



Queen's Portal

Undergraduate Direct and Postgraduate Application Guide

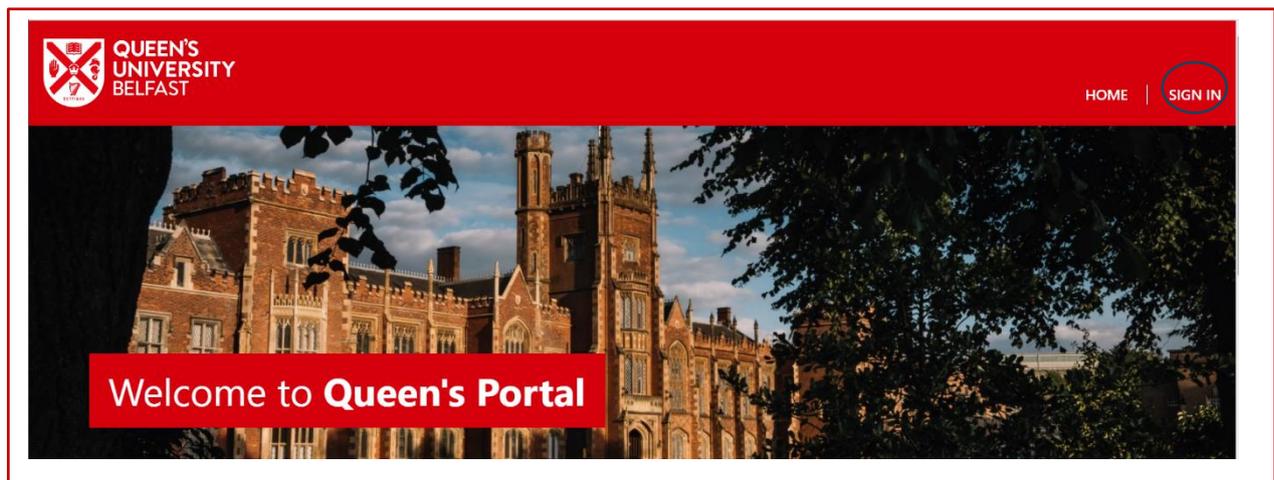
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How to Register

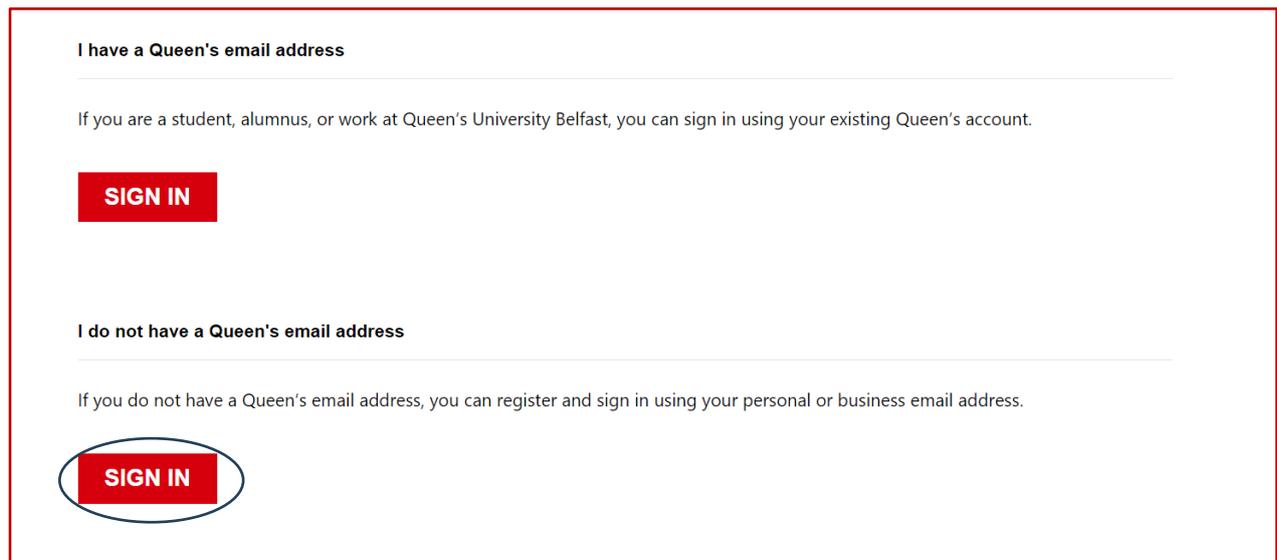
Agents who have received an email from us, with an invitation to register, can register and sign in to Queen's Portal, for the purpose of submitting Undergraduate Direct and Postgraduate applications. Please do not share your email to register with other email addresses. Contact agent@qub.ac.uk if you wish to receive an invitation to register.

Go to home page <https://myportal.qub.ac.uk/> and click SIGN IN on top right corner

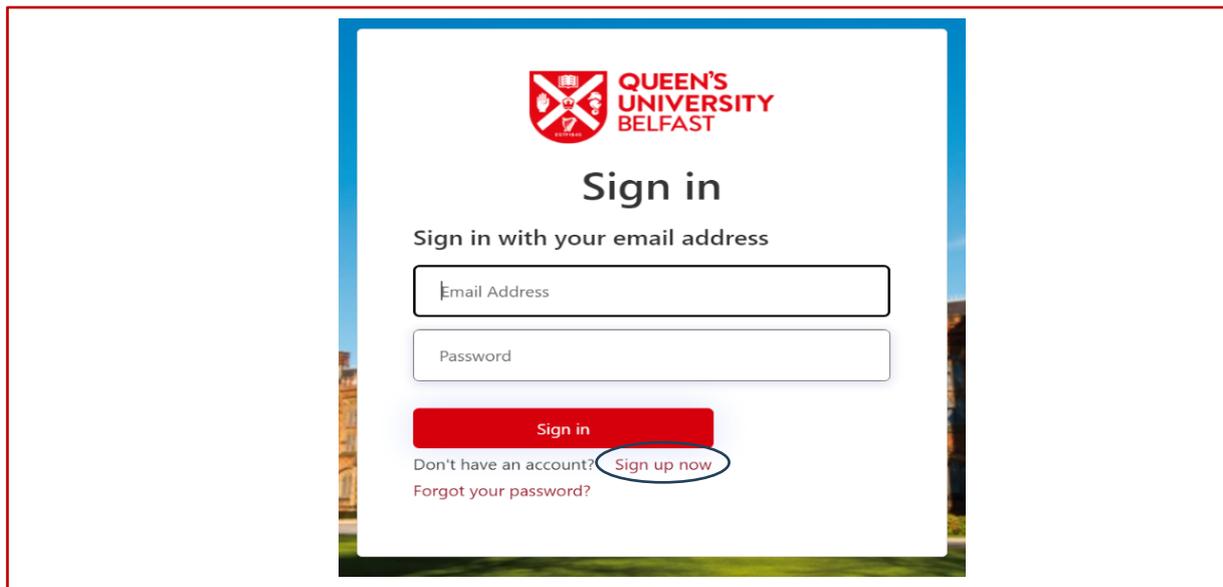


This page will appear:

Click: the **SIGN IN** button beneath "I do not have a Queen's email address"



Click "Sign Up Now"



The following screen will appear:

I have read and understand the Privacy Notice

Please ensure that you have checked the Privacy Notice box before providing registration details.

Email Address

Send verification code

First Name

Last Name

New Password

Confirm New Password

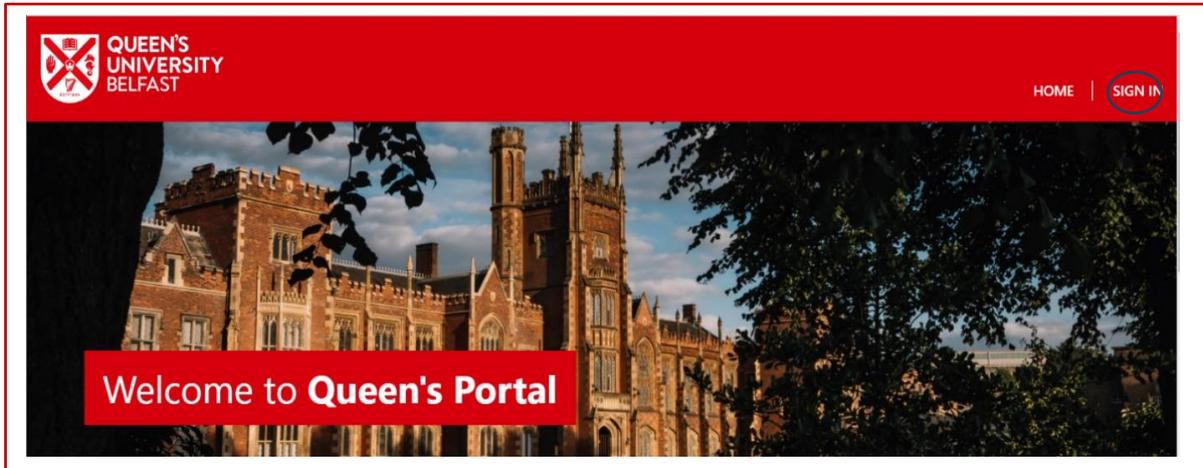
- Tick the "I have read and understand the Privacy Notice"
- Enter your agency email address (the email address we have contacted you on)
- Click "Send Verification Code"
- Enter the code which has been emailed to you and click Verify Code

- THEN fill in your details and password
- Click “Create”

You have now successfully registered and can sign in.

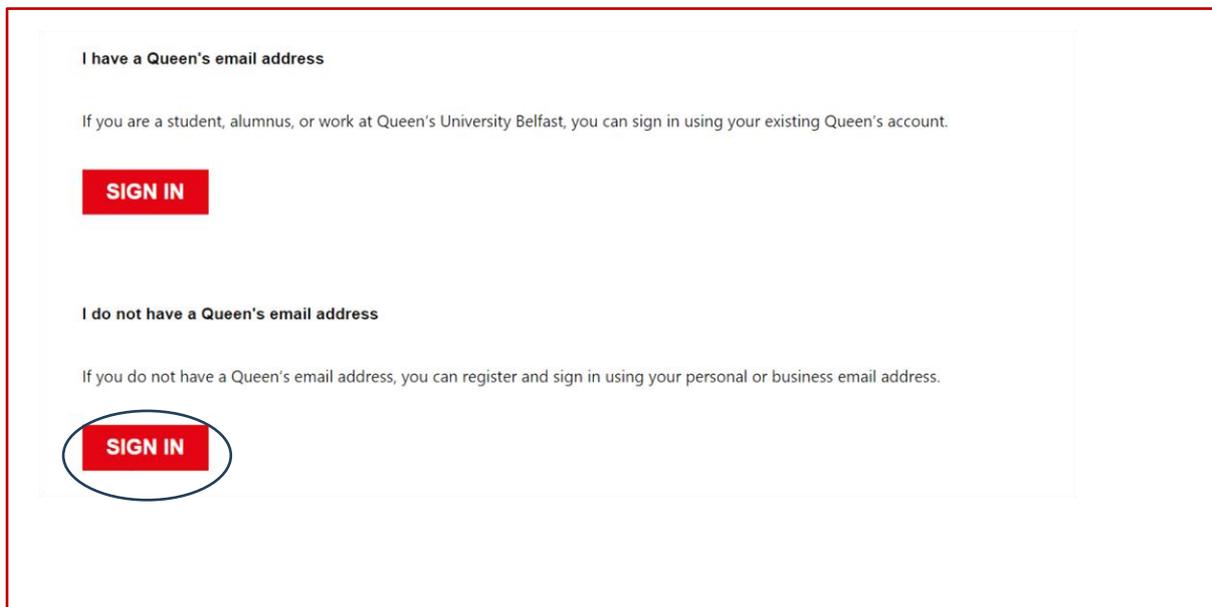
How to Sign In (after registering)

Go to home page, <https://myportal.qub.ac.uk/>, and click Sign In on top right corner



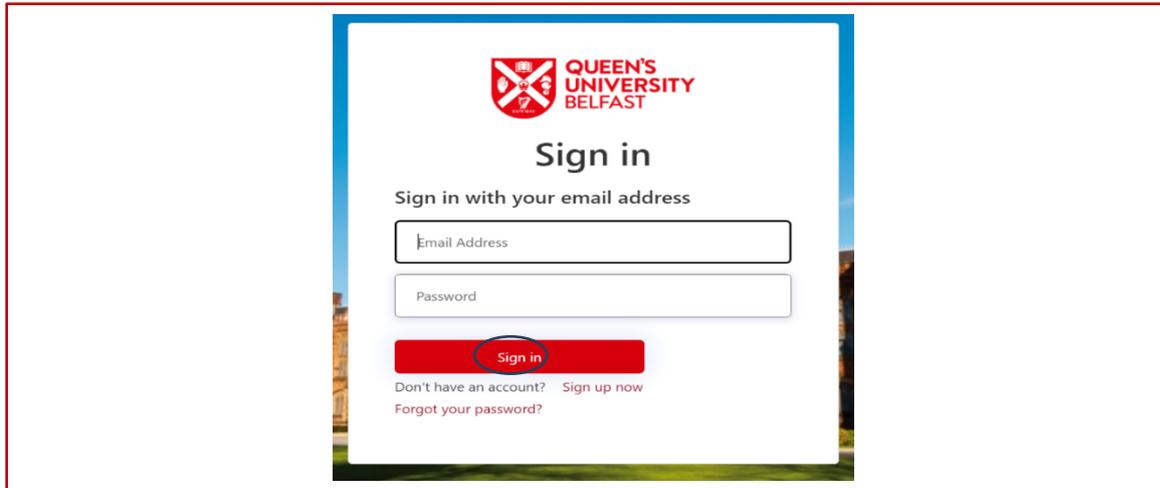
This page will appear:

Click: the **SIGN IN** button beneath "I do not have a Queen's email address"



This will bring you to the following page:

Enter your email address and chosen password and click Sign In

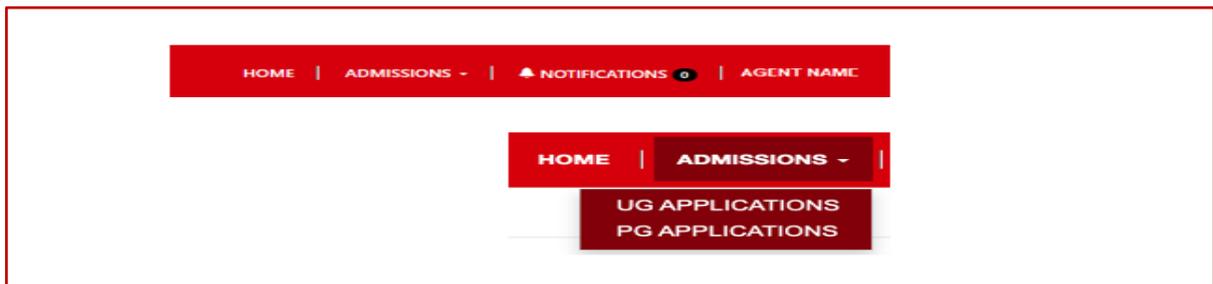


Once your account has been created, you may use the email address and password to sign into Queen's Portal to manage applications.

Your web browser may remember your credentials and automatically input your email address when you go to Sign In. Click Send verification code and then enter the verification code received to complete the sign in process.

Once signed in, the navigation bar will display your name and provide access to the Admissions area.

Click ADMISSIONS and then UG Applications or PG APPLICATIONS:



Viewing Applications

Both the Undergraduate Direct Applications and the Postgraduate Applications pages display all current applications submitted by the agency. The list can be filtered to find a specific application.

Undergraduate Applications

The Undergraduate Applications service is for international applicants who wish to apply directly, and only, for an undergraduate course at Queen's, and for agencies or partners who wish to apply on behalf of an international applicant. Non-international applicants must apply via UCAS.

Please select a Status and click Filter to show only specific applications in the list below.

Status
Full Name
Email Address
Account Name
Owner

My UG Applications

ENTRY CLOSED FOR SEPTEMBER 2024

Application Id	QSIS application ID	Applicant Name	Account Name	Course	Choice Type	Admit Term	Status	Created Date	Modified Date	Creator	Owner	Actions

Postgraduate Applications

The Postgraduate Applications service is for applicants who wish to apply for a postgraduate course at Queen's, and for agents who wish to apply on behalf of an applicant.

For all Postgraduate applicants, please;

- 1) Check before applying that you meet, or expect to meet the academic and, if applicable, English language requirements for your programme.
- 2) Be mindful that if applying for funding, there could be an application deadline, so please take note of the course closing date (if applicable).
- 3) Be prepared to upload transcripts for any University / Higher Education courses plus certificates (if course is complete).

For Postgraduate Research applicants, you may find the following links useful before applying:

- [Find a PhD landing page](#)
- [A-Z of Research Subjects](#)
- [A-Z of Research Opportunities page](#)

Please select a Status and click Filter to show only specific applications in the list below.

Status
Full Name
Email Address
Account Name
Owner

- Status:** filter by the status of the application; the status updates as the application moves through the processing stages.
- Full Name:** filter by the applicant's full name.
- Email Address:** filter by the applicant's email.
- Account Name:** allows headquarters to filter by a specific branch.
- Owner:** filter by the owner of the application, who is the agent who last processed it.

The creator and owner will be the person who was signed into the Queen's Portal when the application was filled in and submitted.

If another member of the agency will be responsible for any further processing of the application, they should assign the application to themselves by clicking the **Actions** arrow and selecting **Assign to me**.

Any further communications will be sent to both the creator and the owner of the application.

Starting a New Application

To create a new application, from the Undergraduate or Postgraduate Applications page, click on:

+ Start a new application

Each section of the application is shown in a different step, and you should move through each in sequence. Any field marked with an asterisk * is mandatory and must be completed to move on.

Steps:

Step description	Applies to
Applicant Details	UG Direct and PG
Personal Details	UG Direct and PG
Address Details	UG Direct and PG
Course Selection	UG Direct and PG
English Language	UG Direct and PG
Experience	PG only
Funding	PG only
Education	UG Direct and PG
Equality	Postgraduate Research only
Disability	UG Direct and PG
Referee Information	UG Direct and PG
Documents	UG Direct and PG
Review Information	UG Direct and PG
Submission	UG Direct and PG

Note that applicants may have differing characteristics, which will take you through slightly different questions, or require different types of evidence as part of the application.

Undergraduate scenario examples

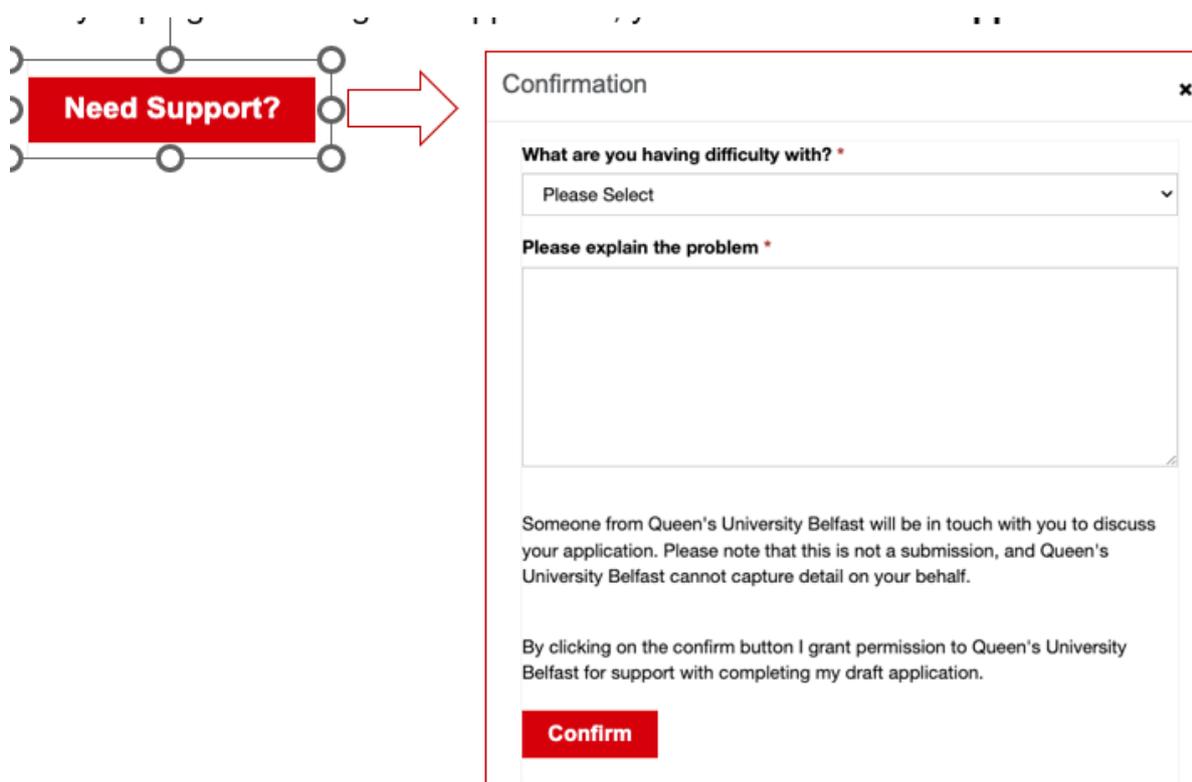
Scenario	Application Journey
Applicant is interested in two different courses	If an applicant has both a first and second choice course, their first choice is considered their primary application and the second choice their secondary application. Both applications are considered independently, and the applicant and agent will receive an update on both once processed.
Applicant has a disability	Queen's offers additional support to students who have a disability. An applicant may provide details of the disability if they wish or can indicate that they consider themselves to have a disability without providing additional information.

Postgraduate scenario examples

Scenario	Application Journey
English Language Qualifications	Some applicants may not need to provide details of an English language qualification, for example if they are from a predominantly English-speaking country or have completed a degree taught in English.
Funding	There will be different funding questions depending on whether the applicant is applying for a Postgraduate Taught or Postgraduate Research degree.
Equality Monitoring	Equality Monitoring questions are applicable to applicants for Postgraduate Research degrees but are not asked more than once per annum.

Support with Application

As you progress through the application, you will see a **Need Support?** button at the bottom of the screen.



The diagram illustrates the process of requesting support. On the left, a red button labeled "Need Support?" is shown on a navigation bar. A red arrow points from this button to a "Confirmation" dialog box on the right. The dialog box contains the following text and form elements:

Confirmation [Close]

What are you having difficulty with? *

Please Select [Dropdown]

Please explain the problem *

[Text Area]

Someone from Queen's University Belfast will be in touch with you to discuss your application. Please note that this is not a submission, and Queen's University Belfast cannot capture detail on your behalf.

By clicking on the confirm button I grant permission to Queen's University Belfast for support with completing my draft application.

Confirm

Clicking **Need Support?** displays a dialogue form where you can provide details of the issue and make the draft application available to the Admissions team. Someone will contact you via email to offer advice on completing the application.

Once you have received advice from Admissions, or you wish to retract a request for help, return to the draft application and click the **Don't Need Support?** button.

Don't Need Support?

Confirmation ✕

By clicking on the confirm button I wish to revoke permission to share my draft application with Queen's University Belfast.

Confirm **Cancel**

Applicant Details

The **Applicant Details** section allows you to record the applicant's details, including name and date of birth. Note that the applicant's own email address must be provided; the form will not accept your email address. All communication relating to the application will be sent to both the applicant and the agency. Clicking **Save and next** will save the information recorded and move to the next step.

Applicant Details | Personal Details | Address Details | Course Selection | English Language | Education | Disability | Referee Information | Documents | Review Information | Submission

Applicant Details

Title * <input type="text" value="Please Select"/>	Last Name * <input type="text"/>
First Name * <input type="text"/>	Preferred Name <small>If you have a preferred name that is different to your first name, please record it below</small> <input type="text"/>
Middle Name <input type="text"/>	Date of Birth * <input type="text" value="DD/MMM/YYYY"/>
Previous Last Name <input type="text"/>	Place of Birth * <input type="text"/>
Applicant Email Address * <small>Please ensure you are entering the applicant's personal email address below. All communication will be sent to both the applicant's and the agent's email address.</small> <input type="text"/>	Country of Birth * <input type="text" value="Please Select"/>

Save and next

Personal Details

The Personal Details section allows you to provide further details from the applicant, including gender, nationality, and country/region of domicile. To return to a previous step of the application, click the Previous button.

The screenshot shows the 'Personal Details' section of an application form. At the top, there is a navigation bar with tabs for 'Applicant Details', 'Personal Details' (which is highlighted in red), 'Address Details', 'Course Selection', 'Education', and 'English Language'. Below the navigation bar, there is a header for 'Personal Details' and a note: 'The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of higher education statistics. This information is not used as part of the selection process when considering applications.' The form contains several sections: 'Marital Status' with a 'Married' checkbox; 'Biological Sex' with a 'Male' checkbox; 'Gender' with a 'Male' checkbox; 'Nationality' with a 'United States' dropdown; 'Country / Region of Domicile' with a 'United States' dropdown; 'Start of Residence in EU (if applicable)' with a 'DD/MM/YYYY' date field; 'Start of Residence in UK (if applicable)' with a 'DD/MM/YYYY' date field; 'Passport Information' with fields for 'Passport Number', 'Passport Expiry date' (DD/MM/YYYY), and two 'Please Select' dropdowns for 'Currently or previously studied in the UK?' and 'Held a visa for study in the UK?'. At the bottom left, there is a red button labeled 'Need Support?'.

Address Details

The screenshot shows the 'Address Details' section of an application form. At the top, there is a navigation bar with tabs for 'Applicant Details', 'Personal Details', 'Address Details' (which is highlighted in red), 'Course Selection', 'English Language', 'Education', 'Equality', 'Reference Information', 'Documents', 'Review Information', and 'Submission'. Below the navigation bar, there is a header for 'Address Details' and a note: 'Please update your address details if necessary'. The form contains two main sections: 'Home Address' and 'Correspondence Address'. The 'Home Address' section has fields for 'Street 1', 'Street 2', 'Town / City', 'County / State', and 'ZIP / Postal Code', along with a 'Country' dropdown menu. The 'Correspondence Address' section has a checkbox for 'Same as Home Address', and if not checked, it has fields for 'Street 1', 'Street 2', 'Town / City', 'County / State', 'ZIP / Postal Code', and 'Country'. At the bottom right, there are two red buttons: 'Previous' and 'Save and next'.

Course Selection

The **Course Selection** section allows you to indicate the course to which the applicant wishes to apply along with additional information. You can search for a course by typing the name or filter the list of courses by choosing the school or subject area first. Selecting the course first will automatically populate the correct subject area and school.

[Applicant Details](#) | [Personal Details](#) | [Address Details](#) | **Course Selection** | [Education](#) | [English Language](#) | [Experience](#) | [Funding](#) | [Equality](#) | [Disability](#) | [Referee Information](#) | [Documents](#) | [Review Information](#) | [Submission](#)

You can search for a course by typing the course name. You can also filter courses by choosing the school or subject area. Please note that some courses have a different application process and further information is provided.

Course Selection

Course Information

Type of Study *
Please Select

QUB School *
Please Select

Subject Area *
Please Select

Name of Course *
You can search for a course by typing the course name. You can also filter courses by choosing the subject area first.
Please Select

Expected Course Start Date *
Please Select

Attendance Mode *
Please Select

How did you hear about this course? *
Please Select

[Need Support?](#) [Previous](#) [Save and next](#)

English Language

In the **English Language** section, applicants are asked to provide proof of an English Language qualification where English is not their first language. If an applicant does not currently hold a qualification, you may indicate whether they intend to complete one.

English Language

In the **English Language** section, applicants are asked to provide proof of an English Language qualification where English is not their first language. If an applicant does not currently hold a qualification, you may indicate whether they intend to complete one.

[Applicant Details](#) | [Personal Details](#) | [Address Details](#) | [Course Selection](#) | **English Language** | [Education](#) | [Disability](#) | [Referee Information](#) | [Documents](#) | [Review Information](#) | [Submission](#)

International students wishing to apply to Queen's University Belfast (and for whom English is not their first language), must be able to demonstrate their competence in written and spoken English in order to benefit fully from their course of study or research. EEA and non-EEA nationals will normally require a Student visa to study in the UK for periods of 6 months or more. Details of the tests which may be accepted by the University for direct admission to degree programmes are listed under our [English Language Requirements](#).

English Language

Please note that for undergraduate admission, all applicants (home or international) must satisfy the **General Entrance Requirements**, including GCSE English Language with a minimum grade of C/4, or alternative qualification acceptable to the University.

Do you currently hold an English Language qualification?
This should be comparable to GCSE English Language Grade C/4 standard (eg. iGCSE, IELTS Academic, TOEFL iBT, or an acceptable school-leaving qualification).

Yes

Name of Qualification / Test *
IELTS

Overall Results / Grade *
88

Date obtained *
04/Jul/2020

[Need Support?](#) [Previous](#) [Save and next](#)

Education

In the **Education** section, if the applicant is currently or has previously been enrolled at a **University / Higher Education** institution, indicate **Yes** then click the **Add** button. Enter the details in the dialogue that is displayed then click **Submit**. Repeat for each enrolment, noting only one enrolment may be listed as current. If they have never been enrolled, indicate **No**.

The screenshot shows the 'Education' section of an application form. At the top, there is a navigation bar with tabs: Applicant Details, Personal Details, Address Details, Course Selection, English Language, Education (highlighted in red), Disability, Referee Information, Documents, Review Information, and Submission. Below the navigation bar, a message reads: 'Please give details of attendance and examinations at Queen's or other Universities. Please note that you will be required to provide a copy of an official academic transcript of the courses taken to date.' The main heading is 'Education'. Underneath, there is a sub-heading 'University / Higher Education' followed by a question: 'Are you currently enrolled, or have you previously been enrolled, at a University/Higher Education Institution? *'. A dropdown menu is set to 'Yes', and an 'Add' button is visible to the right. Below this is a table with the following columns: 'Currently enrolled?', 'Institution Name ↑', 'Course of Study', 'Date of Enrolment', 'End date', and 'Actions'. The table is currently empty, with a message 'There are no records to display.' below it. Underneath the table, there is a sub-heading 'School / College Education' followed by a form with three fields: 'Name of School / College', 'Date started' (with a date format DD/MM/YYYY and a calendar icon), and 'End date / expected end date' (with a date format DD/MM/YYYY and a calendar icon).

This is a close-up of the 'University / Higher Education' section. It shows the question: 'Current or previous enrolment at a University / Higher Education Institution? *'. A dropdown menu is set to 'Yes', and an 'Add' button is visible to the right.

University / Higher Education Institution Name *

Currently enrolled at this University / Higher Education Institution? *

Type of University / Higher Education Study *

Name of Degree *

Please enter the degree name / title of the qualification you have completed / intend to complete. For example, 'Bachelor of Science in Applied Chemistry', 'Master of Engineering in Electrical Engineering'.

Have you completed this degree? *

Date of Enrolment *

End Date / Expected End Date *

Documents

Certificate *

Before uploading the document, please ensure that the file name is in the following format: 'Name of Degree - Certificate'.

 No file selected

Transcript *

Before uploading the document, please ensure that the file name is in the following format: 'Name of Degree - Transcript'.

 No file selected

Experience – *Postgraduate Applications Only*

In the **Experience** section, applicants can provide additional information specific to any employment or professional experience that may be relevant to the application.

To provide details of any relevant employment experience, click on the **Add** button in the **Employment Experience** section.

To provide details of any relevant professional qualifications, certifications or memberships, click on the **Add** button in the **Professional Experience** section.

Employment Experience

Please provide details of any employment experience relevant to your application.

Add

Record the details requested in the dialogue and click **Save**. The details recorded will appear in a table on the form. Note this section is optional so if the applicant does not have any relevant information to add, you may move to the next section.

Create ✕

Employer Name *

Job Title *

Town / City *

Country / Region *

Please Select ▼

From *

To *

Present

Save

Professional Experience

Please provide details of any Professional Qualification(s) / Certification(s) / Membership(s), particularly those that are relevant to your application.

Add

Create

x

Professional Qualification / Certification / Membership *

Educational Training Provider / Professional Institution Name / Professional Body *

Year of Award *

Qualification / Certification / Membership

This record hasn't been created yet. To enable file upload, create this record. Providing evidence of the Qualification / Certification / Membership can have a positive impact on the application. Before uploading the document, please ensure that the file name is the same as the Professional Qualification / Certification / Membership recorded above.

Save

Funding - *Postgraduate Applications Only*

In the **Funding** section, applicants can provide information regarding their funding intentions for the course of study.

The options available for selection are dependent on whether the application is for Postgraduate Taught or Postgraduate Research.

Applicant Details	Personal Details	Address Details	Course Selection	Education	Experience	Funding	Equality	Disability	Referee Information	Documents	Review Information	Submission
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Please provide information regarding your funding intentions. Depending on your answer, additional information may be required.

Funding

Please select the statement that best describes how you intend to fund this course. *

Please Select

If interested in funding administered by Queen's, click **Add** to select the relevant funding.

Please select the relevant funding options that you would like to be considered for. Note that you will need to apply for funding separately; more information is available on the [Funding](#) page. *

Add

Depending on which funding option you select, further questions may be asked.

Please select the statement that best describes how you intend to fund this course. *

My employer will fund this course

Please provide the name of the employer who is funding this course. *

Equality Monitoring – *Postgraduate Research Applications Only*

In the **Equality** section, applicants can provide information for equality monitoring and reporting. This information is required to meet legislative requirements for research funding. It will therefore only be asked for applicants applying for Postgraduate Research degrees. If the applicant is applying for several different courses, the Equality Monitoring questions will only be asked on the first application.

Applicant Details | Personal Details | Address Details | Course Selection | Education | English Language | Experience | Funding | **Equality** | Disability | Referee Information | Documents | Review Information | Submission

The University collects this information for the purposes of Equality Monitoring and Reporting relating to postgraduate research funding opportunities to support higher education providers in meeting their obligations under relevant legislation (Section 75, Equality Act 2010). This information is not used as part of the selection process when considering applications.

Equality Monitoring & Reporting

What is your ethnicity? *

Please Select

Do you have personal responsibility for the care of dependents e.g. children or other relatives? *

Please Select

What religion, religious denomination or body do you belong to? *

Please Select

What is your sexual orientation? *

Please Select

Disability

Queen's offers additional support to students who have a disability. If the applicant has a disability, you may provide details in the **Disability** section or indicate that the applicant considers themselves to have a disability without providing additional information. Click **Add** to select from a list of disability categories.

Applicant Details | Personal Details | Address Details | Course Selection | English Language | Education | **Disability** | Referee Information | Documents | Review Information | Submission

The purpose of collecting this information is to allow us to support your learning journey at Queen's.

Disability

Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day to day activities? *

Yes, and I will provide further information below

Specific Details

Name	Description	Actions
Learning	A specific learning difficulty such as dyslexia, dyspraxia or AD/HD	Add
Mental	A mental health condition, such as depression, schizophrenia or anxiety disorder	Add
Not listed	An impairment, health condition or learning difference not listed above	Add

Disability (Additional Information) *

Please provide additional information about the condition not listed above

Need Support? Previous Save and next

Lookup records
✕

Q

✓ Name ↑	Description
<input type="checkbox"/> Health	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heard disease, or epilepsy
<input type="checkbox"/> Hearing	Deaf or a serious hearing impairment
<input checked="" type="checkbox"/> Learning	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
<input checked="" type="checkbox"/> Mental	A mental health condition, such as depression, schizophrenia or anxiety disorder
<input checked="" type="checkbox"/> Not listed	An impairment, health condition or learning difference not listed above
<input type="checkbox"/> Physical	A physical impairment or mobility issue, such as difficulty using arms or using a wheelchair or crutches

Selected records

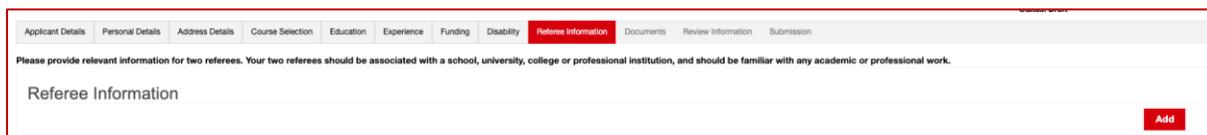
Learning ✕
Mental ✕
Not listed ✕

Add
Cancel

If **Not listed** is selected, record the details under **Disability (Additional Information)**.
 A disability may be removed by clicking the Action arrow beside it and selecting **Remove**.

Referee Information

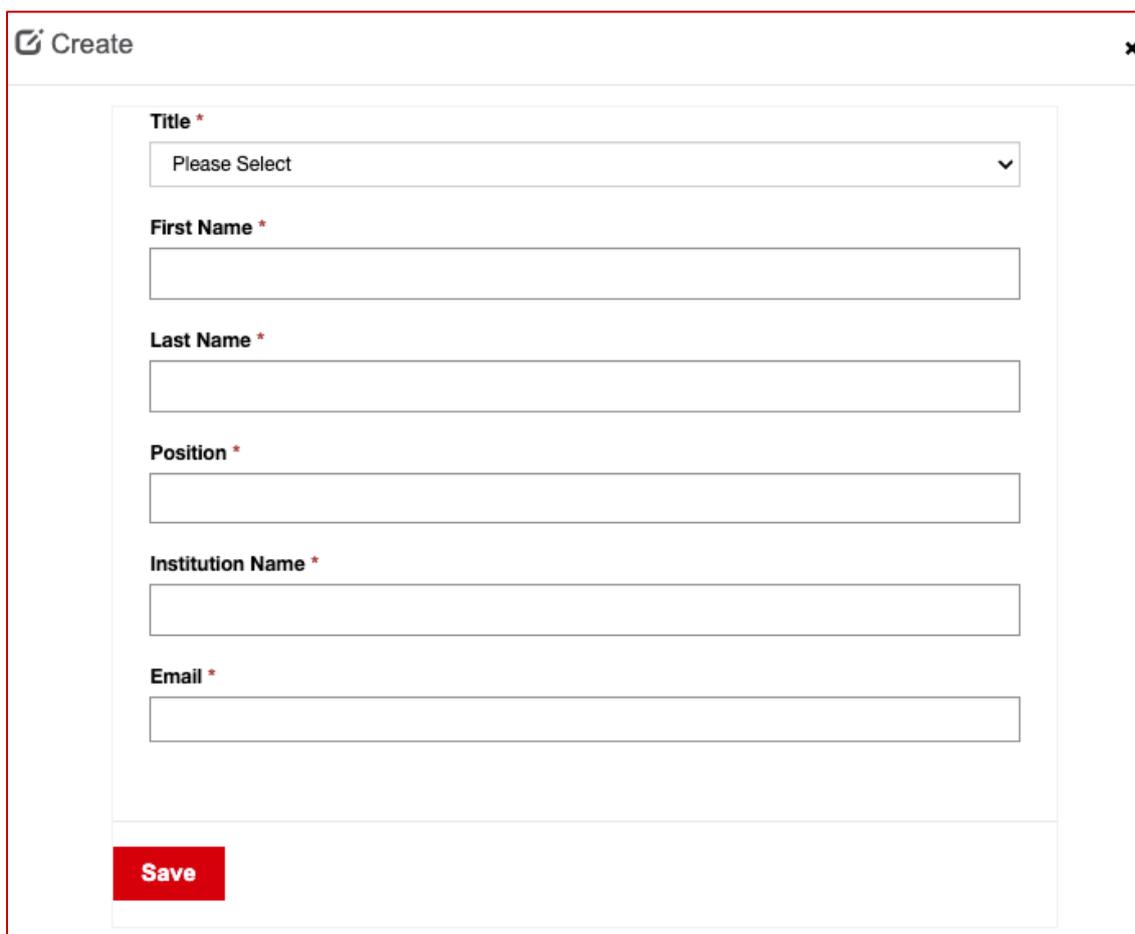
In the **Referee Information** section, click **Add** to provide details of two referees who can provide an academic reference for the applicant.



The screenshot shows a navigation bar with tabs: Applicant Details, Personal Details, Address Details, Course Selection, Education, Experience, Funding, Disability, Referee Information (highlighted), Documents, Review Information, and Submission. Below the navigation bar, a message reads: "Please provide relevant information for two referees. Your two referees should be associated with a school, university, college or professional institution, and should be familiar with any academic or professional work." The main content area is titled "Referee Information" and contains an "Add" button in the bottom right corner.

Record the referee details in the dialogue displayed and click **Save**. The details recorded will appear in a table on the form. Repeat to add a second referee. Note that if you try to move to the next page without providing two referees, an error message will be displayed.

 The form could not be submitted for the following reasons:
Please provide two referees for your application prior to proceeding.



The "Create" dialog box contains the following fields:

- Title ***: A dropdown menu with "Please Select" and a downward arrow.
- First Name ***: A text input field.
- Last Name ***: A text input field.
- Position ***: A text input field.
- Institution Name ***: A text input field.
- Email ***: A text input field.

A red **Save** button is located at the bottom left of the dialog box.

Documents

The **Documents** section contains folders which highlight where you need to provide evidence in support of your application. If a folder has **Required** set to **Yes**, you must provide evidence to submit the application; if **Required** is **No**, you may return after submission to upload the evidence.

Applicant Details Personal Details Address Details Course Selection Education Experience Funding Equality Disability Referee Information **Documents** Review Information Submission

The document folders below highlight where you need to provide evidence in support of your application. If a folder has Required set to Yes, you must provide evidence in order to submit your application; if Required is No, you may return to your application after submission to upload the evidence, but please be aware that this could result in a longer processing time.

To upload evidence, please click the Actions arrow and select Upload. Where applicable, additional information on what should be included in the evidence upload is provided.

Documents Add new document

Document Type ↑	Description	Required	Uploaded	Actions
Passport		Yes	Yes	▼
Research Proposal		Yes	Yes	▼

To upload evidence, click the **Actions** arrow and select **Upload**. Where applicable, additional information on what should be included in the upload is provided in the upload dialogue, for example for a **Research Proposal** or **Supplementary Information**.

Research Proposal

In less than 500 words please explain why you wish to undertake research and which area(s) noted below you are most keen to work within:

- Design Processes
- Aerodynamics
- Structural and Material Systems
- Manufacturing Technologies

Please quote your name, title of proposed research and email address at the beginning of your research proposal. If you have been asked to provide more than one document you should combine all documents in one file for uploading. Please note that it is your responsibility to ensure that you provide a research proposal that is properly prepared. The acceptable file formats are PDF, DOC, DOCX, TXT and RTF.

Supplementary Information

Applicants for this course are required to complete and upload a supplementary form as part of their application. **Download form here**, complete and upload below.

Documents – Adding a New Document

If you wish to upload any additional evidence, click **Add new document**. A dialog will be displayed; select the Document Type and enter a Description if required, then attach the file(s) and click **Submit**. Once uploaded, the Documents summary table will update to show the new Document Type and that Uploaded is **Yes**.

Create
×

- If you need to upload multiple documents please ensure you select all documents before attaching them.

Document Type *

Personal Statement
▼

Description

applicant's personal statement

Attach a file

personal statement.docx

Document Type *

Please Select
▼

Please Select

Supporting Documents

Personal Statement

Higher Education University Transcript

UK Immigration Permissions

Applicant Details
Personal Details
Address Details
Course Selection
English Language
Education
Disability
Referee Information
Documents
Review Information
Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	Yes	<input type="button" value="▼"/>
Passport		No	No	<input type="button" value="▼"/>
Personal Statement	applicant's personal statement	No	Yes	<input type="button" value="▼"/>
Secondary/High School Level Qualification		No	Yes	<input type="button" value="▼"/>

Need Support?

Previous

Save and next

Review Information

The **Review Information** section provides a view of all information entered on the application. If in reviewing the information anything needs to be updated, click the **Previous** button to revisit earlier steps. Otherwise click **Save and next**.

Applicant Details	Personal Details	Address Details	Course Selection	Education	Experience	Funding	Disability	Referee Information	Documents	Review Information	Submission
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If you want to amend any of the information you have provided, please click on the 'Previous' button to return to the relevant step.
When updating information, please ensure you click 'Save and next' on the relevant step.

Applicant Details

Title
Mr

First Name
Mickey

Last Name
Mouse

Date of Birth
11/Jan/2003

Place of Birth
Florida

Country / Region of Birth
United States

Applicant Email Address
mickey.mouse@disney.com

Submission

The Submission section is the final step and requires confirmation that the information provided with the application is correct, and that the applicant agrees to the Terms & Conditions. You may sign the declaration on the applicant's behalf. Click **Submit** to finalise the application.

Applicant Details	Personal Details	Address Details	Course Selection	Education	Experience	Funding	Disability	Referee Information	Documents	Review Information	Submission
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Please note that, once submitted, your application cannot be edited.

Submission

I confirm that, to the best of my knowledge and belief, the information given on the application form is true, complete and accurate and that no information requested has been omitted. I accept that if any information is inaccurate, has been omitted, if I do not provide a transcript (if applicable) or if it is considered by the University that any work I have submitted in support of the application is not owned by the applicant, the University reserves the right to cancel the application or withdraw an offer of a place (if applicable) and the applicant shall have no claim against the University in relation to this.

I have read and agree to the [Terms and Conditions](#)

Please Select

Declaration Signed By *

Send me a copy of my application by email after submission *

Yes

For international applicants, Queen's University Belfast works with the INTO Queen's Centre to provide a variety of pathway programmes for those who need to improve their academic and/or linguistic skills before enrolling on to one of our postgraduate degree courses. In the event that you do not qualify for direct entry we will share your details with INTO Queen's should you be eligible for one of their programmes which, upon successful completion to the required standard, will lead you to the Queen's University degree of choice.

[Need Support?](#) [Previous](#) [Submit](#)

Confirmation

When an application is created, a reference number is assigned. On submission, a confirmation message will be displayed which lists the reference number under Application ID, and the application will appear in the Postgraduate Applications list which can be accessed from the **My Applications** link displayed.

A confirmation email will be sent to both the applicant and the agent. The applicant will also be able to see the application in the applications list on their own portal account.

HOME | ADMISSIONS - | NOTIFICATIONS 0 | MY REQUESTS | AMS 2 AGENT (HEADQUARTER) -

Thank You, **AMS 2 Agent (Headquarter)** 

**You have submitted an application on behalf of the applicant and their Application ID is
PGADM-000001608**

Queen's University Belfast will communicate with the applicant and the agent on Email: ams-lestuser2@qubstudentcloud.onmicrosoft.com and mickey.mouse@disney.com with further updates.
Please check your list of applications via the My Applications link below.

My Applications

Reviewing Submitted Applications

Application Status

The **Status** of the application will update as the application moves through the processing stages, allowing agencies to see exactly what stage each application has reached.

- New applications will have a status of **Draft**, allowing them to be edited.
- Once the application is complete and the creator clicks *Submit*, the status will change to **Submitted**.
- When Admissions begin processing the application, the status will change to **Under Review**.
- If an offer cannot be made, the status will change to **Unsuccessful**.
- If an offer can be made, the status will change to **Decision Issued**.
- If a conditional offer has been made and it is accepted by the applicant or their agent, and evidence has been provided, the status will change to **Evidence Under Review**.
- If a conditional offer has been made and it is accepted by the applicant or their agent, and evidence has not been provided, the status will change to **Evidence to be Uploaded**.
- If an unconditional offer has been made and it is accepted by the applicant or their agent, the status will change to **Unconditional Accepted**.
- When an offer has been declined by the applicant or their agent, the status will change to **Applicant Declined Offer**.
- When an application has been withdrawn by the applicant or their agent, the status will change to **Applicant Withdrawn**.
- When an application has been withdrawn by Admissions, the status will change to **Withdrawn**.
- When an applicant has matriculated onto the course, the status will change to **Matriculated**.

Responding to an Offer

When the status is updated to **Decision Issued**, click on the **Actions** arrow and select **View Decision**.

Application ID	QSIIS Application ID	Applicant Name	Account Name	Type of Study	Course	Start Date	Status	Created Date	Modified Date	Creator	Owner
PGADM-000001119	00894590	Automation Ahab 14 PGT Decent	_Codex Agency Branch	Postgraduate Taught	Linguistics MA	16/Sep/2024	Decision Issued	19/Jul/2024 11:25	30/Sep/2024 15:18	AMS Agent (Branch)	AMS Agent (Branch)

Applications Details

Application ID
PGADM-000001119

Degree
Master of Arts

Name of Course
Linguistics

Decision	Decision Date
Conditional offer	30/Sep/2024 15:17

[View Decision Letter](#)

Applicant Response

The response will not impact any other application which may be in progress for the same admit term.

Pending Response

If you are not the current owner of the application, click on **Assign to me** so that you can provide a response.

Further information will be displayed in a new dialogue. The first section shows the **Application Details**, including the course name, decision and decision date. Click **View Decision Letter** to download the offer letter.

This is followed by the **Applicant Response** section. To respond, select either *Applicant Accepted* or *Applicant Declined* as applicable.

Pending Response

Please Select

Applicant Accepted

Applicant Declined

Pending Response

Responding to an Offer

Offer Conditions

Condition Type	Description	Conditional Fulfilled (Activity)	Uploaded	Actions
I.B. Dip	Successful completion of International Baccalaureate Diploma with 32 points overall including 6,5,5 at Higher Level	Not yet fulfilled	No	
India Standard 12	Successful completion of your India Standard 12 examinations with an overall score of 75%	Not yet fulfilled	No	

Queen's University Belfast cannot make a final decision until conditional evidence has been provided. You may accept the offer and then upload relevant documentation when it is available.

The **Offer Conditions** section shows any conditions that have been placed on the offer; these may be academic, deposit, English language or financial conditions.

Click on **Actions** and then **Upload** to provide evidence that each condition has been fulfilled.

If evidence is not available at the time the conditional offer is made, the offer may be accepted, and then relevant documentation uploaded when it becomes available.

As Admissions review the evidence and confirm that the condition has been met, the condition will update from **Not yet fulfilled** to **Met**.

Offer Documents

Please read the following documents as part of your offer letter.

Document Type ↑	Description	Actions
Terms & Conditions		
Visa leaflet		

The **Offer Documents** section provides any additional information provided by Queen's, such as Terms and Conditions and Visa information.

Click on **Actions** and then **View Details** to review.

Responding to an Offer

Terms & Conditions

By checking this box, you can confirm that you have read and agreed to the Queen's University Belfast Terms and Conditions provided via email and through the Queen's Portal.

Submit

You should confirm that you have read and agreed to the Queen's University Belfast Terms and Conditions provided, both via email with the offer and through the Queen's Portal.

Once the box is checked, the applicant response and any evidence uploaded can be submitted to the university by clicking the **Submit** button.

Confirmation that the response has been received will be displayed.

In the list of applications, the status will have updated to either **Evidence to be Uploaded**, **Evidence Under Review** or **Unconditional Accepted**, depending on the circumstances.

Status	Created Date	Modified Date
Evidence to be Uploaded	19/Jul/2024 11:25	01/Oct/2024 15:20

Withdrawing an Application

An application that is no longer required may be withdrawn by using the **Actions** arrow and selecting **View details**.

Application Id	Applicant Name	Account Name	Course	Choice Type ↑	Admit Term ↑	Status	Created Date	Modified Date	Creator	Owner	Actions
UGADM 000002349	Jane Doe	_Codec Agency Branch	BSc Business Information Technology Incl Professional Experience (GNS1)	Secondary	September 2024	Under Review	17/Nov/2023 12:48 PM	17/Nov/2023 3:38 PM	AMS 1 Agent (Branch)	AMS 1 Agent (Branch)	 View details

The application will open in the **Documents** tab. Click on the

Withdraw

button in the bottom left corner.

Withdraw

Withdrawal Type *

Please Select

Withdrawal Reason *

Based on your answer, would you like to be contacted by Queen's University Belfast regarding your withdrawal?

No Yes

Submit

The **Withdraw** dialogue will be displayed. Please select the type of withdrawal from the list of options then provide the reason for withdrawal. Click **Submit** to send the withdrawal to Admissions.

The status of the application will update to **Applicant Withdrawal**.