Queen's Portal

Undergraduate Direct and Postgraduate Application Guide

Table of contents

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
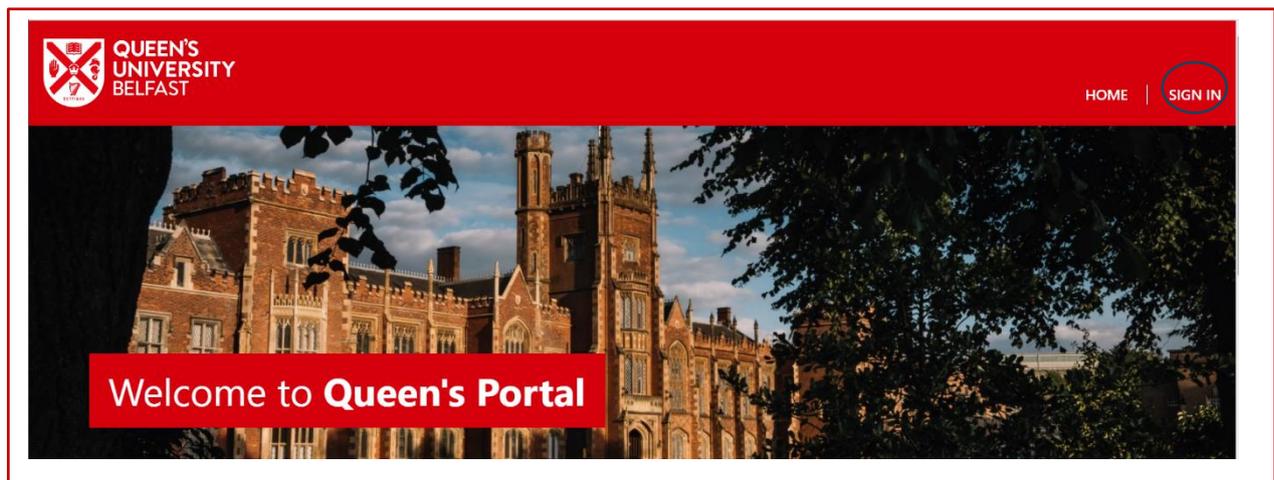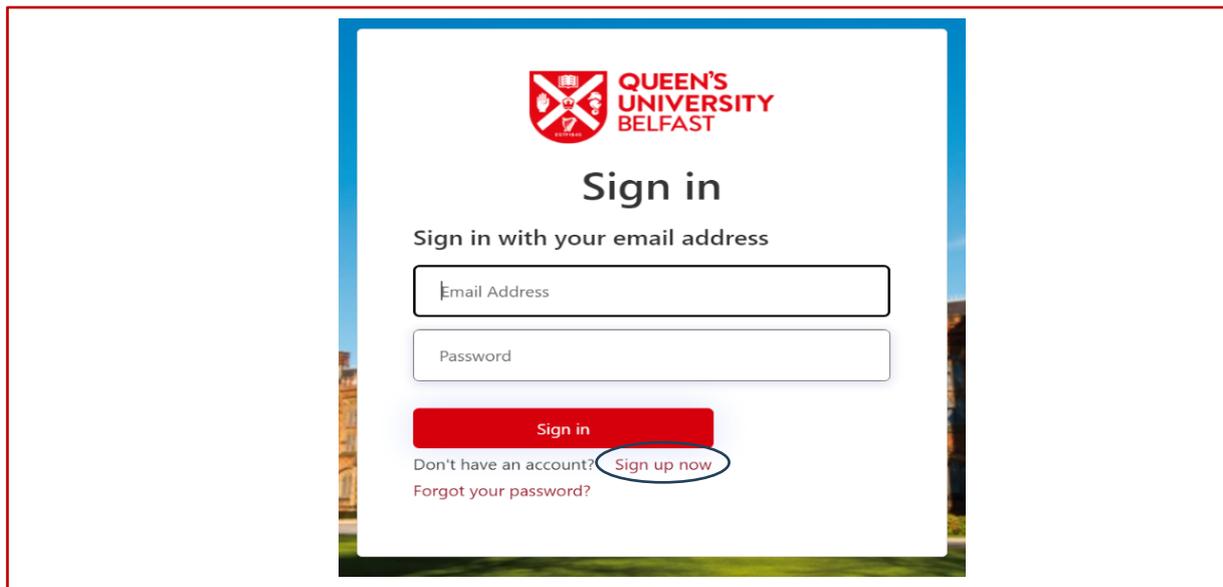

This page will appear:

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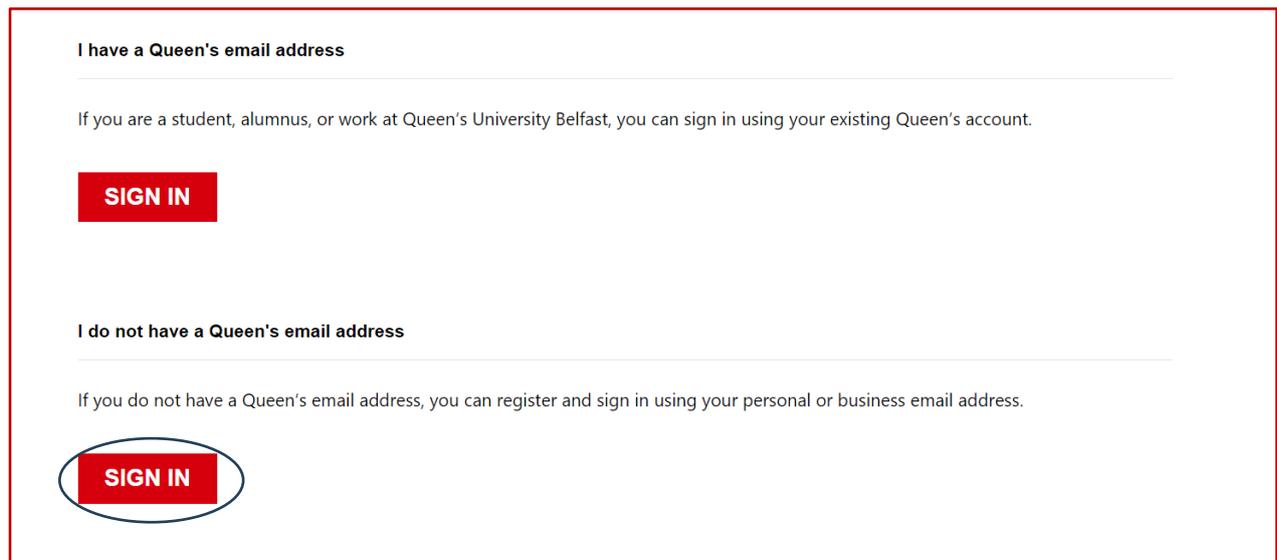
Click "Sign Up Now"

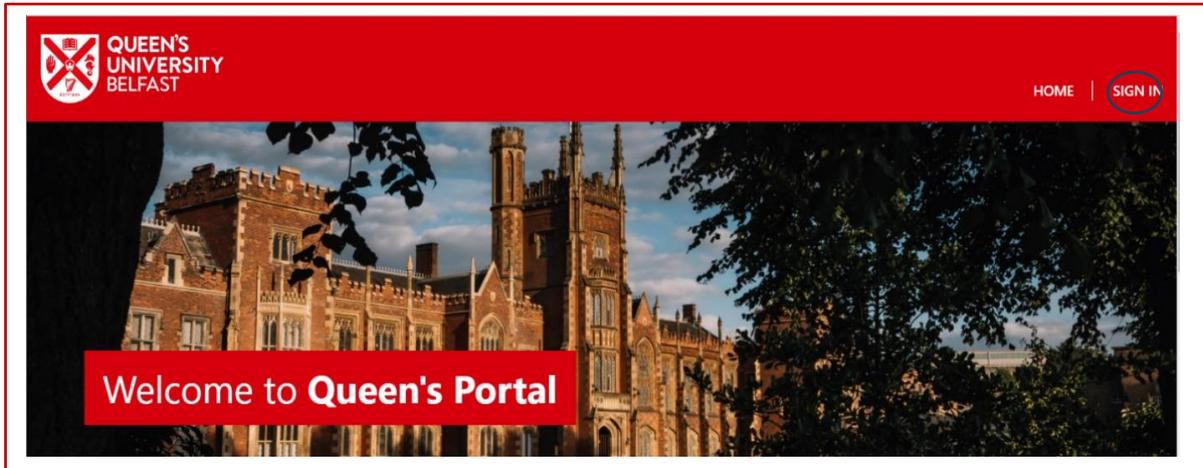

The following screen will appear:

- 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   5

- Click "Create"

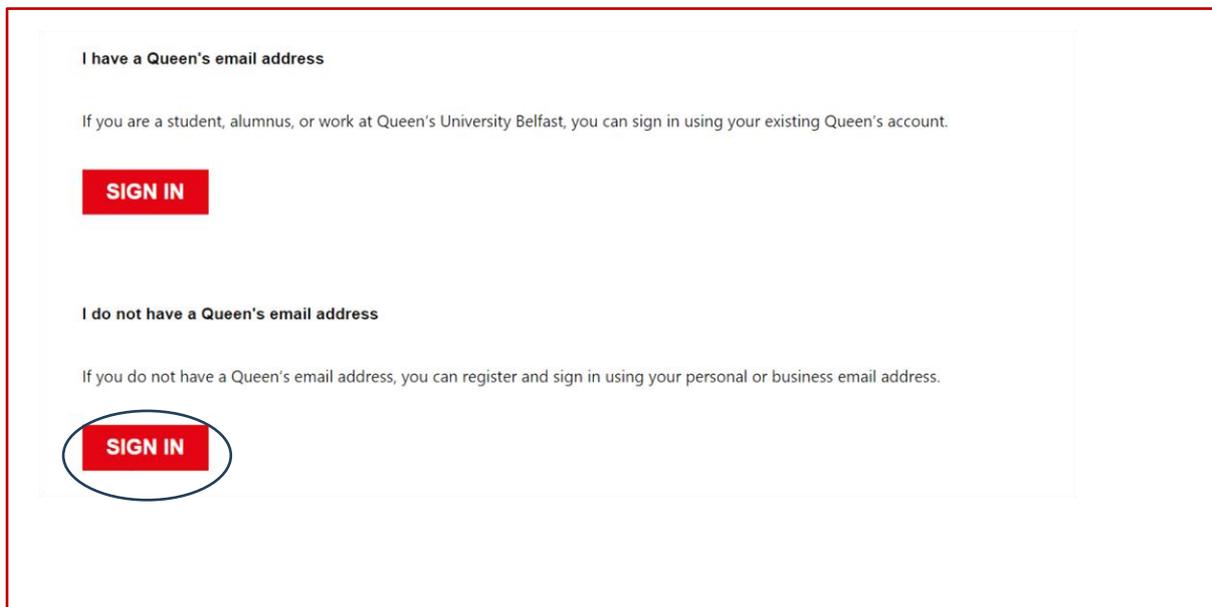**You have now successfully registered and can sign in.**

How to Sign In (after registering)

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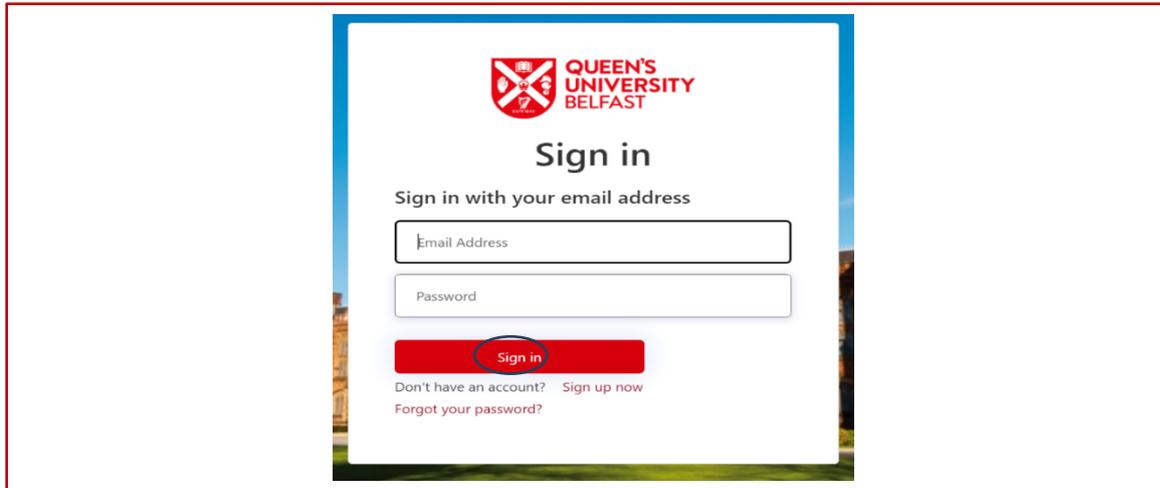

This page will appear:

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:
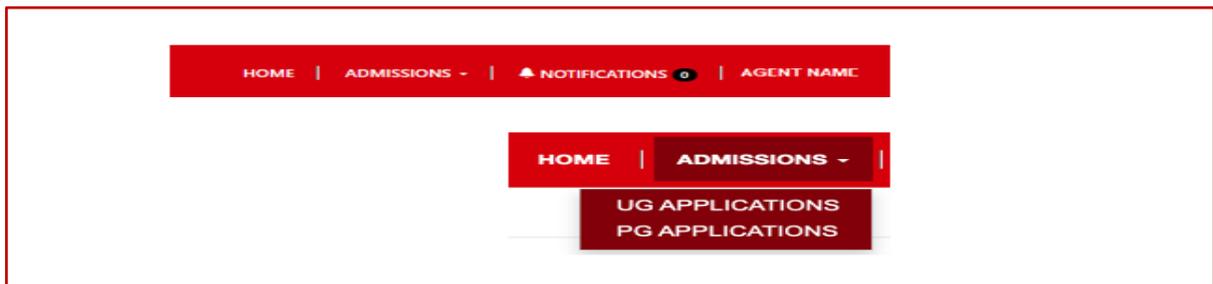
Viewing Applications

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.

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.
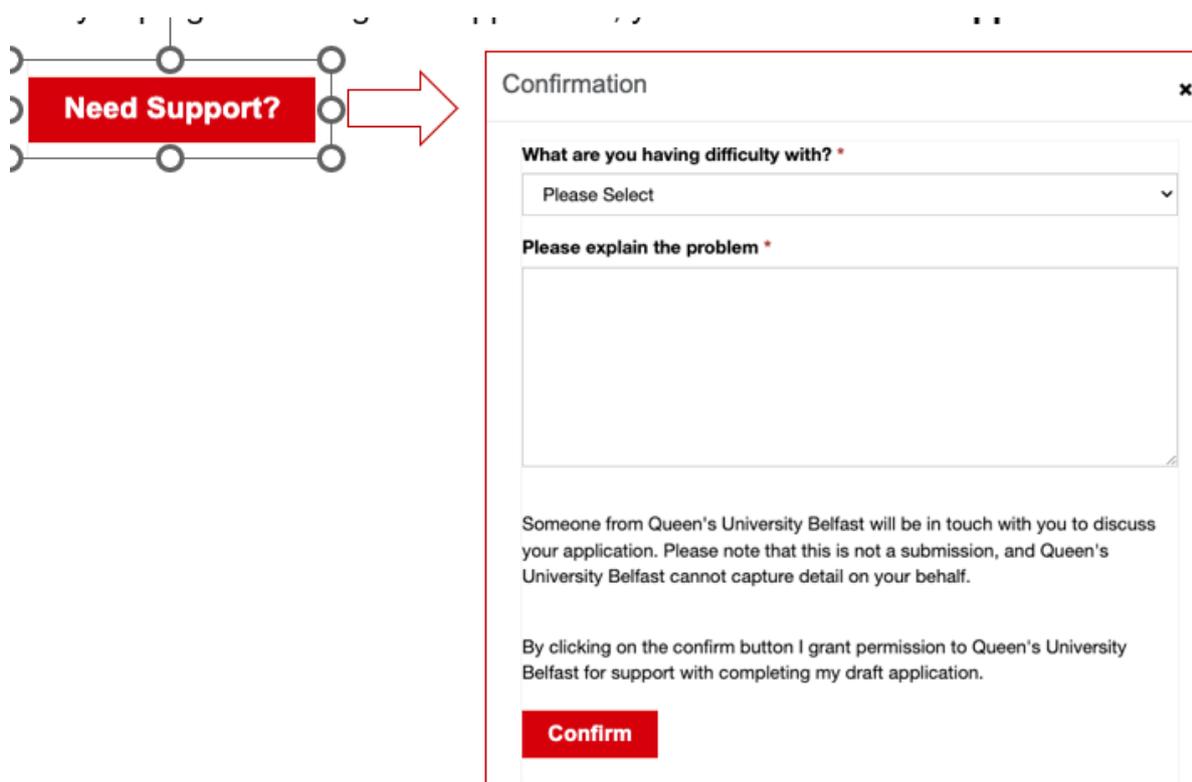
Undergraduate scenario examples

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.

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.

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.

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.

Address Details

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.

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.

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**.

☑ Create

University / Higher Education Institution Name *

Please type here to search ▾

Currently enrolled at this University / Higher Education Institution? *

Please Select ▾

Type of University / Higher Education Study *

Please Select ▾

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? *

Please Select ▾

Date of Enrolment *

DD/MMM/YYYY 🗓

End Date / Expected End Date *

DD/MMM/YYYY 🗓

Documents

Certificate *

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

Choose File　No file selected

Transcript *

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

Choose File　No file selected

Save

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.

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.

Professional Experience

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

Add

G' **Create** ✖

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 |

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.

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.

Lookup records ✕

| Search | 🔍 |

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

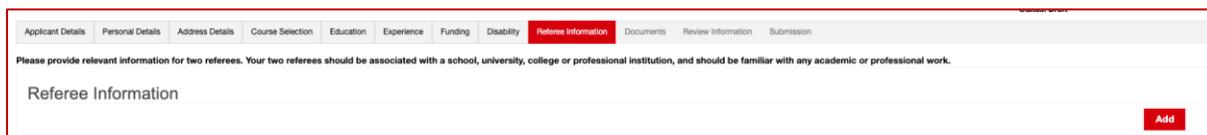### Selected records

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.

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.
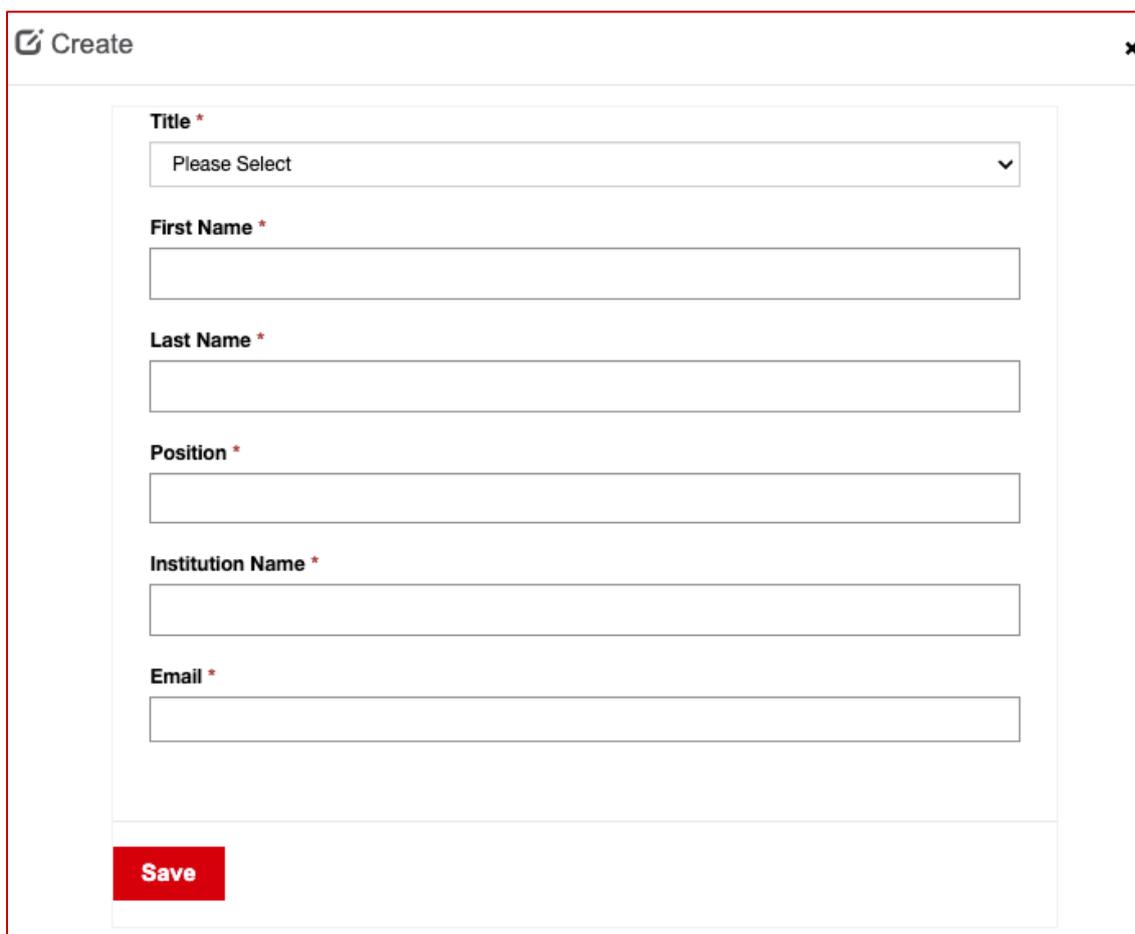
Documents

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.

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**.

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**.

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**.

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.

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.

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	QSIS 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	_Codec 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**.

The application will open in the **Documents** tab. Click on the **Withdraw** button in the bottom left corner.

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**.