UKPASS online application form step-by-step

The application form is **available to you at all times**, as long as you have **not submitted** it. This will help you gather all information and to fill in along the way. Please **make sure to comply with deadline**, otherwise the Consortium will not have access to you information.

(Step 1-4, when not using the direct link, otherwise skip to step 5)

1) Go to www.ukpass.ac.uk
2) Choose "Students" on the top left side *or* right hand side
3) Then Apply & Track Progress in the menu on the left side.
4) Choose Apply & Track Progress again, then

5) Register (as new user the first time you enter the site).
6) After you have registered, you click ok and you should be able to log in (note your new username). If not, you will also be receiving an email requesting you to verify your email. Do so and then log in.

You are now ready to apply for an education.

7) From the left menu choose " New Application"
   a. Select institution : **130 – Institute of Education University of London**
   b. Select Course: **PO46011 – European Masters: Lifelong Learning Policy and Management**
   c. Select preferred start date: October 2012
   d. Select Attendance/qualification/duration: FT other-Taught-24
8) Complete the personal section by *tick* in the bottom of the page and return to Application Summary (bottom of the page), to see your application form

A *draft application* should now be visible in the centre of the page,

9) and a list of different sections is now available.
   a. You need to fill out and complete each section before submitting. A yes or no is helping you locate sections that need your attention. Simply click VIEW to visit section
   b. Please note that you application is available at all time, so you can use this site to collect and revise you collected details, essay, recommendations etc.

10) When all sections are completed, click *SUBMIT* and you will receive a confirmation via mail.