

Aston Quick Apply Navigation

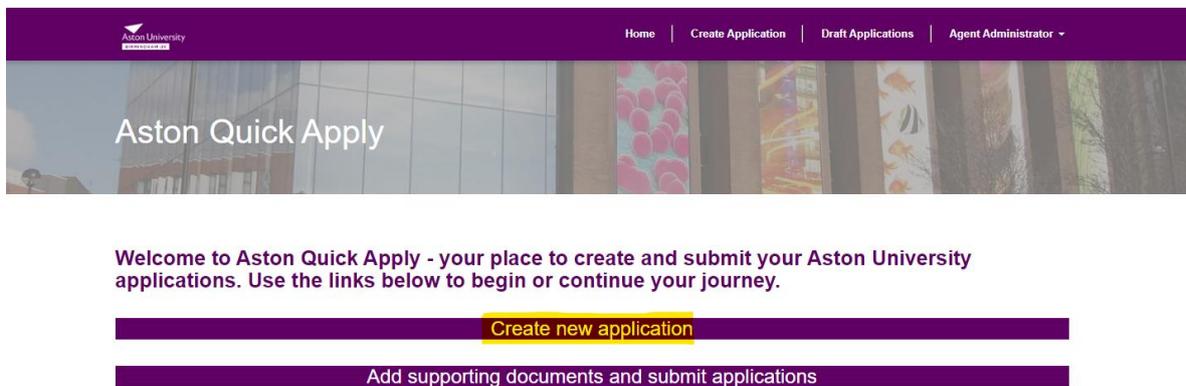
Welcome to Aston Quick Apply - your portal for creating and submitting Aston University applications. There are three stages to application submission in this portal:

1. Create application
2. Add supporting documents
3. Review and submit application

Please read the instructions below before you start.

How to create and submit an application?

Go to '**Create new application**' on the homepage of the portal – a form will open and you will be required to complete all sections and mandatory fields in order to submit the application.

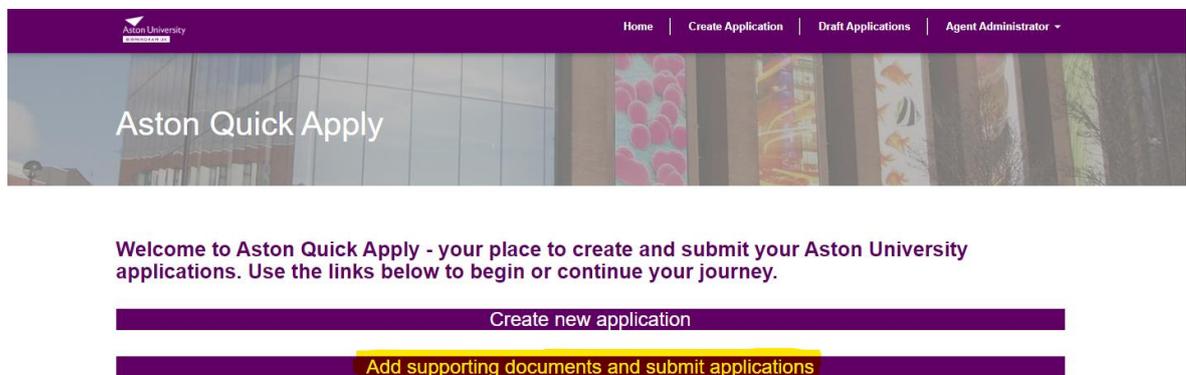


Please note, throughout the application process, you will be required to provide a variety of documents and information related to your applicant's identity and qualifications. These can be added to the application prior to submission by going to '**Draft Applications**' and selecting '**Add Supporting Documents**'. Once a draft application is saved, you will not be able to edit this information.

Sections that are required to be completed to create a draft application:

- **Applicant details** (name, gender, date of birth, legal nationality, ethnicity) – please make sure this matches the applicant's passport details and that their name is written in full.
- Indicate if an applicant has any **additional needs** – please follow the instructions on this within the form.
- **Add address details** (if correspondence address matches home address please tick the box and this will be copied across). Please enter your full telephone number, including the international dialling code. Do not include the '+' symbol at the start. For example, for a UK number - start with '0044' followed by your phone number.
- **Add level of study** (undergraduate or postgraduate) and **course of application** – please select a required option from the drop-down menu (click the magnifying glass or search button to bring up the list of courses).

- **Former Aston student?** If an applicant has studied at Aston University before, please select ‘Yes’ and enter your applicant's student number and course details (if known this will help to speed up the application processing).
- **English Language Qualifications and Visa Information** – follow the form and answer all mandatory questions.
- Click **save** – this will save a draft of your **partially completed application**. **Please search for your draft application by entering the applicant’s full name and add the required supporting documents prior to submitting the application for assessment.** Note that all draft applications that have not been submitted will be deleted within 8 hours of creation to protect the applicant's personal data.
- To continue working on your draft applications, please go to either ‘**Draft Applications**’ or ‘**Add supporting documents and submit applications**’ – this will take you to the page with all partially completed applications as shown below:



- We ask all applicants to upload various documents as part of their application, therefore when returning to a draft application, please go to ‘**Add Supporting documents**’ as shown below:

Kate Ivanchenko	Draft	Postgraduate	Master of Business Administration (January)	Aston Business School	January	2023/4	<input type="button" value="Add Supporting Documents"/> <input type="button" value="Review and Submit"/>
Louise Clare Foster-Agg	Draft	Postgraduate	MSc International Accounting & Finance (January)	Aston Business School			

You will be required to provide evidence of your applicant’s academic and English language qualifications, personal statement, passport/visas, work history and reference and funding details – please follow the form for more information. Click **‘save’**.

- Once finished, please go to ‘**Review and Submit**’ to complete the final stage of application submission. All sections of the application form must be marked as complete before submission. Please review your form and mark as complete once all supporting documents have been provided. You will not be able to change your application once it has been submitted. On submission, an automatic acknowledgement email will be sent to the email address used to sign into this portal, the managing agent and the applicant.