



Undergraduate Direct Application Guide



Purpose of this Guide

This guide presents the steps required to submit an Undergraduate Direct application to Queen's University Belfast via the Queen's Portal, along with the screens and options you can expect to see at each stage.

<https://myportal.qub.ac.uk>

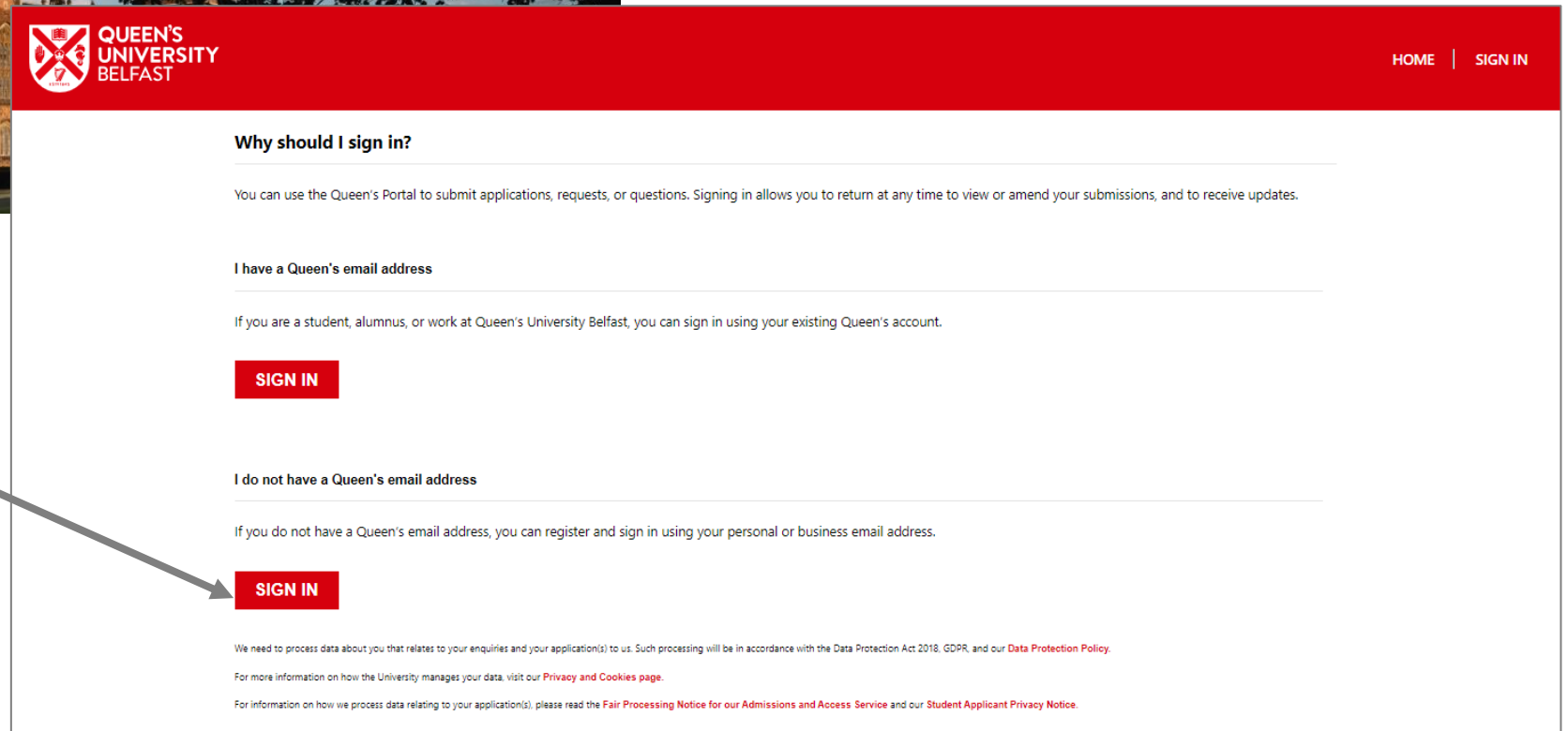


Accessing Admissions on Queen's Portal



To access the Admissions area, you must first log into Queen's Portal. Click **SIGN IN** on the top navigation bar.

On the Sign In page, click **SIGN IN** under **I do not have a Queen's email address**.





Sign in

Sign in with your email address

Sign in

Don't have an account? [Sign up now](#)

[Forgot your password?](#)

When you visit Queen's Portal for the first time you will need to register for an account. Click **Sign up now**.

Cancel



User Details

We need to process data about you that relates to your enquiries and your application(s) to us. Such processing will be in accordance with the Data Protection Act 2018, GDPR, and our [Data Protection Policy](#).

For more information on how the University manages your data, visit our [Privacy and Cookies page](#).

For information on how we process data relating to your application(s), please read the [Fair Processing Notice](#) for our [Admissions and Access Service](#) and our [Student Applicant Privacy Notice](#).

I have read and understand the Privacy Notice

Please provide the following details.

Send verification code

Create

Initial Registration

Confirm that you have read and understood the Privacy Notice. Enter your personal email address and click **Send verification code**. This allows us to confirm that the account being created is valid for security purposes.

Verification code has been sent to your inbox. Please copy it to the input box below.

Verify code


Send new code

Enter the verification code received and click Verify code. Once verified, you can then enter your First and Last Names and choose a password. Click Create to register your new account.



Sign In after Registration

Cancel



User Details

Verification is necessary. Please click Send button.

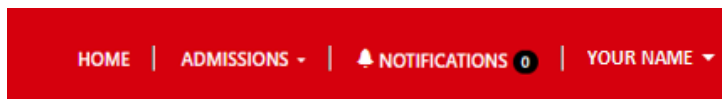
Email Address*

Send verification code

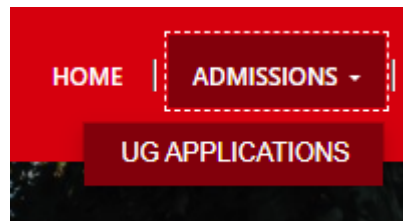
Once your account has been created, you may use the email address and password to sign into Queen's Portal to manage applications.

Your web browser may remember your credentials and automatically input your email address when you go to Sign In. Click **Send verification code** and then enter the verification code received to complete the sign in process.

E-mail address verified. You can now continue.



Once signed in, the navigation bar will display your name and provide access to the Admissions area.



Click **ADMISSIONS** and then **UG APPLICATIONS**.



Viewing Applications

Undergraduate Applications

Use the Undergraduate Applications service for raising and managing your undergraduate applications. If you have already submitted an application, you can create a new application from your submitted one by clicking on "Create new application" in the arrow next to your application. Please note that the maximum number of draft applications you can have is five.

Please select criteria and click filter.

Status: All Applications

Filter

My UG Applications

Search Application **+ Start a new application**

Application Id	School	Course	Choice Type ↑	Admit Term ↑	Status	Agency	Created Date ↓	Actions
UGADM-000001411					Draft		31/Oct/2023 11:23 PM	▼
UGADM-000001388	Natural and Built Environment	BA Archaeology and History (VV41)	Primary	September 2024	Under Review		20/Oct/2023 10:18 AM	✎ Edit 🗑 Delete

The Undergraduate Applications page displays all current applications you have submitted.

Status will update as the application moves through the processing stages, allowing you to see exactly what stage each application has reached. Draft applications may only be edited until they have been submitted.

Please select status and click apply

All Applications

- All Applications
- Draft
- Submitted
- Application on hold
- Under Review
- Decision Issued
- Pending Evidence Condition Met
- Accepted Offer
- Declined Offer
- Withdrawn



Starting a New Application

To create a new application, from the Undergraduate Applications page click on

[+ Start a new application](#)

Each section of the application is shown in a different step, and you should move through each in sequence. Any field marked with an asterisk * is mandatory and must be completed to move on.

Note that applicants may have differing characteristics, which will take you through slightly different questions, or require different types of evidence as part of your application.

Scenario	Application Journey
Applicant is interested in two different courses	If an applicant has both a first and second choice course, their first choice is considered their primary application and the second choice their secondary application. Both applications are considered independently, and the applicant will receive an update on both once processed.
Applicant has a disability	Queen's offers additional support to students who have a disability. You may provide details of the disability if you wish or can indicate that you consider yourself to have a disability without providing additional information.

Applicant Details

The **Applicant Details** section presents you with your name and email address pre-populated from your registration details. All mandatory questions must be answered to proceed, including date and country of birth. You can update the information in your profile using the check box provided. Clicking **Save and next** will save the information you have entered and move to the next step. All details entered at the point **Save and next** is clicked will be stored as a Draft application, allowing you to return to complete the application later.

Applicant Details | Personal Details | Address Details | Course Selection | English Language | Education | Disability | Referee Information | Documents | Review Information | Submission

Applicant Details

Title Ms	Preferred Name If you have a preferred name that is different to your first name, please record it below
First Name * Test	Previous Last Name
Middle Name	Date of Birth * 01/Jan/2005
Last Name * Example	Place of Birth * Argentina
Email Address * name@example.com	Country of Birth * Argentina

Update relevant information to my profile

Save and next



**QUEEN'S
UNIVERSITY
BELFAST**

Personal Details

The **Personal Details** section allows you to provide further details, including gender, nationality, and history of study in the UK. To return to a previous step of the application, click the **Previous** button or use the breadcrumb at the top of the page.

Applicant Details **Personal Details** Address Details Course Selection English Language Education Disability Referee Information Documents Review Information Submission

The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of information about higher education in the United Kingdom. The University is legally required to provide the requested data specification.

For more information please visit <http://www.hesa.ac.uk/>

Personal Details

Personal Information

Marital Status *
Please Select

Biological Sex *
Please Select

Gender *
Please Select

Nationality *
United Kingdom

Country of Domicile *
United Kingdom

Start of Residence in EU (if applicable)
DD/MMM/YYYY

Start of Residence in UK (if applicable)
01/Jan/2007

Passport Information

Passport Number
[Text Input]

Passport Expiry date
DD/MMM/YYYY

Are you currently or have you ever previously studied in the UK? *
(e.g degree programme, short course, study abroad. If yes, you will be asked to provide further details/transcript)
Please Select

Have you held a visa for study in the UK? *
Please Select

Update relevant information to my profile

[Need Support?](#) [Previous](#) [Save and next](#)

Support with Application

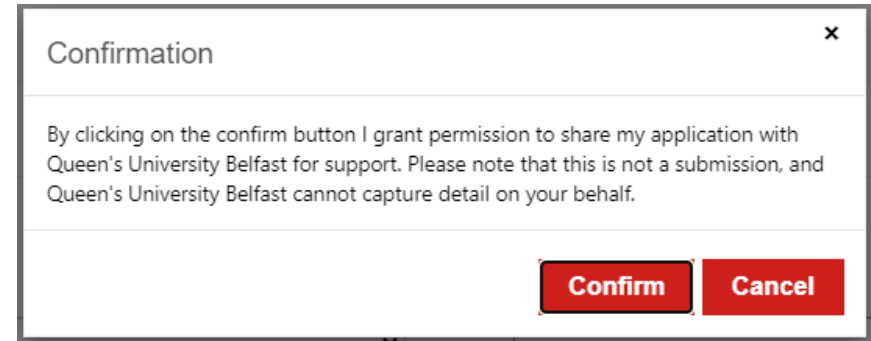
At the **Personal Details** stage, an additional '**Need Support?**' button is introduced to the journey.



Start of Residence in UK (if applicable)

01/Jan/2007

Need Support?



Confirmation

By clicking on the confirm button I grant permission to share my application with Queen's University Belfast for support. Please note that this is not a submission, and Queen's University Belfast cannot capture detail on your behalf.

Confirm **Cancel**

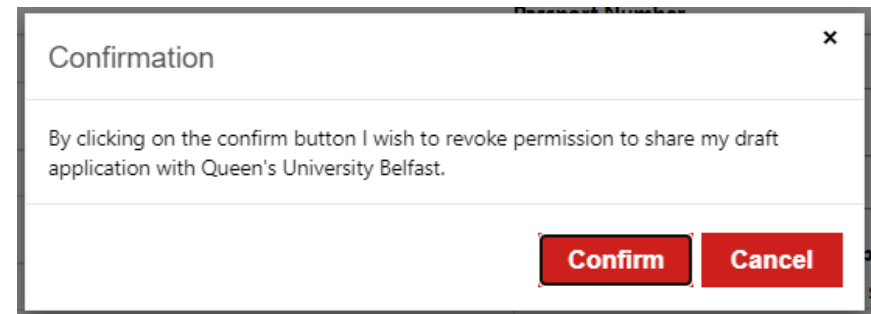
Clicking **Need Support?** makes the draft application available to the Admissions team and alerts them that you need help completing the application.



Start of Residence in UK (if applicable)

01/Jan/2007

Don't Need Support?



Confirmation

By clicking on the confirm button I wish to revoke permission to share my draft application with Queen's University Belfast.

Confirm **Cancel**

Once you have received advice from Admissions, or you wish to retract a request for help, return to the draft application and click **Don't Need Support?**

Address Details

The **Address Details** section allows you to record your Home Address and Correspondence Address.

Applicant Details | Personal Details | **Address Details** | Course Selection | English Language | Education | Disability | Referee Information | Documents | Review Information | Submission

Please update your address details if necessary

Address Details

Home Address

Street 1 *

Street 2

Town / City *

County / State

ZIP / Postal Code

Country *

Correspondence Address

Same as Home Address

Street 1 *

Street 2

Town / City *

County / State

ZIP / Postal Code

Country *

Update relevant information to my profile

[Need Support?](#) [Previous](#) [Save and next](#)

Course Selection

The **Course Selection** section allows you to indicate the course(s) to which you wish to apply along with additional information. Type of Study is limited to Undergraduate for this application. After selecting the course name, both Subject Area and School will automatically populate.

Applicant Details Personal Details Address Details **Course Selection** English Language Education Disability Referee Information Documents Review Information Submission

You can select a maximum of two courses per admit term. If you select two courses, each course will have its own Application ID.

Course Selection

Preference

Type of Study *
Please Select

Name of Course *
Please Select
You can search for a course by typing the course name or its code. You can also filter courses by choosing the subject area first.

QUB School *
Please Select

Expected Course Start Date *
Please Select

Year of Entry *
Please Select

Subject Area *
Please Select

Attendance Mode *
Please Select

Do you want to choose a second preference course? *
Please Select

Additional Details

UCAS Number
If you have already submitted a UCAS application in the the current admissions cycle (for entry either to Queen's University Belfast or another institution), the UCAS number must be included.

QUB Student Number
If you are, or have been, a student at Queen's University Belfast please provide your Student Number.

[Need Support?](#) [Previous](#) [Save and next](#)

English Language

In the **English Language** section, you are asked to provide proof of an English Language qualification if English is not your first language. If you do not currently hold a qualification, you may indicate whether you intend to complete one.

Applicant Details Personal Details Address Details Course Selection **English Language** Education Disability Referee Information Documents Review Information Submission

International students wishing to apply to Queen's University Belfast (and for whom English is not their first language), must be able to demonstrate their competence in written and spoken English in order to benefit fully from their course of study or research. EEA and non-EEA nationals will normally require a Student visa to study in the UK for periods of 6 months or more. Details of the tests which may be accepted by the University for direct admission to degree programmes are listed under our [English Language Requirements](#).

English Language

Please note that for undergraduate admission, all applicants (home or international) must satisfy the **General Entrance Requirements**, including GCSE English Language with a minimum grade of C/4, or alternative qualification acceptable to the University.

Do you currently hold an English Language qualification?
This should be comparable to GCSE English Language Grade C/4 standard (eg. IGCSE, IELTS Academic, TOEFL iBT, or an acceptable school-leaving qualification).

Yes

Name of Qualification / Test *
IELTS

Overall Results / Grade *
89

Date obtained *
04/Jul/2020

[Need Support?](#) [Previous](#) [Save and next](#)

Education

In the **Education** section, if you are currently or have previously been enrolled at a **University / Higher Education** institution, indicate **Yes** then click the **Add** button. Enter the details in the dialogue that is displayed then click **Submit**. Repeat for each enrolment, noting only one enrolment may be listed as current. If you have never been enrolled, indicate **No**.

Applicant Details Personal Details Address Details Course Selection English Language **Education** Disability Referee Information Documents Review Information Submission

Please give details of attendance and examinations at Queen's or other Universities. Please note that you will be required to provide a copy of an official academic transcript of the courses taken to date.

Education

University / Higher Education

Are you currently enrolled, or have you previously been enrolled, at a University/Higher Education Institution? *

Yes

Add

Currently enrolled?	Institution Name ↑	Course of Study	Date of Enrolment	End date	Actions
There are no records to display.					

School / College Education

Name of School / College

Date started DD/MMM/YYYY

End date / expected end date DD/MMM/YYYY



Currently enrolled at this University/Higher Education Institution? *

No

University/Higher Education Institution Name *

Please type here to search

Course of Study *

Date of Enrolment * DD/MMM/YYYY

Higher Education End Date / Expected End Date * DD/MMM/YYYY

Submit

Education

In the **Education** section, record details of your **School / College Education**. To record **Examinations** taken, click the **Add** button. Enter the details in the dialogue that is displayed then click **Submit**. Repeat for each examination.

School / College Education

Name of School / College

Date started DD/MMM/YYYY

End date / expected end date DD/MMM/YYYY

School / College Country Please Select

Examinations

Please provide information regarding exam qualifications completed or expected to be completed.
It is mandatory to add at least one examination. *

Title of Examination ↑	Exam Type	Date of Completion	Subject	Grades	Actions
educacion secondaire	A-Level or Equivalent	04/Jul/2023	art	A	<input type="button" value="Add"/> <input type="button" value="▼"/>
educacion secondaire	A-Level or Equivalent	04/Jul/2023	chemistry	A	<input type="button" value="▼"/>
educacion secondaire	A-Level or Equivalent	04/Jul/2023	biology	B	<input type="button" value="▼"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Additional Information

Please add any additional information you wish in support of your application, eg. relevant professional or business experience

[Need Support?](#)

Create

Exam Type * Please Select

Qualification Name (e.g. A-Level, Indian Standard XII, Gaokao, Advanced Placement) *

Date of Completion (or expected) * DD/MMM/YYYY

Subject *

Grades (if completed)

Disability

Queen's offers additional support to students who have a disability. If you have a disability, you may provide details in the **Disability** section or indicate that you consider yourself to have a disability without providing additional information. Click **Add** to select from a list of disability categories.

Applicant Details Personal Details Address Details Course Selection English Language Education **Disability** Referee Information Documents Review Information Submission

The purpose of collecting this information is to allow us to support your learning journey at Queen's.

Disability

Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day to day activities? *

Yes, and I will provide further information below

Specific Details

Add

Name ↑	Description	Actions
Learning	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	▼
Mental	A mental health condition, such as depression, schizophrenia or anxiety disorder	▼
Not listed	An impairment, health condition or learning difference not listed above	

Disability (Additional Information) *

Please provide additional information about the condition not listed above

Need Support?

Lookup records

Search

✓	Name ↑	Description
<input type="checkbox"/>	Health	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heard disease, or epilepsy
<input type="checkbox"/>	Hearing	Deaf or a serious hearing impairment
<input checked="" type="checkbox"/>	Learning	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
<input checked="" type="checkbox"/>	Mental	A mental health condition, such as depression, schizophrenia or anxiety disorder
<input checked="" type="checkbox"/>	Not listed	An impairment, health condition or learning difference not listed above
<input type="checkbox"/>	Physical	A physical impairment or mobility issue, such as difficulty using arms or using a wheelchair or crutches

Selected records

Learning ✕ **Mental** ✕ **Not listed** ✕

Add **Cancel**

If **Not listed** is selected, record the details under **Disability (Additional Information)**.

A disability may be removed by clicking the Action arrow beside it and selecting **Remove**.

Referee Information

In the **Referee Information** section, provide the details of a referee who can provide an academic reference for you.

Applicant Details	Personal Details	Address Details	Course Selection	English Language	Education	Disability	Referee Information	Documents	Review Information	Submission
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Please give the name and contact details of a referee, who should be associated with your school, university, college or professional institution, and should be familiar with your academic or professional work.


Referee Information

Referee Full Name *

Position *

Email *

Phone Number
It is not mandatory to provide a referee phone number

 07400 123456

[Need Support?](#) [Previous](#) [Save and next](#)

Documents

The **Documents** section presents a summary of the evidence required for the application, and whether it is required to submit the application. If Required is **Yes**, then that evidence must be uploaded to continue.

Applicant Details Personal Details Address Details Course Selection English Language Education Disability Referee Information **Documents** Review Information Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

[Add new document](#)

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	No	↓
Passport		No	No	Upload
Secondary/High School Level Qualification		No	No	↓

[Need Support?](#) [Previous](#) [Save and next](#)

Documents – Upload to Pre-defined Document Buckets

To upload evidence of a specific type, click the Actions arrow beside the Document Bucket name and select **Upload**. A dialog will be displayed to attach the file(s) and click **Submit**. Once uploaded, the Documents summary table will update to show that Uploaded is **Yes**.

Document Type
English Language Certification

Name ↑	Actions
There are no records to display.	

Attach a file
 No file chosen

Click here if you want to have this document saved to your profile, so you don't have to upload it again when making another application.

Applicant Details | Personal Details | Address Details | Course Selection | English Language | Education | Disability | Referee Information | **Documents** | Review Information | Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	No	<input type="button" value="v"/>
Passport		No	No	<input type="button" value="v"/>
Secondary/High School Level Qualification		No	No	<input type="button" value="v"/>



Documents – Adding a New Document

If you wish to upload any additional evidence, click **Add new document**. A dialogue box will be displayed. Select the Document Type and enter a Description if required, then attach the file(s) and click **Submit**. Once uploaded, the Documents summary table will update to show the new Document Type and that Uploaded is **Yes**.

Create ✕

- If you need to upload multiple documents please ensure you select all documents before attaching them.

Document Type *
Personal Statement

Description
applicant's personal statement

Attach a file
Choose Files personal statement.docx

Submit

Document Type *

Please Select

- Please Select
- Supporting Documents
- Personal Statement
- Higher Education University Transcript
- UK Immigration Permissions



Applicant Details Personal Details Address Details Course Selection English Language Education Disability Referee Information **Documents** Review Information Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

Add new document

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	Yes	▼
Passport		No	No	▼
Personal Statement	applicant's personal statement	No	Yes	▼
Secondary/High School Level Qualification		No	Yes	▼

Need Support? **Previous** **Save and next**

Review Information

The **Review Information** section provides a view of all the information you have entered on the application. If in reviewing the information anything needs to be updated, either click the **Previous** button to revisit earlier steps, or navigate back through the breadcrumb. Otherwise click **Save and next**.

Applicant Details | Personal Details | Address Details | Course Selection | English Language | Education | Disability | Referee Information | Documents | **Review Information** | Submission

If you want to amend any of the information you have provided, you can use the progress bar to navigate more quickly to previous steps.
When updating information, please ensure you click 'Save and next' on the relevant step.

Applicant Details

Title Miss	Last Name testsurname
First Name testname	Preferred Name
Middle Name	Date of Birth 01/Jan/2006
Previous Last Name	Place of Birth Argentina
Email Address test@example.com	Country of Birth Argentina

Personal Details

Personal Information	Passport Information
Marital Status Single	Passport Number
Biological Sex Female	Passport Expiry date
Gender Female	Are you currently or have you ever previously studied in the UK? No
Nationality	Have you held a visa for study in the UK?



Submission

The **Submission** section is the final step and requires confirmation that the information provided with the application is correct, and that you agree to the Terms & Conditions. Click **Submit** to finalise the application.

Applicant Details Personal Details Address Details Course Selection English Language Education Disability Referee Information Documents Review Information **Submission**

Submission

I confirm that the information given on this form is true, complete and accurate and no information requested or other relevant information has been omitted. I accept that if any information is inaccurate or has been omitted, if I do not provide a transcript (if applicable) or if it is considered by the University that any work I have submitted in support of my application is not my own, the University reserves the right to cancel my application or withdraw an offer of a place (if applicable) and I shall have no claim against the University in relation thereto. *

Terms and Conditions

Please Select

Declaration Signed By *

Send me a copy of my application by email after submission *

Yes

Previous **Submit**

i The form could not be submitted for the following reasons:

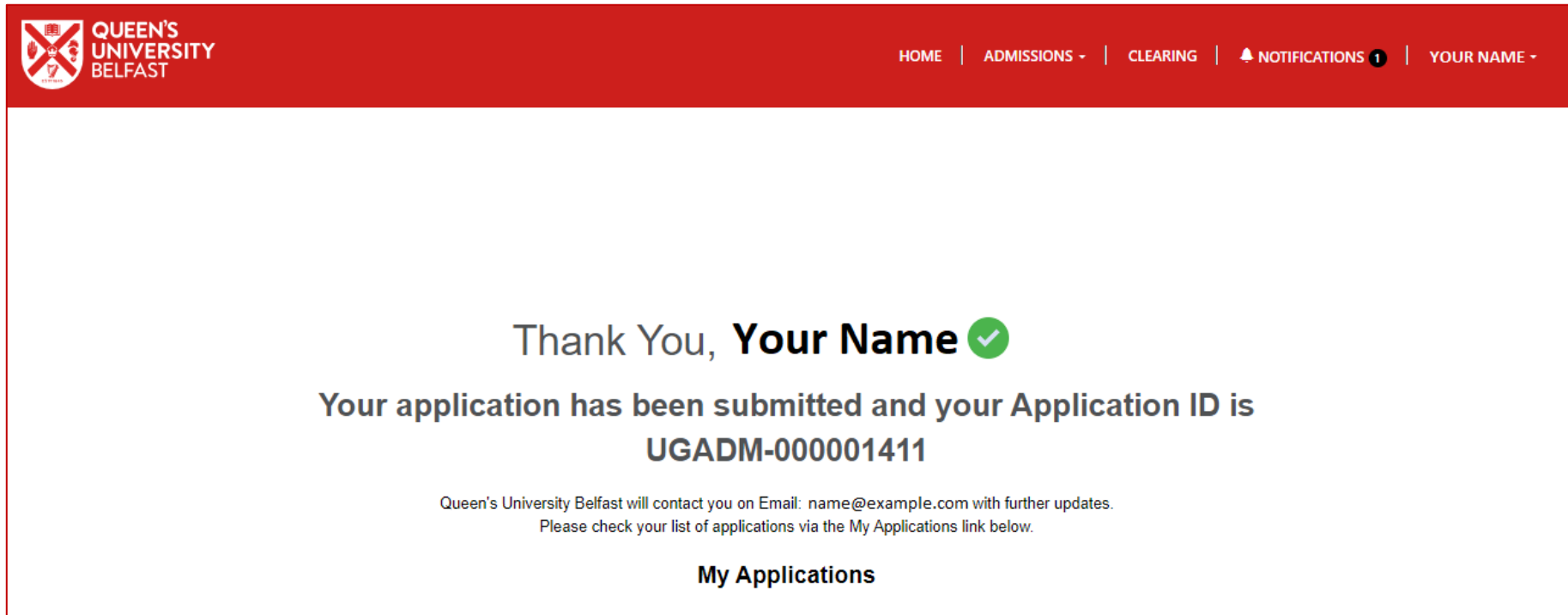
Please Navigate to ' **Document tab** ' and upload the missing required file(s).

Note that any mandatory fields that have not been completed will prevent the application from being submitted. An error message will be displayed at the top of the screen. Supply the missing information then click **Submit**.



Confirmation

Once the application is submitted, a confirmation message will be displayed. The application will appear in the Undergraduate Applications list which can be accessed from the **My Applications** link on the page, along with any other applications you have submitted.



The screenshot shows a confirmation message on the Queen's University Belfast website. The header is red and contains the university logo on the left and navigation links on the right: HOME, ADMISSIONS, CLEARING, NOTIFICATIONS (with a notification icon and the number 1), and YOUR NAME. The main content area is white and features a large green checkmark icon next to the text "Thank You, Your Name". Below this, it states "Your application has been submitted and your Application ID is UGADM-000001411". A smaller line of text indicates that the university will contact the user via email at name@example.com and advises checking the "My Applications" link.

QUEEN'S UNIVERSITY BELFAST

HOME | ADMISSIONS - | CLEARING | NOTIFICATIONS 1 | YOUR NAME -

Thank You, **Your Name** ✓

Your application has been submitted and your Application ID is
UGADM-000001411

Queen's University Belfast will contact you on Email: name@example.com with further updates.
Please check your list of applications via the My Applications link below.

My Applications

Responding to a Conditional or Unconditional Offer

The details of decisions made on your submitted applications can be accessed using the **Actions** arrow on the Undergraduate Applications page.

My UG Applications

Search Application

Application Id	School	Course	Choice Type ↑	Admit Term ↑	Status	Agency	Created Date ↓	Actions
UGADM-000001388	Natural and Built Environment	BA Archaeology and History (VV41)	Primary	September 2024	Under Review		20/Oct/2023 10:18 AM	▼
UGADM-000001411	History, Anthropology, Philosophy and Politics	BA Anthropology and French (RL16)	Secondary	September 2024	Decision Issued		31/Oct/2023 11:23 PM	▼

View Decision
View details
Create new application

On clicking **View Decision**, a dialogue box will appear with details of the decision, conditions to be met, and your response.

Applications Details

Application ID
UGADM-000001411

Course Name
BA Anthropology and French (RL16)

Decision **Decision date**
Conditional offer 01/Nov/2023 4:07 PM

Applicant Response

The response will not impact any other application which may be in progress for the same admit term.

Pending Response ▼

Offer Conditions

Condition Type	Description	Conditional Fulfilled (Activity)	Uploaded	Actions
Irish Leaving Cert	Successful completion of Irish Leaving Certificate with H3H3H3H3H3H3	Not yet fulfilled	No	▼

Queen's University Belfast cannot make a final decision until conditional evidence has been provided. You may accept the offer and then upload relevant documentation when it is available.

Offer Documents

Please read the following documents as part of your offer letter.

Document Type ↑	Description	Actions
Terms & Conditions		▼
Visa leaflet		▼

Select the relevant response, upload evidence to fulfil the conditions, and accept the Terms and Conditions before submitting a response.

Terms & Conditions

By checking this box, you can confirm that you have read and agreed to the Queen's University Belfast Terms and Conditions provided via email and through the Queen's Portal.

