UCL's Graduate Application System – a User Guide (January 2014)

These notes are a step by step guide to completing the online application for the Masters in Medical Education programme. You may wish to keep this document open as you work through the form or you can jump to the relevant section from this list:

You can save your application at any point and return to it later. If you do save it you will be sent an email that provides you with a link back into your account to continue you when you are ready.

These instructions follow the flow of the application as you work through it

Section 1 – Getting Started

You first need to select the programme you wish to apply for at the search screen that you are directed to after you tick the declaration boxes at http://www.ucl.ac.uk/prospective-students/graduate-study/application/taught/apply-online. Please read each section of the declaration carefully to ensure you understand it.

When you get to the search screen you can search using a number of different criteria. You can use a keyword, as in this example, or you can search by the level of study, department or whether you wish to study full or part time. The search criteria don't always work perfectly so we recommend you enter a fairly wide search and then choose from the results list you get.

Enter Keyword(s)	History
Department	Any
Research/Taught	Any
Full-time/Part-time/Modular	Any
Academic Year of Entry	Any

Search Now

When you have got your results back select the specific programme (Certificate in Medical Education) and mode of attendance (i.e. part-time) you wish to study in. For research degrees you also need to be careful that you select the correct year.

When you have done that you will see the programme selected at the top of the next page where you create your account details

| Selected Programme | Code |
| MA Language, Culture and History: French and Francophone Studies | TMALCHSFRN07 |

You now have the option of creating a new account or logging in as a returning user.

If you have started or submitted an application to us in this cycle or a previous one you should log in using the same details. There is a password reset option if you cannot remember your password.

If this is your first time using the UCL online application system, please use the New User option and complete all the details carefully.

Please note that "Forenames" means any names you were given and "Surname" means your family name. Please ensure you enter these in the correct boxes.

Please enter your email address carefully. This will be your username for the system and if you enter it incorrectly you will not be able to change it later. Please add ucl.ac.uk to your safe list at this address to ensure you do not miss any communications from us. At this stage if you choose to cancel the details you have entered will only be stored for a few hours. After that you will need to re-enter your details if you wish to continue at a later date.

Section 2 – Personal Details

In the next screen you are asked to enter further personal details.

In the "Country of Ordinary Residence" field please enter the country in which you have been usually living for the last three years unless where you have been living has been for the purposes of education. If you are in this situation you should list the country in which you have been resident other than for the purpose of education.

* Title	Please Select ▼
First (Given) Name(s):	Ann Other
Last (Surname/Family) Name:	Applicant
* Date of Birth: (dd/mm/yyyy)	01/12/1985
* Sex:	☐ Male ☐ Female
* Nationality:	Please Select ▼
Second Nationality:	Please Select ▼
* Country of Ordinary Residence:	Please Select ▼
* Country of Birth:	Please Select ▼

If you require a visa to study in the UK you need to enter the details of your passport now. If you say that you do require a visa the questions about the details of your visa become mandatory. If you do not have a current passport or you know you will be applying for a new passport please state 'No' for now and send us your updated passport details when they are available.

* Do you require a visa to study in the UK?	☑ Yes ☐ No
* Passport Number:	
* Name as on Passport:	
* Passport Issue Date (dd/mm/yyyy):	
* Passport Expiry Date (dd/mm/yyyy):	

Please enter your full address. The first and third lines are mandatory

If your address is in the UK you can enter your postcode and then use the look up functionality – Lookup (UK addresses only) to complete the address. UK postcodes all have 2, 3 or 4 characters followed by a space followed by 3 more. E.g. SE12 3XY not SE1 23XY or SE123XY.

If your correspondence address is the same as your permanent address you can tick this box and it will copy your address for you. If your address is different you will need to enter it manually

Tick if your correspondence address is the same as your permanent address ☑

* House No/Name & Street:	1 The Avenue
* Suburb/Town/City:	Anytown
State/County/Province:	
Post/Zip Code:	AB12 3CD
* Country:	United Kingdom ▼
* Home Telephone No:	01234 567890
	(include country and area, eg +44(0) 123 456 7890)

The appropriate start month for the Medical Education programme is September 2014.	* Please select the month you wish to start: November 2013 - Deadlin
Name(s) of proposed supervisor(s) if known:	This section is not required for the Medical Education programme.

Section 3 – Education History
Please enter the details of your degree level qualifications starting with the most recent. You cannot type in the name of your institution but must select if from a list that will appear on the next page.

Please be careful to enter the start and end dates from the pop-up calendar to ensure you use the correct date at.

Please enter the overall class/grade or GPA of your qualification in the format that it will be/has been awarded. Do not try to convert this to the UK or any other system. If your degree is still being undertaken please enter the overall class or grade you expect to obtain

Education - Current / Most Recent

Starting with your most recent qualifications please enter details of all degree level qualifications already obtained or in progress as
If you are not taking or have taken any degree level qualifications, enter details of your highest leve

* Country:	France
Name of College/University/Awarding Body:	You are required to select this value on the next page
* Approximate Start Date (dd/mm/yyyy):	08/09/2009
* Approximate End Date (dd/mm/yyyy):	11/06/2012
* Qualification (e.g. BA/MSc):	Bachelors Degree - France
* Overall Class/Grade/GPA: Please enter in the correct format for your degree. Do not try to convert to UK or any other mark system	13
* Main Subject:	Economics
Language of Instruction:	French

If you wish to add another qualification please use the tick box - **Tick to add another qualification** ☑ and another will appear. You can add up to six qualification records.

Once you have completed this entire page and gone to the next page you will see this option for choosing your current or previous institution. If you cannot see your institution you can choose "Other" and a further free text box will appear for you to write into. Please only use this option if you are certain that it does not appear in the list.

Country:	France
* Name of College/University/Awarding Body:	Please Select ▼
Approximate Start Date (dd/mm/yyyy):	08/09/2009

Before you can proceed to the final part above you need to upload a transcript. You have the option of uploading two documents but only one is mandatory. Use the 'Browse' button to find the document required and then the 'Upload' button once you have the filepath appear in the box.

Upload transcript 1: D:\Documents and Settings\uczrcew\Desktop\My Tra

Uploaded transcript 1: My Transcript.jpg [Delete] View Document

Upload transcript 2: [   ]

Once a document has been successfully uploaded it will appear like this with the options to view or delete it

Section 4 – Other Required Tests

For the Medical Education programme, all students whose first language is not English must be able to provide evidence that their spoken and written command of the English language is adequate for the programmes for which they have applied.
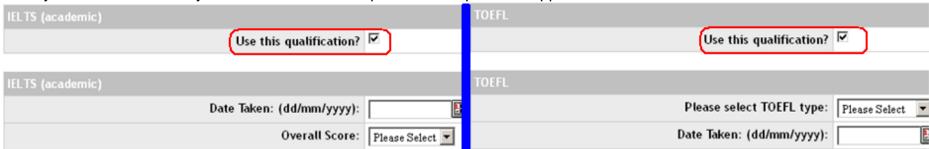
The required evidence may take the form of either:

1. Substantial education (minimum 12 months) or work experience (minimum 18 months) conducted in English and undertaken no more than three years prior to the proposed date of enrolment or,
2. A recently obtained English language qualification or test result. The qualification or text result must have been recently awarded no more than three years prior to the proposed date of enrolment.

If English is not your first language please choose the appropriate option from the radio buttons. If you say that you have taken an English test further options will appear so you can select the type of test and enter the scores.

* Is English your first language?	⦿ Yes
	○ No - Test taken
	○ No - Test not yet taken
	○ No - Degree taught in English

Once you select which test you wish to use further options to complete will appear:

| IELTS (academic) | | TOEFL | |
| Use this qualification? ☑ | | Use this qualification? ☑ | |

IELTS (academic)		TOEFL	
Date Taken: (dd/mm/yyyy):		Please select TOEFL type:	Please Select ▼
Overall Score:	Please Select ▼	Date Taken: (dd/mm/yyyy):	

The GRE test score is not required for the Medical Education programme.

Date taken (dd/mm/yyyy):	
Verbal percentile:	
Verbal total:	
Quantitative percentile:	
Quantitative total:	
Analytical writing percentile:	
Analytical writing total:	

Section 5 – Employment
You can add the details of up to four different employers. You also have the option of adding a CV (resume) if you wish.

Some programmes require confirmation of your registration with the General Medical Council, General Dental Council or General Pharmaceutical Council. If have registered membership of one of these bodies please enter the relevant number here.

Section 6 – Other Details
The questions under the tab labelled "Other Details" are not mandatory but will be helpful for us when considering your application.

Supplementary Supporting Statement:
Entry to the programme is very competitive, the programme is heavily over-subscribed each year and many applicants are turned away. The personal statement you provide is very important to the success of your application. You should use this section to demonstrate your interest and experience in medical education.

If you are applying for or have been awarded a studentship or scholarship a further set of questions will open up for you to enter the details of this.

Applicants to this programme are not required to attend an interview.

Section 7 - Referees

You are required to enter the details of two referees, one of whom should know you in an academic capacity and can comment on your academic abilities. Once you have submitted your application these referees will be emailed with an invitation to provide references for you online. Please ensure you have spoken to your referees and that they are happy to provide a reference for you online. We cannot accept references provided offline for online applications.

Field	Referee 1	Field	Referee 2
* Name:	Dr John Smith	* Name:	Professor Jane Doe
* Position:	Lecturer	* Position:	Personal Tutor
* Address Line 1:	Department of History	* Address Line 1:	Department of History
Address Line 2:	University of Anytowm	Address Line 2:	University of Anytowm
Address Line 3:	Anytown	Address Line 3:	Anytown
Address Line 4:		Address Line 4:	
Post/Zip Code:	XW39 2DF	Post/Zip Code:	
* Telephone:	01234 567890 (include country and area, eg +44(0) 123 456 7890)	* Telephone:	01234 888222 (include country and area, eg +44(0) 123 456 7890)
Fax:	(include country and area, eg +44(0) 123 456 7890)	Fax:	(include country and area, eg +44(0) 123 456 7890)
* Email:	john.smith@anytown.ac.uk	* Email:	j.a.doe@anytown.ac.uk
Confirm Email:	john.smith@anytown.ac.uk	Confirm Email:	j.a.doe@anytown.ac.uk

Please enter the email addresses carefully, any erroneous characters or spaces will mean that your referees will not receive their emails and this will cause a delay to your application.

Section 8 – Checklist

When you get to the Checklist tab you will be notified if any of the mandatory fields are missing information. You can use the tabs along the top of the page to navigate to any that show missing information.

Address INCOMPLETE
The following mandatory fields are blank: Suburb/Town/City (Home)

Once all fields are complete the final step is to submit your application.

Please note that after you do this you will not be able to alter your application. Please do not submit this until you have checked your application carefully and are happy with it.

There is a warning about this on the page.

Please check your application carefully before submitting it. You will not be able to change your application after you have submitted it. To submit your application, click the Submit application button.

If you are at all unsure that you are ready to submit please use the Save & Return Later option instead.

Return to Declaration | Save & Return Later | Submit application

Uploading Documents

There are various points where you are able to and/or required to upload certain documents.

Please note that you are only able to upload documents less than 2 MB in size and in the file formats .doc, .docx, .jpg or .pdf.

If you are unable to upload a document it may be that you are using an invalid file format or the item is too large.

Once you have navigated to where the document you want to upload lives you must also press the Upload button. If you have found the document but not uploaded it it will appear like this:

Upload transcript 1: [Browse...] My Transcript.jpg [Upload]

Once you have uploaded it the display will change to:

Uploaded transcript 1: My Transcript.jpg [Delete] View Document

If you get as far as the checklist and are told you have not uploaded the mandatory transcript document but think you did do so then please check that you have used the 'Upload' button and that it appears as the second example above.

Further enquiries

Please see the RCP website for further course information: www.rcplondon.ac.uk/medicaleducation.

Alternatively, telephone: +44 (0)203 075 1562, or email the postgraduate programmes team at education.courses@rcplondon.ac.uk.