Applying for postgraduate study

How to apply:

Applications for taught and research programmes are made using our online application form ([https://studentrecords.soton.ac.uk/BNNRPROD/bzsksrch.P_Search](https://studentrecords.soton.ac.uk/BNNRPROD/bzsksrch.P_Search)).

Most programmes require additional supporting documentation to be submitted as part of the application process, these can be uploaded with the online application form. Decisions regarding admissions are not made until an application is considered as complete.

You will be sent an acknowledgement e-mail as soon as the University has received your application.

Further details of the application process, timelines and online tracking are explained below.

General entry requirements

To apply for postgraduate study you must satisfy the University’s general entry requirements as well as any specific requirements for your chosen programme.

Specific programme entry requirements are set out in the Key Facts section for each programme. For details of our programmes, see our Taught Courses ([www.southampton.ac.uk/postgraduate/pgstudy/programmes/](http://www.southampton.ac.uk/postgraduate/pgstudy/programmes/)) and Research Programmes ([www.southampton.ac.uk/postgraduate/pgstudy/researchareas/](http://www.southampton.ac.uk/postgraduate/pgstudy/researchareas/)).

As well as academic qualifications and practical experience, we look for evidence of your interest in the programme and an understanding of the rigorous demands of postgraduate study.

If you are an international student you will need to ensure that your academic and English language qualifications meet our entry requirements. Please check the International Students section ([www.southampton.ac.uk/international](http://www.southampton.ac.uk/international)) for further details.

Application deadline

There is no University deadline for applications for taught or research programmes, however some Academic Units may have their own application deadlines. Details are available in the Key Facts for each course or research programme.

You should apply as early as possible if you need to secure a UK visa or if you are applying for funding or sponsorship ([see](http://www.southampton.ac.uk/postgraduate/feesandfunding/)).

Deadlines for research funding are usually at least six months in advance of the start date.
Guide to submitting your application

1. Identify the Programme(s) of Study that you wish to apply for. See Taught Courses and Research Programmes, Academic Units or Research Directory (www.southampton.ac.uk/research/researchdir/).

2. Check Application Requirements and programme Entry Requirements (see Taught Courses and Research Programmes or Academic Units).

3. Find programme via Programme Search page

4. Login or if new user create login ID

5. Fill in application details via application checklist

6. Upload supporting documents

7. Submit Application

8. Use online tracking to track progress of application.

Completing the online form

Guidance for completing the online application form is provided on each page of the form via the ‘Help’ text.

What happens next?

Once you have submitted your online application you should expect to receive an e-mail acknowledgement within three working days. This e-mail confirms that we have received your application in our student record system.

Once your application is on our system you can access the online tracking facility.

Application summary and online tracking

The application summary and online tracking can be accessed by following the link in the acknowledgement e-mail or by logging onto the online form and choosing the relevant application from the ‘Processed Applications’ list.
The online tracking facility shows:

1. a summary of your application
2. the online tracking
NB. If there is no online tracking it is because your application is not yet in our system, please wait 1 working day, if you still cannot access the online tracking contact admissions@southampton.ac.uk or call 023 8059 4732

What does online tracking show me?

The online tracking is used to log outstanding application requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Received/Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference 2</td>
<td>Dr I. Jones</td>
<td>Awaiting reference from referee</td>
</tr>
<tr>
<td>Reference 1</td>
<td>Professor Marcus Brode</td>
<td>Awaiting reference from referee</td>
</tr>
<tr>
<td>Degree Transcript</td>
<td></td>
<td>Awaiting document from applicant</td>
</tr>
</tbody>
</table>

Some Units may also use it to log conditions.
The tracking is also used to display messages and reminders to you

<table>
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<td>Awaiting reference from referee</td>
</tr>
<tr>
<td>Degree Transcript</td>
<td></td>
<td>Awaiting document from applicant</td>
</tr>
<tr>
<td>Acknowledgment Sent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requirement**  The description of an item or message

**Received**  If you have submitted a document in support of an application requirement or a condition, the date at which the University has received it is indicated here.

**Note**  If the Academic Unit wishes to convey further information it will appear here

If you have submitted the names of your referees they will also appear here

**Status**  For application requirements and conditions this field indicates what action needs to be taken, if any.

**Statuses**

The following statuses are used as part of the online tracking:

- Awaiting document from applicant
- Awaiting reference from referee
- Document received and accepted
- Document received and not accepted
- Awaiting replacement document
- Information sent to applicant

**Application requirements**

When you submit your online application you will see that the general application requirements for the programme of study are displayed in the online tracking. These requirements will have a status of:

- Awaiting document from applicant
- Awaiting reference from referee

These application requirements are the usual documents that are required in order for the Unit to be able to consider your application for a decision.
If you have uploaded documents that relate to these requirements then once they have been received in the student record system a received date will be populated.

We would normally expect to review any application requirements within two working days. Once we have received your supporting documentation we will update the status to either:

- Document received and accepted
- Document received and not accepted

If an application requirement is showing as ‘document received and not accepted’ you will need to provide new documentation to support this requirement. You will normally receive an e-mail confirming that the document has not been accepted, once this e-mail is sent the status will change to ‘Awaiting replacement document’

If you are unsure what you need to provide please contact your Academic Unit. Contact details can be found on each course page.

**Awaiting document from applicant**

If we have not received supporting documentation within 2 working days of your application being submitted then you will receive an e-mail listing the documents that are still outstanding. An item confirming that an e-mail has been sent to you will also be added to the online tracking:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Received Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD1 Documentation</td>
<td>Outstanding</td>
<td>Information sent to applicant</td>
</tr>
</tbody>
</table>

A follow up e-mail will be sent after 14 days:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Received Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD2 Documentation</td>
<td>Outstanding</td>
<td>Information sent to applicant</td>
</tr>
<tr>
<td>CD1 Documentation</td>
<td>Outstanding</td>
<td>Information sent to applicant</td>
</tr>
</tbody>
</table>

If we still have not received your supporting documentation after 30 days then your application will be withdrawn and you will receive a final e-mail and message:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Received Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD1 Application</td>
<td>Withdrawn</td>
<td>Information sent to applicant</td>
</tr>
<tr>
<td>CD2 Documentation</td>
<td>Outstanding</td>
<td>Information sent to applicant</td>
</tr>
<tr>
<td>CD1 Documentation</td>
<td>Outstanding</td>
<td>Information sent to applicant</td>
</tr>
</tbody>
</table>

If you are unable to provide the documents within the 30 day period please contact your Academic Unit.
Other submitted documents

We do not normally acknowledge uploaded supporting documents that are not application requirements.

Decision made

Once a decision on your application has been made a ‘decision made’ item will appear on your tracking.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Received Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Complete</td>
<td></td>
<td>Information sent to applicant</td>
</tr>
<tr>
<td>OD1 Documentation Outstanding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You should expect to receive an official letter confirming the decision.

The decision will either be:

Conditional Offer
Unconditional Offer
Unsuccessful
Application Withdrawn

Conditional Offer

If the decision is a conditional offer then your Academic Unit may choose to use the online tracking to display the outstanding conditions. This will enable you to track your conditions and the supporting documentation that you submit.

As with the application requirements your conditions will initially be recorded as ‘Awaiting Documentation from Applicant’. When documentation is received the condition status will be updated to either:

- Document received and accepted
- Document received and not accepted

Reply to Offer

Once an offer has been made you will be sent an offer letter with a ‘reply to offer’ form, you have 60 days in which to reply. You should return this form as soon as possible to confirm that you accept the offer.

If you do not reply within 30 days a reminder e-mail will be sent and a code inserted in the online tracking:
You will be sent a second reminder after another 20 days and then finally your application will be withdrawn after the full 60 days, you will receive an e-mail and a notification in the online tracking:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Received Note</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM01 Offer Outstanding 30 Days</td>
<td>Information sent to applicant</td>
<td></td>
</tr>
<tr>
<td>DM02 Offer Outstanding 30 Days</td>
<td>Information sent to applicant</td>
<td></td>
</tr>
<tr>
<td>DM01 Offer Outstanding 30 Days</td>
<td>Information sent to applicant</td>
<td></td>
</tr>
<tr>
<td>Decision Made</td>
<td>Decision Made</td>
<td></td>
</tr>
</tbody>
</table>

If you are unsure about replying to your offer please contact your Academic Unit for advice.

**Requirement Descriptions/ Document Types**

These are explanations of the Document Types that you are able to upload. Not all programmes require these documents. If you are unsure of what the application requirements or entry requirements for the programme are you should check the Study Routes page.

<table>
<thead>
<tr>
<th>Document Type/ Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Transcript</td>
<td>You must provide the complete transcript of the academic qualification that meets the programme entry requirement. If you are still studying for the qualification you should provide a partial transcript.</td>
</tr>
<tr>
<td>Degree Certificate</td>
<td>A copy of your Degree Certificate. Original Degree certificates must be provided on entry or before if requested by the Academic Unit.</td>
</tr>
<tr>
<td>Reference</td>
<td>All applicants are required to provide two academic references. Suitable referees may include a former tutor, supervisor or employer.</td>
</tr>
<tr>
<td>English Language Qualification</td>
<td>Original evidence of English language proficiency. This would usually be in the format of an original language certificate. For further guidance please see <a href="http://www.southampton.ac.uk/international/entry_reqs/">www.southampton.ac.uk/international/entry_reqs/</a></td>
</tr>
<tr>
<td><strong>Personal Statement</strong></td>
<td>The Personal Statement is an opportunity to provide additional information relevant to your application, such as a statement of purpose or details of other achievements/interests. For details of programme entry requirements please refer to the Study Routes webpage.</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td><strong>Resume/Curriculum Vitae</strong></td>
<td>Provide a Resume or C.V. if this is an application requirement.</td>
</tr>
<tr>
<td><strong>Research Proposal</strong></td>
<td>Study at the level of MPhil/PhD or Masters of Research will usually require you to provide a Research Proposal as an application requirement.</td>
</tr>
<tr>
<td><strong>Project Proposal</strong></td>
<td>Some programmes in Psychology require a project proposal, please check the Study Routes section of the website or <a href="http://www.southampton.ac.uk/psychology">www.southampton.ac.uk/psychology</a>.</td>
</tr>
<tr>
<td><strong>Art Portfolio</strong></td>
<td>Some programmes in the School of Art require an Art Portfolio, please check the Study Routes section of the website or <a href="http://www.southampton.ac.uk/wsa">www.southampton.ac.uk/wsa</a>.</td>
</tr>
<tr>
<td><strong>Music Composition/Performance</strong></td>
<td>Some programmes in the Faculty of Humanities require examples of Music Composition and/or performance, please check the Study Routes section of the website or <a href="http://www.southampton.ac.uk/humanities">www.southampton.ac.uk/humanities</a>.</td>
</tr>
<tr>
<td><strong>Sample of Written Work</strong></td>
<td>Some programmes in the Faculty of Humanities require a Sample of Written Work, please check the Study Routes section of the website or <a href="http://www.southampton.ac.uk/humanities">www.southampton.ac.uk/humanities</a>.</td>
</tr>
<tr>
<td><strong>Additional Questions</strong></td>
<td>Some programmes in the Health Sciences require an additional questions document to be submitted, please check the Study Routes section of the website <a href="http://www.southampton.ac.uk/healthsciences">www.southampton.ac.uk/healthsciences</a>.</td>
</tr>
<tr>
<td><strong>Evidence of Professional Quals</strong></td>
<td>Some programmes may require specific evidence of Professional Qualifications, please check the Study Routes section of the website or the Academic Unit website.</td>
</tr>
<tr>
<td><strong>Medical Clearance Certificate</strong></td>
<td>Some programmes may require a Medical Clearance Certificate to be submitted, please check the Study Routes section of the website or the Academic Unit website.</td>
</tr>
<tr>
<td><strong>Proof of Graduate Basis (GBR)</strong></td>
<td>Some programmes in the Psychology may require a Proof of Graduate Basis (GBR) document, please check the Study Routes section of the website or <a href="http://www.southampton.ac.uk/psychology">www.southampton.ac.uk/psychology</a>.</td>
</tr>
<tr>
<td><strong>Fee Questionnaire</strong></td>
<td>If we cannot determine your fee status you will be sent a fees questionnaire to complete.</td>
</tr>
<tr>
<td><strong>Fees Supporting Document</strong></td>
<td>We may request further documentation in order to make a fees classification.</td>
</tr>
</tbody>
</table>
If a programme requires an Industrial Placement Application Form this will be sent out by the School separately.

Any relevant documentation pertaining to sponsorship.

If you are unable to list all of your relevant publications in the allotted space on the application form you can submit it as an additional document.

Some programmes in Psychology may require a CV Detailing CBT Experience, please check the Study Routes section of the website or [www.southampton.ac.uk/psychology](http://www.southampton.ac.uk/psychology).

<table>
<thead>
<tr>
<th><strong>Definitions</strong></th>
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<tbody>
<tr>
<td><strong>Term</strong></td>
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<td>Programme of Study</td>
</tr>
<tr>
<td>Supporting Documents</td>
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<tr>
<td>Application Requirements</td>
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<tr>
<td>Complete or Complete Application</td>
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<tr>
<td>Conditions</td>
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<tr>
<td>Entry Requirements</td>
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<tr>
<td>Online Tracking</td>
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<tr>
<td>Programme Search Page</td>
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<tr>
<td>Application</td>
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<tr>
<td>Checklist</td>
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<td>----------</td>
</tr>
<tr>
<td>Login</td>
</tr>
<tr>
<td>Submit</td>
</tr>
<tr>
<td>Conditional Offer</td>
</tr>
<tr>
<td>Unconditional Offer</td>
</tr>
<tr>
<td>Withdrawn</td>
</tr>
<tr>
<td>Decision</td>
</tr>
<tr>
<td>Language Requirements</td>
</tr>
<tr>
<td>Academic Units</td>
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</table>
Online tracking fields

<table>
<thead>
<tr>
<th>Field name</th>
<th>Explanation</th>
</tr>
</thead>
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