

GUIDE TO ONLINE DIRECT PARTNER APPLICATION PROCESS 2024-25

Students applying from partner institutions should apply through the online direct application form, which is a shorter and simpler application than the general application route (UCAS). There is no fee associated in applying through this route as it has been designed specifically for partner students who wish to apply for undergraduate or postgraduate programmes via agreed progression or articulation routes.

[Click here to apply now](#)

Student checklist

Students should only submit a direct application if:

- ✓ They are an overseas full-time student studying at a partner institution at undergraduate or postgraduate level
- ✓ The University of Westminster is the only UK university they are applying to. Students are not applying to any other UK universities via [UCAS](#) at the same time
- ✓ Students are applying to specific courses at the University of Westminster via agreed articulation or progression routes as per partner agreement

PLEASE NOTE: Students should not use both - the Westminster online direct application route **and** the UCAS application system at the same time, and therefore must choose one.

Please check with the International Partnerships team if clarification is required:

InternationalPartnerships@westminster.ac.uk

The following instructions explain step by step how to complete the direct application:

1. Create New User – Click on ‘New User’ to start the application.

When starting an application you may be required to submit the following documentation:

- Personal Statement
- CV
- Passport
- Qualification Transcript/Certificates

Partner students are **NOT** required to submit **Personal Statement or CV** with their application

Create a new user

If you have not applied to us using the online application form before please select **New User**

New User

Log in

Please enter the email address you used to set up your Online Application account. If you already have a University of Westminster ID number starting with a "W", **please do not log in using this username**. Instead, click the 'new user' button and create a new account using a personal (non-Westminster) email address and password, as the application system is not linked to your Westminster ID.

Email address

Password*

Forgotten Password

Log in

If you have any queries please contact course-enquiries@westminster.ac.uk

2. Create New User - Fill in personal details and create the password

Create New User

Title* --- Please select an option ---

Forename* [info]

Forename 2

Forename 3

Family Name* [info]

Date of birth* [dropdown] [dropdown] [dropdown]

Email address (this will be your username)* [info]

Confirm email address*

Password* [info]

Confirm password*

*Denotes a mandatory field

Cancel

Create user

Please enter your official forename as it is (or would be) displayed on your passport. If you only have one name please enter this in the family name field. Please enter your official family name as it is (or would be) displayed on your passport. This must be your personal email address, and not a school/college or University email account. Please note you cannot copy your e-mail address from this field into the confirm email address field - it must be entered manually. <mailto:course-enquiries@westminster.ac.uk>

3. Application Course Search

Select the relevant Undergraduate or Postgraduate course (as per progression agreement). Use the 'keyword' search by adding the degree subject (for example Business Management).

Logout

Application Course Search

Using the below criteria you can search for the course you would like to apply for.

Type of course Undergraduate Postgraduate

School of study Any School of Study

Keyword Global Trade and Business

Mode of Study Full-time

Search

NOTE: Students should only select a course which is part of the progression agreement between the institutions. If unsure, please check with internationalpartnerships@westminster.ac.uk

Your search results: 84

Transport Planning and Management MSc (D09FPTPM_P/PMTRLO3F)
Keywords (Partner applications only, not to be used by Applicants)

4. Course confirmation - this brings up the selected course, click on 'Apply'

UNIVERSITY OF WESTMINSTER Application Portal

Logout

Apply on the course:

You are about to start an application for **Global Trade and Business BA Honours**

Please state when you wish to begin this program

Sequence	Year	Period	Mode of attendance	Start date	End date	Apply
0003	2024/25 ACADEMIC YEAR	SEM1	Full-time	September 2024	May 2025	Apply

Back to Search Results

5. Verify email address

Before continuing with the application, email verification will need to take place. Please check spam/junk folder if this is not received into the main inbox.

UNIVERSITY OF WESTMINSTER Applicator

Application Checklist

Application from **Zuzana Bardino** for **Global Trade and Business BA Honours** to start in **September 2024**

Logout

Verify Email

You must verify your email address before you can complete an application. We have sent the verification email to **[redacted]** - please check your spam folder to resend the verification email click button below.

Resend Verification Email

6. Open email and click verification link

The below email will be received. Click on the link provided to verify the email ID, this will take the user back to the online application form.

Email Verification - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward

Share to Teams

00.0 COLLABOR... To Manager Team Email

Move

Assign Policy Categorize Follow Up

Read Aloud Translate Zoom

Send to OneNote Viva Insights Report Phishing

Email Verification

noreply@westminster.ac.uk To Zuzana Bardino

UNIVERSITY OF BRIGHTER FUTURES WESTMINSTER

Dear Zuzana

Please click the below link to verify your email address. You will then be able to start your application.

https://srs21test.wmin.ac.uk/urd/sits.urd/run/siw_sso.go?2Me33NgN29h47QpyWq26YzitmY20Kla4PudkTj9nVwEzVaPGup - This link will remain active for 24 hours.

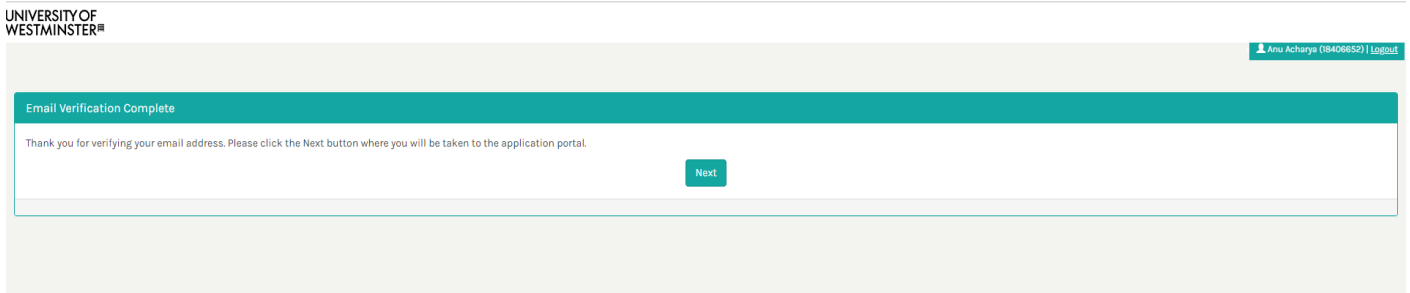
If you encounter problems with accessing the verification screen by clicking on the link, please copy the link above and paste it into the browser.

Kind Regards,

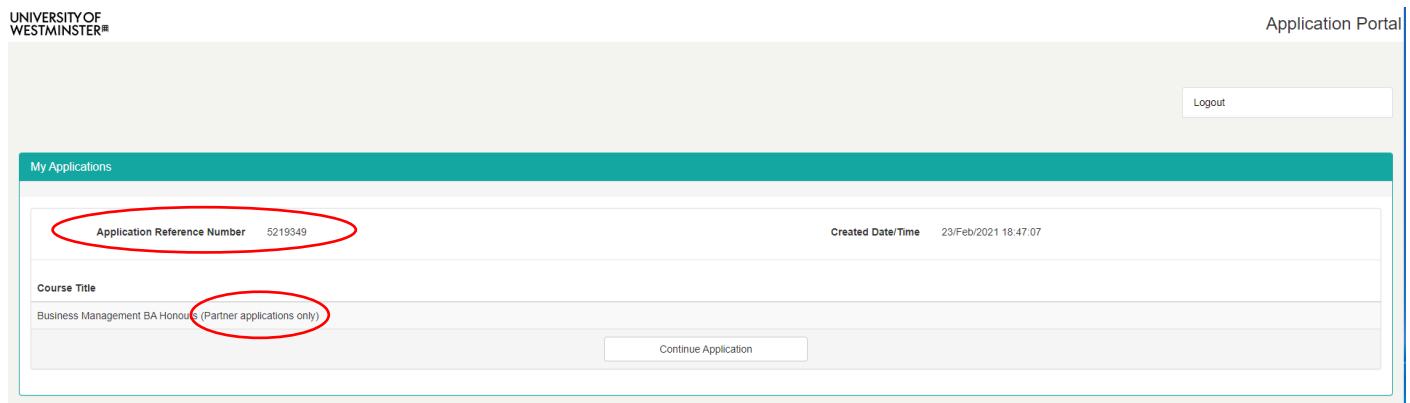
The University of Westminster

7. Confirmation of email verification

The link in the email will take you back to your application portal. You will see the below verification confirmation message. Click on 'Next' to continue your application.



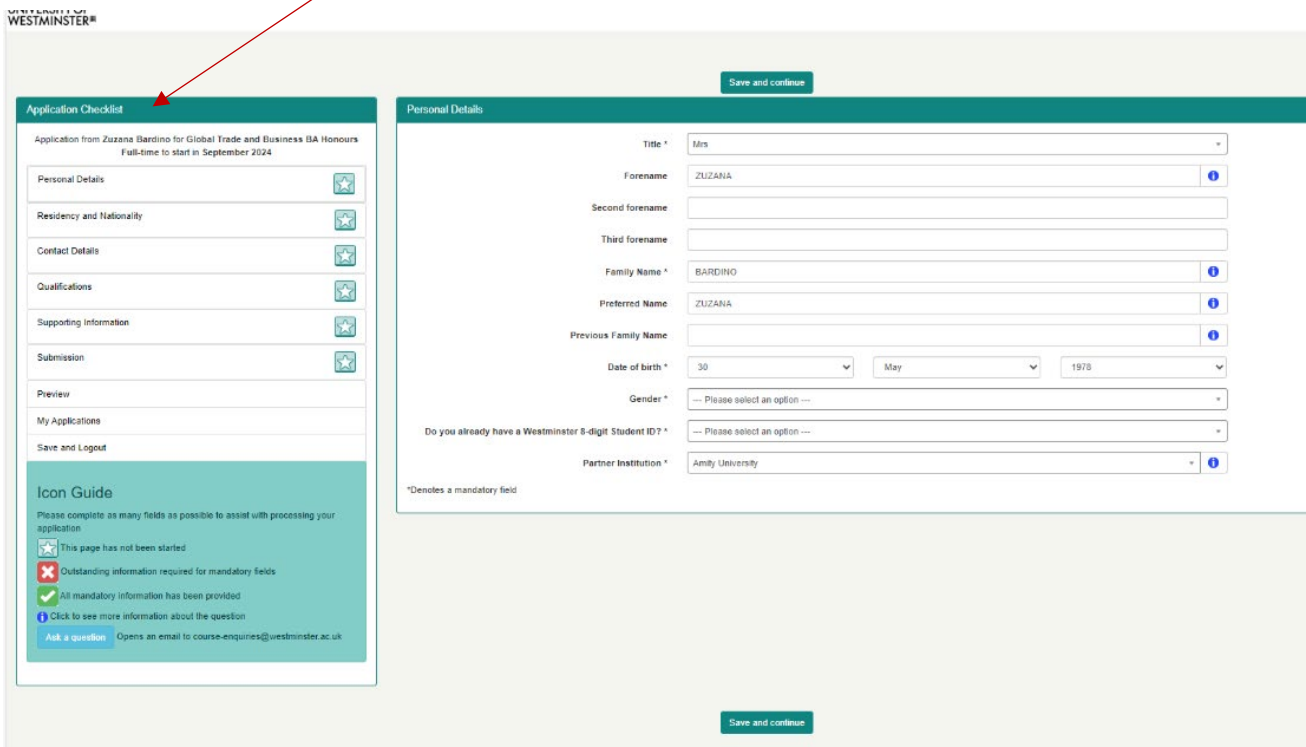
8. Continue application – Click on 'Continue Application' to continue completing your application.



9. Complete the following sections of the application:

PERSONAL DETAILS

Please complete the following 6 sections (Application Checklist), starting with 'Personal Details'. This is where you also select which partner institution you are applying from (e.g. Amity University).



RESIDENCY AND NATIONALITY INFORMATION – Please enter details

UNIVERSITY OF WESTMINSTER

Application Page

Save and continue

Application Checklist

Application from Zuzana Bardino for Global Trade and Business BA Honours
Full-time to start in September 2024

- Personal Details ✔
- Residency and Nationality ✖
- Contact Details ✖
- Qualifications ✖
- Supporting Information ✖
- Submission ✖
- Preview
- My Applications
- Save and Logout

Icon Guide

Please complete as many fields as possible to assist with processing your application

- ✖ This page has not been started
- ✖ Outstanding information required for mandatory fields
- ✔ All mandatory information has been provided
- i Click to see more information about the question
- ? Ask a question [Opens an email to course-enquiries@westminster.ac.uk](mailto:course-enquiries@westminster.ac.uk)

Residency and Nationality

Country of birth *

Nationality *

Dual nationality

Country of residence *

Passport

Do you have a passport? *

Passport number *

Passport date of issue *

Passport date of expiry *

Passport nationality *

Upload passport

Uploaded Files Delete File

Visa

Date first entered the country?

Do you currently have a UK visa? *

Do you need a student visa to study in the UK? *

*Denotes a mandatory field

Save and continue

If you have not yet entered UK on a student visa, please leave it blank

CONTACT DETAILS – enter details

UNIVERSITY OF WESTMINSTER

Application Page

Save and continue

Application Checklist

Application from Zuzana Bardino for Global Trade and Business BA Honours
Full-time to start in September 2024

- Personal Details ✔
- Residency and Nationality ✔
- Contact Details ✖
- Qualifications ✖
- Supporting Information ✖
- Submission ✖
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Contact Details

Permanent Home Address

Country *

Mobile / Cell phone number *

Other phone number

Mailing Address

Do you want to add a mailing address that is different from the home address above? *

*Denotes a mandatory field

Save and continue

5

QUALIFICATIONS – enter details

The screenshot shows the 'Qualifications' section of the application portal. On the left is an 'Application Checklist' with 'Qualifications' highlighted. The main content area includes:

- Academic Qualification 1:** Fields for Type of education, Country or city, Grade, Subject, Start date, End date, Type of study, and Name of institution.
- Academic Qualification Document Upload:** A section for uploading degree certificates and transcripts.
- Professional Qualifications:** A field for 'Do you have any Professional Qualifications?'.
- English Language Qualifications:** A field for 'Is English your first language?'.

A blue callout box on the right side of the page contains the text: "You will be given option to select English Pre-Sessional course if your IELTS do not meet the required level". An arrow points from this box to the 'English Language Qualifications' section.

SUPPORTING INFORMATION – This is where you will select the year in which you will start your bachelor course at Westminster (e.g. year 1, 2 or 3). It does not apply for PG courses.

The screenshot shows the 'Supporting Information' section of the application portal. The 'Supporting Information' section is highlighted in the progress bar on the left. The main content area includes:

- Do you have a disability? *** No disability
- Point of Entry *** Year 3 (Level 6)

A red arrow points from the text above to the 'Point of Entry' dropdown menu. A note at the bottom left states: "*Denotes a mandatory field".

SUBMISSION – Preview Your Application

IMPORTANT: Before you click ‘Submit’ your application, please go to **PREVIEW** (located on the left hand-side of the screen) **and check each section of the application is correct.** Students will **not** be able to change any information after it is submitted. See notes in the green section below.

The screenshot shows the 'Application Checklist' on the left and the 'Submission' page on the right. In the checklist, 'Preview' is highlighted with a red circle and a red arrow. In the 'Submission' page, the 'Marketing Data' dropdown menu is set to 'UoW Partner (IEC)' and circled in red. Below the 'Submission Statements' section, there is a green box with instructions and a 'Submit' button.

10. When you click on ‘Preview’ you will get the following screen:

The screenshot shows the 'Preview' application page. At the top, it says '2/23/2021' and 'University of Westminster: Application Portal'. There is a 'Print' button in the top right. The main heading is 'Application for Business Management BA Honours (Partner applications only) to start in September 2021'. The page is divided into two main sections: 'Personal Details' and 'Residency and Nationality'. The 'Personal Details' section includes fields for Title, Forename, Family Name, Preferred Name, Date of birth, Gender, and a question 'Do you already have a Westminster 8-digit Student ID?'. The 'Partner Institution' is listed as 'PSB Paris School of Business'. The 'Residency and Nationality' section includes 'Country of birth' listed as 'France'. At the bottom, there is a URL and a page number '1/5'.

11. Submit application

Application Checklist

Application from Romana Bardino for Translation (Spanish) BA Honours (Partner applications only) to start in September 2021

- Personal Details
- Residency and Nationality
- Contact Details
- Qualifications
- Supporting Information
- Submission
- Preview
- My Applications
- Save and Logout

Icon Guide

Please complete as many fields as possible to assist with processing your application

- This page has not been started
- Outstanding information required for mandatory fields
- All mandatory information has been provided
- Click to see more information about the question

Submission

Marketing Data

How did you find out about the course? *

Your Uploaded Evidence

You have not uploaded any evidence

Submission Statements

In submitting this application you are confirming that all of the information provided is correct and agree to adhere to all relevant policies, rules and regulations as listed in the Student Terms and Conditions document.

Please note: The University of Westminster is obliged to send student data to relevant government agencies for their use, such as the Higher Education Statistics Agency (HESA) and the Higher Education Funding Council (HEFCE), and that in applying to study at the University you are agreeing to our Data Protection policy.

For details of all associated policies, rules and regulations, as well as the University's Data Protection policy, please refer to the Student Terms and Conditions document.

I have read, understood and agree to the above statements *

Submitting this application

- You will not be able to change your application once you have submitted it
- An auto-acknowledgement email confirming the submission of your application will be sent to email.zuzana@gmail.com
- You will be able to see and print your completed application after submission
- If you wish to review all pages of your application in one screen prior to submission, please click the Preview button in the Application Checklist menu
- You must complete all mandatory fields across the application form before you can submit

*Denotes a mandatory field

As the application is being made via a partner agreement, please select: **UoW Partner (IEO)**

12. Confirmation - After submitting your application, you will receive a confirmation via email (please also check your junk email folder)

Application Checklist

Application from Zuzana Bardino for Global Trade and Business BA Honours to start in September 2024

Confirmation

Thank you for submitting your application for the Global Trade and Business BA Honours course, starting September 2024, at the University of Westminster.

We have sent a submission confirmation email - if you do not receive this email then please check your junk email folder. We will contact you again by email to confirm your University of Westminster Applicant Number.

If you have any queries please do not hesitate to email us at course-enquiries@westminster.ac.uk.

To print or preview the application you have made, please click the link below.

[Preview Application](#)

Quick Steps | % | Move | Groups | Find | Speech | Language | Apps | Find Time | OneNote | Add-In | Print

Your Application to the University of Westminster

course-enquiries@westminster.ac.uk
To: Zuzana Bardino

Dear Mrs Zuzana Bardino

Thank you for submitting your application for **Global Trade and Business BA Honours** - at the University of Westminster.

Your application will be considered and we will notify you of the outcome or contact you for further information as soon as possible.

If you have any further queries concerning your application, please contact your Admissions Office - email: A.Acharya@westminster.ac.uk. Any information that you send to us should be clearly marked with your name, date of birth and the course that you are applying for.

Application Reference: 20564074-D09FUGTB_P-0003-000000000001
Westminster Reference Number: -NO STU CODE-

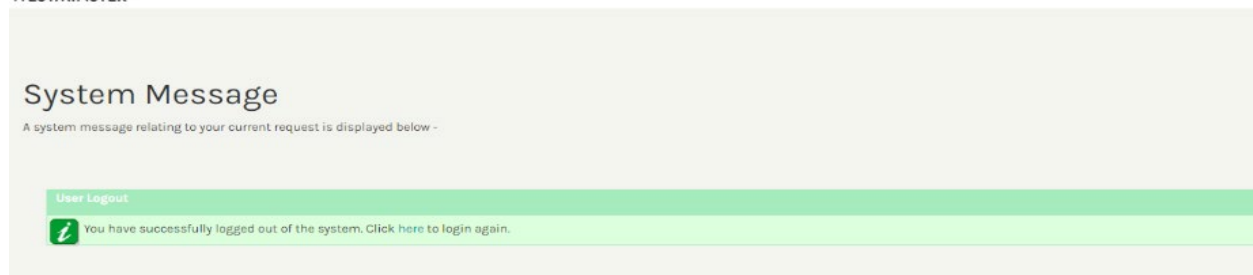
Kind regards
University of Westminster

Follow us on social media

Useful Links

- [Fees, Funding and Scholarships](#)
- [Student Housing Information](#)
- [International Applicants](#)
- [University Calendar](#)
- [Visas and Advice](#)

13. Log out from the application screen - you will receive the following message:



What happens next?

- You will receive an acknowledgement of submission of your application.
- Westminster Admissions Office will contact you when processing your application and if they need to request any further documentation (i.e transcript/ IELTS/ portfolio work etc.).
- Please ensure to check your email and spam inbox regularly to see if you have received an offer from us, or if more information is required from you for us to make a decision.
- We will also send you instructions for accessing our [Applicant Portal](#), where you can check all emails sent to you and upload any missing documents if we request them.
- If you have any questions about your application, you can email InternationalPartnerships@westminster.ac.uk or the Admissions Officer dealing with your application for an update. Please ensure to quote your University of Westminster reference number or application ID which can be found in the initial acknowledgement email.