University of Hertfordshire UH | Online

Simple steps to a successful application

The most frequent delays to applications are caused by applicants not uploading the correct documents. Below you will find a list of documents that all applicants must supply in order to be considered for admission.

We ask you to provide the documents as requested below (or the most appropriate), so that we can ensure a quick decision on your application.

List of documents to provide

Before starting an application, please ensure that you have collected all supporting documents ready to upload. This will save you some time and ensure that your application is processed as quickly and efficiently as possible. Below is the list of documents you will need to provide in order for an admissions tutor to assess your application.

- ☐ A. Application Form
- ☐ B. Academic transcripts/ Mark sheets
- ☐ C. Evidence of English Language Qualifications
- ☐ D. Personal statement
- ☐ E. References
- ☐ F. CV (optional)

A. Application form

You must apply online using the website. You will be asked to set up a user account using your email address, and you should use this for all enquiries and application communications.

You should read and follow the guidance which is given throughout the online application process. This will ensure that you fulfil our requirements and that your application is processed as quickly and efficiently as possible.

If you are unable to use the online system please email online-degrees@herts.ac.uk

B. Academic transcripts/ Mark sheets

The online application will prompt you to upload a scanned transcript for each qualification you have listed in the education tab.

GCSE Maths & English requirements: All courses require GCSE Mathematics and English Language at grade 4 or above (grade C or above under the old grading structure). Please note that some courses may have different requirements but these will be listed on the individual course pages.

EU/ International students qualifications: Information about acceptable levels of qualification by country can be found on http://www.herts.ac.uk/international/your-country - If your documents are not in English, we may ask you for a translation carried out by an accredited translator (eg, the British Council). Please ensure that scanned documents are clear and legible. Failure to do so will result in delays with the processing of your application. You should also scan the reverse of your transcript if the mark scheme is explained there.

Qualifications pending: The transcript or mark sheet must include a list of subjects studied and the grades obtained to date. If you are at a university that does not supply transcripts or mark sheets, please ask your academic referees to comment in detail on your progress, including your marks obtained in **all years of study**. You may still apply if you are awaiting any examination results. **However, you must have fully graduated by the time you register at the University of Hertfordshire**. Please list the title and credit value of each in-progress course that you are currently studying on the application.

Qualifications held: The transcript should include the information above, plus your final overall grade and the date on which your qualification was awarded. You should supply this information for **all university level study** and **any transfer programmes or exchanges that you have undertaken**. If your transcript does not include your final mark and date of award, we will request either a certified copy of your degree certificate or a completed proof of degree form to allow us to make you an offer. **Do not send your original degree certificate,** as documents cannot be returned.

IMPORTANT

- PDF is the best format for scanned attachments
- Make sure that you scan documents at a legible resolution, 300dpi is fine, as much lower and printed versions may be blurred and if much higher, the file size will be too large
- Scan documents so that each page is the same way up
- If your file size is very large (>2MB), use a service such as smallpdf.com
- Check that your scanned document is legible before you upload it

C. Evidence of English Language Qualification

In order to study with the University of Hertfordshire as an international student, you are required to meet a minimum level of English. Our courses also require a minimum level of English Language, this will be represented as an IELTS requirement or equivalent. English tests must be less than two years old on 1 October 2017. Visit your country page http://www.herts.ac.uk/international/your-country to find out what equivalent qualifications we accept for English.

D. Personal Statement

Your personal statement is your opportunity to show our admissions tutors why you should be offered a place on your chosen course. You must upload a personal statement that describes your academic interest in and understanding of your chosen programme(s), as well as your objectives in undertaking this graduate study. The personal statement is an important part of your application as we are looking for evidence of your motivation, suitability, commitment and how you can contribute to the programme.

When considering what to include, think about the following:
- Your reason for applying for the course
- Your reason for applying to the University of Hertfordshire
- Your reasons for applying to a UK university (EU/Overseas students only)
- Your career aspirations and how the course fits in with this

Please ensure that your personal statement:
- Is all your own work
- Is well written, well-structured and specific to the programme(s) applied for
- Is proof read before you upload it and that the final correct version is uploaded
- Only includes what is relevant to your programme choice(s). Additional information regarding extracurricular activities, personal achievements or work experience can be included in your CV ⬜ Has your name in the header or footer of every page

E. References

You should arrange to supply one academic or professional reference(s) as relevant. If you are applying for the postgraduate course in Mental Health Recovery and Social Inclusion, please note that we will require both an academic AND a professional reference to support your involvement in Mental Health services.

The application form will prompt you to enter your referee(s) email address which will generate an automated email for them to complete the reference. If your referee does not receive the automated email, please ask them to complete the UH Reference Form following the guidance provided on the form and return it to online-degrees@herts.ac.uk.

F. Copy of passport photo page

Please provide a scanned copy of the photo page of your passport. If this is not included with your application it is likely to cause a delay in the registration process.

G. Curriculum Vitae (optional)

Upload your CV/resume, including your employment history or other professional experience, including internships.