered directly onto the webpages. However we do recommend that when statements such as “Relevant Experience” are being completed they are drafted in a local software program such as MS Word or notepad. This will allow the applicant to more easily edit and refine the text before it is submitted to the University.

Revising a submitted application

An applicant can revise their form at any stage before final submission. However once it has been submitted to the University any corrections or updates that may be required will need to be advised to the relevant admissions team who will make such changes as may be necessary.

Can I withdraw my application?

An application can be withdrawn at any time prior to acceptance of the place that has been offered.

How do I check the status of my application

An applicant can log into the online application system at any time and view the progress of their application.

I have submitted my application. How can I be sure that I have sent all required documents?

Any missing document/information that has not been submitted with the application form will be identified by the relevant admissions team. This team will make contact and request that any missing documents be submitted for consideration.

How will I learn the outcome of my application

You will be informed by email of the outcome of your application.

Referees not contactable by email, can I submit a reference on their behalf?

No. If your referees are not contactable by email, you need download the Reference Form (pdf) and give a copy to each of your referees for them to complete and return to the University of West London.

How do I navigate the online application pages?

You navigate through the normal user interface functions applicable to the device on which you are accessing the webpages.

How do I print my submitted application(s)?

Once an application has been submitted a PDF copy is available that can be viewed or printed locally as may be required.

Are all sections mandatory?

In general all sections need to be completed to give the University a full understanding of the applicant and their abilities. Any optional sections are identified as such.

How do I know if my referee has submitted a reference for me?

Contact the relevant Admissions team

Is there an application submission deadline.

This varies depending on the start date of the course, however the earlier you apply, the more likelihood you will have of ensuring a place.

Will I be required to take an interview?

This depends on the course you are applying for and you will be informed if you are required to attend an interview by the admissions team.

Uploading Documents

How to upload documents

Documents can be uploaded to support an application once all the questions/fields have been entered as the final stage of the application process. They are uploaded by selecting each document at its location through the web page and submitting. It should be noted that once a document has been uploaded it cannot be deleted by the applicant, although a revised copy can be uploaded.

Maximum file size

6 MB is the maximum file size that can be uploaded.

Problems with uploading

Please contact the admissions helpline either by phone or through email. Most problems can be overcome through a call, but if necessary the University will accept a form that has been completed off-line and submitted by email.

NHS Trust Portal

Approvals

How do I approve or reject applicants?

Applicants may be approved or rejected either individually or as a group through the relevant portal pages.

How do I print an application?

All applications can be downloaded as PDF files for viewing or local printing as may be required.

Is there a deadline for approvals?

Every course will have an individual deadline which can extend through to just before the start date. If a course is full, approved applicants will be added to the waitlist. This list is managed directly by the admissions team who should be contacted for any queries.

I have forgotten/lost my UWL contract authorisation portal username and password. How do I reset it?

All contract authorization credentials are handled directly by the University support team who can be contacted by phone or email to help resetting user details