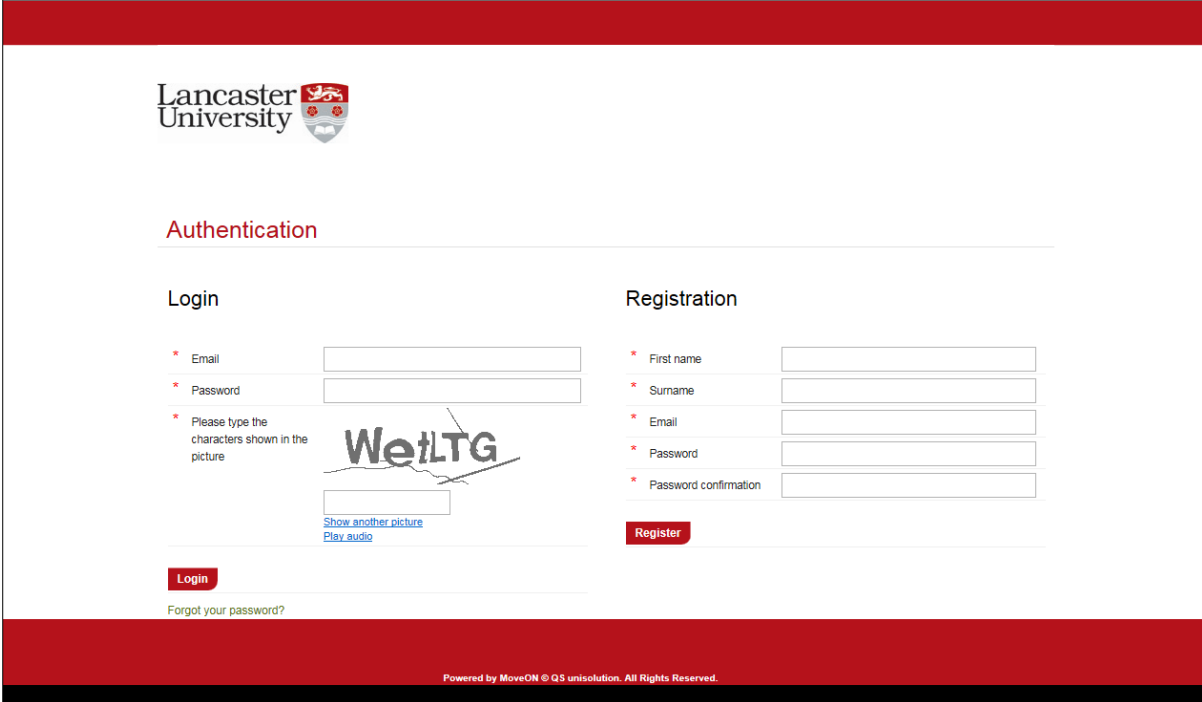


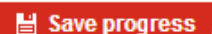
# Online Application Form Instruction Sheet

## Log-in



- You will be sent a link to the 2+2 application form at the end of Semester 1
- You will need to register using your email and set a password and use these every time you want to log in.
- Your password will need to contain at least one number and one special symbol such as '!' or '#' etc
- Each time you log in after setting up your account you will need to click in to the email or password box to ensure the 'CAPTCHA' picture appears.



- Once you have logged in please read the Information section carefully.
- Remember that you can save your progress as you go along and log back in to your application at any time to complete it. 

## Personal Information

**Identity** – please provide all the information requested in this section – remember any field marked with a \* is mandatory (must be completed).


**Term Time Contact Data** – enter your term time address here. If you are applying through a Third Party Provider, please enter their contact details in this section. We will use your term time email as our main point of contact.

**Home Address** – enter your home address here.

**Passport** – if you already have a valid passport please fill this section in. If you currently do not have a passport we strongly recommend that you apply for one as soon as possible.

**Disability** – Please indicate here if you have any disability that you think we should be aware of. If you indicate yes in this section, we will contact you after you have been accepted to get further information to ensure we can put appropriate accommodations in place.

## Emergency Contacts

**Contact (1)** – please provide the name, address and contact details of at least one emergency contact. You can add another by pressing the  button.

## Educational Background

Current Studies

**Country** – The country your current institution is based in.

**Institution** – Please pick your institution from the list. If you can't see it please save your progress and contact us at [internationaloffice@lancaster.ac.uk](mailto:internationaloffice@lancaster.ac.uk)

**Level** – Please choose 'Bachelor (undergraduate)' from the list.

Previous Studies – High School

**Country** – Please select the country where you attended school from the list.

**High School Name** – Please type the name of your high school, followed by the dates you started and finished studying there.

Previous UK Visa

Please indicate whether you have ever had a visa to visit the UK before.

## National University Entrance Exam Results (Gaokao)

**Your Score** – Please enter the scores you were given for English, Maths and Overall Gaokao in the relevant sections

**Maximum Score (out of ?)** – Please enter the maximum score for the subject or overall Gaokao (eg. 150 or 750 for most provinces, but some are different)

**Overall Grades** – Please enter the percentage (%) you achieved for English, Maths and Overall Gaokao in the relevant sections

## Programme of Study

Please check the list of Lancaster University subjects available to students from your university carefully and make one or two degree choices as required.

*Places on Accounting and Finance are not guaranteed to be available. If you are not offered a place on this course, you will automatically be considered for Business Studies.*

## Language skills

If your first language is not English you will be asked to provide proof of your English Language capabilities in accordance with the rules of the UK Border Agency.

If you are unsure of the requirements after reading the information provided on your university tab at <https://lancaster.moveon4.com/form/565335293f5d66291a000000/eng> please email [internationaloffice@lancaster.ac.uk](mailto:internationaloffice@lancaster.ac.uk) for clarification.

## Academic Reference

Please enter the contact details of your academic referee (the teacher providing your reference) and upload a scan of the reference letter.

## Relevant Documents to be Uploaded

Please upload the documents requested (in PDF format). Applications will not be considered without:

1. a relevant Academic Transcript or list of the courses you have studied and grades received so far
2. Your Personal Statement

If you have your IELTS certificate and passport, please also upload scans of these documents.

## Submission

Please ensure that all sections are marked as complete and that you have completed the Declarations of Consent. Once you have submitted your application no more changes will be possible but you will be able to download a PDF of your application for your records.