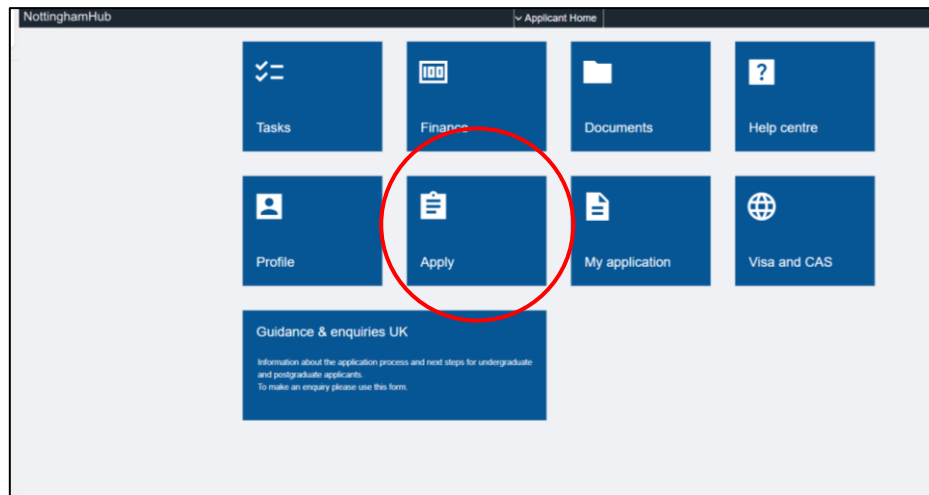




A guide to applying for a PGCEi

Log into [NottinghamHub](#)

Click link to 'Apply'



Click 'New Application' Then select your campus 'United Kingdom' and click 'Next Question'

New Application

Please complete the below questions in order to begin your application to The University of Nottingham.

1 Campus: United Kingdom
International:
2 Course Level:
Term:
Course:
Academic Load:
Year of Program:
Date of Entry:

Do you think that you would be classed as an international applicant?

☐ Yes - Please note that this will not be taken in to account in the assessment of your status

☐ No

[Previous Question](#) [Next Question](#)

Confirm your fee status, and again click 'Next Question'

New Application

Please complete the below questions in order to begin your application to The University of Nottingham.

1 Campus: United Kingdom
International: Yes
2 Course Level:
Term:
Course:
Academic Load:
Year of Program:
Date of Entry:

Select your Course Level

☐ Postgraduate Research

☒ Postgraduate Taught

☐ Professional and English Language Preparation

☐ Undergraduate

[Previous Question](#) [Next Question](#)

Select that you would like to apply for a 'Postgraduate Taught' Course. Click 'Next Question'

On the next screen, you will need to confirm which academic year you are applying for. **Please ensure you check the start date examples given.** Once chosen, click 'Next Question'

The next screen asks you to choose the programme you wish to apply for. Please ensure this information is accurate.

New Application

Please complete the below questions in order to begin your application to The University of Nottingham.

② Campus: United Kingdom
International: Yes
② Course Level: Postgraduate Taught
Term: 3200 2020 Academic Year
Course:
Academic Load:
Year of Program:
Date of Entry:

Search for a Course of Study

Keyword Search

*Subject Area

Education
Applied Psychology
Archaeology
Architecture and Built Environment
Biology and Zoology
Biosciences
Business
Chemical and Environmental Engineering
Chemistry
Chinese Studies
Civil Engineering
Classics
Clinical Sciences
Computer Science
Criminology
Culture, Film and Media
Economics
Education
Electrical and Electronic Engineering
Engineering
English

Search

Previous

Next Question

In the Subject Area field, Choose 'Education' from the drop down list. Click 'Search'. This will give you a list of all Postgraduate Taught programmes offered by the School of Education.

Choose the programme you wish to apply for. For the purposes of this demonstration, I will choose 'PGCert Education (International) UAE'

< Applicant Home

Apply

Apply for a course

Find a course UK

Find a course Malaysia

Find a course China

New Application

Please complete the below questions in order to begin your application to The University of Nottingham.

② Campus: United Kingdom
International: Yes
② Course Level: Postgraduate Taught
Term: 3230 2023 Academic Year
Course:
Academic Load:
Date of Entry:

Search for a Course of Study

Keyword Search

*Subject Area

Education
Applied Psychology
Archaeology
Architecture and Built Environment
Biology and Zoology
Biosciences
Business
Chemical and Environmental Engineering
Chemistry
Chinese Studies
Civil Engineering
Classics
Clinical Sciences
Computer Science
Criminology
Culture, Film and Media
Economics
Education
Electrical and Electronic Engineering
Engineering
English

Search

Select your Course

☐ Master of Arts - Digital Teaching and Learning
☐ Master of Arts - Digital Teaching and Learning (Online)
☐ PG Dip Digital Teaching & Learning (Online) (Exit Award Only)
☐ Master of Arts - Education
☐ PGCert Education (International) Thailand - BANGKOK Group 1
☐ PGCert Education (International) UAE
☐ Select this row (International) Ghana - Accra
☐ PGCert Education (International) Singapore
☐ PG Cert Education (International) Vietnam - Ho Chi Minh City
☐ No Qualification: Postgraduate - Education - No Award - Semester

Previous Question

Next Question

Click 'Next Question'

On the next screen, select that you will be studying 'part time'. Click 'Next Question'

Now choose the start date of your cohort. Click 'Next Question'

You will then be asked to confirm your selection. Please read through the information on that screen carefully. Check the course name, academic year and start date is correct. If so, click 'Confirm Selection'

Now it is time to complete your application form.

The screenshot shows the 'Agent for New Applicant' page. On the left, under 'Application Details', it lists: Campus: United Kingdom, Course Level: Postgraduate Taught, Term: 2020 Academic Year, Course: Master of Arts - Education (flexible), and Application Deadline: Wed 30 September 2020. In the center, under 'Application Actions', are buttons for 'Return to Application List', 'Submit Application', and 'New Application'. On the right, under 'Form Status', is a list of sections: Personal Details, Contact & Address Details, Passport and Visa Information, Residency, Education Details, Test Information, Personal Statement, Additional Questions, Work Experience, References, and Supporting Documents. Each section has a status icon (orange star for incomplete, blue circle with a question mark for not started) and a blue question mark icon. A red arrow points from the 'Passport and Visa Information' section to the 'Residency' section. At the bottom right, there is a 'Key' section with icons for 'Not Started', 'Incomplete', and 'Complete'.

On the right of the screen, it shows you the basic fields that need to be completed by putting a * next to them. As a PGCEi applicant, you do not need to click on or complete the 'Passport and Visa Information' screen, but please do complete all other parts of the application. You must supply academic documents, a personal statement, a reference, and confirmation of connections to an educational context for the duration of your course. Missing information will mean your application cannot be processed.

To open a section to complete, click on the blue writing. Each section will ask you a number of questions that need to be completed. Once you have completed all fields in that section, click Save

When you get to the 'residency' section, there is a question asking you the date you first entered the UK.

The screenshot shows the 'Residency' section of the application form. It includes a 'Message' box with the text: 'Please enter here the date of first entry to the UK. If you were born in the UK, please enter your date of birth. If you have never entered the UK previously, please enter the date you intend to enter the UK (0,0)'. Below the message box are three dropdown menus: '*Date of First Entry to UK:', '*Nationality - Please select one:', and '*Area of Permanent Residence - Please select one:'. There is also a dropdown menu for '*Residency Category - Please select one:'. A 'Save' button is located at the bottom left. On the right, the 'Form Status' section shows the 'Residency' section as incomplete (orange star icon). Below the 'Form Status' section, there are links to 'Personal Statement', 'Additional Questions', 'Work Experience', and 'References'.

As the information suggests, if you have never been to the UK, please enter the start date of the course you are applying for – even if it is an online course and you have no intention of coming to the UK.

Once completed, click 'Submit Application'

Once you have submitted your application, our Admissions Office will review your documentation and will aim to issue an offer to you within a period of six weeks. Please ensure you have submitted all required documentation to prevent delays in processing.