Guide to Postgraduate Taught Admissions for Applicants

University of Strathclyde
Applying to the University of Strathclyde

The aim of this guide is to assist you, the Applicant, in applying for a programme at the University of Strathclyde. This guide will assist you in all aspects of applying to the University from choosing the programme to meeting the conditions of an offer and beyond.

The University of Strathclyde aims to make the applicant experience the best it can be, so we have recently reviewed our Postgraduate Taught Application process. After listening to applicants who have been through the application process before, we have developed this Applicant Guide.

We hope that this guide will answer any questions that you may have about the process of applying and becoming a student. For applicants who require a Tier 4 student visa to study in the UK, it gives assistance in how to obtain a Confirmation of Acceptance of Study (CAS) which is essential when applying for a visa.

This guide will provide you with an overview of the application process so that you know what to expect every step of the way.

We are delighted that you are applying to the University of Strathclyde and look forward to welcoming you as a student in the near future.
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Section 1: **The application process**
- Application process step-by-step
- Summary of the application process
- The documents you need to provide to support your application

Section 2: **Creating your application**
- How to start your application – Creating an application account
- How to complete and submit your online application
  - Part 1: Your Personal Details
  - Part 2: Your Application(s): Programme of Study
- How to upload your supporting documents

Section 3: **After you have submitted your application**
- What happens next?
- How to pay your deposit/meet deposit condition
- Your frequently asked questions
- Contact us
How do I apply?

Before you begin, check the entry requirements in the online prospectus or for international applicants visit the Recruitment and International Office webpage for country specific international equivalences.

Select a programme and apply online at http://www.strath.ac.uk/admissions/postgraduatetaught/

Please upload supporting documents to your application to help us determine your suitability for the programme.

Allow up to a minimum of 10 working days (2 weeks) for a decision on your application.
SECTION 1: The Application Process

Step 1
Choose the programme you want to apply for

Step 2
Check the entry requirements

Step 3
Complete your application online

Step 4
Submit your application with supporting documentation

Step 5
Your application will be considered

Step 6
A decision will be made on your application

Step 7
You can view the decision online

Postgraduate Taught programmes

The Application Process Step-by-Step
Postgraduate Taught Application Process Steps

Step 1
• View the list of available programmes [here](#). After clicking on your chosen programme, you will be directed to the webpage(s) where you can find further information

Step 2
• The webpage(s) will confirm the entry requirements for your chosen programme

Step 3
• Click ‘Apply’ on the webpage. You will be taken to the online application system where you will be asked to complete an online application and to upload your supporting documentation. A list of supporting documents can be found on [page 7](#)

Step 4
• Submit your application once you have completed it. You will receive an email to confirm that your application has been received

Step 5
• Your application will be reviewed by the Selection Team for your programme. If further information is required you will be contacted

Step 6
• A decision will be made on your application as quickly as possible. In most cases this will be within 10 working days (2 weeks). If you do not hear from us within this time, please contact us ([see page 33 for our contact details](#))

Step 7
• You will receive an email informing you that a decision has been made on your application. You will be asked to log in to Pegasus to view the outcome of your application
What information do I need to provide with my application?

Copies of qualifications gained, e.g. degree certificate and transcripts (showing the subjects taken and your grades/marks). Scanned copies are acceptable at this stage in the process. If you are still studying, provide a transcript of your results so far.

If your qualifications are in a language other than English, please provide certified official translations in addition to the copies of the original documents.

If English is not your first language, please provide a suitable English language test certificate (if appropriate), for example IELTS.

A copy of your passport (if you are a non EU overseas applicant). Your passport is required in order to obtain your CAS number which allows you to apply for your Tier 4 visa to study. This should be uploaded as soon as possible.

A copy of sponsor letter/scholarship award (if appropriate/available).

More information regarding scholarships available at Strathclyde can be found here.

Copies of any other documentation to support your application: e.g. CV, Personal Statement, Portfolio, Evidence of Professional Registration (for certain programmes).
Creating your application

Step 1
Choose programme and click ‘Apply’ on programme website

Step 2
Create your Applicant Profile by completing all fields and click ‘Submit’

Step 3
After completing Step 2 you have to complete a security check and click ‘Submit’

Step 4
You will receive an email containing your username and password. Use these to log in to complete your application

Step 5
Complete both sections of your application ‘Your Personal Details’ and ‘Your Application(s)’

Step 6
Upload supporting documentation to your application

Step 7
Click ‘Submit Application’. You will receive an email acknowledgement that your application has been received

Postgraduate Taught programmes

Process Steps for Creating and Submitting your Application
How do I start my application?

Step 1: Choose Programme

• Choose the programme(s) you would like to apply for using our list of Postgraduate Courses and Programmes. You will be directed to the webpage for the programme where you can view further information and ‘Apply’

Step 2: Create an Applicant Profile

• Create an application profile by completing the form and clicking ‘Submit’
• All fields are mandatory

The following symbols are found throughout the application:

You have not provided the information we require

You have provided the minimum information we require

There is no minimum information we require but you may wish to enter any relevant details

Click ‘Submit’ to create an application profile
Your Name

• If you are a non-EU overseas applicant, ensure that your Surname/Family Name and Forename (Given Name) match your passport **EXACTLY.** Please see Appendix 1 for examples
• If you only have one name, enter this as a Surname/Family Name, and enter a full stop (.) as a Forename

Email Address

• Please ensure your email address is correct as this is how we will contact you throughout the application process. Remember to check your Spam/Junk folder if you do not receive this

Date of Birth

• Enter your date of birth as (dd/mm/yyyy) e.g. 14/06/1986

Nationality

• You should ensure this matches the nationality on your passport

Submit

• Click ‘Submit’ to create your applicant profile. You will be required to complete an on-screen security check before you can finish completing your application
I have started my application, what’s next?

Step 3: After creating an Application Profile

• The security check will ask you to confirm your details, complete the ‘CAPTCHA’ check (type the word shown into the box provided) and agree to the terms and conditions (please read these carefully). Click ‘Submit’ again. This will generate an email with your username and password.

Email Acknowledgement

• You will receive an email from noreply@strath.ac.uk. Remember to check your Spam/Junk folder if you do not receive this.
• Make sure that you keep this email safe as it contains your username and password. You will need these to log in to your account to complete your application.

Step 4: Username and Password

• Your username and password are in the following format and are case sensitive. e.g.
  Username: PG1234567
  Password: x3xx9xxxx

Change Password

• You can change your password to something which will be easier to remember when you log in to your account for the first time. Click here for further information.

Log-in

• Once you have logged in, you will be able to continue to complete your programme application.
How do I complete the online application?

Step 5: Log in to your application [http://pegasus.strath.ac.uk](http://pegasus.strath.ac.uk) to complete the rest of the application. The application is in 2 Parts:

1 – Your Personal Details

2 – Your Application(s)

- Part 1 must be completed before you can move onto Part 2
- Both parts must be completed before you can fully submit your application
- You must click ‘Submit’ within each section to move onto the next
- You can save and log out of your application at any point and come back to it later
1. Your Personal Details: Personal Information

Address

- Ensure that your address is correct. Your address will show on any letter that is produced for you.

- Applicants who live in the UK can use “Lookup Address”

You can update your email or address details by logging into your application

Your email address will already be pre-populated

Remember to click ‘Submit’ to complete each section of the application

Do not add the country and postcode in address lines 1-4

Allows you to move through application

Next Section >>
Disability

• If you **do not** have a disability, please select ‘No Disability’

• If you do have a disability, please choose the most appropriate description from the list provided and give a description of any additional requirements

Remember to click ‘Submit’ to complete each section of the application
You must provide information for at least 2 referees in order to complete this section.

Provide the details of your referees:

- Name
- Position
- Country
- International Postcode
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Telephone
- E-Mail
- Confirm E-Mail
- Fax

An email address for your referees is not mandatory, but it is useful. You must give their address and Position (e.g. Lecturer, Manager, etc.).

If your referee is a current member of staff at Strathclyde, their details can be chosen from a list.

Remember to click 'Submit' to complete each section of the application.
Residency

- You will be asked to confirm your residency status in the UK
- A visa is not required if your programme is Distance, Open or Flexible Learning or if you hold a UK/EU passport
- Information on study visas can be found at UKVI - GOV.UK

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Are you resident in the UK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Country/Area of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>± Resident in the UK since ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Do you require a student visa to study in the UK</td>
<td></td>
<td></td>
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<tr>
<td>further information on study visas</td>
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<tr>
<td>* Country of Birth</td>
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<td></td>
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<tr>
<td>* Place of Birth</td>
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<tr>
<td>± Passport Number</td>
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<tr>
<td>Please upload a copy of your passport.</td>
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<tr>
<td>± Country of Issue</td>
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<td>± Date of Issue</td>
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<tr>
<td>± Date of Expiry</td>
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</table>

Under UK Border Agency regulations, applicants who require a student Tier 4 visa must ensure that they have supplied full information on all previous study in the UK (to be entered in the Education section). The University requires this information to ensure that you will not exceed the maximum period of study allowed in the UK and that your new course will represent Academic Progression. Failure to disclose all study in the UK may result in the University being unable to issue a Certificate of Acceptance of Studies (CAS) or the refusal of a visa application.

If you have studied in the UK before, you **MUST** ensure you tell us here by clicking Yes. Please provide a copy of your visa too.

Ensure that you provide a copy of your passport with your application – we will need a copy of this in order to issue your CAS statement to allow you to apply for your visa.

If you do not normally live in the UK and have no restrictions on your stay, click Yes to the ‘Are you a resident in the UK’ question.

If you do not normally live in the UK and require a Visa, click No.

Country of Birth and Place of Birth must match your Passport information **EXACTLY** – [Click here for examples]

Please complete the passport information as accurately as possible. If you do not have a passport yet, please upload it as soon as possible.
Education

- Please provide full details of your education history since leaving school by completing all the fields (examples below).
- If you require a Student Tier 4 Visa and have previously studied in the UK, you must ensure that you put this qualification on your application and upload a copy of the visa you held whilst studying.

Upload a copy of your qualifications to support this information. See page 22 for instructions.
If English is not your first language, click ‘No’ and provide details of the English Language qualifications you hold.

Provide information about your competence in written and spoken English. To aid the Selection Team, please give as much detail as possible.

If English is not your first language and want to improve the level, you may wish to apply for Strathclyde ELT courses.
Part 2. Your Application(s): Programme of Study

• This guide shows an example of the basic application form, however, you may have additional questions depending on the programme to which you are applying

Funding

• You need to provide details as to how you intend to fund your programme of study
• You should select the statement which best describes how you will fund your programme. At this stage it is only an indication

Edit Funding 🛠️

How do you intend to fund the programme of study if you are offered a place? Please select ONE of the following:

* Source of Funding
  - I will be responsible for payment of my own fees and confirm I have sufficient funds available (you may be asked to provide evidence of this).
  - I will be sponsored and agree to upload a copy of the letter confirming this.
  - I have applied/intend to apply for a grant/scholarship.

If you have applied, or intend to apply for a grant or scholarship, provide details including when you expect to receive the outcome of your application. If you have already been awarded one, provide details in the section below, and upload a copy of a letter or other appropriate documentation confirming this.

± Additional Funding Information

Completion of this section does not constitute an application for financial support. A separate application must be made to the appropriate sponsoring body.

Further information on financial assistance/scholarships can be found at the Recruitment & International Office.

Queries about funding arrangements e.g., payment methods, should be made to the Finance Office.

Give details of the grant/scholarship you have OR intend to apply for

Further information can be found here on payment arrangements: (http://www.strath.ac.uk/finance/student/)

Further information can be found here on Scholarships: Scholarships - University of Strathclyde
You must select 2 referees for this section. Your list should contain the names of the referees that you have already added. If there are no names for you to choose from, you will need to add the details of an other referee in the Personal Information section (see page 14).

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Programme Referees

You are responsible for ensuring references are provided to support your application.

### Edit Programme Referees

Before you can select a referee you are required to enter their details under ‘Referees’ within the ‘Personal Information’ part of this application.

2 records must be added for this section.

<table>
<thead>
<tr>
<th>Referee’s Name</th>
<th>Mr Referee (Lecturer)</th>
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</thead>
<tbody>
<tr>
<td>Type of Reference</td>
<td>Educational</td>
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</table>

<table>
<thead>
<tr>
<th>Referee’s Name</th>
<th>Mrs Referee (Senior Lecturer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Reference</td>
<td>Educational</td>
</tr>
</tbody>
</table>

Choose your referee from the list you have created in the first section of your application (Your Personal Details).
Supporting Documentation

- You should upload supporting documents to your application
- All documents uploaded will be seen by the Selection Team for your chosen programme
- Your application may be delayed if you do not provide all relevant supporting documentation

If you add files to the ‘About You’ section, you only need to add files once, regardless of how many programmes you apply for.

You can upload documents here that will be seen for all programmes you apply to.

Any documentation uploaded in this section can only be seen by the Selection Team for the programme you have applied to. If you add files to the ‘About You’ section they will be visible to any Selection Team for the programmes you have applied to.
How do I upload my documents?

About upload documents

• Supporting documents should be uploaded to your application
• Files should be in an acceptable format: .doc, .docx, .gif, .jpg, .pdf, .png, .rtf, .tif, .tiff, .txt, .xls, .xlsx
• Maximum file size 10.00 MB
• Zip files are not accepted

How to upload documents

• Type
  • choose from list, e.g. Academic Transcript, Degree Certificate, and ensure that the type matches the documents
• Your File Name
  • file name should be relevant to the type of document uploaded, e.g. degree certificate
• Click on ‘Choose File’
  • this will locate folders on your computer, please find the relevant document you want to upload and click ‘Upload Now’
Submit Application once Documents Uploaded

Submit Application

• Once you click on ‘Submit Application’, your application will be sent to the relevant Selection Team

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<tr>
<th>Home</th>
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<tbody>
<tr>
<td>Personal Information</td>
</tr>
<tr>
<td>Information specific to this programme</td>
</tr>
<tr>
<td>– Funding</td>
</tr>
<tr>
<td>– Programme Referees</td>
</tr>
<tr>
<td>– Additional Information</td>
</tr>
<tr>
<td>Submission</td>
</tr>
</tbody>
</table>

When all of the sections of the application have been completed with the relevant information the status will show with ✓

Once you are sure the details you have given are correct and complete please click on the Submit Application button below to proceed.

Submit Application   Cancel Application

You will receive an email from us within 24 hours to confirm that your application has been received

Allow a minimum of 10 working days (2 weeks) for a decision on your application
I have received an offer. How do I meet the deposit condition?

If you are a sponsored applicant

• You need to provide a letter from your sponsor which
  • shows how much will be paid for tuition fees and living costs
  • shows how long you will be sponsored
  • is on headed paper with appropriate signature
• Upload this to your application as a ‘Sponsor Letter’ or ‘Source of Funding Letter’

Official Financial Sponsors include

• HM Government
• Your home government
• British Council
• An International organisation, company or university
• If you have any enquiries in relation to confirming your payment or funding arrangements then please email accrec@strath.ac.uk and quote your registration number
• Your registration number is on your offer letter and in your online application (see bottom of page 31 for assistance)
If you are a self-funded applicant who is required to pay a Deposit

• If you are required to pay a Deposit, this can be paid using the following methods

• Online: The simplest way to pay fees is online using the University’s secure payment system. Help with this payment option is available on the next page

• Western Union: (International Students Only). Information and assistance on paying using Western Union is available online

• Bank Transfer: Direct transfer of funds to the University’s Bank Account. Details of the University’s bank account is available online

• Before you pay your deposit, you will need to know your registration number. You can find this in your online application on the ‘Progress Page’ and on your offer letter
How to pay the deposit online

• The online payments page can be found at http://www.strath.ac.uk/finance/student/onlinepayments/
• Have your registration number ready in order to pay your deposit online. This is in your online application on the ‘Progress Page’ and on your offer letter

On-line Payments

Introduction

The University has a facility to allow you to pay amounts due by credit/debit card quickly and efficiently. This allows payment of outstanding Tuition and Accommodation Fees and also allows advance payments to be made towards both where appropriate.

Students with PEGASUS Access

If you are a registered student you should access your PEGASUS account which will enable you to make an advance payment towards fees and also allow you to view and pay any outstanding student fees.

To make an advance payment towards fees which are not currently outstanding please select Finance / Finance Services / Advance Payments

If you have an outstanding fee, to view and make payment of this please select Finance / Finance Services / Payment of Outstanding Student Fees. In order to use this service you will need to register on the FMS payment system this will enable you to view all outstanding balances including Library Fines etc. and you can elect to pay all or part of the balances shown.

Advance Payments and Students without Pegasus Access

If you have been allocated a Student Registration Number by the Student Experience and Enhancement Services but as yet have neither registered nor have access to PEGASUS, you can still make an online payment in advance through this site.

Although your Tuition/Accommodation fees do not appear on the Finance System at this stage, making an advance payment should speed up allocation of your payment.

We accept Switch/Maestro, Solo, Mastercard, VISA, VISA Debit, American Express and Diners Club.

To pay deposit online click on ‘site’ under ‘Advance payments and students without PEGASUS access’
Frequently Asked Questions

I have forgotten my password. What do I do?

- Enter your password incorrectly three times. You will be provided with a link allowing you to request a new password.
- Click ‘email password’. The password will be sent to the email address on your application profile.

I have forgotten my username. How can I get it?

- Check the email that was sent to you when you created your application profile. Your username and password are contained in this email. If you do not have it, email admissions@strath.ac.uk quoting your application number (if known).
- If you do not have your application number, provide your Surname/Family Name and Forename along with your date of birth.
- If an Agent submitted your application, you will not receive a username and password. The Agency has their own username and password which they use to submit applications. Please contact your Agent.

My username and password are not being recognised. What should I do?

- If you are sure that your details are correct, check your browser settings or try again later. If this does not work, follow the instructions above.
- If the problem continues then please contact us.
How do I change my password?

- When you log in to your application, click on the 'Change Password' link in the top left hand corner.
- Enter your existing password, and then enter your new password.
- Confirm the new password and click 'Change Now'

I cannot upload my documents. What should I do?

- Check that the file is not too big (maximum 10.00 MB) and that it is an ‘Allowable Extension’ (.bmp, .doc, .docx, .gif, .jpg, .pdf, .png, .rtf, .tif, .tiff, .txt, .xls, .xlsx)
- There could be a technical issue at the time you are trying to upload. If you try again later, you might be able to upload your documents
- Email admissions@strath.ac.uk for help if you still cannot upload your documents. You will receive a response from the Admissions Team with further instructions on how to upload your documents

I submitted my application. How long will I have to wait until I hear from you?

- Allow up to 10 working days (2 weeks) for a decision on your application. The decision will show on Pegasus.
- If we require more information we will be in contact with you.
How do I contact you about my application?

- You can contact the Selection Team for your programme using the Messages function in Pegasus. Any message sent through Pegasus will show in your application. See below for information on how to use the Pegasus messaging system.

How do I use the Messaging function on Pegasus?

- Log in to your application and click on the programme you have applied for
- This will take you to the progress page.
- On the left hand side, click on ‘Messages’, then click on ‘Send message’
- Choose the Contact that you wish to email and click on their name
- Type your message and click ‘Send’

1. Click on Messages
2. Click on Send message
3. Click on the Contact’s name
I have been made an offer. How do I accept it?

• Log in to your application and click on the Programme you have applied to.
• You will be taken to the Application History page.
• Click on the ‘Accept Offer’ button at the top of the page

How do I get my offer letter?

• Log into your application. You will be taken to the Application History page. Your letter will show as ‘Online offer’.
• Click on ‘Download Letter’
• Your online offer letter will update each time you meet a condition. You can download a new copy of your letter when you meet any conditions.
• Your offer letter will not be sent to you by post. It is available online for you to download in your application
Can I provide copies of my qualifications?

- Certified copies of qualifications gained, e.g. degree certificate and transcripts (showing the subjects taken and your grades/marks). Scanned copies are acceptable at this stage in the process. If you are still studying, provide a transcript of your results so far.

I need a visa to study and I have previously studied in the UK at Masters level. Can I still apply?

- Yes, you can still apply. We will contact you to provide more information about your reasons for studying a Masters at Strathclyde. More information on this can be found at: http://www.strath.ac.uk/visas

How can I find my registration number?

- Your registration number will only be allocated if you have been offered a place to study at the University.
- Log in to your application. Click on your chosen ‘Programme of Study’.
- You will be taken to a ‘Progress Page’ where you can see the current status of your application. Your Registration No. can be found on right of this page.
I have submitted my application and want to apply for another programme at the University. How do I do this?

- Log in to your application. Click on ‘Apply for another programme’. You will be redirected to the list of Postgraduate Courses & Programmes. Choose the programme from the list.
- You will be taken to the relevant webpage. Click ‘Apply’ on that page.

How do I change my referees?

- See page 19 of the guide. Change the referee you want to remove by replacing with a different referee.
- If you do not have another referee to choose from your list, you will need to go into section 1 of your application and add another referees’ details. See page 14 for more guidance.

Will I be required to attend an interview?

- Some courses require applicants to attend an interview and this will be specified as part of that course’s entry requirements as published in the University Prospectus. For applicants outwith the UK, interviews will be conducted by telephone.

I have submitted my application and want to apply for another programme at the University. How do I do this?
Do I need an ATAS certificate?

- Certain programmes within Science and Engineering will require ATAS Clearance. The ATAS Clearance is required before you apply for your visa. To see if your programme requires ATAS Clearance, please see Academic Technology Approval Scheme - University of Strathclyde for more information and a list of eligible programmes.
- If your course does require ATAS Clearance, please see GOV.UK.

How do I get registered for my course at Strathclyde?

- Registration at Strathclyde is online for most courses.
- Once you have met all of your conditions, your application will go through a final check. Registration information will be emailed to you before the start of your course.
- You will receive an email containing your DS username and password and instructions on how to register online.
- Your new DS username and password will give you access to the Registration screen in Pegasus. You should not use your application username for registration.
- You should upload a photograph to Pegasus to allow your student card to be generated. You should ensure this photograph is suitable (recent passport style).
- Tier 4 applicants have to complete part of registration online but must attend the registration hall with the original documents as stated in your CAS statement.
- Further information on registration can be found here.
Who can I contact for further support?

- If you have yet to apply and would like advice about our courses and entry requirements please contact the Recruitment and International Office on 0141 548 2913 or by sending an email to pgenquiries@strath.ac.uk

- If you have already submitted your application for postgraduate study at Strathclyde, you can contact the Selection Team for your programme using the Messages function in Pegasus. Any message sent through Pegasus will show in your application. See page 28 for information on how to use the Pegasus messaging system.

- If you have a query regarding the application process, or you have applied and have a query regarding your application, please contact the Admissions Team on 0141 548 3195 or by sending an email to admissions@strath.ac.uk
## Appendix 2 – Glossary & Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ATAS</td>
<td>Academic Technology Approval Scheme</td>
</tr>
<tr>
<td>CAS</td>
<td>Confirmation of Acceptance for Study</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>RIO</td>
<td>Recruitment and International Office</td>
</tr>
<tr>
<td>Roll Forward</td>
<td>Application is rolled forward from the Admissions system to the Student Business System which creates a student record</td>
</tr>
<tr>
<td>RUK</td>
<td>Rest of the UK – applicants/students from England, Northern Ireland or Wales</td>
</tr>
<tr>
<td>SEES</td>
<td>Student Experience &amp; Enhancement Services</td>
</tr>
<tr>
<td>Student Business</td>
<td>Team within SEES who deal with student records once student is registered</td>
</tr>
<tr>
<td>ISC</td>
<td>Organisation which operates the International Study Centre providing foundation courses (post and undergrad) for overseas students</td>
</tr>
<tr>
<td>Tier 4 Visa</td>
<td>The visa required for an adult not from the EU to study at post-16 education in the UK.</td>
</tr>
<tr>
<td>UKVI</td>
<td>United Kingdom Visa and Immigration – Formerly Home Office</td>
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</table>
We would appreciate any feedback you have on using this Guide so that we can continue to improve the content for future applicants.

Please use the link below to complete a short online survey:

https://strath.eu.qualtrics.com/SE/?SID=SV_37Y9aHyhZehJy3X

Thank you!
Appendix 1: Passport Examples

Surname/Family Name
- Rai

Forename
- Tohura

Place of Birth
- Mangalore Karnataka

Passport Number
- F1234567

Surname/Family Name
- Gema Pertiwi

Forename
- Insert a .

Place of Birth
- Jakarta

Passport Number
- X000000
Appendix 2: Passport Examples

Surname/Family Name
- Osoba

Forename
- Emmanuel Clinton

Place of Birth
- Enugu

Passport Number
- A1234567

Surname/Family Name
- Santana Torres

Forename
- Oriana Lisette Del Maria

Place of Birth
- Barranquilla Atlantico

Passport Number
- CC 12345678