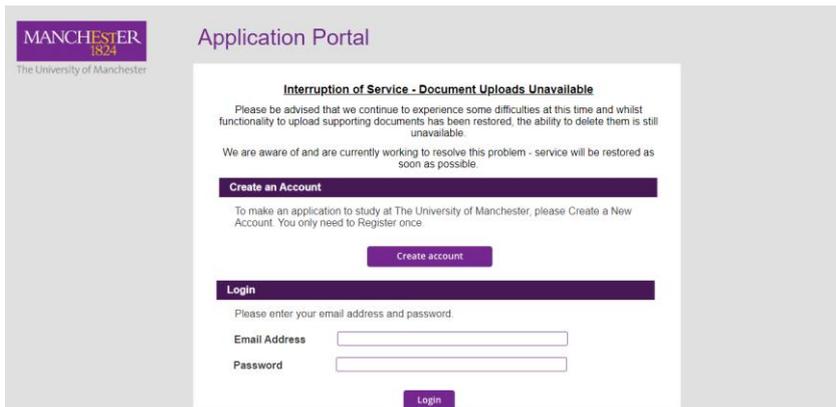


University of Manchester
School of Medical Sciences
International Foundation Programme
Application instructions for September 2024 entry

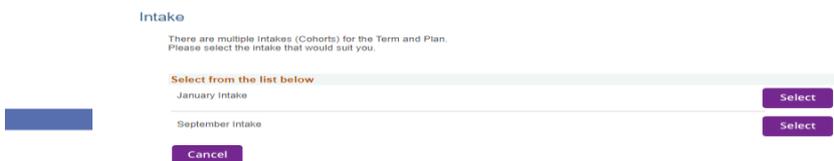
1. Please create your **Application Portal Account**, using the following link
https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/c/CIBAA_MNU.UMOAA_LOGIN_CMP.GBL?Page=CIBAA_LOGIN&Action=A



The screenshot shows the 'Application Portal' page. At the top left is the University of Manchester logo. The main heading is 'Application Portal'. Below this is a message: 'Interruption of Service - Document Uploads Unavailable'. The message states that the system is experiencing difficulties and that the ability to delete documents is still unavailable. It also mentions that the service will be restored as soon as possible. There are two main sections: 'Create an Account' and 'Login'. The 'Create an Account' section has a 'Create account' button. The 'Login' section has fields for 'Email Address' and 'Password', and a 'Login' button.

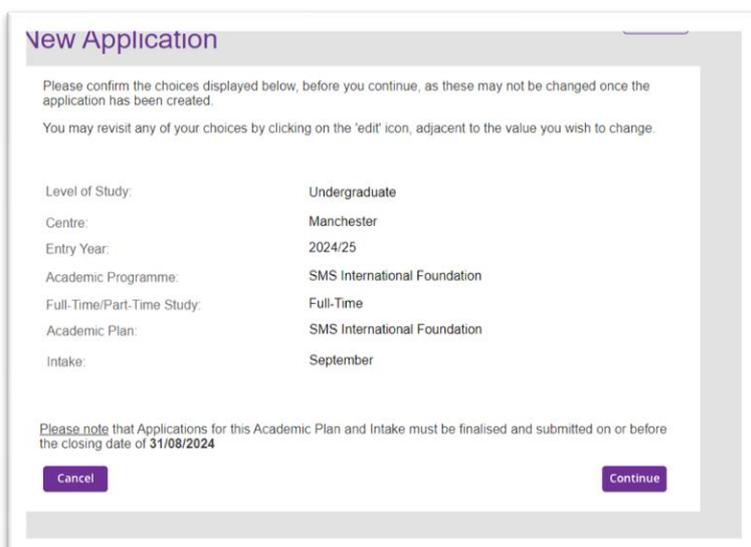
2. Having created your application portal account, click on the following link and **login** with the email and password you have just created
https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.FieldFormula.IScript_Direct_Login?Key=UMANC1241000012426F

3. It will then ask you to select an intake. Please select **September Intake**



The screenshot shows the 'Intake' selection screen. It has a heading 'Intake' and a sub-heading 'There are multiple Intakes (Cohorts) for the Term and Plan. Please select the intake that would suit you.' Below this is a section titled 'Select from the list below'. There are two options: 'January Intake' and 'September Intake'. Each option has a 'Select' button. There is also a 'Cancel' button at the bottom left.

4. You will then be taken to the **Confirm Application Details** page



The screenshot shows the 'New Application' confirmation page. It has a heading 'New Application' and a sub-heading 'Please confirm the choices displayed below, before you continue, as these may not be changed once the application has been created. You may revisit any of your choices by clicking on the 'edit' icon, adjacent to the value you wish to change.' Below this is a table of application details:

Level of Study:	Undergraduate
Centre:	Manchester
Entry Year:	2024/25
Academic Programme:	SMS International Foundation
Full-Time/Part-Time Study:	Full-Time
Academic Plan:	SMS International Foundation
Intake:	September

Below the table is a note: 'Please note that Applications for this Academic Plan and Intake must be finalised and submitted on or before the closing date of 31/08/2024'. There are 'Cancel' and 'Continue' buttons at the bottom.

Please ignore the closing date as stated here – refer to your sponsor for the closing date

1. **Click Continue**
2. This will take you to the **Application Summary Page**

Application Summary

New Application

Throughout the form, click on the ? icon next to each section navigation link, for more information to help you complete the section correctly.

Questions marked with a * are mandatory and therefore you will need to complete them before a section will be marked as 'Complete'. All sections must be marked as 'Complete' before an application can be submitted.

You may save your work at any time and return to your application later.

Please ensure that you complete and submit the application before the closing date.

Temp Application ID	00575366
Centre	Main
Level of Study	3. Undergraduate (including Exchange/Study Abroad)
Entry Year	2024/25 Academic Year (courses starting between August 2024 and July 2025)
Full-Time/Part-Time Study	Full-Time
Academic Programme	School of Medical Sciences International Foundation Programme - Full-time
Academic Plan	School of Medical Sciences International Foundation Programme - Full-time
Intake	September
Closing Date	31/08/2024

For any enquiries regarding the completion of this application or the use of the Manchester Application Portal, please contact the Admissions Team at admissions@manchester.ac.uk

Note: Do not use the browser back button to return to a previous page as you will be logged out and could lose information. Only use the navigation menu on the left-hand side of the application form.

5. Click through the **sections 1-4** on the left-hand side, inputting the requested details.

Personal Information

*Title

*First Name

Preferred Name

Middle Name

*Last Name

*Date of Birth

*Country of Birth

Equality and Diversity information

*Gender

*Same as assigned at Birth?

*Ethnic Group

Please provide details of any disability - particularly assistance during the course of your studies at

*Do you have a Disability?

[Additional Information regarding special needs.](#)

6. In Section 2. Contact & Address Details - Click the  or  buttons where provided if you have added or deleted information.

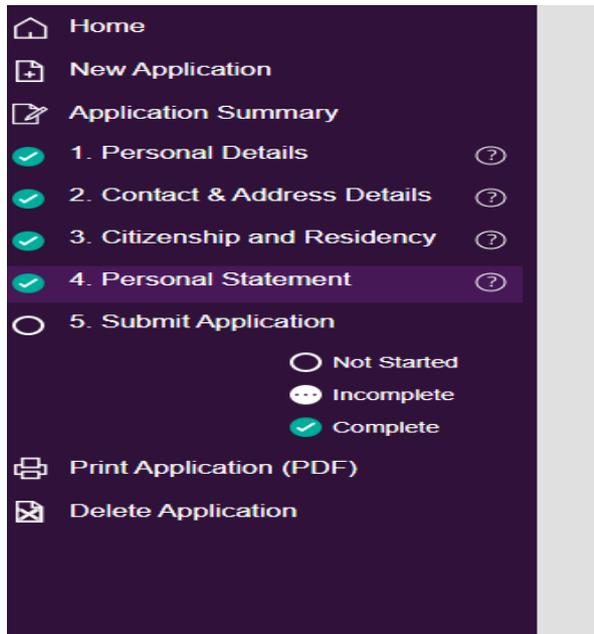
7. At the end of each of the sections 1-4, click 

If you have not clicked this button, it will not recognise the section as completed and therefore, will not allow you to submit your application until you have done so.

Any errors will be highlighted in red, you must rectify those details before the system will move to the next stage.

8. Once you have completed Sections 1-4, Section 5 **Submit Application** will appear on the left hand side.

Please note: Details must be complete in each section before the system will allow you to submit your application. Completed sections will show as 

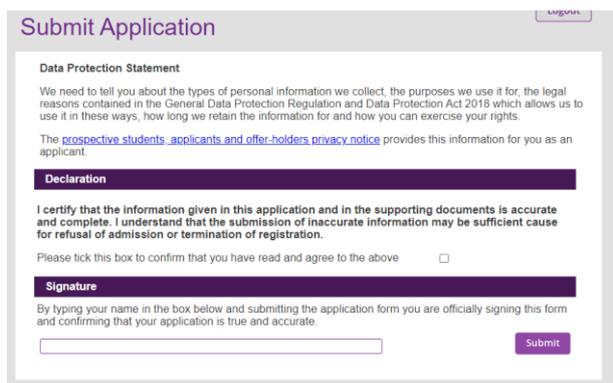


9. In Section 5, **Submit Application**

Please ensure you tick the box in the Declaration, provide a signature and finally, click



Your application will then be submitted and you will receive an email from the University of Manchester acknowledging receipt of your application.



The screenshot shows the "Submit Application" form. At the top right is a "Logout" link. The form is divided into several sections: "Data Protection Statement" with explanatory text and a link to a privacy notice; "Declaration" with a text box and a checkbox; and "Signature" with a text box and a "Submit" button. The "Submit" button is purple with white text.

Any questions about this process or your application please contact sms.ify@manchester.ac.uk