

SELF SERVICE SYSTEM GUIDE

Self Service is the system that enables Home applicants to submit their application for a Part-Time, Postgraduate (including Research) and Professional courses, check their application status, and accept/reject offers.

Prior to starting your application on our system, please check all the information available on <u>Advice for Applicants – Part time</u>, <u>Postgraduate and Professional Courses</u>, and <u>Compulsory Supporting Documents</u>. During the application process, you will be required to submit all compulsory documents stated on these sites.

If you have any queries in relation to the application process, please contact us on directapplications@cardiffmet.ac.uk

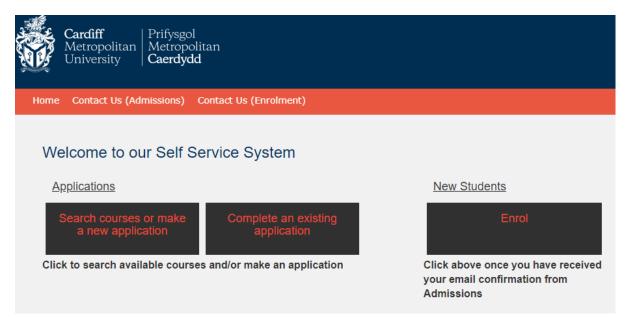
If you have any queries concerning the content and delivery of the course, please contact the Programme Director for that specific course. You can find their contact details on each course webpage.

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1. Submitting an application

Once you have gathered all the compulsory documents, please click here: https://studentselfservice.uwic.ac.uk/selfservice/



We recommend you access our Self Service system through a laptop or a PC, on full screen.

"Search courses or make a new application" will take you to the course search, where you will be able to select your chosen course and apply for it.

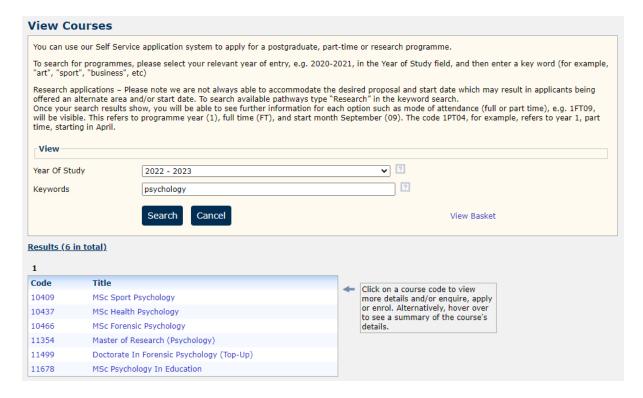
"Complete an existing application" will take you to your profile, where you will find pending incomplete applications.

Selecting your course

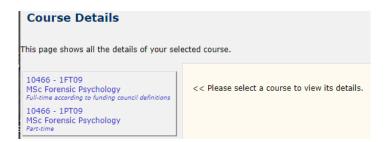
All Part-time, Postgraduate (and Research), and Professional programmes open for application are available in the search, along with their intake options (full-time, part-time, distance learning, and start month). You are able to search by course code or full/part course title.

When searching for courses, please select the appropriate **Year of Study**, as the current academic year will show as default. i.e.: If you want to apply for April 2023, you will then need to select 2022-2023.

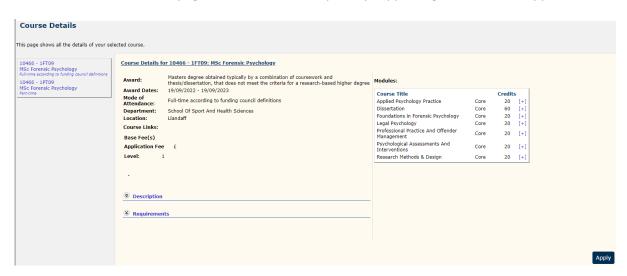
Once your search results show, you will be able to see further information for each option, such as mode of attendance (full or part-time), e.g. 1FT09. This refers to programme year (1), full-time (FT), and start month September (09). The code 1PT04, for example, refers to year 1, part-time, starting in April.



When clicking on a specific programme, modes of study (e.g. full-time or part-time) will become available for selection.



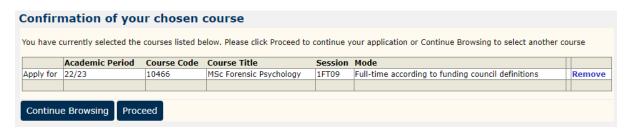
After selecting mode, **Course Details** page will appear. There, you will find a list of modules, links to the Cardiff Met course webpages, and a link for compulsory supporting documents, if applicable.



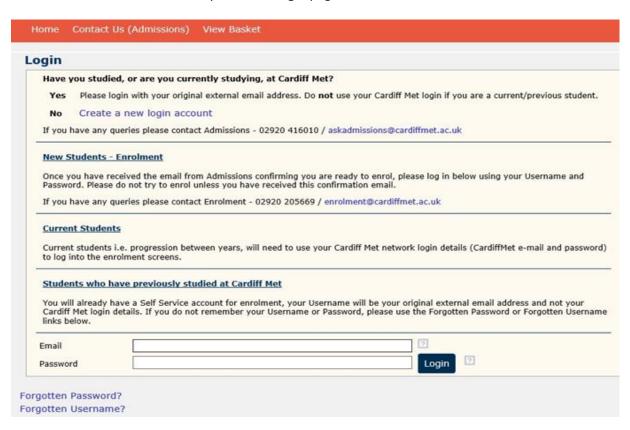
Description and Requirement fields are blank as you can find the most up to date information on

the course links provided.

If you click on **Apply**, your choice will be placed in the basket.



Click on **Proceed**, which will take you to the **Login** page.

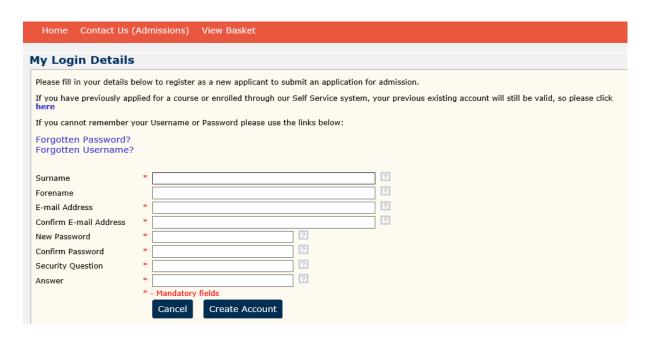


If you are a current/previous Cardiff Met student, please make sure you log in with the same personal email address you used when joining us for the first time. By doing this, we will receive your new application under your former/current student email account, and we will be able to retrieve your previous record automatically.

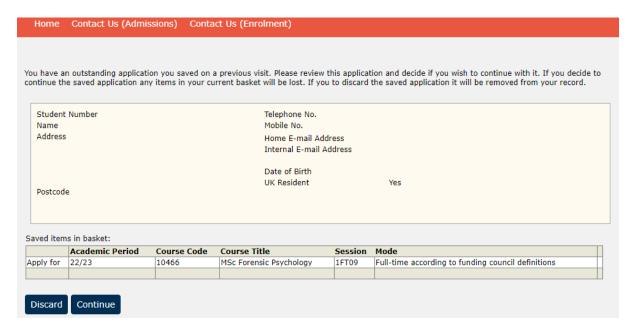
If you have forgotten your password, you can request a new one by clicking on the bottom left of the page or by emailing <u>directapplications@cardiffmet.ac.uk</u> with your student number or date of birth. If you are continuing with an application already placed in your basket, Self Service will take you to the same login page.

Creating your account

For those that are new to Cardiff Met, you will be asked to create an account on My Login Details.



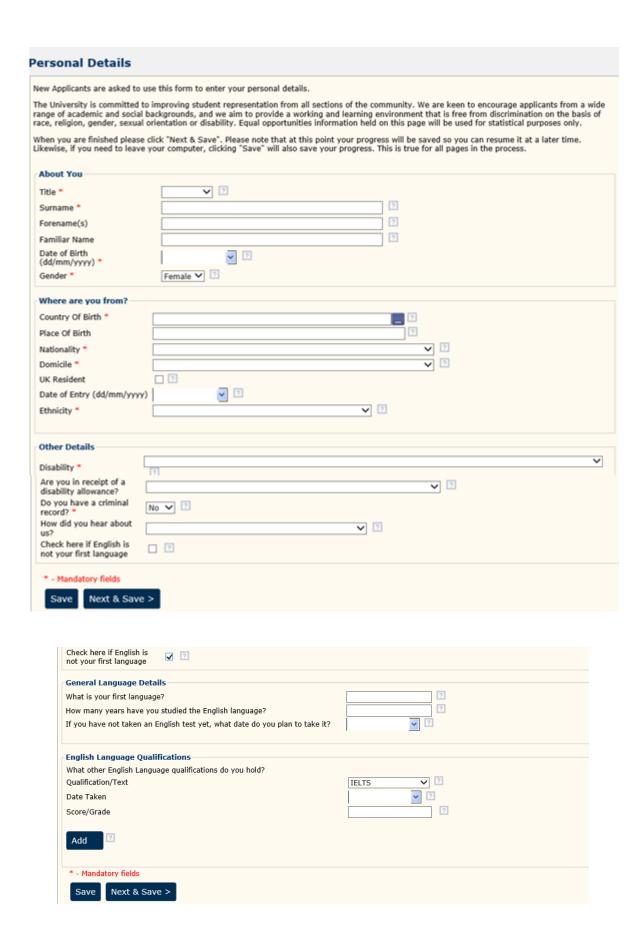
Once you log in or create a new account, you will be directed to the following page:



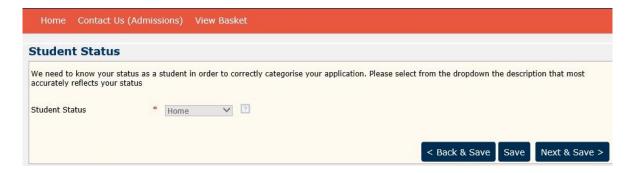
Click on **Continue** to start entering your application information. It will take you the next step.

Providing your details

Mandatory fields are marked with a red *. You will not be able to move to the next page unless all compulsory fields are completed. If you select **Check here if English is not your first language**, some further boxes will appear for you to complete.



The following page will ask you to choose your **Student Status**:

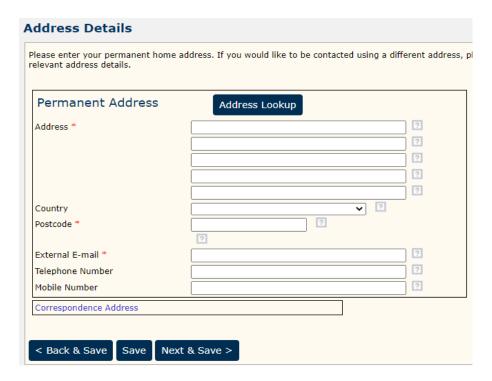


- Please select Home if:
 - o You are a UK resident, with:
 - British passport, or;
 - EU Settled or Pre-settled Status (and you have lived in the UK/EU for at least 3 years prior to the start of the course), or;
 - Indefinite Leave to Remain (ILR).
 <u>Please be aware that</u>, if you do not have British passport, you will need to provide a copy of your passport and evidence of your ILR. If you hold Settled or Pre-Settled Status, you will also need to provide a share code, which you can request here:

https://www.gov.uk/view-prove-immigration-status

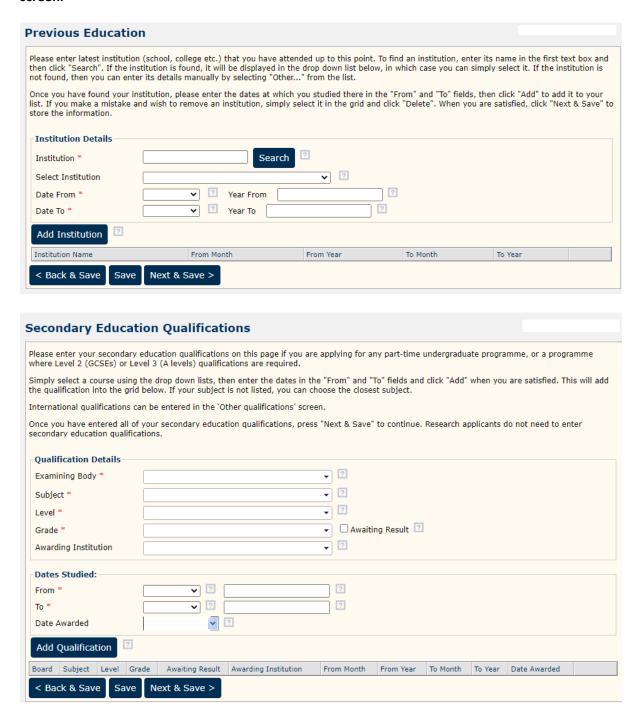
- If you are not sure about your status, please select **Not known** and we will send you a *Fee Assessment* form, which will ask you to provide details of your residency. We will then determine if you are considered as Home or Overseas.
- If you are not a UK resident, please select **Overseas**. The International Admissions team will deal with your application. For any queries, please contact them directly on intadmissions@cardiffmet.ac.uk

Next step will be entering your permanent address on Address Details:



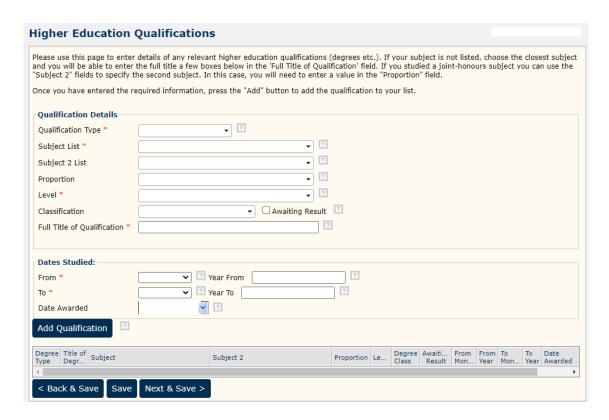
Previous Education page will show up next. Once you enter your institution details and click on Add

Institution, the information will populate in the tables below. The same will happen with **Add Qualification on the Secondary Education Qualifications and Higher Education Qualifications screen.**



Drop down boxes are provided for **Examining Body, Subject, Level** etc. Each box will populate, so long as you have entered the information in the one box above. Please be aware that an error may occur if you are trying to type in the boxes that have drop down menus.

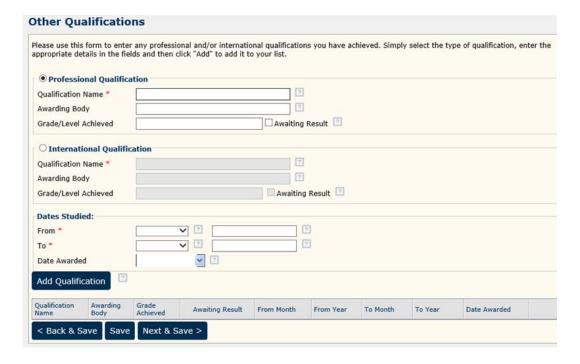
Postgraduate and Research applicants can bypass the Secondary Education Qualifications page and enter only their Higher Education qualifications. If this page is blank, applicants can click **Next & Save**, as long as the form is not partially completed.



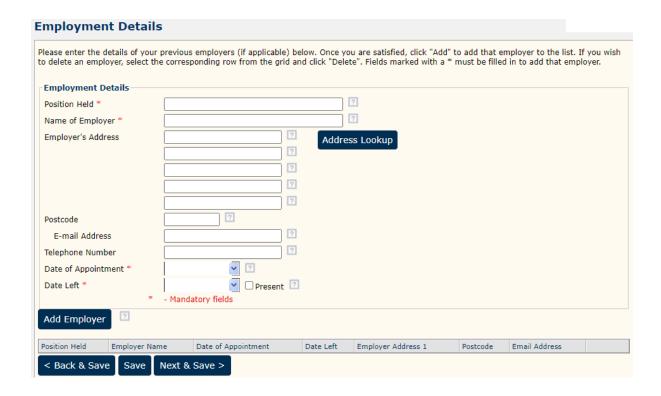
You can select the closest relevant subject if the full title of your programme is not listed. You can type in the **Full Title of Qualification** box.

The **Subject List 2** box allows a second subject to be entered for a joint honours degree if required. Please note that if you enter a Subject 2 then you must enter a Proportion.

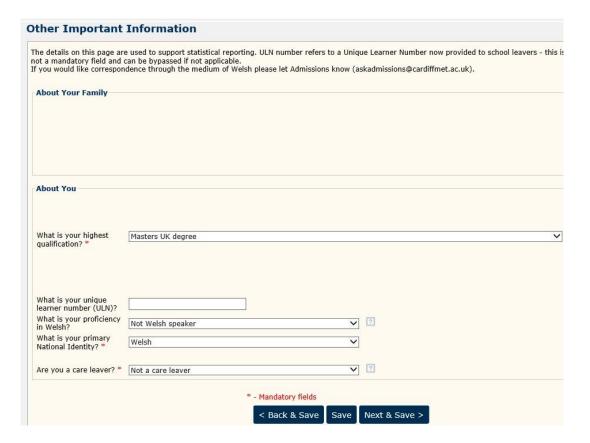
You can enter your non-standard qualifications on the next page.



Once you have completed the Qualifications section, you will need to enter your **Employment Details** on the next section:

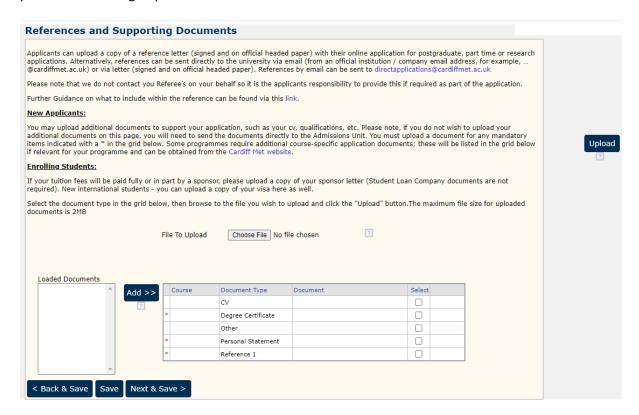


Other Important information will be the next page that appears.



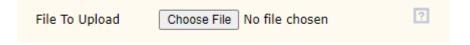
Providing compulsory documents

The following step will be attaching **Compulsory Supporting Documents.** Please check for further specific compulsory documents <u>here</u> before continuing with the application, as you may need to provide them using a specific form.

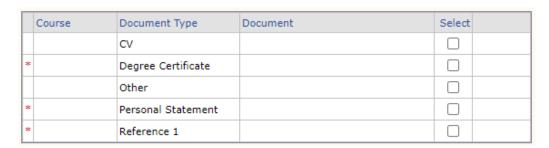


In order to upload a document you will need to:

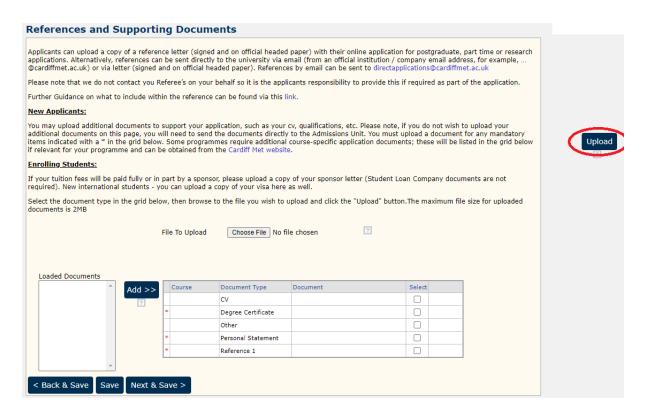
1. Browse for the document you would like to upload on here:



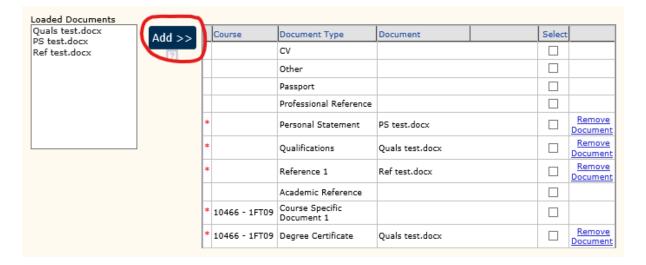
2. Click on 'Select' to add a document against appropriate type:



3. Click on 'Upload' (right side of screen) and the document will be attached to your selected type.



If you already have documents on "Loaded Documents", you can just click on the document on the left you wish to upload, choose the type of document by clicking on "Select" and then, click on "Add".



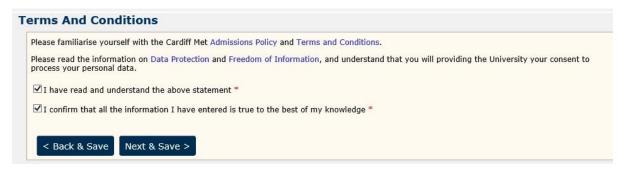
Any documents marked with * are mandatory uploads. You will not be able to continue your application unless all compulsory documents are uploaded.

<u>Please be aware</u> that our system does not accept documents larger than 10mb. If documents larger than 10mb are uploaded, an error will appear. If need be, you can email your document to <u>directapplications@cardiffmet.ac.uk</u> and upload a document stating so, against document type.

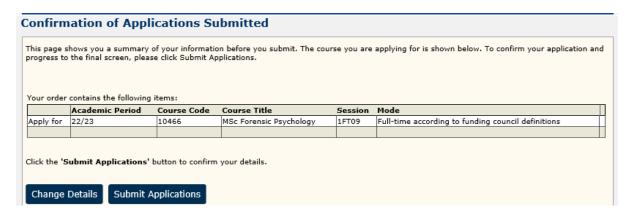
If you need to provide <u>further documents</u> not specified on this page, such as a marriage certificate due to evidence your change of name, and there are no more document types available, you can email it to us on <u>directapplications@cardiffmet.ac.uk</u> and we will upload it manually on your behalf.

Terms and Conditions

Please read the **Terms and Conditions** provided prior to giving your consent to process your personal data.

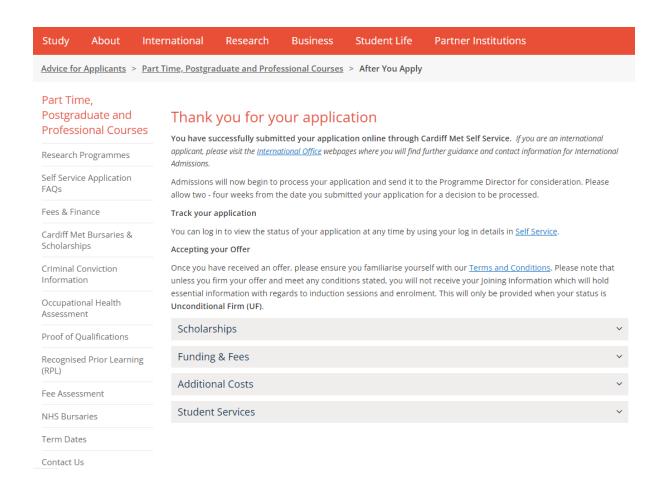


You will then be directed to **Confirmation of Applications Submitted**.



Once you click on "Submit applications", the "Application Processed" page will show up, along with the student number assigned to you.

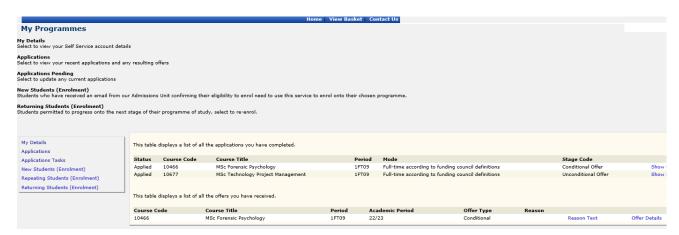
Click continue to be taken to the After you Apply information below:



We will receive your application and we will check that all appropriate compulsory documents have been submitted. We will contact you directly if there are any missing or incorrect documents.

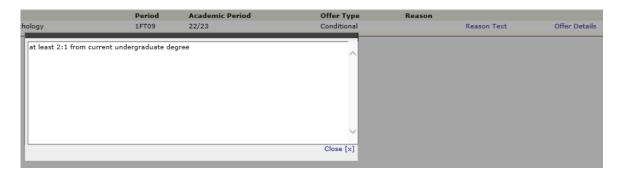
2. Checking application progress

You can check the progress of your application by clicking on 'Home' – 'Complete an existing application' – 'Applications'



If your application is showing as:

- On Hold Awaiting Other Documents: your application is not considered as completed, as some documents are missing or they have not been provided in the appropriate format. We will get in touch with you via email with the details.
- To Be Assessed: your application is completed and with the Programme Director for assessment.
- Unconditional Offer: you have been made an offer without conditions, and you will receive an official automated email within 24 hours after the stage has been updated.
- Conditional Offer: an offer has been made to you. However, you are required to meet certain conditions, stated under 'Offer Details'.



3. Accepting your offer

You can accept your offer by clicking on 'Application tasks'.

