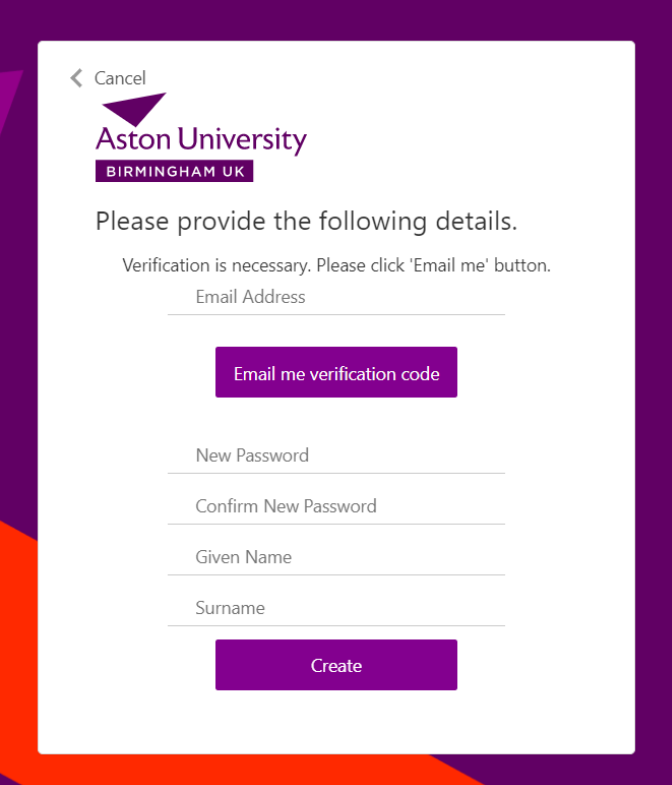


Introduction

Applications can be submitted and followed up on through our Aston Applicant Portal. Individual accounts on the Applicant Portal are required for each student.

Navigating the Aston Applicant Portal

To start with please register your account on the Portal by following steps below:



The screenshot shows a mobile registration form for Aston University. At the top left is a back arrow and the text 'Cancel'. Below that is the Aston University logo and 'BIRMINGHAM UK'. The main heading is 'Please provide the following details.' followed by a note: 'Verification is necessary. Please click 'Email me' button.' The form contains five input fields: 'Email Address', 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. There are two buttons: a purple 'Email me verification code' button and a purple 'Create' button at the bottom.

1. Provide your email address and click “Email me verification code” button
2. Check your email address and copy the code you received from Microsoft on behalf of Aston
3. Add a password, given name and surname and click “Create”

Creating a Profile

Once you’ve logged into the portal for the first time, you will be required to complete **“My Aston profile”** page to progress onto submitting an application. You can revisit this page at any time to update this information where required. The information you provide within the Aston Applicant Portal will be used to process your application(s) and contact you with relevant updates.

Submitting an application

To submit an application, click on “My Applications”, and select “submit application”. If you wish to submit two applications, please fill in two separate application forms. Each section will give you an overview of what you need to do, so ensure to read the information at the beginning of every section. You can save and revisit your application at any point, once submitted you will have access to all of the information you have provided, but will not be able to self-edit.

The screenshot shows the top navigation bar of the Aston University Postgraduate application form. The navigation menu includes: Home, My Applications (selected), My Requests, Interview Booking, Knowledge Base, Search, and Kate Ivanch. Below the navigation bar is a progress indicator with 10 steps: 1 Application Details (highlighted), 2 Qualifications, 3 Work History, 4 Personal Statement, 5 Visa, 6 Passport, 7 Progression Statement, 8 References, 9 Funding, and 10 Submission. The main content area is titled 'Application details' and contains a welcome message, navigation notes, and a list of instructions.

Welcome to the Aston University Postgraduate application form, you will be required to complete all sections and mandatory fields in order to submit your application. Throughout the application process, you will be required to provide a variety of documents and information related to your identity and past qualifications, visit our 'What information will I need to apply for a Postgraduate course at Aston University?' [knowledge article](#) in order to ensure you are prepared ahead of starting your application.

You can save and revisit your application at any point, once submitted you will have access to all of the information you have provided, but will not be able to self-edit.

Navigation notes:

- Click the magnifying glass icon to make a selection when required.
- At the end of each section, you have the opportunity to mark the section as complete. Only when all sections are marked as complete will you be able to submit your application.
- Use the next/previous buttons at the bottom of each page to navigate between sections.

- Fill all mandatory boxes and click on “next” to proceed to the next section. You can also click on “previous” to go back to the previous page in case you need to make an amendment.
- Once started an application, you will receive an email confirming this. The email will also include a link to the application form, so you can return to it later if required:

Application Started



CRM UAT Owner
To Kate Ivanchenko

Start your reply all with:

[Thank you!](#)

[Great, thank you so much!](#)

[Thank you, I will do that.](#)

[Feedback](#)

Hello Kate,

Thank you for starting your application.

Your username is ivanchk2@aston.ac.uk

If you leave your application before submitting it, you can return to it [here](#)

Kind Regards,

Postgraduate and Professional Admissions Team



1 Application Details ✓	2 Course Details	3 Qualifications	4 Work History	5 Personal Statement	6 Visa
7 Passport Details	8 Progression Statement	9 References	10 Funding	11 Submission	

Course details

Course name

Master of Business Administration (January) ✖ 🔍

Year/Month of Intake

January-2022/3

Aston graduate details

Has your applicant studied at Aston before?

No ▼

Mark this section as complete?

Course details complete?

Yes ▼

Previous
Next

- At the end of each section, please confirm all application details complete by selecting “yes”:

Mark this section complete?

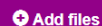
Application details complete?

Yes ▼

Next

- As you proceed to filling in the **Qualifications, Work History** and other sections, make sure you have copies of relevant documents to hand as you will be required to attach these as part of your application form. The documents you will be required to attach include:
 - ✓ Copies of your university transcripts, for each year of study and final degree certificate (if awarded).
 - ✓ If you haven't completed your degree yet, please submit the grades that you have achieved so far.
 - ✓ If necessary, certified English translations of all documents should be provided.
 - ✓ Any other qualifications relevant to your course of choice.
 - ✓ References (if already received).
 - ✓ Passport details.
 - ✓ Funding details.

Please use the “**Add files**” button on the right hand side to add documentation/certificate to your application.

 Add files

Qualifications

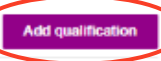
You can enter as many qualifications as required by clicking on “**add qualification**”. Complete the section and click “next”.

1 Application Details ✓	2 Course Details ✓	3 Qualifications	4 Work History	5 Personal Statement	6 Visa
7 Passport Details	8 Progression Statement	9 References	10 Funding	11 Submission	


Qualifications

Please ensure you attach:

- Copies of your applicant's university transcripts, for each year of study and final degree certificate (if awarded).
- If an applicant hasn't completed their degree yet, please submit the grades that your applicant has achieved so far.
- If necessary, certified English translations of all documents should be provided.
- Any other qualifications relevant to your applicant's course of choice.


Institution, school or college	Subject	Academic grading	Completed	Completion date	
Ajangbadi Primary school	English Language	B3	Yes	30/05/2002	



Is English your applicant's first language? *

No 

Mark this section as complete?

Qualifications complete?

Yes 

English Language Requirement

To be accepted onto one of our programmes, you must be able to satisfy the University's English language requirements. Please check our website for our [English language requirements](#). Click on “**add qualifications**” to upload English language qualification, then complete all sections and click on “next” to continue.

Work History

There are three options you can choose here to show your work history: “CV upload”, “LinkedIn profile link”, and “Details about individual role”. Do not use the LinkedIn option if your work history isn’t up to date on LinkedIn. You can also click on “add work history” to fill in the work history manually. Complete the section and click on “next”.

1 Application Details ✓	2 Qualifications ✓	3 English Language Requirements ✓	4 Work History	5 Personal Statement	
6 Visa	7 Passport	8 Progression Statement	9 References	10 Funding	11 Submission

Work history

We would like to hear about your work history to date. There are three ways to get this information to us:

Click the 'Create' button above the grid below, and you will then have the option to provide:

- CV upload
- LinkedIn profile link
- Details about individual roles

Please use this section to outline relevant work experience to support your application.

Personal Statement

Type in your personal statement in the box provided below, complete the section, and click on “next”.

1 Application Details ✓	2 Qualifications ✓	3 English Language Requirements ✓	4 Work History ✓	5 Personal Statement	
6 Visa	7 Passport	8 Progression Statement	9 References	10 Funding	11 Submission

Personal statement

Please draft a personal statement (600 words maximum) that:

- Explains your interest in your chosen subject area.
- Highlights non-academic achievements or activities that you wish to be considered.
- Demonstrates how the course will support your career plans.

MBA Questions

Please note that this section is specific to MBA applicants. Answer the MBA questions in this section and click on “next”

Visa

If you require a visa to study in the UK, select “yes” and click on “next”.

Passport Details

If you are unable to provide your passport details at the time of filling in the application, you will have another opportunity to upload your passport after you submit the form. If you do not provide us with this information we will be unable to issue you with your confirmation of acceptance number and you will be unable to obtain a visa. Please proceed in the same way as with the previous sections.

We also require you to provide some information on your previous study in the UK within this section. Please note you can free-type your answers in the fields provided (see below):

Previous study in the UK

Already studied at masters level in the UK ? *

No

Highest level of study in the UK? *

Haven't studied in the UK before

Total length of your previous studies in the UK (Years) *

0

Type(s) of visa you held whilst studying in the UK *

Not applicable

References

We require two references to support student's applications (professional and academic). You can either "supply referee contact details" or "upload the reference" as shown below. You can supply referee contact details by clicking on "add reference". Once completed, mark the section as complete, and click on "next".

Reference type *

Do you have a reference to upload? *

No, I will supply referee contact details
Yes, I will upload the reference

Next

Funding

Please use the add funding button to add in your funding sources and percentages, if you are being funded by more than one source, i.e. 50% self-funded and 50% student loan, ensure that you add two records with the relevant funding sections and percentages. This is particularly important for applicants who are receiving government sponsorship. If you are currently unsure of your funding source, please still complete the above steps and select the 'Not currently known' option.

Submission

Check that all information provided is accurate before clicking on "submit". All sections of the application form must be marked as complete before submission. You will receive a submission confirmation email once the submission is successful.

Tracking and managing applications

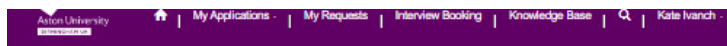
To track submitted applications, go to the dashboard, click on **“My Applications”**, and select **“submitted applications”**.

Completed applications

All applications that you have Submitted to Aston University. Click on the application to view read only details of your submission.

Course name	School name	Start month	Entry year	Application status	
Master of Business Administration (January)	Aston Business School	January	2022/3	Invited for interview	<input type="button" value="v"/>
Master of Business Administration (January)	Aston Business School	January	2022/3	Submitted	<input type="button" value="v"/>

Your submitted applications will be under **“completed applications”**. If you saved the application for later, the application will be found under **“draft applications”**. If the application has been reviewed, and requires additional documentation, you will see this under **“Applications – additional documents required”**. Under **“Application responses”**, you can track admissions responses and also submit a request on your application.



Draft applications

Applications you have started but not submitted. Click on the application to continue.

Applicant	Student number	Application status	Course name	School name	Start month	Entry year	<input type="button" value="Create"/>
There are no records to display.							

Completed applications

All applications that you have Submitted to Aston University. Click on the application to view read only details of your submission.

Course name	School name	Start month	Entry year	Application status	
Master of Business Administration (January)	Aston Business School	January	2022/3	Invited for interview	<input type="button" value="v"/>
Master of Business Administration (January)	Aston Business School	January	2022/3	Submitted	<input type="button" value="v"/>

Applications - additional documents required

Applications which have been reviewed and require additional documentation. Click on the application to view details and upload files.

Course name	School name	Start month	Entry year
There are no records to display.			

Application responses

Applications which which have been reviewed and now are at an offer or rejected stage. Click on the application to view details.


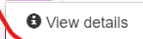
Course name	Entry year	Start month	Conditional or Unconditional	Offer deadline	Status
There are no records to display.					

Offer types:

- **Unconditional** – this means you have met the offer conditions to study with us and all you need to do to proceed is to accept an application.
- **Conditional** – this means you have to meet certain conditions before you receive an unconditional offer to study with us (these typically include “successful completion of a degree with a certain grade”, “pass an IELTS test”, etc). To view offer conditions, please go to the “My applications” tab scroll down to “Application responses” and once an offer has been received click “View details” – the offer conditions will be displayed on a separate pop-up page.

Completed applications


All applications that you have Submitted to Aston University. Click on the application to view read only details of your submission.

Course name	School name	Start month	Entry year	Application status	
Master of Business Administration (January)	Aston Business School	January	2022/3	Invited for interview	
Master of Business Administration (January)	Aston Business School	January	2022/3	Offered	

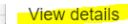
- You may also receive an additional document request, which will appear under the **“Additional documents required”** section. To view the documents click on an arrow next to the application to view the details. You will be able to upload the additional documents from the popped up page when viewing the details.

Applications - additional documents required

Applications which have been reviewed and require additional documentation. Click on the application to view details and upload files.

Course name	School name	Start month	Entry year	
Master of Business Administration (January)	Aston Business School	January	2022/3	

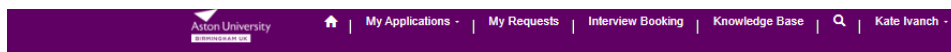
- You can respond to your offers and manage applications from the same page of the applicant portal by choosing “Accept”, “Decline” or “Requests” as per the menu below:

John Bright	Master of Business Administration (January)	2022/3	January	Conditional	01/03/2023	Declined	 Decline Accept Requests
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When accepting an application, the portal will prompt you to submit an acceptance form, make the deposit payment and submit a receipt of payment online.

Interview Booking

If you have been invited to an interview, you can book an interview slot, by clicking on **“Interview Booking”** on your dashboard as seen below.



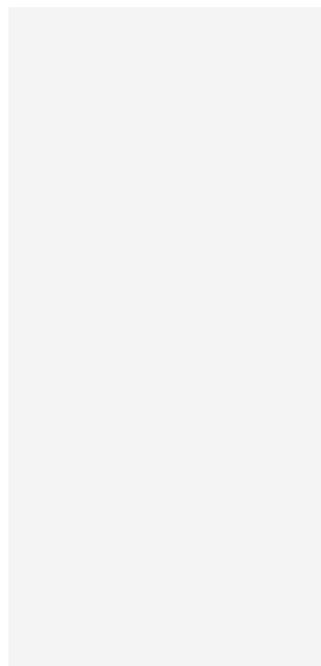
Book your interview

Please use the calendar below to select a date and time for your interview with Aston.

If an interview has already been booked please do not book again.

You will receive an email confirming your interview details.

A screenshot of the 'Postgraduate Admissions Interviews' booking interface. At the top is the Aston University logo. Below it is the title 'Postgraduate Admissions Interviews'. A card displays 'Aston MBA Interview' with a 30-minute duration. A button labeled 'Booking for Aston MBA Interview' is visible. Below the button is a calendar for April 2023. The date '14' is highlighted. To the right of the calendar, there are time slot buttons for 9:00 AM, 9:30 AM, 11:00 AM, and 11:30 AM. The 11:30 AM slot is currently selected.



Knowledge Base

The knowledge base section contains answers to some of our **frequently asked questions** that cover a range of topics on studying at postgraduate level in the UK. Click on any of the featured topics to get the information you need.

Home > Knowledge Base - Home

Knowledge Base - Home

Accreditations
Careers
Course Information
Entry Requirements
Events
Fees & Funding
How to Apply
Living Costs
Part-time Work
Placement
Query
Rankings
Scholarships
Service
Student Life
Visas & Immigration
Aston Test
Support
Postgraduate FAQs
Accommodation