



Agent application portal guide

Introduction

You can use the NTU Agent Application Portal to create and submit applications to Nottingham Trent University on behalf of students. The Agent Portal will make it easy for you to monitor and track the progress of the applications you have made.

This document explains how to use the system. If you are viewing the user guide electronically, you can jump to a section using the contents page or by choosing a question below.

How do I?

1. [Log in to the Portal](#)
2. [Contact NTU](#)
3. [Create a new application](#)
4. [Continue an application you have already started](#)
5. [Save an application and continue later](#)
6. [Search for an application](#)
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Navigating the Agent Portal

Log in to the Portal

You will have already received the link to the Agent Portal and password directly from the International Development Office by email to your office email address.

Step 1. Click on the link in your email.

Step 2. Enter the email address and password provided in your email.

Log in

Required fields are marked with *

Email address *

Password *

[Forgotten your password?](#)

Step 3. Click on **[Log in]**.

Forgotten your password?

The **Forgotten your password** link is only for applicants. If you try to use this link with an agency email address you will get the following error message.

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 *

Please contact the International Development Office if you have forgotten your password.

The welcome page

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.

Note: It is very important to check that you have logged in to the **Agent Portal**. You can check that you have logged in as an Agent by checking the home page once you log in. If you cannot see the Agent home screen shown above then your login is not set up as an agent. Please check your login details and contact the International Development Office if you need further help.

Navigation bar

The navigation bar includes links to:

- **Agent details** - Select this to view the address and contact details that we have on our database for your agent office.
- **Agent contacts** - Click on this to view the details we have on our database for your individual counsellors.
- **Student applications** - Use this to view saved and submitted applications as well create new applications.
- **Contact us** - Use this to let us know if any of your office details have changed or to ask us a question.
- **Application portal** - You can return to the welcome page at any time by clicking on Application portal.

Agent details

Click on **Agent details** to view the address and contact details that Nottingham Trent University have on our database for your agent office. If any of the details are incorrect, please let us know using the form in **Contact us**.

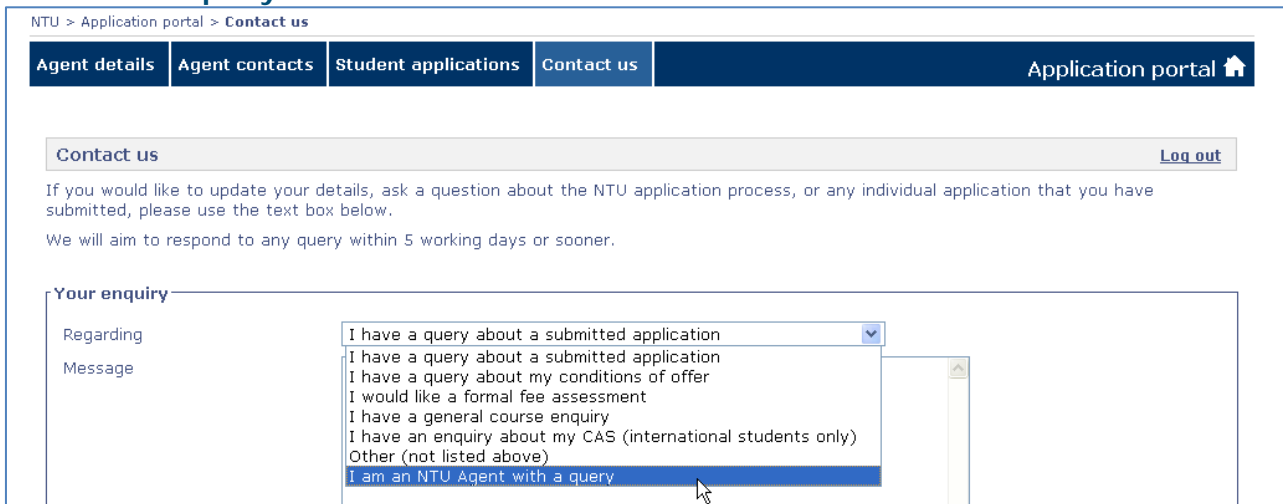
Agent contacts

Click on **Agent contacts** to view the name, role, telephone and email address of all individual counsellors that we have on our database for your office. If any of the details are incorrect, please inform us by using the **Contact us** form.

Contact us

Click on **Contact us** to open the contact form. Use this to let us know if your details have changed or ask a question.

Step 1. Click on the text box next to **Regarding** and select the option **I am an NTU Agent with a query**.



The screenshot shows the 'Contact us' page on the NTU Application portal. The breadcrumb trail is 'NTU > Application portal > Contact us'. The navigation menu includes 'Agent details', 'Agent contacts', 'Student applications', 'Contact us', and 'Application portal'. The page title is 'Contact us' with a 'Log out' link. The main text asks the user to update details or ask a question and states a response time of 5 working days. The 'Your enquiry' section has a 'Regarding' dropdown menu with the following options: '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)', and 'I am an NTU Agent with a query'. The last option is selected and highlighted. A 'Message' text box is visible below the dropdown.

Step 2. Enter your query into the **Message** text box.

Step 3. To send your message click on **[Submit enquiry]**.

View applicants

To view a list of applicants you have registered on the Portal either

Click on **Application portal** to return to the welcome page then click on **View Applicants**.

OR

Click on **Student applications** then on **Create an application**.

Continue an application you have started

Step 1. Click on **Student applications**.

Step 2. In the **Saved applications** list click on **Resume** next to the application you wish to continue.

Step 3. Continue the application.

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"/>	<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	06/03/2015	Resume
> Commando	Captain	N0632152	MA Fashion Design FT	September 2015/16	18/02/2015	24/02/2015	Resume
> Lun	Ao		MSc Molecular Cell Biology SW	September 2015/16	06/03/2015	06/03/2015	Resume
> Rahul	Abdul		MSc Marketing FT				Sorry, this course is no longer available

Note: If the course for a saved application is no longer available you will not be able to resume the application.

Searching for an application

Step 1. Click on Student applications.

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"/>	<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	Resume
> Commando	Captain	N0632152	MA Fashion Design FT	September 2015/16	18/02/2015	24/02/2015	Resume
> 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

Step 2. Typing into any of the search fields will filter the table of applications to show only those applications that contain the text entered. You can filter on any column with the search box. The search is not case sensitive.

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	Resume

Create a new application

Click on **Student applications** then on **Create an application**. If your applicant already appears in the Your Applications list skip to [Step 6](#).

For a new applicant (someone not in the list of registered applicants):

Step 1. Click on **Register Applicant**.

Step 2. Enter their first name, last name and email address.

Create a new applicant [Log out](#)

Please enter the details of the new applicant

Details

Required fields are marked with *

First name *

Last name *

Email *

Note: You must enter the **applicant's personal email address** in this section. Never enter your agent office email address. The University will ensure that all agents are contacted regarding their applicants.

Step 3. Click on **[Register]**.

Step 4. A message will appear confirming the applicant was successfully created.

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

Create a new applicant [Log out](#)

Applicant was successfully created. Click to [create application](#).

Click to return to [applicants list](#)

Please enter the details of the new applicant

Details

Required fields are marked with *

First name *

Last name *

Email *

Step 5. Click on **applicants list** to view all registered applicants.

Step 6. Click **Create an application** to the right of the applicant's name.

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	Create an application Manage documents

Step 7. Enter the course title or keyword in the Keywords field.

Step 8. Select the year of entry. If you know the month of entry you can also select this.

Step 9. Click **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

Step 10. A list of courses that match are listed below the search box. Scroll down the page to find the right course. Click **Apply online** to the right of the correct course.

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

Step 11. The year and month of entry are shown. Check these are correct then click **Select**. This will then open the application form.

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

Select your point of entry

Year of entry

Month of entry

Note: If the year of entry and month of entry are incorrect press any link to exit? your application or go back a page using your web browser to select another course.

The application form

The application form has seven pages for completion. The section highlighted in red is the current page. When you have completed all seven areas you will be able to submit the application. The sections are:

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



can click **[Save and Close]** at the bottom of the screen to choose to complete the form later.

Until you have submitted the form it will not be processed by our Admissions Team.

Note: All information on the application form will be saved and automatically completed if you make further applications for this student.

1 Personal details



Use this section to enter the personal details of the applicant – please complete all sections.

Please ensure that you enter the full name of the applicant correctly and as it is written on their passport.

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
Other information	
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 Criminal Convictions Form and upload it via the 'My documents'	

Once complete, select **[Save and Next]** at the bottom of the page to move to the next page. To complete the application at a later date click on **[Save and Close]**.

2 Contact details



Use this section to enter the contact details for the applicant.

Step 1. Check the applicant's email address is correct and enter their personal telephone number.

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

Step 2. Complete the home address and correspondence address sections as fully as possible.

Note: This section is only for the personal contact details of the applicant – please do not enter the contact details for your agent office here.

Step 3. Once complete, click on [**Save and Next**].

3 Education and qualifications

Progress bar with 7 steps: 1 Personal details, 2 Contact details, 3 **Education and qualifications**, 4 Employment history, 5 Personal statement, 6 Residency and fees, 7 Declaration.

Step 1. Use this section to enter the education and qualification details of the applicant. Select **Yes** or **No** to indicate if the applicant has studied at university level previously.

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

Have you studied at university level or in Higher Education previously?

Step 2. Click on [**Add Education history item**] to add details of an educational qualification.

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"/>						

Step 3. Enter all details of the qualification and select [**Add**].

Add / edit Education history

Name or type of qualification *

Subject

Grade, band or award

Name of institution

Awarding body

Date completed or expected completion

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

Step 4. Repeat until all current and previous relevant qualifications have been entered.

To edit or remove an item, select **Edit item** or **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	Edit item Remove item
▶ Higher Secondary School Certificate: Standard 12		82%	Vidya Bhavan, Nampally, Hyderabad	Board of Intermediate Education	30/05/2006	Edit item Remove item

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

If applicable, complete the two sections regarding any exemptions or Accreditation of Prior (Experience) Learning AP(E)L that the applicant has. See the guidance notes for details of what information is required.

3 Education and qualifications – English language qualifications

- Step 1.** Use this section to enter details of the applicant's English language qualifications and ability. Select Yes or No to answer the first two English language questions.
- Step 2.** If the applicant has an English language qualification already or plans to do one, click on **Add English language qualifications item** to enter details of this.

English Language Qualifications									
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.									

Step 3. Enter all details of the qualification and click on **Add**.

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	Edit item Remove item
Add English Language Qualifications item									
Supporting documentation should be uploaded via the 'My documents' area.									
Previous		Print Preview		Employment history		Save and Next		Save and Close	

Step 4. To upload a copy of the English language certificate, select the **My documents** link.

Step 5. Once complete, select **[Save and Next]** at the bottom of the page.

Advanced Entry Applications

If your student wishes to start their undergraduate degree in year 2 or 3 **select Yes** to the question **Are you applying for advanced entry?** The application will then be referred by the Admissions Officer to an academic for them to decide if the student is suitable for advanced entry. If they are we will then decide which year is appropriate.

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 Employment history

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

Use this section to enter details of any relevant work experience or membership to professional organisations that the applicant has.

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.

Step 1. If the applicant has any relevant work experience, Click on **[Add Employment history item]**. Enter the job details and select **[Add]**.

Add / edit Employment history
✕

Job title

Name of organisation

Employment type Full Time ▼

Responsibilities

Date from

Date to

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

Step 2. If the applicant is a member of any professional organisations, click on **[Add Professional bodies item]**. Enter the details of the membership and select **[Add]**.

Add / edit Professional bodies
✕

Name of professional body

Level of membership

Date from

Date to

To edit or remove any items, select **Edit item** or **Remove item**. To upload any supporting documents such as employer reference letters, select the **My documents** link.

Step 3. Once complete, select [**Save and Next**] at the bottom of the page.

5 Personal statement



Use this section to enter the applicant's personal statement. You can copy and paste this from a word document.

Step 1. Read the guidance notes for advice on what the personal statement should include. Enter the personal statement into the text box provided.

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)

To upload a word document of the personal statement instead, select **Manage documents** once the application is complete. [See upload documents on page 15.](#)

Step 2. Once complete, click on [**Save and Next**] at the bottom of the page.

6 Residency and fees



Step 1. Use this section to enter the applicant's residency, fees, nationality and passport details. Complete all questions in this section.

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

On **Residential category** please use the guidance notes to select the correct fee category for the applicant. Note that overseas students are usually in category 'O.'

Step 2. Once complete, click on **[Save and Next]** at the bottom of the page.

7 Declaration



Step 1. Read all important information on this page.

Step 2. If the applicant wishes to be referred to Nottingham Trent International College (NTIC) in the event that their NTU application is unsuccessful, please tick the relevant box.

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

Step 3. Confirm that all information provided in the application is true, complete and accurate by selecting **Yes** in the declaration.

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 for 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).

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).

Select yes to say you have read our terms and conditions

Step 4. Before submitting the application, select **Print Preview** to view and print a full copy of the completed application form.

Note: Once you have clicked submit you will not be able to make any changes to the application.

Step 5. If all sections of the application are now fully complete, click **[Submit]** to submit the application.

OR - If you are not yet ready to submit the application, select **[Save and Close]** to close the application and return to it at a later date.

Please note that if you select **[Save and Close]** the application has not been submitted and will not be processed by the Admissions Team.

Submitted Applications

View the status of a submitted application

- Step 1.** Click on **Student applications** and view the submitted applications list.
- Step 2.** This list will tell you the applicant name, NTU ID number, date the application was submitted, the course applied for and the current application status (Please see the Application Status Definitions document). The list will appear in alphabetical order of family name.

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	Upload Additional Information
▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer	Click here to View Conditions...	select your decision...	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	

Upload documents

If you wish to upload supporting documents to the application:

- Step 1.** Click on **Student applications**.
- Step 2.** Click on **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)

Find the applicant for whom you wish to upload documents and click on **Manage documents**.

▪ Rostron	Rebecca	Create an application Manage documents
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- Step 3.** Choose the **Application** (course) you wish to upload a document for using the drop-down list.

Step 4. Using the drop-down list select the **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
- Please select--
- * Certificates and Transcripts
- Research Proposals
- Requested Work submission
- Passport/Visa information
- Other
- Completed Fee Assessment Forms

Select document

Step 5. Click on **[Browse...]**.

Step 6. Locate the document you wish to upload and click **[Open]**.

Step 7. Click **[Upload]**.

View uploaded documents

To view any documents that you have already uploaded for an applicant:

Step 1. Click on **Student applications**.

Step 2. Select **Manage documents**.

Step 3. Find the applicant whose documents you wish to view and select **Manage documents**.

Step 4. You will then see a list of all documents for this applicant. Select **Download** to view the document.

Document	Type	Download
Personal Statement.docx	Other	Download

Step 5. Add any new documents using the 'Upload document' section.

Submit requested further information / requested work

If the application status shows as '**Work Requested**' or '**Request Further Information**' you will have received details of the request by email to your office email address. The email will have also been sent to the applicant.

Please ensure that any requested work is submitted by the deadline specified in the email.

Respond to a request for further information

Step 1. Click on **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	Upload Additional Information
▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer	View Conditions...	Click here to select your decision...	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	

Step 2. To respond to a **request for further information** first click on **Respond** in the 'Requests for Information' box.

Information Requests	Respond
▶ Request for work by email on 06/12/2011 15:41	Respond

Step 3. Type a response to the information request, or inform the Admissions Team of what documents you will upload and click Submit.

Requests For Information

Information Requests	Respond
▶	Respond

Required fields are marked with *

Responding to:

Response *

Upload supporting documents

Required fields are marked with *

Document type *

Select document *

Step 4. Then upload any supporting documents.

Upload a supporting document in response to a work or information request

From the **Upload Additional Information** Screen:

If you are not already viewing this click on **Upload Additional Information** next to the correct application in the Submitted applications list.

Step 1. Select the Document type from the drop-down list.

Step 2. Click on **[Browse...]**.

Step 3. Locate the document you wish to upload and click **[Open]**.

Step 4. Click **[Upload]**.

View the conditions of an offer

Step 1. If the applicant has been issued with a conditional offer, the application status will show as 'Conditional Offer'.

Step 2. Select **View Conditions...** to see details of all conditions of the offer.

▶ Smith1	Heien	N0413607	06/12/11	BA (Hons) Fashion Design	work Requested	14/12/11	Upload Additional Information
▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer	26/01/12	Click here to View Conditions... select your decision...

If the condition is still outstanding the condition status will show as **Not satisfied**. If the condition has been met, the status will show as **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"> Achieve an IELTS of 6.5 (min 5.5 in all elements) or PEAP/NTU equivalent, please see www.ntu.ac.uk/Tier4 for further information 	Not Satisfied
<ul style="list-style-type: none"> 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. 	Not Satisfied

Accept an offer

Step 1. Click on **Student applications** and view the submitted applications list. Find the applicant with an offer outstanding. Click on **Click here to select your decision...**

▶ Smith1	Helen	N0413607	06/12/11	BA (Hons) Fashion Design	work Requested	14/12/11	Upload Additional Information
▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer View Conditions...	26/01/12	Click here to select your decision...

Step 2. Select **Accept** or **Decline** from the drop-down list.

▶ Sanjay	Sarma	N0413632	08/12/11	MSc Management	Conditional Offer View Conditions...	26/01/12	<div style="border: 1px solid black; padding: 2px;"> Please select your decision... Please select your decision... Accept Decline </div>
▶ 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	

Step 3. Click on **Save Decision**.

Submit documents to satisfy conditions of an offer

Step 1. Click on **Student applications**.

Step 2. Click on **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

Step 3. Find the applicant for whom you wish to upload documents and select **Manage documents**.

▶ Rostron	Rebecca	Create an application Manage documents
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Step 4. Choose the **Application** you wish to upload a document for using the drop-down list.

Step 5. Using the drop-down list select the **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

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

Select document:

Step 6. Click on **[Browse...]**.

Step 7. Locate the document you wish to upload and click **[Open]**.

Step 8. Click **[Upload]**.

Disclaimer

Please note that whilst the University has taken all reasonable steps to ensure the accuracy of the content within this guide at the time of printing, the University reserves the right to remove, vary or amend the content of the guide at any time. For avoidance of doubt, the information provided within the content is for guidance purposes.

April 2015