

SUBMITTING YOUR APPLICATION

[Click this link to go to our online application form](#)

New Applicant Details

1. Select a title from the drop down list.
2. Enter your Family/Surname.
3. Enter your Forenames. There are three fields available for multiple names.
Please ensure you enter your name exactly as it appears in your passport.
4. Enter your Date of Birth. It should be entered in the following format: date/month/year.
5. Queen Mary will correspond with applicants via email. Please ensure you provide a valid email address that you check regularly. For successful candidates, an offer will be sent by email as well as through the mail.
6. Please ensure the information you have entered is correct before clicking 'Confirm and Proceed'

Application Procedure Guidance

7. You must read and take note of the guidance provided. Tick 'I have read and understood the Application Procedure Guidance.'
8. Click the 'Fill in Application Form' button.

Application Form – Page 1

9. The information you have already entered will populate the relevant fields.
10. Select your Gender from the drop down list.
11. Enter your Nationality. An auto generated list will appear*
* American citizens should enter 'United' and then click on 'United States Citizen'. If you type 'American', your nationality will not be found.
12. Enter your Country of Birth.
13. Enter the Country where you currently reside.
14. Select the appropriate description from the 'Disability' drop down box. If you do not have a disability, select 'No disability'.
15. Click 'Next'.

Application form – Page 2

16. Enter your full permanent home address. For most applicants, their permanent home address will be a parental residence. Pink fields are mandatory and must be completed before you can complete your application.
17. Enter your correspondence address details. If this address is the same as your permanent home address, tick the box to automatically populate this section. **Please note that any correspondence, including an offer letter, will be mailed to this address.**

18. Click 'Next'.

Application form – Page 3

19. Select your programme of study – undergraduate or postgraduate.

20. Select your mode of study – full or part-time. Students who enrol on another study abroad programme which they supplement with one or two modules from QMUL should select part-time. All other applicants should select full-time.

21. Select your study period – full year, autumn or spring.

22. Select the academic year.

23. Click 'Next'.

Application form – Page 4

24. Select the chosen programme of study from the drop-down list. Depending on your answers on Page 3 of the application, you may only have one choice.

25. In the Academic Score box, select the qualification you are taking or have taken. Click 'Other' if none of the listed qualifications are relevant. Enter your score.

Applicants who are not able to satisfy QMUL's English Language requirements should select the relevant pre-sessional course to be taken. Students who are following a programme of degree-level education in a country where English is the first language are not required to provide evidence of English language proficiency and should leave this field set at 'None chosen'.

International Students – check English language requirements [here](#)

Study Abroad with English – check English language requirements [here](#)

26. Enter the School you are currently enrolled at. If you are not enrolled on a programme of degree level education, please enter the last school you were enrolled at.

27. Enter your major. There are multiple fields available for those taking a double major.

28. Enter your minor if applicable.

Pink fields are mandatory and must be completed before you can complete your application.

29. Click on "Upload supporting documents" to upload your supporting documents.

30. In the File 1 box, click 'Choose File' to upload your academic recommendation.

31. In the File 2 box, click 'Choose File' to upload your academic transcript.

32. In the File 3 box, click 'Choose File' to upload your passport if you have it available

33. In the File 4 box, select 'Other' from the drop down list if you will be uploading an English language qualification such as an IELTS or TOEFL certificate. Click 'Choose File' to upload your certificate.

You can upload up to a maximum of seven supporting documents.

34. Click 'Submit' when you have uploaded your documents.

Applications will not be considered until an up-to-date academic transcript and at least one academic recommendation have been uploaded or emailed separately to the Global Opportunities Office.

Confidential recommendations can be emailed directly to study-abroad@qmul.ac.uk .

35. A summary box will confirm the amount of documents you have uploaded. Click 'Close'.

36. You will be taken back to Page 4 of the application form. Click 'Next'.

While you have been entering your application information, an email will have been sent to the address you provided. Click this link in the email to verify your email address and to finalise the submission of your application. You will be directed back to the application portal. Click on the link on the application form to confirm your application.

37. Check the summary page to ensure the information you have entered is correct. You will also see confirmation of the documents you have uploaded.

38. You have the option to go back through the application if an amendment is required.

39. If you are ready to submit your application, click 'Submit Application'. Click 'OK' in the pop-up box.

Please take note of your application reference and personal login details. An email will be sent to you to confirm this information.

FAQs

How long do I have to complete the application?

Once you start your application, you will have seven days to complete it. After seven days, you will need to start a new application.

My referee does not want to provide the recommendation to me directly. What should I do?

Confidential recommendations can be emailed directly to study-abroad@qmul.ac.uk . Upload a document in place of the recommendation which confirms that it will be sent separately. The recommendation will be attached to your record once it is sent to the Global Opportunities Office.

My official transcript does not list my current classes. What should I do?

Submit an unofficial transcript alongside your official transcript which lists the classes that you are currently taking.