A step by step guide to completing your application
Welcome to Anglia Ruskin University Distance Learning

In this guide we will take you through the application process for our distance learning and work-based learning courses.

Your application to study with us cannot be completed until certain documents are uploaded, and you will be advised of these during the process.

If you have paper copies only, please be aware that you will need to scan or take a photo of them in advance in order to create a digital version.

To make your application process as easy as possible, please ensure you have the following to hand in advance of starting your form:

<table>
<thead>
<tr>
<th>Application Section</th>
<th>Information Required</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Login User Name and password (you will create one if this is your first visit to the application process).</td>
<td></td>
</tr>
<tr>
<td>Fee Details, Schools and Colleges, Qualifications Completed</td>
<td>Dates, level, grades and titles of all qualifications from age 11.</td>
<td></td>
</tr>
<tr>
<td>Qualifications in Progress</td>
<td>Transcripts, dates and module codes of current studies.</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td>Start date of current employment, job description, employer address. Start dates, end dates and job titles of previous employment.</td>
<td></td>
</tr>
<tr>
<td>Further Information</td>
<td>Your CV, professional membership or training courses attended.</td>
<td></td>
</tr>
<tr>
<td>Referee</td>
<td>Name and contact details for your preferred referee.</td>
<td></td>
</tr>
<tr>
<td>Supporting Documents</td>
<td>Your supporting documents should be no more than 4MB in size, in one of these formats: DOC, DOCX, XL, XLSX, PDF, TXT, ZIP, RTF, BMP, TIF, JPG, GIF.</td>
<td></td>
</tr>
</tbody>
</table>

If you have any problems with your application, first try saving, and then logging out and logging in again, just in case the session has timed out. If this does not address the problem, please contact us on (+44) 01245 686 707, or email distancelearning@anglia.ac.uk.

Please note: If you are applying for full-time campus based study you will need to do so through UCAS. Please contact answers@anglia.ac.uk for more information on applying this way.

RDI applications: If you wish to study for a course delivered by our partners RDI you will need to apply directly through their website, www.rdi.co.uk.
Part 1: Finding your course

Finding the course you wish to study with Anglia Ruskin University couldn’t be simpler. Follow these steps and you will be on your way to learning with us.

**Step 1:** Identify the course you wish to apply for by visiting [distancelearning.anglia.ac.uk](http://distancelearning.anglia.ac.uk).

Use our course search to browse through over 90 online courses. You can find the course search on the home page or at the top of any other information page on our website.

On the search results page, you can also refine the course list by level of study, start date, course length and course provider, by opening the Filter Results option.

Click on the title of the course you wish to study to be taken to the Course Information page. On this page you can find details about the course, the modules, features and entry requirements.

**Step 2:** Click on the Apply Now button.

At the top of each page you will see a summary box which gives you the essential details about the course, such as price and start dates. Note the application deadline given and ensure you give yourself enough time to complete the form before the cut-off date.

**Management BA (Hons)**

**Undergraduate Degree (4 years)**

- **Online**
- **January, May, September**
- **Intermediate awards: FdA, Cert HE**

Develop your career with an online Management degree from Anglia Ruskin University.

To be taken to the online application form, simply click on **Apply Now**. You can also find this button at the bottom of the page, which will take you to the form.
Step 3: Choose the correct intake and level of study.

You will be taken to a screen which may have several choices of delivery, level and start date for the selected course.

**Apply for a course**

To apply, please select a course from the list below.

<table>
<thead>
<tr>
<th>Course title</th>
<th>Study mode</th>
<th>Location</th>
<th>Reference code</th>
<th>Start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA (Hons) Management</td>
<td>Part-time</td>
<td>Distance Learning</td>
<td>BAUGB014PDLP</td>
<td>28 Sep 2015</td>
</tr>
<tr>
<td>BA (Hons) Management</td>
<td>Part-time</td>
<td>Distance Learning</td>
<td>BAUGB014PDLP</td>
<td>1 Feb 2016</td>
</tr>
<tr>
<td>BA (Hons) Management</td>
<td>Part-time</td>
<td>Distance Learning</td>
<td>BAUGB014PDLP</td>
<td>30 May 2016</td>
</tr>
</tbody>
</table>

Be careful to choose the right one, for example: if you wished to study our BA (Hons) Management starting in February 2016 you would click on the second link in this table. If your chosen course, level or entry date isn’t displayed in this table when you click on the Apply Now button please email distancelearning@anglia.ac.uk or call (+44) 01245 686 707 for assistance.

Part 2: Completing your application form

Once you have chosen the course you wish to study, you will be taken to our application login screen.

Step 4: Login or create a new user profile.

**Anglia Ruskin University Online Application**

**BA (Hons) Management**

If you’re a first time applicant who hasn’t used our online application before please select the New User button. If you’ve started an application before please select the Returning Applicant Login button and login using your username and password.

If this is your first application to Anglia Ruskin University, or you no longer have your original ID, click New User to set up your login ID.

If you have been a student of Anglia Ruskin previously, or have applied for a course with us before, you can use your previous application login here. You can reset your password if you have forgotten it by clicking the Forgotten Password link. You can then skip to step 6 in this guide.

**Please note:** If you started your application prior to January 2016 then you will need to choose New User.
Step 5: Create a new user account.
Complete the registration screen, making a note of your password, and click Proceed.

Your user account is now set up. Please make a note of your Application Number and User Name as you may need them again, and click Proceed to Current Application.

Step 6: Personal Details
Your online application can now progress. You will be taken to your application form, which is made up of the following elements:

Within the person details the information you included when you registered will have been automatically added. You can add to your information here, any field marked with an asterisk (*) needs to be completed. When ready, click on the Next page Education button to be taken to the next section.
Here you need to inform us of the qualifications you hold, starting from the most recent, and upload your supporting certificates.

**Qualification**
- Degree

If your qualification isn't shown please select Other.

**Subject**
- Business Studies

You can enter the qualification subject here. If your qualification doesn't show please select Other.

**Country where qualification was studied**
- England

**Institution/ School Name**
- Anglia Ruskin University

**Start Date (dd/mm/yyyy)**
- 01/Jan/2010

If you do not remember the precise date please enter the first of the month.

**End Date (dd/mm/yyyy)**
- 31/Dec/2013

This date may be in the future. If you do not remember the precise date please enter the first of the month.

**Final Grade/Predicted Grade**
- 2:1

**Have you completed this Qualification?**
- Yes

**Supporting Documents**

Please upload any documentation to support the achievement of your qualification(s).

**Upload Instructions**

1. Select **Choose File** to attach the document from your saved location.
2. Then select **Upload** to attach the document to your application.
3. The upload has completed when the file is shown below.
4. You can remove the document by selecting the **Delete** button.

Do not navigate away from this page while the upload is happening.

- Maximum Upload size per document is 4 MB.
- You can only upload files in the following format: BMP, DOC, DOCX, GIF, JPEG, JPG, PDF, RTF, TIF, TIFF, TXT, XLS, XLSX.
- You can upload a maximum of 5 document(s). If you wish to include any additional documents these can be added when you reach the declaration page.

Use the upload function to attach scans of your certificates as evidence of your qualifications in BMP, DOC, DOCX, GIF, JPEG, JPG, PDF, RTF, TIF, TIFF, TXT, XLS or XLSX format.
If you are applying with existing academic credit please add the details and supporting documents here.

Step 8: Experience

Here you are required to provide details of your work experience to date along with membership of professional bodies where applicable.

Step 9: Personal Statement

All of our courses require you to provide a personal statement, please include any further information that may be relevant for assessing your suitability for the course. You may wish to include:

- How your experience and/or academic background relate to this course.
- Your motivation for studying this course.
- Why you wish to study with Anglia Ruskin University.
- How the course relates to your career aspirations.
- Plans you may have immediately after completing the course.
Your personal statement must not exceed 2,000 words. It is advised that you draft it in Word (or similar software) first to avoid losing your work if you are disconnected from the application form. Once complete, you can paste your statement directly into the form or upload it as an attachment. If you choose to upload it, you must write in the form that you have done so to allow your application to be submitted.

**Personal Statement (maximum 2000 words)**

My personal statement is attached.

**Supporting Documents**

If you’d prefer to upload your personal statement please upload it here.

Choose File No file chosen

Upload

Once you have completed/uploaded your personal statement click [Next page Additional Details] to continue.

**Step 10: Additional Details**

**Additional Details**

When you start this course what will your highest qualification be? *

A/AS level

Choose your highest qualification to date, this should match what you entered in the Education section.

When you start this course what will the last institution you attended be? *

UK state school

Choose the last institution you attended (e.g. school or college)

Please tell us if you’re applying from one of Anglia Ruskin University’s Home or International educational partners (e.g. Evry, Landshut, KBU University etc...) or professional partners (e.g. CRIC, UPS, RAF, Barclays, etc...)

If you are studying with one of our educational or professional partners (e.g. your employer) enter their details here.

**Step 11: Additional Details - Fee Details**
You will need to provide details of how you are paying your fees at this point. Choose which method applies to you from the menu:

- Bursary (e.g. NHS)
- Current University
- Employer / Sponsor / Government Sponsor
- Erasmus
- NHS Contract Funded
- Other
- Student Finance Direct (tuition fee loan)
- Yourself / Family

Most distance learning students will choose Employer, Student Finance Direct or Yourself / Family. If your employer is funding your studies you will need to then provide their details in the box provided.

**Fee Details**

**Who will be paying your fees?** *

- Use this section to enter details of how your fees will be paid. If you have more than one source of finance for your studies please select your main source of funding from this list.
- If your application is successful we will need confirmation in the form of a letter from your sponsor or a copy of your Student Loan Company documentation.
- If you’re being funded by an NHS Trust you will be able to indicate which Trust later on the form.
- Visiting Abroad Students please choose ’Current University’ from the drop down.

Employer / Sponsor / Government Sponsor

**Who is your Employer / Sponsor / Government Sponsor?** *

Please provide name and contact details. (499 characters)

Please include the following information (if known):
- Sponsor Name:
- Address:
- Postcode:
- Telephone no:
- Email Address:
- Purchase Order Number or Reference to be quoted on the invoice:

Once you have completed your additional and fee details click **Next page Referees** to continue.

**Step 12: Referees**

You are required to provide the name and email address of a referee, who is familiar with, and can comment on, your academic abilities. We will contact your referee directly by email as soon as you submit this form.

Once you have completed your referee details click **Next page Declarations** to continue.
Step 13: Declarations

On this page you can upload any further supporting documents required as part of your application. Even if you have not been asked to provide a particular document, but you have one which you feel is worthwhile to include, by all means upload it. The documents may be in any of these formats (DOC, PDF, JPG, GIF, XLS, TXT, ZIP, RTF, BMP, TIF) and not exceed 4MB.

We’d also like you to tell us where you heard about us, please choose from the drop-down box.

Finally, you need to tick the two boxes to accept our disclaimer and confirm the information provided is complete and true.

☐ I understand and accept this statement.
☐ I certify that, to the best of my belief, the information I’ve provided is complete and true.

The details you enter will automatically be saved as you move through each page of the application. Please save your application before you log off or if you are going to take a break from completing the form.

Tip: To make sure Anglia Ruskin University e-mails are safely delivered to your Inbox please add the domain name @anglia.ac.uk to your safe senders list.

You will be taken to the following page to confirm your application has been successfully submitted.

Your Application has been submitted

We’re very pleased to have received your application for the course FHA Management.

We’ll be in touch soon about your application. If you have any queries about the admissions process please contact admissions@anglia.ac.uk and we’ll be happy to help.

If you receive any other messages or an error please follow the on-screen instructions or contact us.

Part 3: What happens next

Step 14: Confirmation of your place

You will receive an initial confirmation from your admissions adviser within 2 working days of submitting your completed application form. If you have not received this, please check your Junk folder.

This will either be to confirm your place on your course unconditionally, confirm your place conditionally (which may require you to attend a telephone interview or submit further information), request more information to consider your application, or decline your application.

In the unlikely event you are unsuccessful in your application, we will do our utmost to identify an alternative course for you to study.

Step 15: Accept your place and register

Once you have received your offer of a place, you need to formally Accept it and then Register on our Virtual Learning Environment (VLE). You cannot start your studies until you have completed these steps. Your admissions adviser will be able to assist you in this.

Good luck with your studies, we look forward to seeing you at graduation!
distancelearning.anglia.ac.uk

Phone: (+44) 01245 686 707

Email: distancelearning@anglia.ac.uk

Follow us on: 

Anglia Ruskin University
East Road
Cambridge
CB1 1PT