

Undergraduate Direct Application Guide

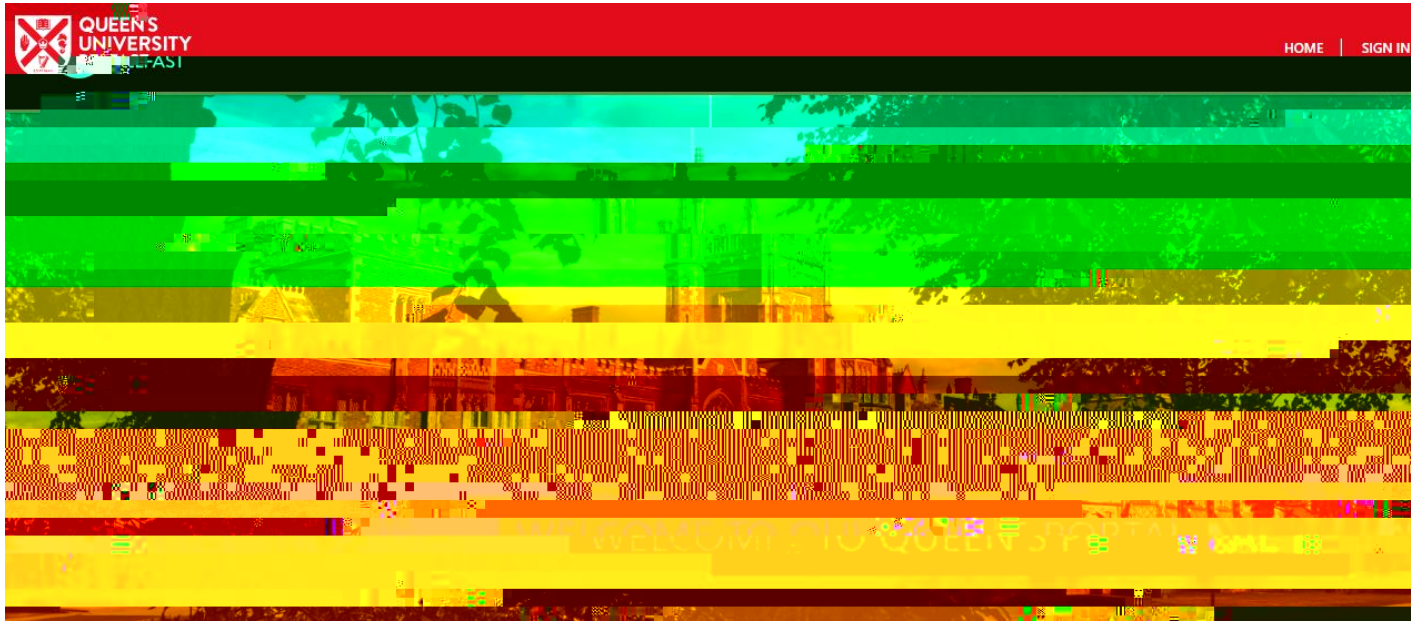
Purpose of this Guide

This guide presents the steps required to submit an Undergraduate Direct application to Queen's University Belfast via the Queen's Portal, along with the screens and options you can expect to see at each stage.

<https://myportal.qub.ac.uk>



Accessing Admissions on Queen's Portal



Once your account has been created, you may use the email address and password to sign into Queen's Portal to manage applications.

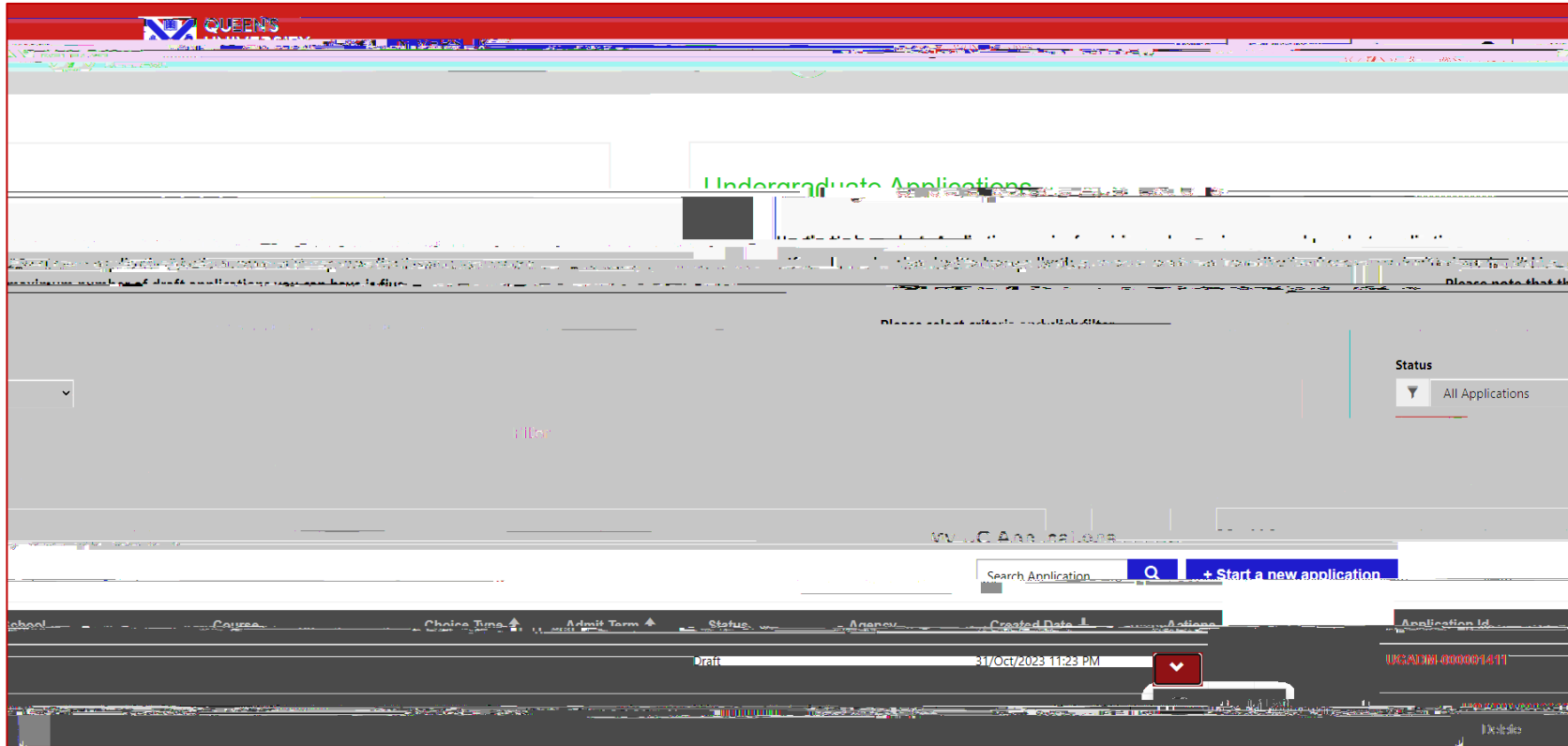
Your web browser may remember your credentials and automatically input your email address when you go to Sign In. Click **Send**

Once signed in, the navigation bar will display your name and provide access to the Admissions area.

Click **ADMISSIONS** and then **UG APPLICATIONS**.

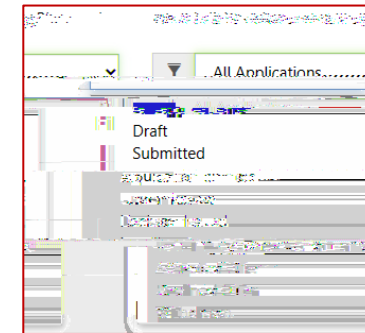


Viewing Applications



The Undergraduate Applications page displays all current applications you have submitted.

Status will update as the application moves through the processing stages, allowing you to see exactly what stage each application has reached. Draft applications may only be edited until they have been submitted.



Starting a New Application

To create a new application, from the Undergraduate 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.

Note that applicants may have differing characteristics, which will take you through slightly different questions, or require different types of evidence as part of your application.

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 will receive an update on both once processed.
Applicant has a disability	Queen's offers additional support to students who have a disability. You may provide details of the



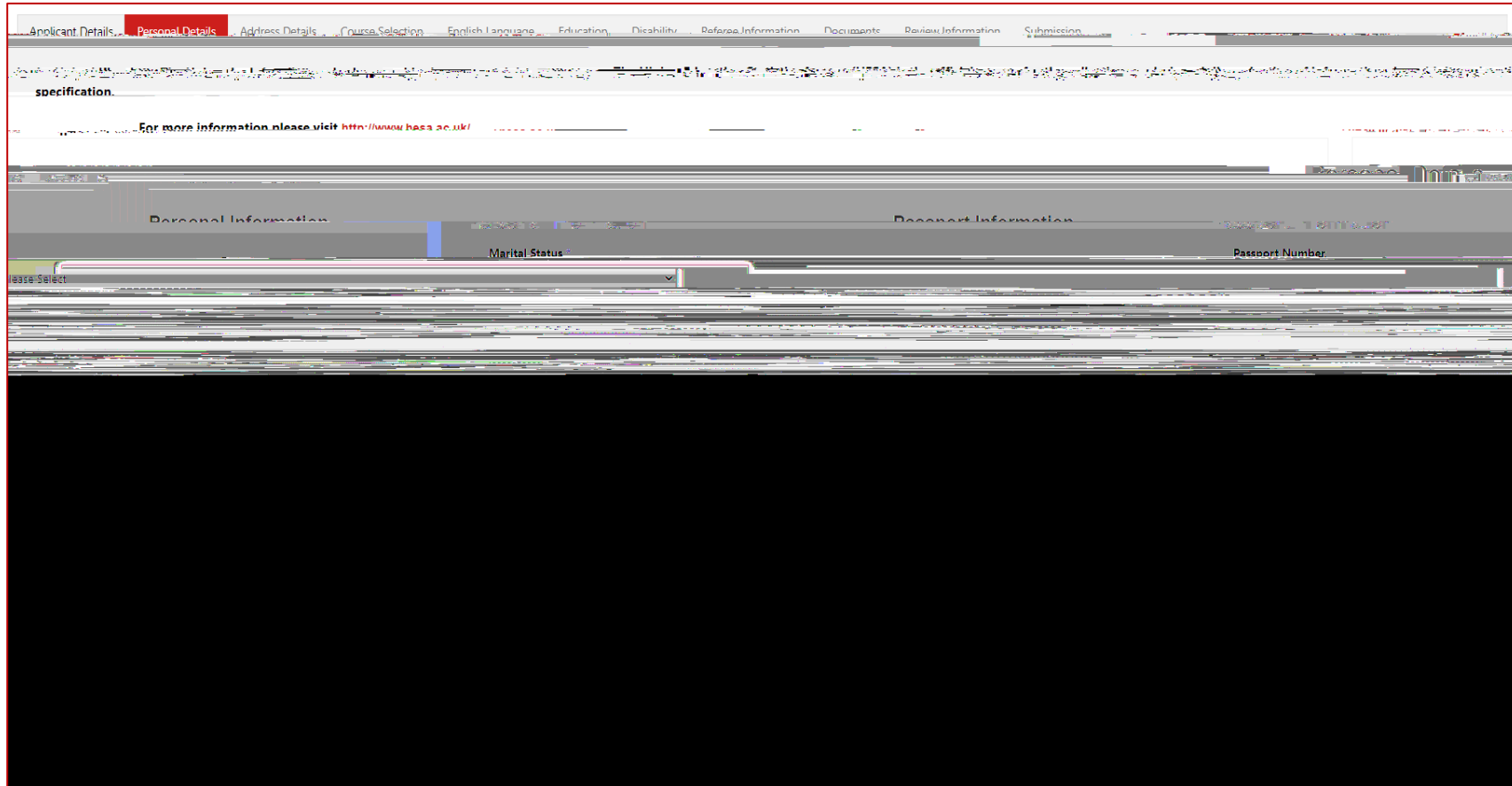
Applicant Details

The **Applicant Details** section presents you with your name and email address pre-populated from your registration details. All mandatory questions must be answered to proceed, including date and country of birth. You can update the information in your profile using the check



Personal Details

The **Personal Details** section allows you to provide further details, including gender, nationality, and history of study in the UK. To return to a previous step of the application, click the **Previous** button or use the breadcrumb at the top of the page.



The screenshot shows a web application interface for the 'Personal Details' section. At the top, a breadcrumb trail includes 'Applicant Details', 'Personal Details', 'Address Details', 'Course Selection', 'English Language', 'Education', 'Disability', 'Referee Information', 'Documents', 'Review Information', and 'Submission'. The 'Personal Details' section is highlighted in red. Below the breadcrumb, there is a link for more information: 'For more information please visit <http://www.hesa.ac.uk/>'. The form contains several input fields: 'Personal Information' (with a dropdown menu), 'Marital Status' (with a dropdown menu), 'Passport Information' (with a dropdown menu), and 'Passport Number' (with a text input field). The bottom half of the screenshot is obscured by a large black rectangle.



Address Details

The **Address Details** section allows you to record your Home Address and Correspondence Address.

Applicant Details Personal Details **Address Details** Course Selection English Language Education Disability Referee Information Documents Review Information Submission

Please update your address details if necessary

Address Details

[The main content area of the form is obscured by a large black rectangle.]



Course Selection

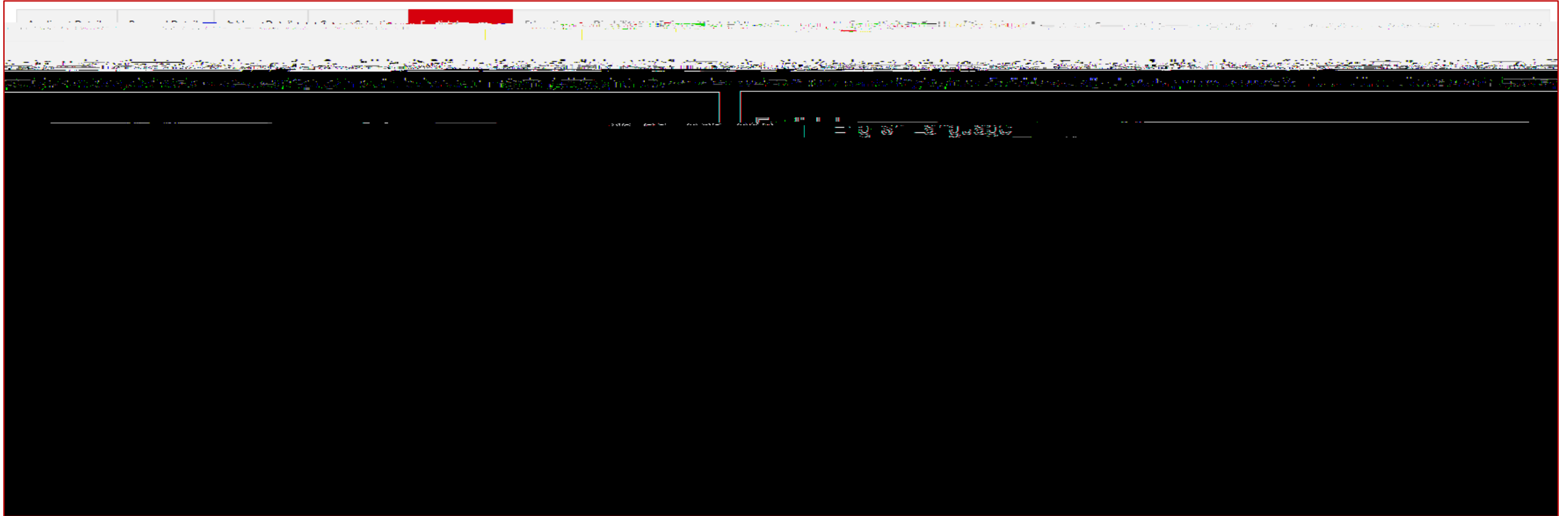
The **Course Selection** section allows you to indicate the course(s) to which you wish to apply along with additional information. Type of Study is limited to Undergraduate for this application. After selecting the course name, both Subject Area and School will automatically populate.

The screenshot shows a web application interface for course selection. At the top, a navigation bar includes tabs for Applicant Details, Personal Details, Address Details, English Language, Education, Disability, Reference Information, Documents, Review Information, and Submission. The main content area is titled "Course Selection" and features a "Preference" dropdown menu with "Type of Study" selected. Below this are several form fields: "Subject Area" (Please Select), "Name of Course" (Please Select), "QUB School" (Please Select), "Attendance Mode" (Please Select), and "Expected Course Start Date" (Please Select). A checkbox labeled "Do you want to choose a second preference course?" is also present. At the bottom, there is an "Additional Details" section with input fields for "UCAS Number" and "QUB Student Number". Navigation buttons for "Previous", "Save and next", and "Need Support?" are located at the bottom right.



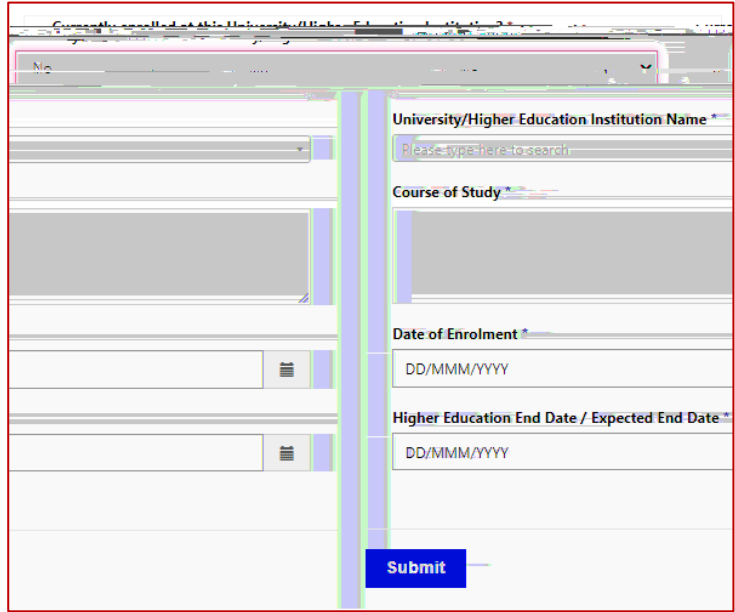
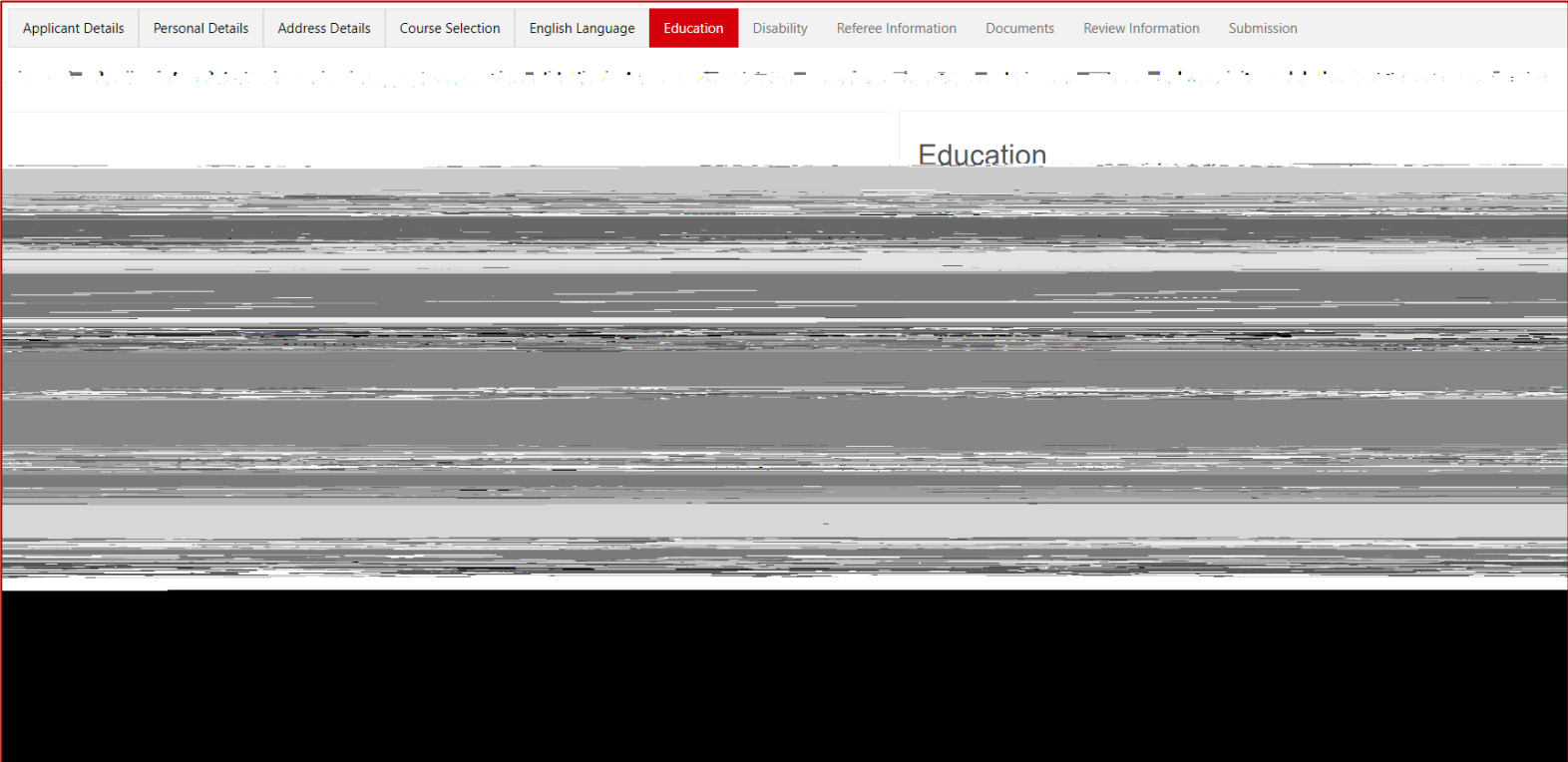
English Language

In the **English Language** section, you are asked to provide proof of an English Language qualification if English is not your first language. If you do not currently hold a qualification, you may indicate whether you intend to complete one.



Education

In the **Education** section, if you are currently or have 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 you have never been enrolled, indicate **No**.





Referee Information

In the **Referee Information** section, provide the details of a referee who can provide an academic reference for you.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Applicant Details', 'Document Details', 'Add Address', 'Details', 'In Progress', 'Completed', and 'Referee Information'. The 'Referee Information' tab is active. Below the navigation bar, there are several input fields for entering referee details. On the right side, there are three labeled sections: 'Position *', 'Email *', and 'Phone Number'. Below the 'Phone Number' label, there is a note: 'It is not mandatory to provide a referee phone number'. At the bottom of the form, there are three buttons: 'Save and next', 'Need Support?', and 'Previous'.



Documents

The **Documents** section presents a summary of the evidence required for the application, and whether it is required to submit the application. If Required is **Yes**, then that evidence must be uploaded to continue.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for various sections: Applicant Details, Personal Details, Address Details, Course Selection, English Language, Education, Disability, Referee Information, Documents, and Passport Information. The 'Documents' tab is currently selected and highlighted in red. Below the navigation bar, there is a message: "Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time." The main content area is titled "Documents:" and contains a table with the following data:

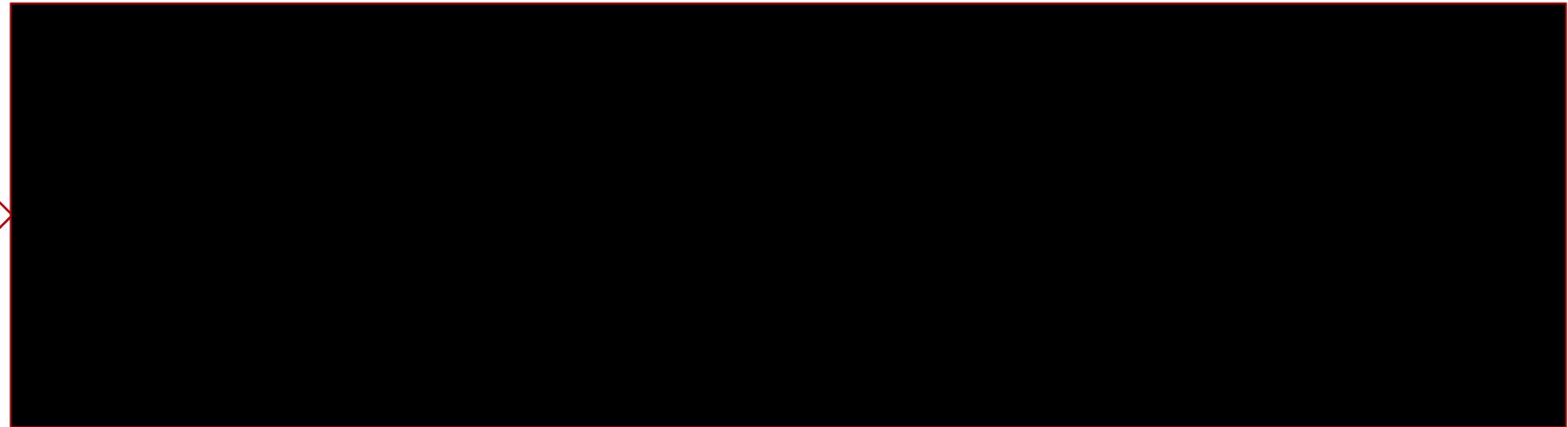
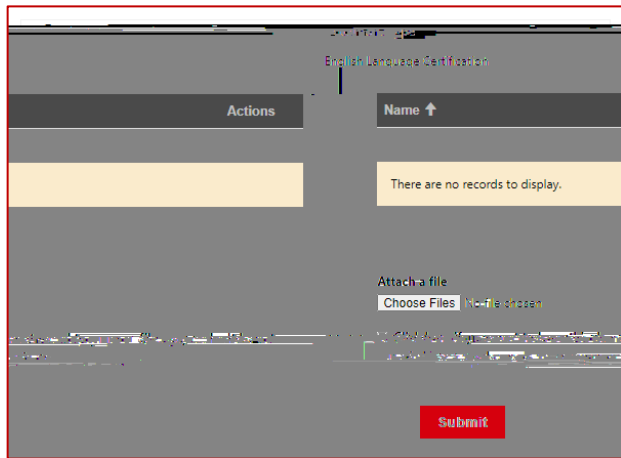
Document Type	Required	Document Type	Required
Secondary/High School Level Qualification	No	Secondary/High School Level Qualification	No

At the bottom of the screenshot, there are several blue buttons: "Need Support?", "Next", and "Done".



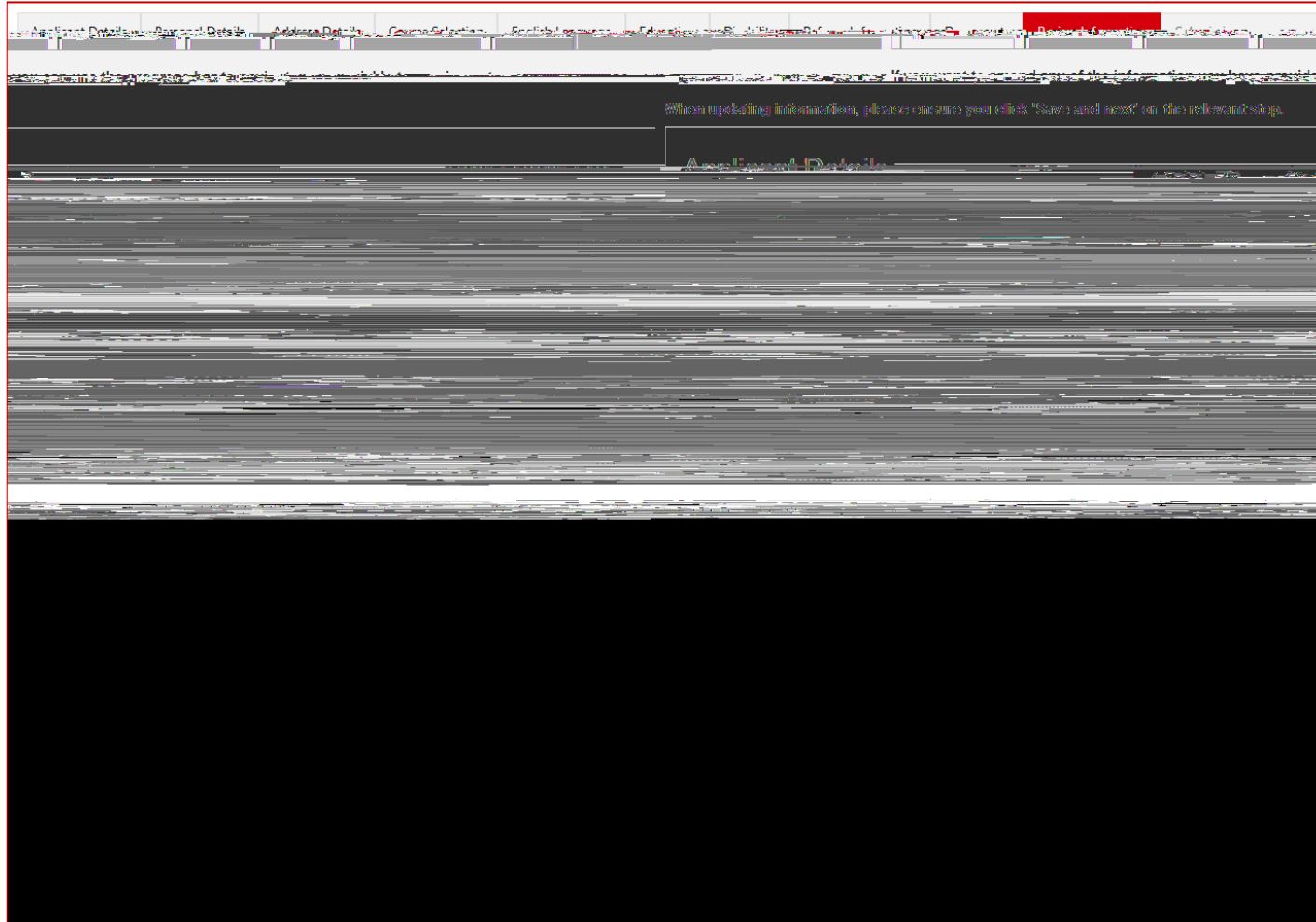
Documents Upload to Pre-defined Document Buckets

To upload evidence of a specific type, click the Actions arrow beside the Document Bucket name and select **Upload**. A dialog will be displayed to attach the file(s) and click **Submit**. Once uploaded, the Documents summary table will update to show that Uploaded is **Yes**.



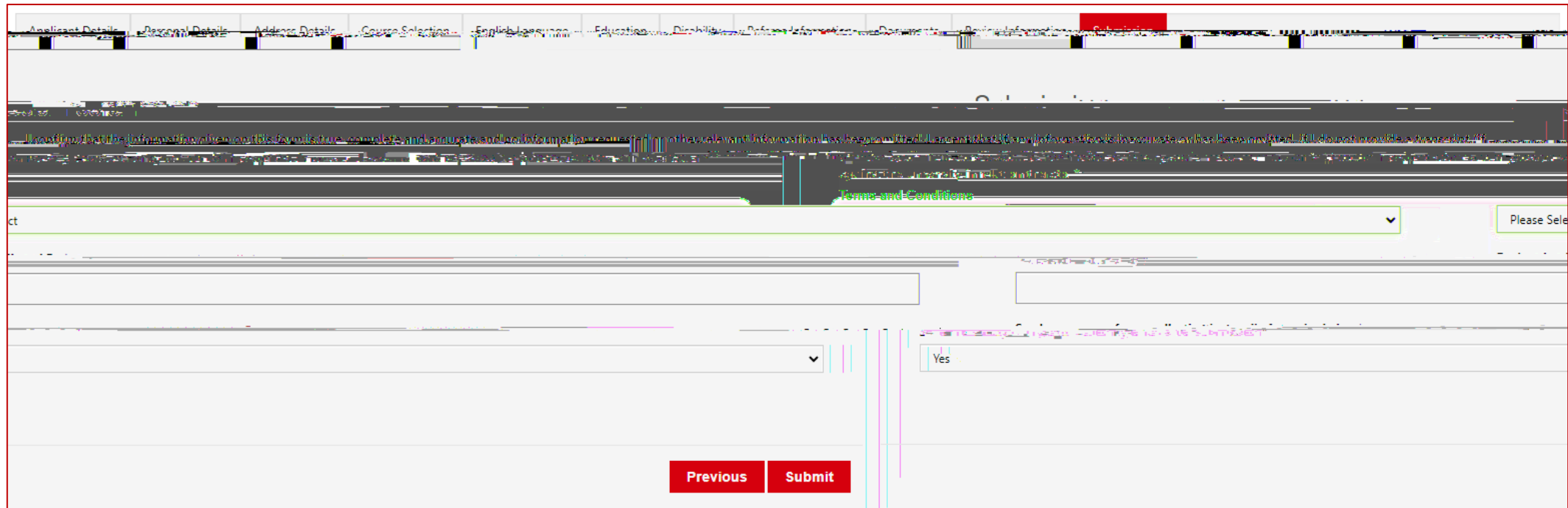
Review Information

The **Review Information** section provides a view of all the information you have entered on the application. If in reviewing the information anything needs to be updated, either click the **Previous** button to revisit earlier steps, or navigate back through the breadcrumb. 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 you agree to the Terms & Conditions. Click **Submit** to finalise the application.



The screenshot shows the 'Submission' step of an application form. At the top, a progress bar includes tabs for 'Applicant Details', 'Personal Details', 'Address Details', 'Course Selection', 'English Language', 'Education', 'Disability', 'Referee Information', 'Documents', 'Referee Information', and 'Submission'. The 'Submission' tab is highlighted in red. Below the progress bar, there is a section for 'Terms and Conditions' with a dropdown menu and a 'Please Select' button. At the bottom of the form, there are two buttons: 'Previous' and 'Submit'.

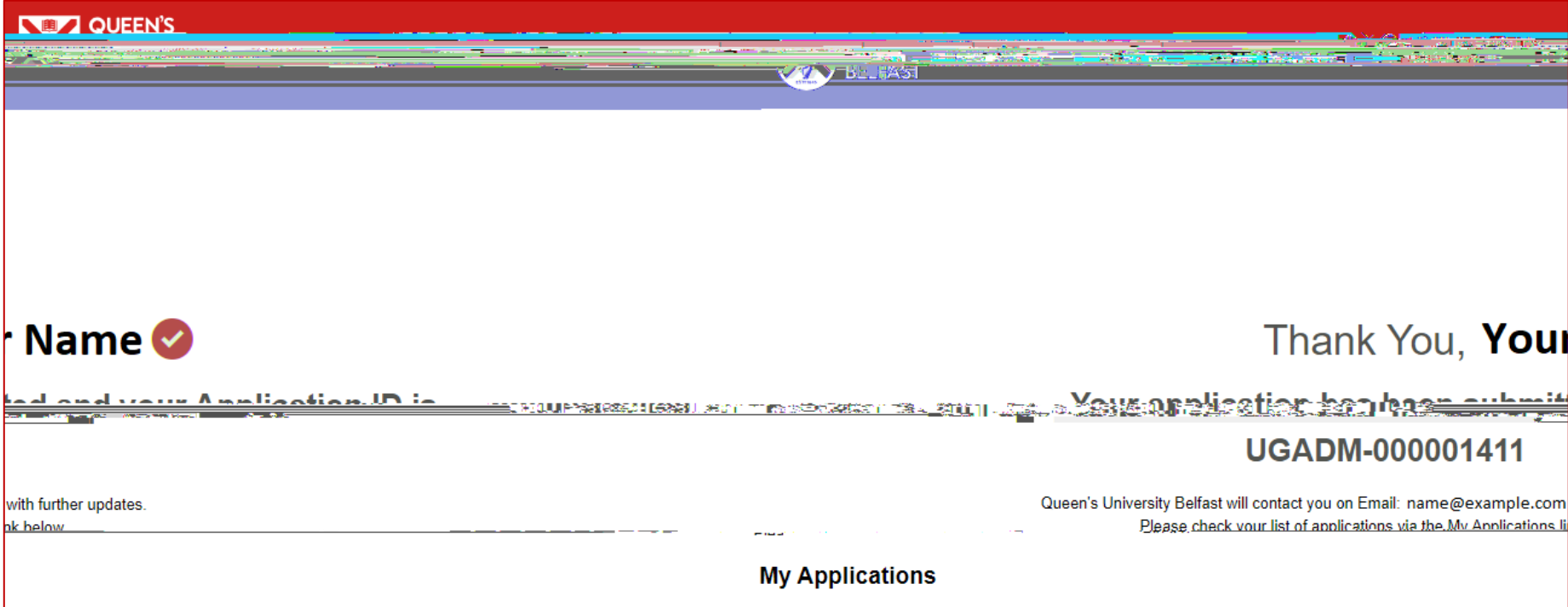


Note that any mandatory fields that have not been completed will prevent the application from being submitted. An error message will be displayed at the top of the screen. Supply the missing information then click **Submit**.



Confirmation

Once the application is submitted, a confirmation message will be displayed. The application will appear in the Undergraduate Applications list which can be accessed from the **My Applications** link on the page, along with any other applications you have submitted.



The screenshot shows a confirmation message on a website. At the top, there is a red header with the Queen's University Belfast logo and the text "QUEEN'S BELFAST". Below the header, the main content area is white. On the left, there is a partially visible text "Name" followed by a red checkmark icon. On the right, the text "Thank You, You" is visible. In the center, there is a line of text that is partially obscured but appears to say "Your application has been submit". Below this, the application ID "UGADM-000001411" is displayed in a large, bold font. At the bottom of the message, there is a link labeled "My Applications".



Responding to a Conditional or Unconditional Offer

The details of decisions made on your submitted applications can be accessed using the **Actions** arrow on the Undergraduate Applications page.

On clicking **View Decision**, a dialogue box will appear with details of the

