



UNIVERSITY OF
BIRMINGHAM



HOW TO APPLY

TAUGHT MASTERS PROGRAMMES



THE APPLICATION PROCESS

Before you begin your formal application to study with us, follow our step-by-step guide to make sure you have everything you need to apply.

Once you have submitted your application through our application system, you will be able to track its progress at every stage of the admissions process, update your personal information, view decisions and accept any offers you may receive.

Choose your level and course using our online tools: www.birmingham.ac.uk/pgcourses

Our programmes are very popular, which sometimes means we have to close applications before the below deadlines. We would therefore advise you apply as early as possible to avoiding missing out.



Application deadlines

UK/EU non-visa applicants can apply up to 10 September 2020 to programmes starting in September 2020.

International students

If you require a visa to study in the United Kingdom, you will need to apply by 1 July 2020. We are not able to consider applications for 2020 made after this date.



YOUR DOCUMENTS

All documents must be in English or have a certified translation. If you provide documents by uploading them into the online postgraduate application system (found through Course finder) and are made an offer, you will be required to send certified copies or original documents as a condition of the offer.

We recommend you supply all of the following documents at the point of submitting your application to ensure that there are no delays:

- Your academic transcripts and any other supporting material
- If not submitted within the application form, a personal statement explaining why you are interested in studying your chosen programme
- If required, additional information to be submitted such as a CV or a sample of work (this will be stated within the application form)
- If you are a non-UK applicant, a certificate to show your competency in the English language may be required.
- Two references, one of which is academic

For full guidance on the application process and document submission, please visit:
www.birmingham.ac.uk/pgapply

ENGLISH LANGUAGE REQUIREMENTS



You will need to demonstrate a certain level of English language. If your undergraduate degree was taught in an English speaking country, you may already meet our requirements. Otherwise we accept English tests such as IELTS, TOEFL or PTE. Certificates should be no more than two years old at the time of admission.

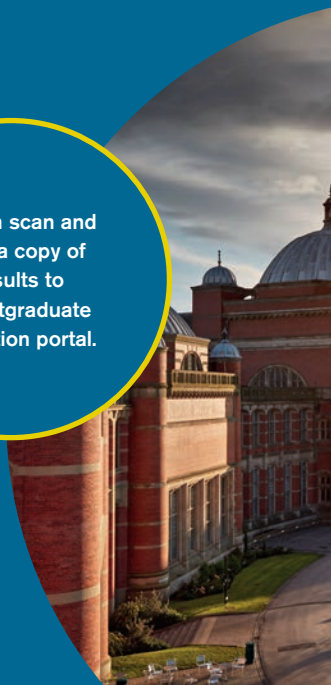
View specific programme requirements on the course finder page, or visit your country page to find out more on English Language requirements: www.birmingham.ac.uk/country

PROOF OF ENGLISH PROFICIENCY DOCUMENTS



Make sure that your test results are no more than two years old from the start date of your course at the University of Birmingham.

You can scan and upload a copy of your results to the Postgraduate application portal.



APPLYING FOR A TAUGHT PROGRAMME

Formal applications for taught programmes are made directly to us through our Postgraduate application system, using Course finder: www.birmingham.ac.uk/pgcourses

Applying for a taught programme usually involves three easy steps:

1

Find your course online:
www.birmingham.ac.uk/pgcourses



2

Consider whether you meet our entry requirements, details of which can be found on the course page





3*

Complete the online application form via the course webpage and upload your supporting documents.

*Some taught courses may charge a £50 application fee. For further information, visit www.birmingham.ac.uk/pgappfee

ARE YOU APPLYING FOR TEACHER TRAINING, LLB FOR GRADUATES, OR SOCIAL WORK?

You will need to apply to these programmes through UCAS. You can register and apply as soon as the UCAS portal opens (usually in September).



WHAT NEXT?

1

When we receive your application, it is marked as 'pending' on your portal, and is held by the central Admissions team to assess the documents you have submitted.

2

Once the required documents have been received and your application has been checked, it is referred to the relevant school or department for assessment. Staff will consider your application and make a decision, and will instruct the Admissions team.

3

The decision will be received and processed by the Admissions team, who will identify any further requirements and conditions if an offer is to be made.

4

Once a decision is made, our Admissions Office will notify you. The decision will be one of the below:

- A conditional offer – the offer of a place is subject to you meeting the conditions stated in your offer letter;
- An unconditional offer – you have met all the conditions required for entry;
- We are unable to offer you a place

Further information on the application process, next steps and how to use the application portal can be found on our website: www.birmingham.ac.uk/pgapply



CHECK OUR ENTRY REQUIREMENTS

To gain a place at Birmingham, you will need to meet the specific entry requirements for your chosen course.

Our postgraduate programmes usually require **a good Honours degree (normally a 2:1 or above)**, or an equivalent qualification if you were educated outside the UK. There may also be additional requirements, such as prior or practising work experience.

Specific entry requirements for individual courses can be found on each course page:
www.birmingham.ac.uk/pgcourses

YOUR REFERENCES

Whether your reference is academic (eg personal tutors, dissertation supervisors) or from your employer, please make sure it is on headed paper with the organisation's logo and address. References can also be submitted directly via the portal if your referee follows the link that is sent to their institution's email address. The reference should include the date, your details and the details of the referee with a summary of how they know you and confirm your suitability for studying on the course you have applied for. It should be signed by the referee with their official contact details. If you are unsure about your referees' suitability, submit them in your application and we will contact you if we need more information.



WHAT YOU'LL NEED TO APPLY



Academic certificate and transcript(s)



Personal statement



Proof of English language proficiency



Two references
one of which is academic

Tip: If your referee is appropriate for a job application, then they can be used as your second reference for your postgraduate application.

WHAT DOES EACH TERM MEAN?

Below is an explanation of the document types we refer to during the application process.

- **Certified** – having your original documents copied and then officially recognised with an official institution's stamp or watermark so you do not need to send off the original.
- **Verified** – checked by the University or our representatives that the document is official and genuine. If an electronic copy is sent to us directly from the awarding institution, we class this as verified.
- **Transcript** – usually an additional document which comes with your certificate, detailing your grades achieved per module of your degree programme(s) and the overall grade.

Who can certify your documents?

- **Notary** – A notary is usually a lawyer (though not necessarily so in the United States) or person with legal training who is licensed by the government to perform acts in legal affairs, in particular witnessing signatures on documents. The form that the notarial profession takes varies with local legal systems.
- **The British Council** – has offices all over the world and support the educational and cultural exchange of students coming to the UK for university.
- **University of Birmingham Overseas Representative** – We have overseas representatives listed on your country webpage. They can offer advice and certify your documents as well as verifying your documents on site rather than sending to the UK.



Essential information

Before you apply, please visit our website to view essential information for all applicants:
www.birmingham.ac.uk/applicantinformation

If the University makes you an offer, and you decide to accept it, a contract will be formed between you and the University. The website includes important terms, conditions and requirements that will apply to that contract, and on which the University will rely in its future relationship with you. It is essential that you read them carefully.

Information set out in this guide and on the University website is accurate at the date of publication (November 2019).