

Specialist Masters Programme

Tips for filling in the application form



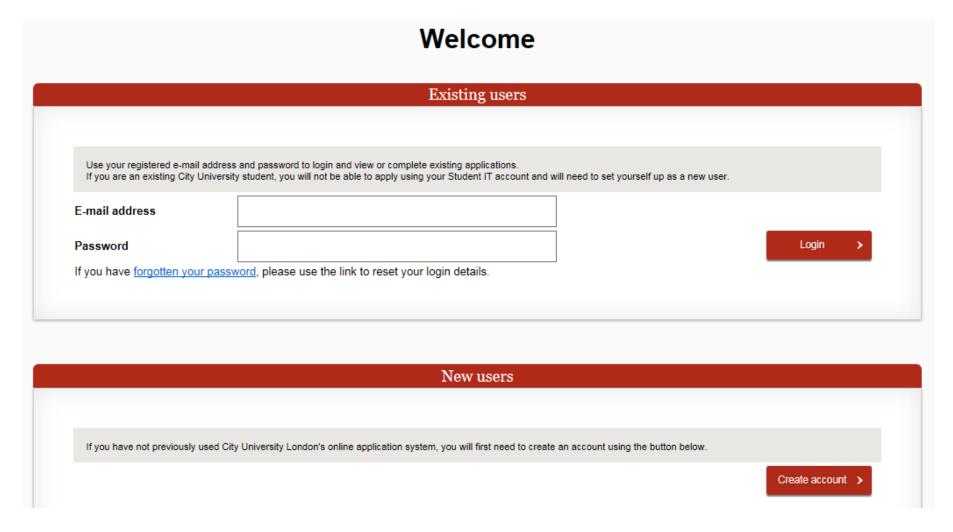
One of the key documents of your application is the online application form. All applicants must fill in this form in order to apply for one of our courses. This gives the Admissions Team and Admissions Panel a clear overview of your background and achievements. A correctly filled-in application form will help the team to process your application, and will avoid any unnecessary delays. This document is intended to be a step-by-step guide through the application form.

The first tip is to ensure that you fill out as much information as possible. This will indicate that you have taken time and care to fill out the form before submitting it, rather than leaving us guessing. That said, please include only relevant information that will enhance your application and demonstrate your suitability for the course.

The <u>application form</u> can be found online. Please note that once you have clicked on the apply button for a particular course you cannot go back to change your first choice course. Therefore, please think carefully before you click on the apply button. You can see our blog post for tips on <u>how to choose the right course</u> to suit your needs and career ambitions.

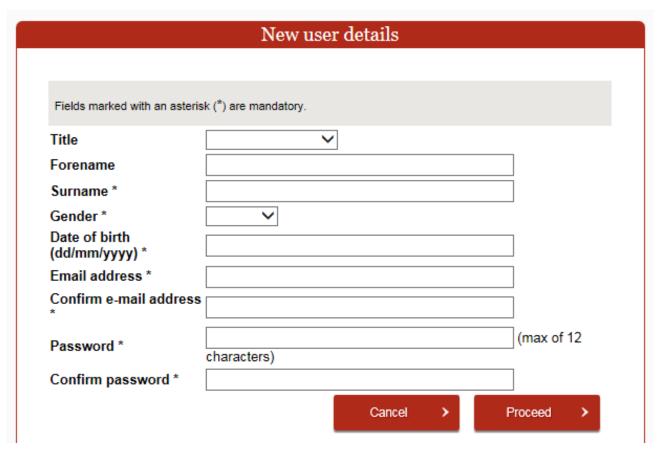


When you have chosen your course and clicked on the Apply link, you will come to a page to create a new account. Click on 'Create account'. After you have created your account and you wish to log back in, you would sign in under the Existing users section.





In the next section you will be required to fill in your personal details and create a password for the online application system. Please ensure that you fill in these sections as they appear in your passport, and take care to note the date format for your date of birth (dd/mm/yyyy). We advise you to enter a personal email address rather than your academic or professional email address – this is to ensure that we can contact you throughout the process, in case your academic or professional email address expires.





When you click 'Proceed' you will be taken to a section where you supply answers to three security questions. It is imperative that you remember your password and the answers to all three security questions, as you will need to provide these details each time you log in. We suggest you make a note of your answers to avoid having to request your details to be reset, which will cause delays. If you do experience any problems, please contact our IT Service Desk on +44 (0)20 7040 8181 between 9am and 5pm GMT.

The next section allows you to nominate a second and third choice course. If your first choice course is unavailable, or your application is not successful, your file will be passed to your second choice course. If your application is successful for your first choice your file will not be passed to your second choice for consideration. Please read the course content on the website carefully before making your choices, and ensure that you are eligible to apply.

You can only submit one application form, so please ensure that if you wish to have a second or third choice that you enter them here. Any subsequent applications you submit for MSc courses at Cass will be deleted. If you are not successful for your first choice course, your application will be automatically passed to your second choice for consideration.

was unavailable? Please enter the exact title of the

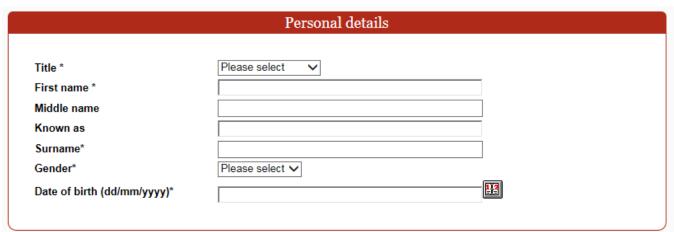
Next up are your personal and contact details. Most of the personal details will be filled in already based on the information you supplied when you registered as a new user.

Your known as name in most cases should be the same as your first name, and we recommend that you do not change this.

Your home address is where you are normally based when not studying (i.e. your non-term-time address). If you would like your correspondence to be sent to another address (i.e. your term-time address) please click on 'Add address'. You must also include your postcode (zipcode). Please note that, in an effort to preserve the environment, the majority of correspondence will be sent by email only.

When including your mobile or home phone numbers please include the country and area codes.



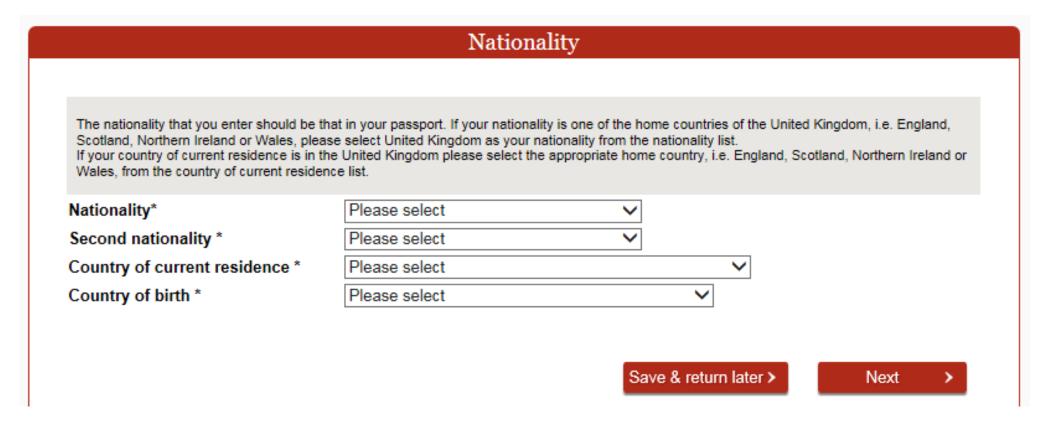


	Home address
Please include your Postal/Zip Code	
Street address line 1*	
Street address line 2	
Town/city	
County/state	
Country*	Please select V
Daytime telephone	
Evening telephone	
Mobile/cellular*	
Fax	
Email*	
	different contact address if required. This is the address to which all your his address changes, or is likely to change between certain dates, you should info

Add address



The nationality section is self-explanatory. Please read the notes at the top of the section. All countries are listed in the drop downs – if you cannot find your country under one name, please check that it is not listed under a slightly different name. For example, China is listed as People's Republic of China.

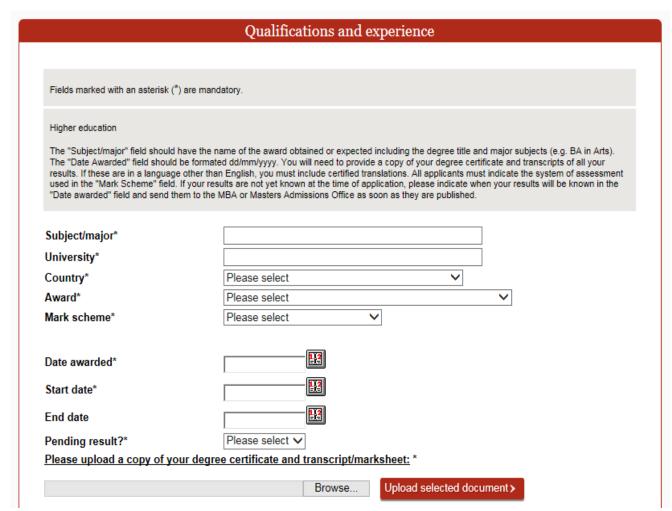




The next section of the application form is where you should input your qualifications and work experience. You must fill in all applicable fields in this section so that we can clearly see your background.

After selecting the mark scheme you will need to enter your final grade/cumulative average. If you have not yet completed your degree you should enter the grade that you have achieved to date. If your particular mark scheme is not listed, please select 'non UK degree' and specify the grading system when you input your grade in the Result box. Please input the grading scheme as shown on your transcript – we are used to working with various international grading systems, so there is no need to try to convert it. If you do not know the exact date that your degree will be awarded, please enter an estimated date. If you are still waiting for your final results, please select 'Yes' in Pending Result? If your results are final, please select 'No'.

When uploading your degree transcript, please include the results for all years of study, as well as a list of your current year modules if you have not yet completed your degree. Please also include a copy of the marking scheme — on many transcripts this is printed on the back of the document. If you are completing a 2+2 degree please upload the transcript from both universities. The same applies if you have studied an exchange year/semester abroad or at another university.





With the exception of applicants for MSc Actuarial Science, you do not need to fill in the High School/highest pre-university study section, although if you have A-level grades (or the overseas equivalent) in subjects that are relevant to your chosen degree, you may wish to include them. You can include your school results on your CV if you do not want to include them here.

The 'Other qualifications' section is for professional exams such as ACCA, CFA, CIMA, CII, actuarial exams etc. Please upload evidence of having passed the examination. This section may not be applicable for all applicants, so you can leave this blank if you do not have any such qualifications.

	High school/highest pre-university study
School/college	
Subject/major	
Rank/final grade	
-	
Please upload a copy of your cert	tificate and transcript/marksheet
	Browse Upload selected document >
	Add a qualification >
	0.1 3.6
	Other qualifications
Title	Please Select
Direct or exempted	Please Select ✓
Level of membership/subjects passed	
Start date	H
5 . I .	
End date	_
Please upload any documentation	n to support the achievement of this qualification below
	Browse Upload selected document >



In the Employment history/work experience section please include any relevant work experience. This should be any work or internships that will enhance your application, so you should not include jobs that are not relevant to the degree you wish to take. Please remember to fill in the start and end dates. We also require a CV as part of the supporting documents, so please upload an up-to-date CV. For tips on writing your CV, please see our blog post.

I	Employment history/work experience
Please include your most relevant work expe	erience and training, this can include paid or unpaid, full or part-time work.
Company/organisation name	
Title	
Nature of duties	
Start date	
End date	
Please upload a copy of your CV: *	
	Browse Upload selected document>



We require evidence of English language proficiency if you are not a national of a majority English-speaking country and if you have not studied your undergraduate degree in a majority English-speaking country (as defined by the UKVI). Please see our website for further information. If you have already taken a test please include your results here.

If English is not your native language but you have studied (or will have studied) at least three years at degree level in the UK or other majority English-speaking country (as defined by the UKVI), please upload a copy of your most recent English test (even if it is no longer valid).

The <u>IELTS</u> Test Report Form number is located on the bottom right side of your official score report. The <u>TOEFL</u> registration number starts 0000 0000. Please upload a copy of your score report.

We can assess applications without the English scores, so you do not have to fill this section in if you do not yet have a score. If you have booked a test date for the future you can indicate that here.

	English lang	uage qu	alifications	
If English is not your first language you will you require a Tier 4 student visa to study it will need to provide evidence that you have here for more information. If you have take conditional upon taking an approved test.	n the UK and you are not fr e achieved the required lev	om a majority el using a Un	speaking English co iversity approved Eng	glish language qualification. Please see
Qualification	Please select	~		
Awarding body				
Start date				
End date				
Date awarded				
Result				
IELTS Test Report Form Number				
TOEFL registration number				
Please upload a copy of your Engl	ish language certifica	ite and trai	nscript/markshee	<u>et</u>
	E	Browse	Upload selecte	d document>
				A.1.1 PE 21 A

Please note that, to comply with UKVI regulations, we can no longer accept the TOEFL test as proof of English language ability for students requiring a Tier 4 visa.



The <u>GMAT</u> is not a compulsory entry requirement for our courses, but a good score will enhance an application. If you have already taken the test you can input your scores here. If you are subsequently made an offer you will need to arrange with GMAC to make your GMAT result accessible to Cass Business School (Institution Code 2C2-RO-84 - Masters in Science). Please upload your GMAT score report (or provisional report if the final grades have not been released). If you have not yet taken the test but have booked a test date for the future, you can input the test date in the Date awarded field. For more advice about the GMAT, please see our <u>blog post</u>.

G	raduate Management Admission Test (GMAT)
Date awarded	
Overall score	
Verbal percentile	
Quantitative percentile	
Please upload any documenta	tion to support the achievement of this qualification below.
	Browse Upload selected document>
	Back > Save & return later > Next >



One of the most important documents is the personal statement, which should be uploaded in the Personal statement section. This should be around one to one and a half sides of typed A4. For tips on what to include in the personal statement, please see our blog post.

Personal statement
Fields marked with an asterisk (*) are mandatory. Why do you want to study this programme at this time in your life and how will it help you achieve post programme ambitions?
Please upload a copy of your personal statement: *
Browse Upload selected document>



We require two references to support your application, at least one of which should be from an academic. Please enter the name and email address of two referees in the References section. When you submit your application your referees will be sent an automatic email requesting them to submit their reference.

We can receive the reference either directly from their academic/professional email address, or by post in signed and sealed envelopes. They should be addressed to the admissions officer for your first choice course. These instructions will be sent to the referees, along with our standard reference form. They can write their reference on headed paper in their own format if they do not wish to use our form. For more detailed instructions, please see our blog.

References Two references are required from people qualified to comment on your academic ability. If you are unable to obtain two academic references, then you can submit one academic and one professional reference. If you supply their email addresses an automated email with a link to the referee form will be generated and sent to them after you have submitted your application. You can also download and print off the pages to give to your referees If you do not have Adobe Acrobat Reader then you can install it by selecting the 'Install' link. Install Adobe Acrobat Reader Please ensure that in either case you request permission from your nominated referees. Please also check that the email addresses have been entered below correctly. An email will be sent from the email address application-referee@city.ac.uk, it may be worthwhile checking with your referees that this email address is added to their safe list if their email account operates spam filters. First name 3 Surname * Referee's title * Email address * Second referee First name* Surname* Referee's title* Email address* Save & return later >



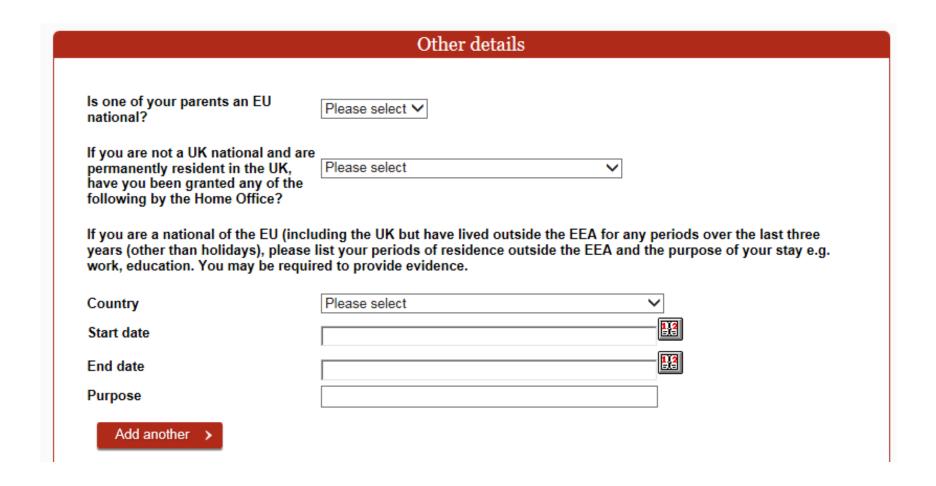
The next section is the finance section, where you can give details of how you intend to fund your study. If you or a family member/friend will be financing your studies, please select Self-funded. If you are applying for, or have already received, a scholarship or sponsorship please select Sponsor/studentship, and then give further details. Please specify if you have already secured the scholarship or if you have submitted an application with the result still pending. If you have a document to show that you are being sponsored then please upload it here. At this stage we only need to see soft copies of these documents, but if you are made an offer you will need to send a hard copy to us.

Finance

You are expected to make suitable arrangements before entry for financia period of study at Cass Business School. If you have already made arrang documentary evidence such as a sponsor's letter.	
How do you propose to finance your studies here? City Uniconnection with your programme of study	versity London requires you to pay any fees charged in
○ Self-funded Sponsor/studentship/other NHS trust	
Name of person/body responsible for paying your fees	
Address	
Postcode	
Telephone	
Fax	
Email address	
	^
Please give details of any scholarships or grants for your proposed programme of study for which you have applied or already obtained	
	~
Please upload any supporting documentation here e.g. a le	tter from your sponsor
Brow	se Upload selected document >



Please fill out the Other details section, if applicable.

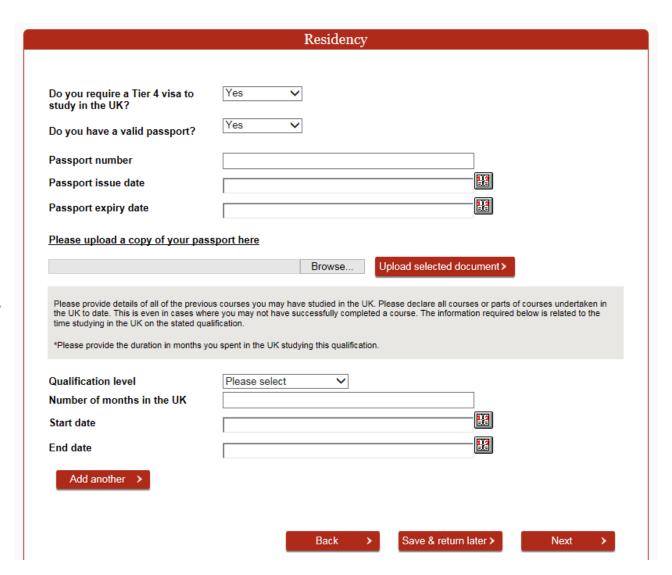




The Residency section is required for UKVI purposes. If you require a Tier 4 visa to study in the UK, please fill in this section and upload a copy of your passport. It is very important that you fill this in correctly, as we need to ensure that our students comply with UKVI regulations. If you do not require a Tier 4 visa because you hold another valid visa that allows you to study in the UK for the duration of the course, you are advised to mention this on your CV.

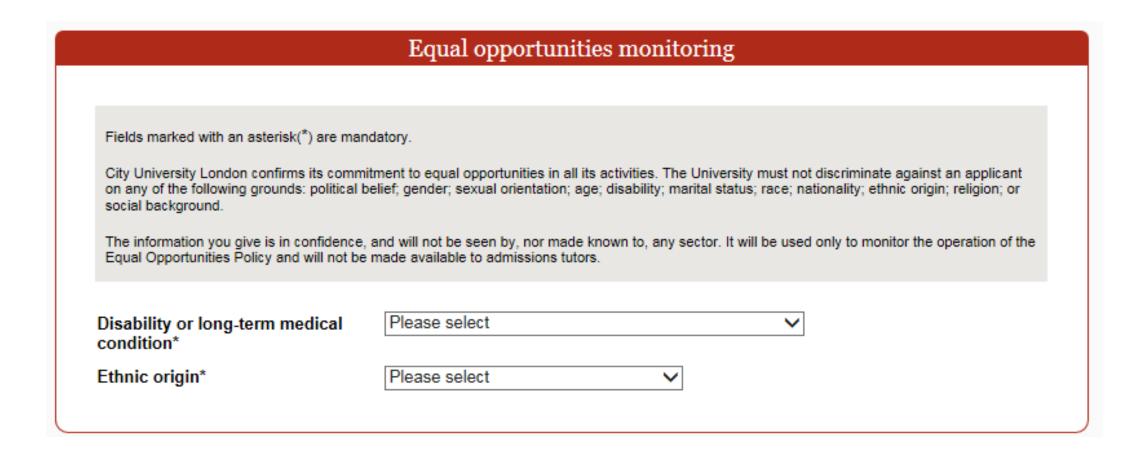
If you are currently studying, or have previously studied, in the UK you must declare it here. This must include any study taken, even if you did not complete your studies. The UKVI has introduced progression rules and a cap on the amount of years that a student requiring a Tier 4 visa can study in the UK. It is therefore imperative that you complete this section so that we can assess whether you meet UKVI requirements.

For more information on Tier 4 visas, please see the <u>Cass Business School website</u> or the <u>UKVI website</u>.



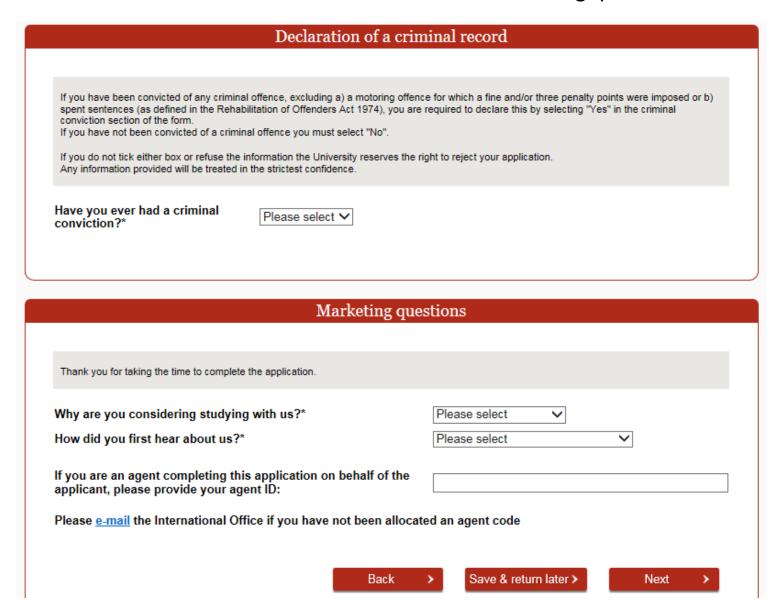


Please fill in the section on Equal opportunities monitoring – this information is not used in the decision-making process and is not made available to admissions tutors. If you do not have a disability or long-term medical condition, please select 'No known disability' from the drop-down list.



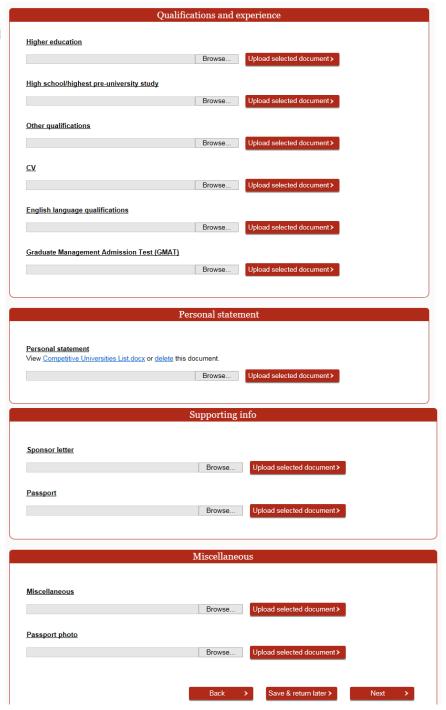


Please also fill in the section on Declaration of a criminal record and Marketing questions.





At the end of the form you will be able to view any documents that you have uploaded up to this stage. If you want to add or remove any document you can do so here. Please ensure that uploaded documents are clear to read. The document must be legible if printed out. It is a good idea to check that your name is included on all uploaded documents. Note that we will not accept scanned references, so do not upload any references here. Only documents that are required according to our list of supporting documents need to be uploaded. Any surplus documents may not be reviewed, including samples of essays, or certificates that are not relevant.





After you have finished checking the uploaded documents, click 'Next' to get to the Review section of the form. This will show all the information you have entered. If you find anything is missing or incorrect, you can still go back to amend things at this stage.

After the form has been submitted it is **not** possible to log back in to make alterations or add/remove any documents. Please ensure that everything is correct before you submit the application form.

Once you are satisfied that everything is correct, we would recommend that you save or print this page for your records, and then submit the form. We will normally process and acknowledge your application within a couple of working days, and we will let you know if we need any further information or if any documents are pending.

If you have any queries about the form that are not answered here or on our website, please do not hesitate to <u>contact us</u>. Good luck, and we look forward to receiving your application soon!

Cass MSc Admissions Team