



Nottingham Trent University

# 代理商专用网站使用指南

2015 年春

## 介绍

您可以使用 NTU 代理商申请专用网站，代表学生创建和提交对诺丁汉特伦特大学的申请。代理商专用网站让您容易控制和跟进申请的进度。

本文介绍了如何使用该系统。如果您正在查看电子版用户指南，您可以使用内容页面或选择下列问题以跳转至任意部分。

## 如何...

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# 代理商专用网站导航

## 登录到专用网站

您应收到了国际发展办公室通过电邮直接发送到您办公电子邮箱的代理商专用网站的链接和密码。

**第1步** 点击电子邮件中的链接

**第2步** 输入电子邮件中向您提供的电子邮件地址(Email address)和密码 (Password)

**Log in**

Required fields are marked with \*

Email address \*

Password \*

[Forgotten your password?](#)

**第3步** 点击【登录】[Log in]。

## 忘记密码？

**忘记密码(Forgotten your password)**的链接仅限于申请人。如果您尝试以代理商电子邮件地址使用该链接，您将收到以下错误消息。

**Request password**

Required fields are marked with \*

Please correct the following errors:

- This email is associated with a registered agent. Please contact the International Development Office at Nottingham Trent University to make changes to this account.

Email address \*

如果您忘记密码，请联系国际发展办公室。

## 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.

**注意：** 核查您是否已经登录到**代理商专用网站 (Agent Portal)**非常重要。您可以通过查看您登录后的主页，核查您是否登录为代理商。如果您不能看见上面显示的代理商主屏幕，则您不是以代理商身份登录的。请核查您的登录详细信息，如需进一步的帮助，请联系国际发展办公室。

## 导航栏

导航栏的链接包括：

- **代理商详细信息 (Agent details)** -- 选择此项可查看我们数据库中的您的代理办公室的地址和联系方式。
- **代理商联系人 (Agent contacts)** -- 点此查看我们数据库中的您的个人顾问的详细信息。
- **学生申请 (Student applications)** -- 用此链接查看已保存和提交的申请以及创建新申请。
- **联系我们 (Contact us)** -- 用此链接通知我们您的办公室详细信息的变更或向我们提问。
- **申请专用网站 (Application portal)** -- 您可以通过点击申请专用网站随时返回到欢迎页面。

## 代理商详细信息

点击**代理商详细信息**以查看诺丁汉特伦特大学数据库中，有关您的代理办公室的地址和联系方式。如果有任何不正确信息，请使用**联系我们**中的表格通知我们。

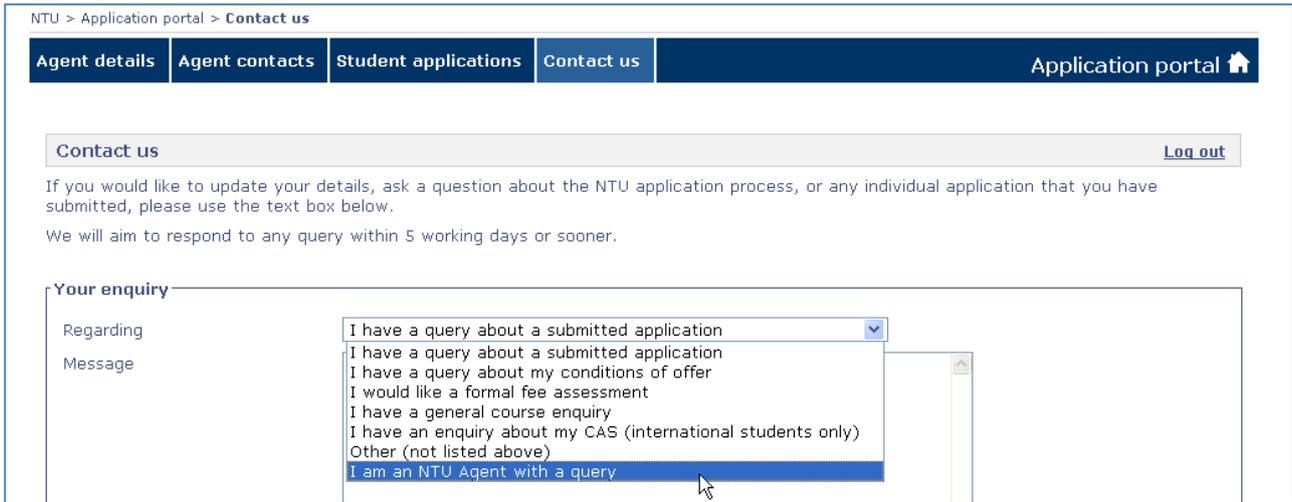
## 代理商联系人

点击**代理商联系人**以查看我们数据库中的您的办公室的所有个人顾问的姓名、职位、电话和电子邮件地址。如果有任何信息不正确，请使用**联系我们**中的表格通知我们。

## 联系我们

点击**联系我们**以打开联系表格。用此链接通知我们您的详细信息的变更或向我们提问。

**第1步** 点击关于**(Regarding)**旁边的文本框，然后选择**我是 NTU 代理商要提问(I am an NTU Agent with a query)**的选项。



NTU > Application portal > Contact us

Agent details Agent contacts Student applications Contact us Application portal

Contact us Log out

If you would like to update your details, ask a question about the NTU application process, or any individual application that you have submitted, please use the text box below.

We will aim to respond to any query within 5 working days or sooner.

Your enquiry

Regarding

Message

I have a query about a submitted application  
I have a query about a submitted application  
I have a query about my conditions of offer  
I would like a formal fee assessment  
I have a general course enquiry  
I have an enquiry about my CAS (international students only)  
Other (not listed above)  
I am an NTU Agent with a query

**第2步** 在**信息(Message)**文本框内输入您的问题。

**第3步** 点击**【提交问题】 [Submit enquiry]**发送您的消息。

## 查看申请人

要查看您在专用网站上已注册的申请人列表，您可以：

- 或者
- 点击**申请专用网站**返回欢迎页面，然后点击**查看申请人(View Applicants)**。
  - 点击**学生申请(Student applications)**，然后点击**创建申请(Create an application)**。

## 继续您已经开始的申请

- 第1步** 点击**学生申请**。
- 第2步** 在**已保存申请(Saved applications)**的列表中，在您希望继续申请的课程右方点击**继续(Resume)**。
- 第3步** 继续申请。

### Saved applications

Please note – if you save an application it still has to be submitted to us.

Family name	Given name	ID	Course	Start date	Date started	Date last updated	Resume
<input type="text" value="Search"/>							
> Bus	Albert		MSc Computer Science PT	September 2015/16	23/02/2015	06/03/2015	<a href="#">Resume</a>
> Commando	Captain	N0632152	MA Fashion Design FT	September 2015/16	18/02/2015	24/02/2015	<a href="#">Resume</a>
> Lun	Ao		MSc Molecular Cell Biology SW	September 2015/16	06/03/2015	06/03/2015	<a href="#">Resume</a>
> Rahul	Abdul		MSc Marketing FT				Sorry, this course is no longer available

**注意：** 您不能继续申请不再提供但已保存申请的课程。

## 搜索申请

- 第1步** 点击**学生申请**。

### Saved applications

Please note – if you save an application it still has to be submitted to us.

Family name	Given name	ID	Course	Start date	Date started	Date last updated	Resume
<input type="text" value="Search"/>							
> Bus	Albert		MSc Computer Science PT	September 2015/16	23/02/2015	05/03/2015	<a href="#">Resume</a>
> Commando	Captain	N0632152	MA Fashion Design FT	September 2015/16	18/02/2015	24/02/2015	<a href="#">Resume</a>
> Rahul	Abdul		MSc Marketing FT				Sorry, this course is no longer available
> Rahul2	Abdul2		MSc Marketing FT				Sorry, this course is no longer available
> Rahul3	Abdul3		MSc Marketing FT				Sorry, this course is no longer available

- 第2步** 在任何搜索栏中的输入将过滤申请表，仅显示包含输入文本的申请。您可以用搜索框过滤任何栏。搜索不区分大小写。

### Saved applications

Please note – if you save an application it still has to be submitted to us.

Family name	Given name	ID	Course	Start date	Date started	Date last updated	Resume
<input type="text" value="Bu"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			
> Bus	Albert		MSc Computer Science PT	September 2015/16	23/02/2015	05/03/2015	<a href="#">Resume</a>

## 创建新申请

点击**学生申请**，然后点击**创建申请**。如果您的申请人已经出现在您的申请列表中，跳至**第六步**。

对于新申请人（不在已注册申请人列表中的人）

**第1步** 点击**注册申请人(Register Applicant)**。

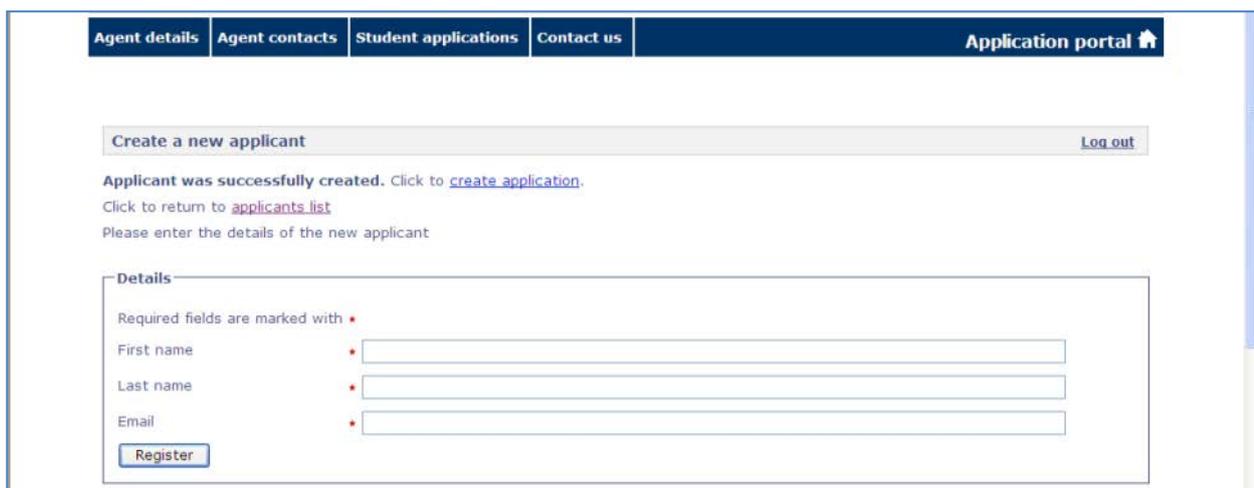
**第2步** 输入其名字 (First name)、姓氏 (Last name) 和电子邮件 (Email)。



**注意：**您必须在此部分输入申请人的个人电子邮件地址。千万不要输入您的代理商办公电子邮件地址。大学保证所有发出申请的代理商都会得到回应。

**第3步** 点击**【注册】 [Register]**。

**第4步** 会出现一条信息，确认申请人已成功创建。



**第5步** 点击**申请人列表(applicants list)**以查看所有已注册申请人。

**第6步** 点击申请人姓名右方的**创建申请**。

NTU > Application portal > **Applicants**

Agent details | Agent contacts | Student applications | Contact us | Application portal

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

Your Applicants [Log out](#)

[Register Applicant](#)

Family Name	Given Name	
• Sarma	Sanjay	<a href="#">Create an application</a> <a href="#">Manage documents</a>

**第7步** 在关键字栏输入课程名称或关键字。

**第8步** 选择入学年份。如果您知道入学月份，也可以选择。

**第9步** 点击**搜索(Search)**。

NTU > Application portal > **Course search**

Agent details | Agent contacts | Student applications | Contact us | Application portal

Course search [Log out](#)

Use the keyword search below to find a full list of courses which you can apply to using this application system. Please also select your preferred year of entry.

Search for courses

Keywords

Year of entry

Month of entry

**第10步** 匹配的课程列表将列于搜索框下方。向下滚动页面，查找合适的课程。点击合适课程右方的**在线申请(Apply online)**。

Course	Award	Study options	Apply online
▶ BA (Hons) Business Finance (1 year top-up)	BA	Full-time	<a href="#">Apply online</a>
▶ BA (Hons) Business	BA	Full-time	<a href="#">Apply online</a>
▶ BA (Hons) Business	BA	Sandwich / Placement	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Entrepreneurship*	BA	Sandwich / Placement	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Economics	BA	Sandwich / Placement	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Accounting & Finance	BA	Sandwich / Placement	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Marketing	BA	Sandwich / Placement	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Human Resources	BA	Sandwich / Placement	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Entrepreneurship	BA	Full-time	<a href="#">Apply online</a>
▶ BA (Hons) Business Management and Economics	BA	Full-time	<a href="#">Apply online</a>

**第11步** 将会显示入学的年份和月份。核查这些是否正确然后点击**选择(Select)**。随后申请表将被打开。

Agent details	Agent contacts	Student applications	Contact us	Application portal 
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Select your point of entry

Year of entry

Month of entry

注意：如果入学年份和入学月份不正确，按任意链接退出申请或使用网页浏览器返回上一页选择其它的课程。

## 申请表

申请表有七页需要完成。以红色突出显示的部分是当前页面。当您完成了所有七个部分，您就可以提交申请。这些部分是：

- 1 个人信息(Personal details)
- 2 联系方式(Contact details)
- 3 学历和资格(Education and qualifications)
- 4 工作经历(Employment history)
- 5 个人陈述(Personal statement)
- 6 居留和费用(Residency and fees)
- 7 声明(Declaration)



您可以点击在屏幕底部的【保存并关闭】  选择稍后完成表格。

我们的招生团队不会在您提交表格前进行处理。

注意：如果您为该学生做进一步申请，申请表上的所有信息将被保存和自动完成。

## 1 个人信息



使用本部分输入申请人的个人信息--请填写所有部分。

请确保您准确输入申请人与护照一致的全名。

Full name	<input type="text" value="Sanjay Sarma"/>
Surname or family name	* <input type="text" value="Sanjay"/>
First name	* <input type="text" value="Sarma"/>
Previous surname or family name	<input type="text"/>
Are you a current student of Nottingham Trent University?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Have you studied at Nottingham Trent University previously?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Date of birth	* <input type="text" value="10/08/1980"/>
Gender	<input type="text" value="Male"/>
Ethnic origin	<input type="text" value="Asian/Asian British - Indian"/>
Do you have a disability, specific learning difficulty, mental health or medical condition?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Other information</b>	
Do you have any criminal convictions?	<input checked="" type="radio"/> No <input type="radio"/> Yes
If you have ticked to declare a criminal conviction, please complete the <a href="#">Criminal Convictions Form</a> and upload it via the 'My documents'	

完成后，选择在页面底部的【保存及下一页】[Save and Next]到下一个页面。  
要在稍后日期完成申请，点击【保存并关闭】。

## 2 联系方式



使用本部分输入申请人的联系方式。

**第1步** 核查申请人的电子邮件地址是否正确，并输入他们的个人电话号码。

**Contact details**

Required fields are marked with \*

Please do NOT include Agent address details here. If you are applying through an Agent the University will ensure it also communicates with your nominated Agent.

Email address \*

Telephone \*

Alternative telephone

**Home address**

This should be your permanent home address and not a temporary or local address. Please note that this can be different to your correspondence address.

Address line 1

Address line 2

Address line 3

Town or city

County / Region

Postcode

Country

**第2步** 尽可能完整地输入住址和通信地址。

**注意：** 本部分只限于申请人的个人联系方式--请不要在此输入您的代理商办公室的联系信息。

**第3步** 完成后，点击【保存及下一页】。

### 3 学历和资格



**第1步** 使用本部分输入申请人的学历和资格详细信息。选择**是(Yes)**或**否(No)**来表示申请人之前是否曾就读于大学。

**Education and qualifications**

Please complete details of your education history by adding all of your previous qualifications to the table below using the 'add Educational history item' button. Please add your most recent or highest educational qualification first. Supporting documentation should be uploaded via the 'My documents' area.

Have you studied at university level or in higher education previously?  No  Yes

**第2步** 点击【添加学历】[Add Education history item]以添加学历资格的详细信息。

**Education history**

Name or type of qualification	Subject	Grade, band or award	Name of institution	Awarding body	Date completed or expected completion	Edit / remove
<input type="button" value="Add Education history item"/>						

**第3步** 输入资格的所有详细信息然后选择【添加】[Add]。

**Add / edit Education history**

Name or type of qualification \*  The type of qualification, e.g. A-level, GCSE, BA (Hons)

Subject

Grade, band or award

Name of institution

Awarding body

Date completed or expected completion

**第4步** 重复输入直到所有当前和过往的相关资格信息已被输入。

要编辑或删除项目，选择**编辑项目 (Edit item)**或**删除项目 (Remove item)**。

Please complete details of your education history by adding all of your previous qualifications to the table below using the 'add Educational history item' button. Please add your most recent or highest educational qualification first. Supporting documentation should be uploaded via the 'My documents' area.

Have you studied at university level or in higher education previously?  No  Yes

**Education history**

Name or type of qualification	Subject	Grade, band or award	Name of institution	Awarding body	Date completed or expected completion	Edit / remove
▶ BA (Hons)	Business Studies	62%	Bangalore University	Bangalore University	30/06/2010	<a href="#">Edit item</a> <a href="#">Remove item</a>
▶ Higher Secondary School Certificate: Standard 12		82%	Vidya Bhavan, Nampally, Hyderabad	Board of Intermediate Education	30/05/2006	<a href="#">Edit item</a> <a href="#">Remove item</a>

Do you have any exemptions for Professional Programmes?

You may be entitled to exemptions from some of our Professional courses depending on the modules you have studied during your previous qualifications. If you have been awarded exemptions by a Professional body please provide further details. You will be required to provide evidence of your exemptions

如适用，请完成以下两部分关于申请人免除或先前 AP(E)L 学习（经历）的认定，所需详细信息请参见指南说明。

### 3 学历和资格--英语语言资格

**第1步** 使用本部分输入申请人英语语言资格和能力的详细信息。选择是或否来回答头两个英语语言问题。

**第2步** 如果申请人已有英语语言资格或计划报考，点击**添加英语语言资格项目 (Add English language qualifications item)**来输入详细信息。

Name or type of qualification	Awarding body or institution	Grade, band or award	Date completed or expected completion	Qualification ID	Reading score	Writing score	Listening score	Speaking score	Edit / remove
Add English Language Qualifications item									

Supporting documentation should be uploaded via the ['My documents'](#) area.

**第3步** 输入资格的所有详细信息然后点击添加。

Name or type of qualification	Awarding body or institution	Grade, band or award	Date completed or expected completion	Qualification ID	Reading score	Writing score	Listening score	Speaking score	Edit / remove
▶ IELTS		6.5	01/12/2011		6.0	6.0	6.5	6.5	<a href="#">Edit item</a> <a href="#">Remove item</a>
Add English Language Qualifications item									

Supporting documentation should be uploaded via the ['My documents'](#) area.

**第4步** 要上传英语语言证书复印件，选择链接[我的文件\(My documents\)](#)。

**第5步** 完成后，选择页面底部的【保存及下一页】。

## 高级入学申请

如果您的学生希望在第二或第三年开始本科学位，请对问题“您是否申请高级入学？”选择“是”。该申请将由招生人员送交学术人员来决定学生是否符合高级入学条件。如果学生符合，我们会再决定适合的入读时间。

- 1 Personal details
- 2 Contact details
- 3 Residency and visa
- 4 Education and qualifications
- 5 Employment history
- 6 Personal statement
- 7 Declaration

**Education and qualifications**

Please complete details of your education history by adding all of your previous study (including any courses not completed) to the table below using the 'add Educational history item' button.

**Important: If you are applying for a professional course or don't have formal qualifications, upload a copy of your CV in the 'My documents' area.**

Please add your most recent or highest educational qualification first. Supporting documentation such as copies of certificates and transcripts should be uploaded via the **'My documents'** area.

**NOTE: If you require a visa to be in the UK, and have studied in the UK before, you must include all previous study in the UK below.**

Have you studied at university level or in higher education previously?  No  Yes

Are you applying for advanced entry?  No  Yes

## 4 工作经历



使用本部分输入申请人相关的工作经验或专业组织的会员资格。

**Employment history**

Please give details of your work experience to date, starting with your most recently held position. Supporting documentation should be uploaded via the ['My documents'](#) area.

**Employment history**

Job title	Name of organisation	Employment type	Responsibilities	Date from	Date to	Edit / remove
<input type="button" value="Add Employment history item"/>						

**Professional bodies**

Name of professional body	Level of membership	Date from	Date to	Edit / remove
<input type="button" value="Add Professional bodies item"/>				

Please provide details of the professional organisations of which you are a member e.g. Chartered Institute of Marketing (CIM), Chartered Institute of Management Accountants (CIMA), etc. Supporting documentation should be uploaded via the ['My documents'](#) area.

**第1步**    如果申请人有任何相关的工作经验，点击【添加工作经历项目】[Add Employment history item]。输入工作的详细信息然后选择【添加】。

**Add / edit Employment history** ✕

Job title

Name of organisation

Employment type

Responsibilities

Date from

Date to

Note: Leave 'Date to' field blank if still in employment with this organisation

**第2步**    如果申请人是专业组织的会员，点击【添加专业机构项目】[Add Professional bodies item]。输入会员资格的详细信息然后选择【添加】。

Add / edit Professional bodies
✕

Name of professional body	
Level of membership	
Date from	
Date to	

要编辑或删除项目，选择**编辑项目**或**删除项目**。要上传证明文件如雇主推荐信，选择链接**我的文件**。

**第3步** 完成后，选择页面底部的【保存及下一页】。

## 5 个人陈述



使用本部分输入申请人的个人陈述。您可以从 Word 文档中复制并粘贴。

**第1步** 请参阅指南说明个人陈述应包括的内容。请把个人陈述输入所提供的文本框。

**Personal statement**

Please indicate your reasons for choosing this course. Include information about your motivation to study this course, areas of specialism you'd like to pursue, career aspirations and life experience which you would like us to consider when assessing your suitability for the course you have applied for.

Personal statement (maximum 600 words)

也可上传 Word 文档的个人陈述，申请完成后选择**管理文件**。[参见第 15 页的上传文件。](#)

**第2步** 完成后，选择页面底部的【保存及下一页】

## 6 居留地和费用



**第1步** 使用本部分输入申请人的居留地、费用、国籍和护照信息。完成本部分的所有问题。

**Residency and fees**

Required fields are marked with \*

Who will pay your tuition fees?

Residential category (help?)

Do you require a visa to study in the UK?  No  Yes

When did you first arrive in the UK?

Passport number

Passport issue date

Passport expiry date

Passport country of issue

What country do you currently live in? \*

What is your country of permanent residence?

Nationality \*

Birth country

对**居留类别(Residential category)**，请使用指南说明，选择申请人正确的费用类别。请注意海外学生通常为类别“0”。

**第2步** 完成后，选择页面底部的【保存及下一页】。

## 7 声明



**第1步** 请阅读本页的所有重要信息。

**第2步** 如果申请人未能成功申请 NTU，但有意向申请转至诺丁汉特伦特国际学院（NTIC），请勾选相关框。

**Declaration**

Required fields are marked with \*

**Nottingham Trent International College Referral (international applicants only)**

In circumstances whereby your application is unsuccessful for your chosen Programme at the University, the University would like to refer your application to Nottingham Trent International College (NTIC). NTIC offer foundation, diploma and pre-masters courses. Read more about NTIC at <http://www.ntu.ac.uk/international/ntic/index.html>.

Please indicate whether you agree to your application being forwarded to NTIC

**第3步** 在声明中选择**是**，以确认申请中所提供的所有信息真实、完整和准确。

**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.

By agreeing to the above, I am consenting to Nottingham Trent University using the information provided to provide me with further information about me that the University may hold, for purposes set out in the University's data protection notification (view this online at [www.ico.gov.uk](http://www.ico.gov.uk)).

Should I be offered a place at the University, I agree to abide by the terms set out in the University's Enrolment Conditions. In particular I note Condition 11 which sets out how the University will use my data under the Data Protection Act 1998 (view the Enrolment Conditions at [http://www.ntu.ac.uk/about\\_ntu/policies/enrolment\\_conditions/index.html](http://www.ntu.ac.uk/about_ntu/policies/enrolment_conditions/index.html)).

Select yes to say you have read our terms and conditions

--Please select--  
--Please select--  
Yes

Previous Print Preview Save and Close Submit

**第4步** 提交申请前，选择**打印预览(Print Preview)**查看并打印已完成申请表的完整副本。

**注意：**一旦您点击提交，您将不能够对申请做出任何修改。

**第5步** 如果申请的所有部分已全部完成，点击**【提交】 [Submit]**提交申请。

**或者--**如果您还没有准备好提交申请，选择**【保存并关闭】**关闭该申请以便稍后继续。

**请注意：**如果您选择**【保存并关闭】**但您的申请尚未提交，招生团队将不会处理申请。

## 已提交申请

### 查看已提交申请的状态

**第1步** 点击**学生申请**以查看已提交申请列表。

**第2步** 这份列表将告诉您申请人的姓名、NTU 身份号码、提交申请的日期，所申请的课程和申请的当前状态（请参见申请状态定义文件）。该列表将以姓氏字母顺序排列。

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="#">Click here to View Conditions...</a>	<a href="#">Click here to select your decision...</a>	26/01/12	
▶ Sanjay	Sarma	N0413632	08/12/11	PG Dip Endangered Species Recovery and Conservation	Application Received			14/12/11	
▶ Sanjay	Sarma	N0413632	08/12/11	MA Product Design	Application Received			14/12/11	

## 上传文件

如果您希望上传申请的证明文件：

**第1步** 点击**学生申请**。

**第2步** 点击**管理文件(Manage documents)**。

NTU > Application portal > **Student applications**

**Agent details** | **Agent contacts** | **Student applications** | **Contact us** | **Application portal**

Create and submit student applications directly to Nottingham Trent University and upload electronic copies of documents as necessary. Review the progress of student applications already submitted from your agent office and follow-up with additional information as required via this portal.

**Student applications** [Log out](#)

- ▶ [Create an application](#)
- ▶ [Manage documents](#)

Saved application [Click to manage the documents on behalf of an applicant.](#)

找到您要为其上传文件的申请人，然后点击**管理文件**。

▪ Rostron	Rebecca	<a href="#">Create an application</a> <a href="#">Manage documents</a>
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**第3步** 使用下拉列表选择您希望为其上传文件的**申请(Application)**（课程）。

**第4步** 使用下拉列表选择**文件类型(Document type)**。

Documents for Rebecca Rostron Log out

As part of the application and admissions process to NTU we may request further information. We are happy to accept electronic documents. Please upload any further information requested here to enable NTU admissions officers to progress your application.

Documents

There currently are no uploaded documents

**Upload document**

Required fields are marked with \*

Application: BA (Hons) Business Management and Accounting & Finance

Document type: \* Other

Select document: \* --Please select--

Upload

**第5步** 点击【浏览】[Browse...].

**第6步** 找到您希望上传的文件然后点击【打开】[Open].

**第7步** 点击【上传】[Upload].

## 查看已上传文件

要查看您已经为申请人上传的任何文件：

**第1步** 点击**学生申请**。

**第2步** 选择**管理文件**。

**第3步** 找到您希望查看其文件的申请人，然后点击**管理文件**。

**第4步** 您将看到该申请人所有文件的列表。选择**下载(Download)**查看文件。

Document	Type	Download
Personal Statement.docx	Other	<a href="#">Download</a>

**第5步** 使用“上传文件 (Upload document)”部分添加任何新文件。

## 提交所需的进一步信息/提交所需的工作经验/作品

如果申请的状态显示“**要求提交工作经验/作品 (Work Requested)**”或“**要求提交进一步信息(Request Further Information)**”您应收到了通过电子邮件发送到您办公电子邮箱的详细要求。该电子邮件也发送给了申请人。

请确保在电子邮件中的指定期限内提交任何要求的作品。

## 回复请求以提供进一步信息

**第1步** 点击上传附加信息(Upload Additional Information)。

Submitted applications									
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="#">Click here to View Conditions...</a>	<a href="#">Click here to select your decision...</a>	26/01/12	
▶ Sanjay	Sarma	N0413632	08/12/11	PG Dip Endangered Species Recovery and Conservation	Application Received			14/12/11	
▶ Sanjay	Sarma	N0413632	08/12/11	MA Product Design	Application Received			14/12/11	
▶ Sanjay	Sarma	N0413632	08/12/11		Application Received			14/12/11	

**第2步** 回复请求以提供进一步信息，请先在要求提供信息框内点击回复(Respond)。

Information Requests	Respond
▶ Request for work by email on 06/12/2011 15:41	<a href="#">Respond</a>

**第3步** 输入对所需的信息的回复，或告知招生团队您将上传什么文件，然后点击提交。

Requests For Information

Information Requests	Respond
▶	<a href="#">Respond</a>

Required fields are marked with \*

Responding to:

Response \*

Upload supporting documents

Required fields are marked with \*

Document type \*

Select document \*

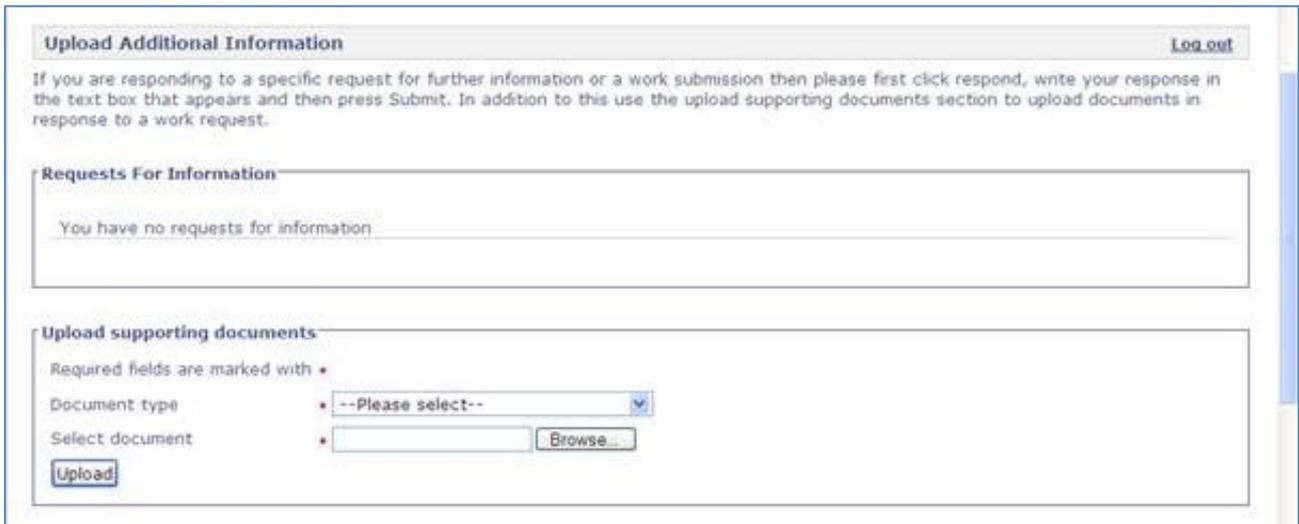
**第4步** 然后上传证明文件。

## 上传证明文件以回复所要求的工作经验/作品或信息

从上传附加信息的页面:

如果您还没有看到此页面，点击已提交申请列表中合适的申请旁边的上传附加信息。

**第1步** 从下拉列表中选择文件类型。



**第2步** 点击【浏览】。

**第3步** 找到您希望上传的文件然后点击【打开】。

**第4步** 点击【上传】。

## 查看录取通知书条件

**第1步** 如果申请人获得有条件录取通知书，申请状态将显示为“有条件录取(Conditional Offer)”。

**第2步** 选择查看条件(View Conditions)，查看录取通知书所有条件的细节。

▶ Smith1	Heien	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	26/01/12	<a href="#">Click here to View Conditions...</a> <a href="#">select your decision...</a>

如果条件仍未达到，条件状态将显示为未满足(Not satisfied)。如果条件已达到，条件状态将显示为已满足(Satisfied)。

To satisfy the conditions of your offer please upload the requested documents in the 'My Documents' area.

Condition	Status
<ul style="list-style-type: none"><li>Achieve an IELTS of 6.5 (min 5.5 in all elements) or PEAP/NTU equivalent, please see <a href="http://www.ntu.ac.uk/Tier4">www.ntu.ac.uk/Tier4</a> for further information</li></ul>	Not Satisfied
<ul style="list-style-type: none"><li>You must pay the full fees, or if your fees will be paid by an official financial sponsor, you must provide a letter from them confirming they will pay your full course fee.</li></ul>	Not Satisfied

## 接受录取通知书

**第1步** 点击**学生申请**以查看已提交申请列表。找到未取得录取通知书的申请人。点击**点此选择您的决定(Click here to select your decision)**。

▶ Smith1	Heleen	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	26/01/12	<a href="#">Click here to View Conditions...</a> <a href="#">Click here to select your decision...</a>

**第2步** 从下拉列表中选择**接受(Accept)**或**拒绝(Decline)**。

▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer	26/01/12	Please select your decision... Please select your decision... Accept Decline
▶ Sanjay	Sarma	N0413632	08/12/11	PG Dip Endangered Species Recovery and Conservation	Application Received	14/12/11	
▶ Sanjay	Sarma	N0413632	08/12/11	MA Product	Application	14/12/11	

**第3步** 点击**保存决定(Save Decision)**。

## 提交文件以满足录取通知书条件

**第1步** 点击**学生申请**。

**第2步** 点击**管理文件**。

NTU > Application portal > **Student applications**

**Agent details** | **Agent contacts** | **Student applications** | **Contact us** | **Application portal**

Create and submit student applications directly to Nottingham Trent University and upload electronic copies of documents as necessary. Review the progress of student applications already submitted from your agent office and follow-up with additional information as required via this portal.

**Student applications** [Log out](#)

- ▶ [Create an application](#)
- ▶ [Manage documents](#)

**Saved application** [Click to manage the documents on behalf of an applicant](#)

**第3步** 找到您希望为其上传文件的申请人，然后选择**管理文件**。

▶ Rostron	Rebecca	<a href="#">Create an application</a> <a href="#">Manage documents</a>
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**第4步** 使用下拉列表选择您希望上传文件的**申请**。

**第5步** 使用下拉列表选择**文件类型**。

**Documents for Rebecca Rostron** [Log out](#)

As part of the application and admissions process to NTU we may request further information. We are happy to accept electronic documents. Please upload any further information requested here to enable NTU admissions officers to progress your application.

**Documents**

There currently are no uploaded documents

**Upload document**

Required fields are marked with \*

Application: BA (Hons) Business Management and Accounting & Finance

Document type: Other

- Other
- Please select--
- \* Certificates and Transcripts
- \* Research Proposals
- Requested Work submission
- Passport/Visa information
- Other
- Completed Fee Assessment Forms

Select document:

**第6步** 点击【浏览】。

**第7步** 找到您希望上传的文件然后点击【打开】。

**第8步** 点击【上传】。

## 免责声明

请注意：尽管大学已采取一切合理措施确保在印刷时本指南内容的准确性，大学有权随时删除、更改或修订本指南的内容。为免生疑问，内容中提供的信息仅作参考。

2015年4月