

## Nottingham Trent University Agent Application Portal Guide

You can use the NTU Agent Application Portal to create and monitor your postgraduate (Masters) students application to Nottingham Trent University.

Please submit undergraduate (Bachelors) applications via UCAS and email a copy of the full application to the team. If your student **only** wishes to apply to NTU, you can apply directly using the portal.

We hope you find the guide useful, if you would like to arrange a training session please get in touch with the team.

**Email:** [agents@ntu.ac.uk](mailto:agents@ntu.ac.uk)

**Telephone:** +44(0)115 848 8175

## How do I get access to the portal?

Please email [agents@ntu.ac.uk](mailto:agents@ntu.ac.uk) to request a portal username and password.

To log on visit [www.ntu.ac.uk/apply](http://www.ntu.ac.uk/apply)

If you ever forget your password, please get in touch. The 'forgotten your password link' is only for applicants.

## How do I create a new application?

Visit [www.ntu.ac.uk/apply](http://www.ntu.ac.uk/apply) and log in with the email address and password provided.

### Getting started

**Log in**

Required fields are marked with \*

Email address

Password

[Forgotten your password?](#)


You can come back to your application at any time to check progress and upload your supporting documents.

**The first step is to register the student**, it is important that you use the student's details here. Click on 'student applications' and 'register new applicant'.

**Welcome** [Log out](#)


Welcome to the NTU Agent Applicant Portal. This Portal enables you to create and submit applications to NTU on behalf of students. The system also allows you to monitor and track the progress of applications you have already submitted.

**Agent details**




View the details we hold about your office.

**Agent contacts**




View the details we hold on the contacts at your office.

**View applicants**



Register an applicant prior to submitting an application on their behalf.

**Student applications**



Create, submit and monitor the progress of applications.


When you see the message 'applicant was successfully created', click 'create application'. You will then need to search for the course and correct year of entry, before completing the application form.

Some courses offer a one-year work placement, where this option is available you will see an 'SW' after the course name.

### Top tips on completing the application form:

Once you have registered the student, we recommend that you tag the student record with your details – either counsellor name or office. Click on 'view applicant', search for the student, and then add your details.

NTU > Applicant Portal > Applicants

[Agent details](#)
[Agent contacts](#)
[Student applications](#)
[Contact us](#)
[FAQs](#)
[Agent Portal](#) 

Register an applicant prior to submitting an application on their behalf.

**Your applicants** [Home](#)

#### Register new applicant

Family name	Given name	Date of birth	Last Upload	Counsellor	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	

There are 7 stages to the application form. The sections highlighted with a red asterisks (\*) must be completed.

You can complete the whole application form at once or in stages. To navigate through the online form, please click on 'save and next' to progress to the next section. To return to the form later, please click on 'save and close'.

If a student wants to apply for more than one course, you only need to complete one application form. After completing the first application, find the student record by clicking on 'view applicants' and searching for the student's name, then click 'create an application'. We recommend you tailor the personal statement for each application.

- *Section 1 (Personal details)* - The applicants' name should be the same as their passport.
- *Section 2 (Contact details)* – We get great feedback on our postal offer packs and student-to-student telephone calls, so please ensure you include **your students full contact details** within this section NOT your details. We will ensure we send you useful updates on your student's application to the email account you used to log into the portal.
- *Section 3 (Education and qualifications)* – Add the details of the students qualifications. If you have any transcripts, please upload by clicking on 'my documents'. If you would like to make an application for advanced entry (to start in year two or three), please email the admissions team with the student 'N' number following submission of the application. The admissions team will assess which year is most appropriate after reviewing the student's application.
- *Section 4 (Employment history)* – Use this section to enter details of any relevant work experience or membership to professional organisations.
- *Section 5 (Personal statement)* – It is critical that you upload a personal statement, so your application can be considered. You can either copy and paste the student's personal statement from a word document or upload the word documents by clicking on 'my documents'. Alternatively, you can log in on another day and upload to the student's record. To do this, simply log in and click on 'view applicants', search for your student, then click 'manage documents'.
- *Section 6 (Residency and fees)* – Please make sure you select the applicants residential category. Overseas / international students are usually 'category o', EU students are usually 'category h'
- *Section 7 (Declaration)* – It is important that you read and understand this section. In the event of an unsuccessful application, we can refer your student's details to our foundation provider – Nottingham Trent University College (NTIC) if you have ticked the box to give consent.

**To confirm all the information is complete and accurate please select 'Yes' from the drop down declaration box. To send the application form to the NTU admissions team – please do not forget to click 'submit your application**

Declaration

I can confirm that the information provided in my application is true, complete and accurate and that no requested information or other material has been omitted. \* Yes

Submit your application >>

## Managing your application – using the ‘student application’ tab

Family name	Given name	ID	Date submitted	Course	Application status	Decision	Response	Date modified	
▶ Bishop	Harold	N0413612	05/12/11	BSc (Hons) Biomedical Science	Application Received			23/01/12	
▶ Sanjay	Sarma	N0413632	26/01/12	BSc (Hons) Healthcare Science	Application Received			26/01/12	
▶ Hau	Kotana	N0413434	08/12/11	MSc Management and Marketing	Application Received			16/01/12	
▶ Smith1	Helen	N0413607	06/12/11	BA (Hons) Fashion Design	Work Requested			14/12/11	<a href="#">Upload Additional Information</a>
▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer	<a href="#">View Conditions..</a>	<a href="#">Click here to select your decision...</a>	26/01/12	

- Find the student’s application using the search function. You could search by applicant name, year of entry or even counsellor name if you have added your details to the original application.
- Here you will find the student ID, this always begins with an ‘N’. It is important to state this in any emails or phone calls with the University.
- The application status will show whether your application has been received, your student has been made an offer, the conditions of the offer or whether the admissions team have requested further information / work.
- Click on ‘view conditions’ to see what the student needs to achieve for entry on to the course.
- Once the student has met these conditions, it is important that you upload evidence. On the ‘student application’ tab click on ‘manage document’, find the students application record using the search function. Click on ‘manage documents’ to the right of the student’s name. Uploading documents online is the quickest way to get them to the admission team.
- If the admissions team have requested further work or have queries related to the students application, please follow the related links. It is important that you respond to the message or upload the work by the deadline specified.
- To accept the students offer, ‘click here to select your decision’ and select ‘yes’ from the drop down. Accepting the offer, simply reserves your place on the course. A student can change their mind at a later stage.