

Admissions Step by Step Process Checklist for Students

1. Have you received the link to the online application form from Study Abroad and Exchanges?	✓
2. Have you completed the Moveon application form, filled in all the appropriate sections and submitted? a) Have you uploaded your official Academic Transcript? b) Have you uploaded your English language proficiency certificate? <i>(if applicable, the list of documents acceptable as proof of English has been sent to your home University and can be seen here.</i> c) Have you uploaded proof of ID – either a valid passport or National ID card? <i>(National ID card is for European students only).</i>	
3. Have you received your offer letter from Admissions?	
4. Have you accepted your offer letter (conditional or unconditional) by following the link on the offer letter? <i>(You will not receive a separate Unconditional Offer Letter, if you previously had a conditional offer and met the conditions).</i>	
5. Have you received a Conditional Offer Letter? Send any missing documents to satisfy the conditions of your offer to : nsteam-admissions@contacts.bham.ac.uk	
6. Have you received and completed your Online Registration - the registration username and password will have been sent to you by Student Services?	
7. <i>If applicable</i> – Have you received your CAS or Short Term Study Visa letter? <i>(you only receive this after you have accepted your offer whether conditional or unconditional AND submitted all required documents)</i>	

NB – If there are any documents listed above in section 2 that you can't upload as part of your application, you will need to email them as a clear pdf copy to: nsteam-admissions@contacts.bham.ac.uk

NB – Once we have all required documents and you have accepted your offer letter, you will receive a registration email from Student Support Services.