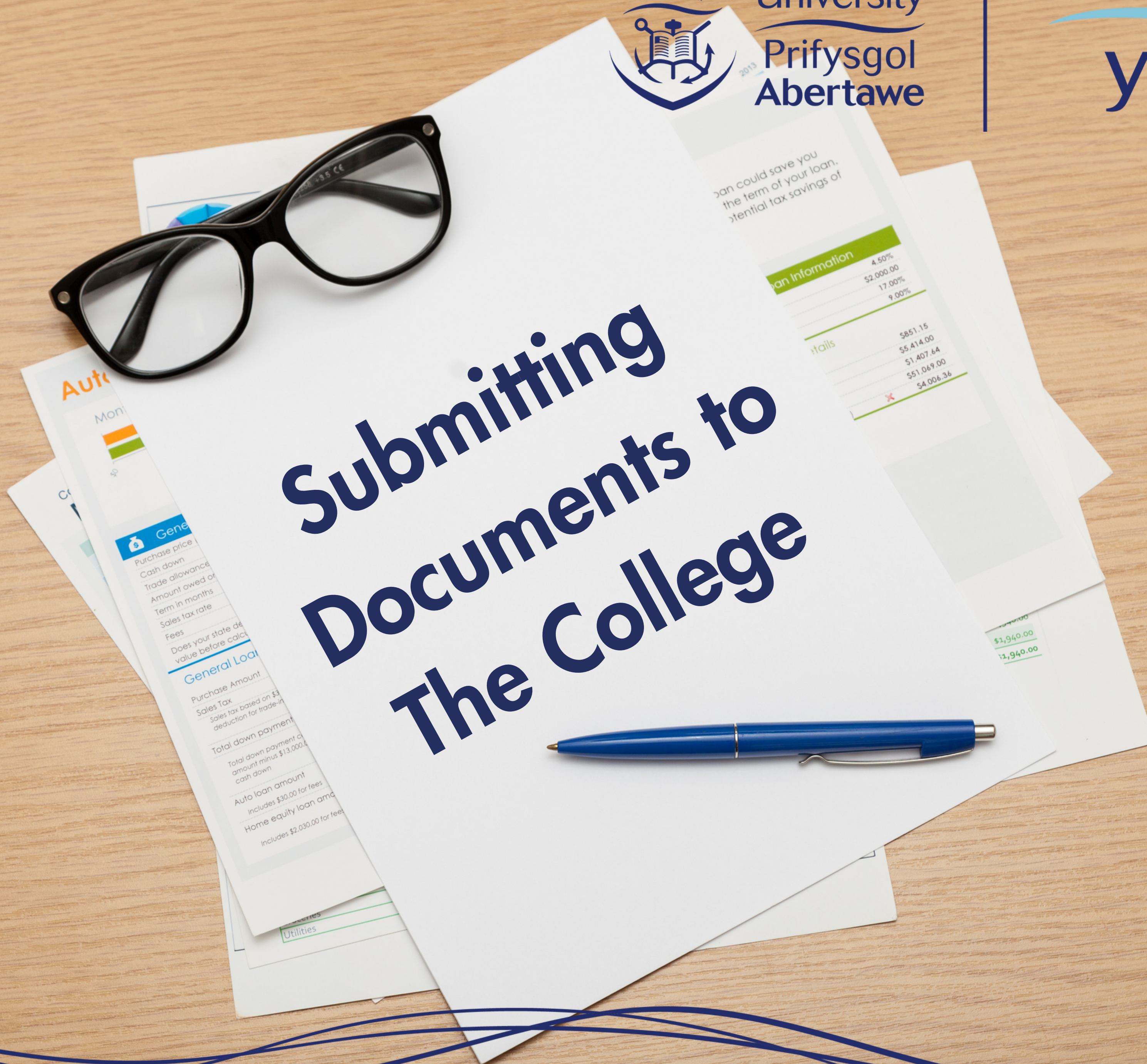




Swansea
University
Prifysgol
Abertawe

The College
y Coleg

Submitting Documents to The College



Get the Details Right!

If you are interested in applying to The College, Swansea University, or if you already have, then you may be issued a Conditional Offer Letter.

This offer will contain detailed information about some additional documents, qualifications or requirements that we will need from you in order to issue an Unconditional Offer Letter.

These additional requirements could be something as simple as a CV or something more, like an English Language qualification.

When submitting these documents to us, it is important that they meet certain formatting requirements so that we can easily accept them and add them to your account.

We hope that this guide will help you understand the best and most effective ways in which to submit your documents.



Naming Your Documents

We receive a lot of documents here at The College so it is always helpful when these documents are properly named. When submitting any files to The College, you should ensure that each one is labelled so that we can easily see what everything is.

Ideally, the file will be labelled with your name, student number or application number as well as details of what the document is. Below you will find some handy examples



Scan_16754936.pdf



Forswanseaadmission.docx



Screenshot_whatsapp_35273572.jpg



YOUR NAME - High School Transcript.pdf



YOUR STUDENT NUMBER - CV.docx



APPLICATION NUMBER - Passport Scan.jpg

Passports

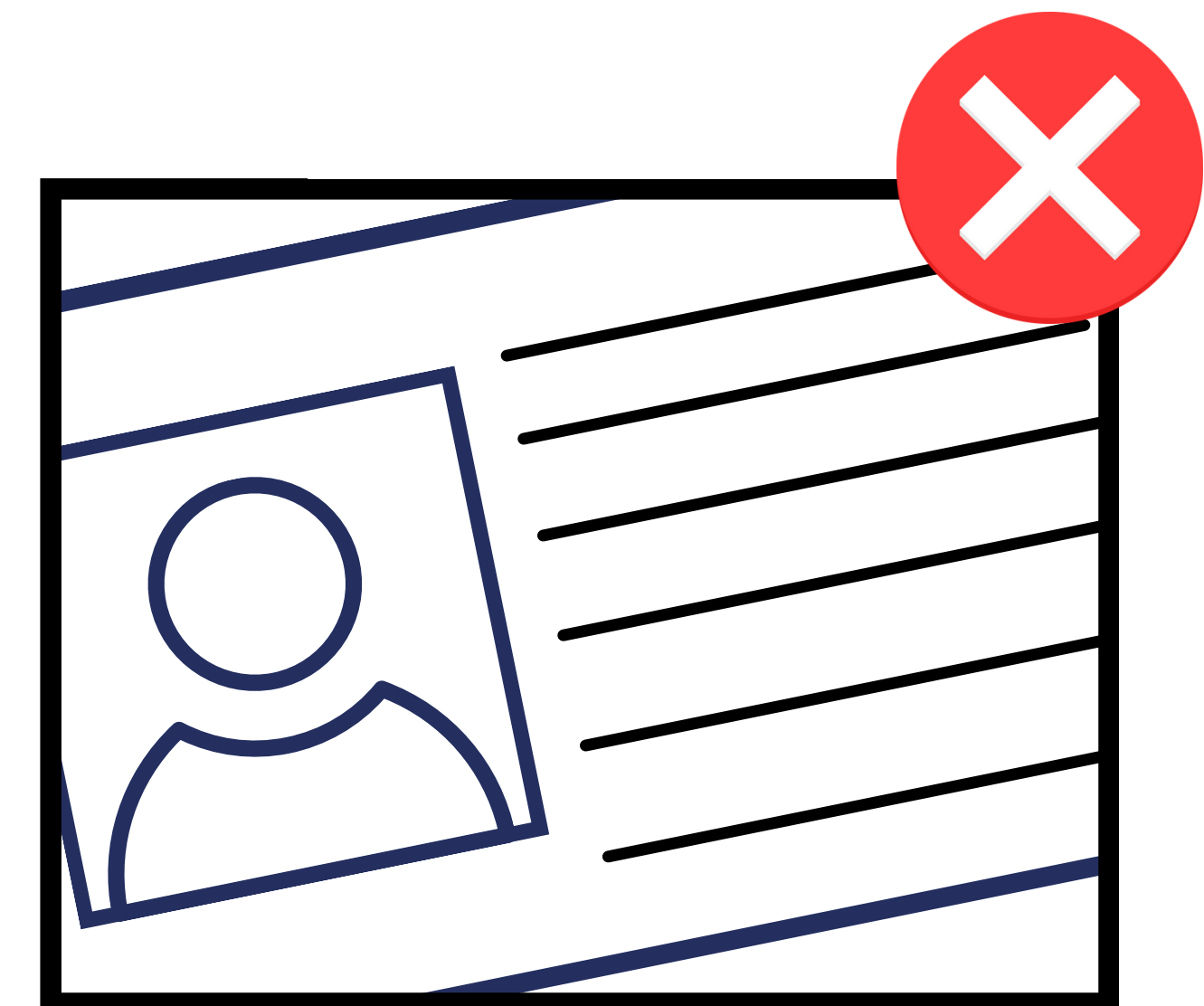
Your Passport is a VERY important part of your application. After all, we have to make sure that you are able to join us in Swansea! Guidance on how to submit a good Passport can be found below. Remember that your Passport should have at least 6 months of validity from the date of your enrolment in order to be accepted.



This example is very blurry. It is difficult to make out the passport number, student's name, address etc. In this instance we would ask for a better quality image.



This is a great example of a perfect passport image or scan. It is of a good quality so we can read all important information and all of the passport is visible. It is also in date which is very important.

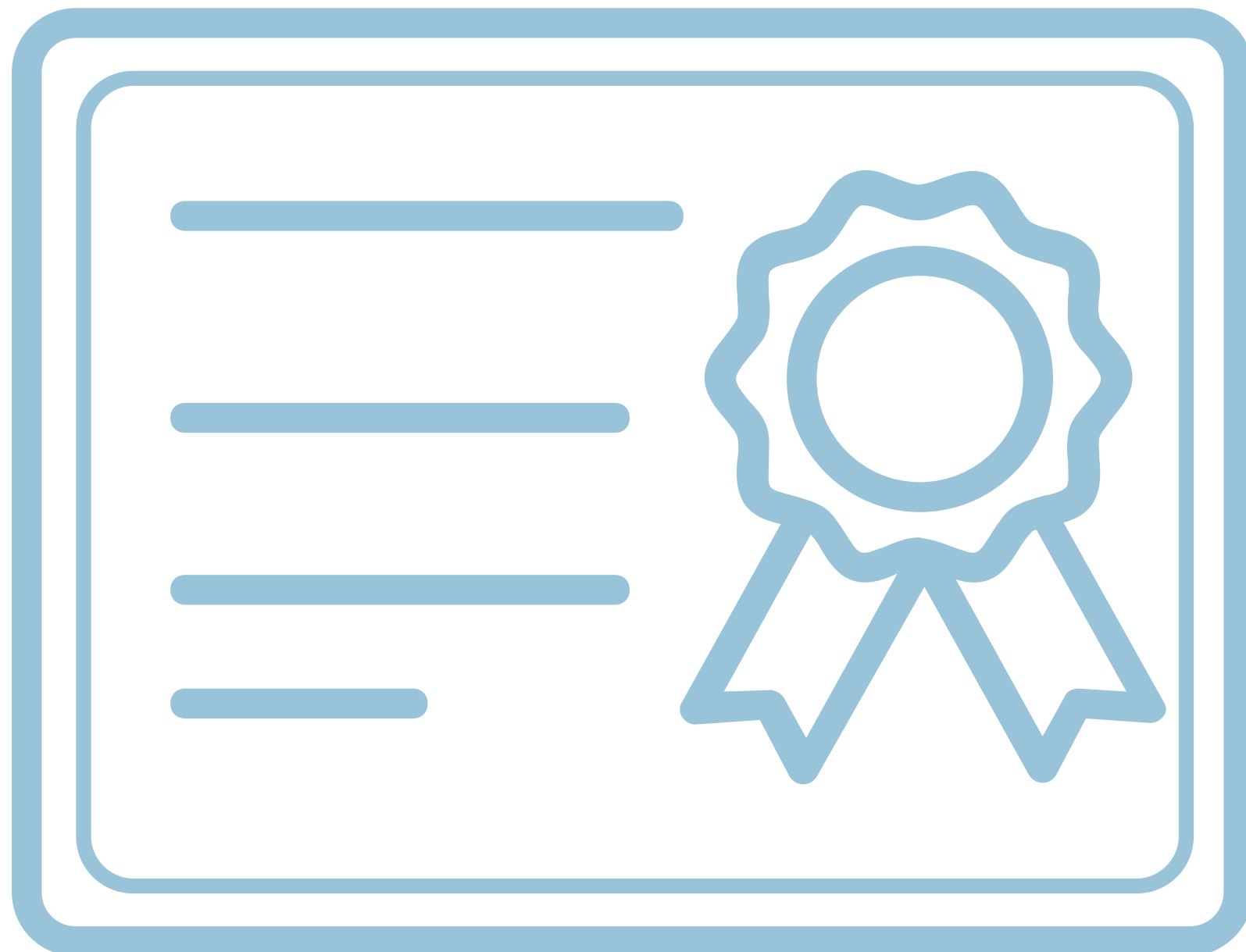


While this example is of a good quality there are parts of the Passport that have been cut of in the image/scan provided. Here we would request an image of the entire passport.

Academic Qualifications

Much like passports, it is important that any qualifications that you submit to us should be of a good quality and no corners or sides should be cut off in the image or scan. Students may be required to submit both a final certificate and a transcript in order to meet our academic requirements.

If your qualifications are in a language that is not English, you will need to provide official, certified translations along with the original copies.



English Language Qualifications

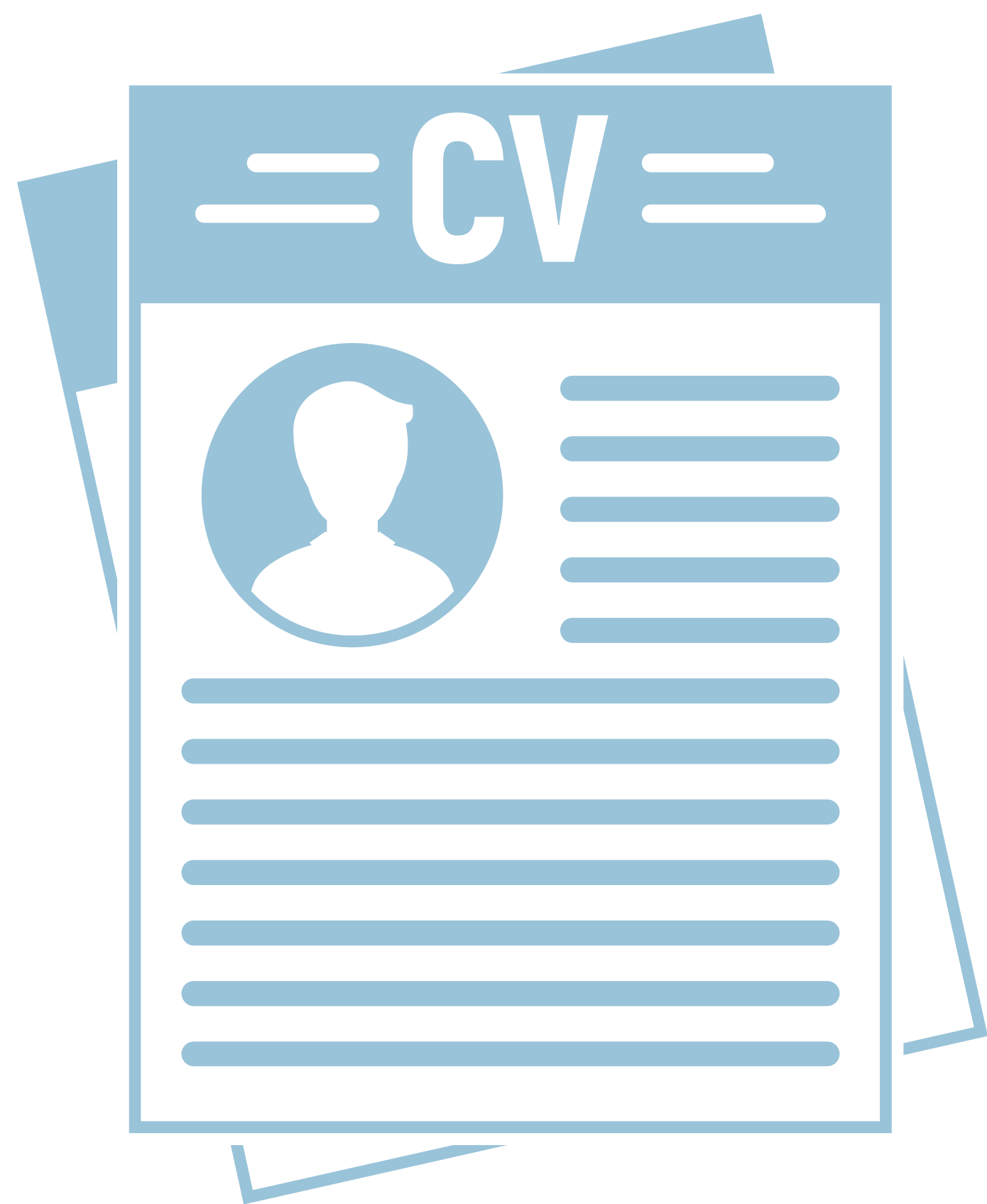
In order to ensure that our students hold the necessary level of English language ability to thrive in Swansea, we will often request an English language qualification.

This qualification could be a dedicated English language test such as an IELTS or, in some cases, part of the curriculum of your previous education. Either way, you will need to have earned this qualification within the last 10 years. Older qualifications will not be considered valid and you will be required to acquire a new one.

A full list of the English language qualifications that we accept here at The College, as well as their IELTS equivalents, can be found here: <https://www.swansea.ac.uk/admissions/english-language-requirements/>



CV



Your CV is your opportunity to tell us about the skills, knowledge and experience that you have developed through your education, employment, or any other opportunities you have been involved in, in a formal manner.

A CV will be a particularly important part of your application if you have been out of education for a while.

On the next page you will find a guide on how to build a strong CV.

CV

A good CV should contain several key elements:

- Personal Information - name, date of birth, address etc.
- A brief introduction or 'profile' - this should summarise yourself and your skills
- Details of Education and Employment - here you should include the dates that you were in each of your recent schools/jobs, any specific skills you developed and the responsibilities or opportunities you undertook
- Any additional qualifications that you hold - these may be skill development courses or extracurricular awards
- A brief section on your interests so that we can get to know you a bit more

This information should be presented in a formal and professional manner. Pretend that you are applying for a job!

The form is enclosed in a green rectangular border. In the top right corner, there is a square box containing a simple line-art icon of a person's head and shoulders, representing a profile picture. To the left of this box, there are five horizontal lines for text. Below this section, there are three more horizontal lines. Further down, there is a section with four horizontal lines, preceded by a short horizontal line segment. This is followed by another section with four horizontal lines, also preceded by a short horizontal line segment. The final section at the bottom consists of five horizontal lines, preceded by a short horizontal line segment.

Personal Statement

A personal statement can seem very similar to a CV but they are actually quite different. While a CV is your chance to present your formal employment and education history, a personal statement is an opportunity for us to get to know you.

Your personal statement is a great way to make yourself stand out from the other applicants to The College. Our admissions team view hundreds of applications so the ones that really stand out are always refreshing and memorable.

Why do you want to study at Swansea?

How will your past experiences help you in University?

How will your degree help you achieve your goals?

Where do you see yourself in the future?

Why do you want to study the course that you have applied for?

References

As an applicant to The College you may be required to submit references. Students should ideally submit two references, one from academia and one from the world of work.

References should be signed, dated and submitted on letterheaded paper. Your reference should also come from someone in a position of responsibility or authority over you such as a teacher or employer.



Good References

- Teacher
- Personal Tutor
- Principal
- Manager
- Employer
- Supervisors
- Coach
- Clients

Bad References

- Parent/family member
- Friend
- Co-workers
- People who do not really know you

Students who have Previously Studied in the UK

If you have studied in the UK before there will be some additional documentation that we will require from you. This includes:

- An image or scan of both sides of your Biometric Residence Permit (BRP)
- Your previous Confirmation of Acceptance of Study (CAS)
- Your previous Entry Clearance Visa (ECV)
- Any other previous Visa or Immigration documentation

Like everything that you must submit to us, these documents should be in a clear and good quality format.



Sponsored Students

Some students may finance their studies by securing sponsorship from a government, organisation or individual.

In this instance, students must provide official evidence that their intended sponsor has the capacity to support your studies.

Please note that, typically, an individual sponsor may only be a parent or legal guardian.

Full details on the requirements can be found here
<https://study.navitas.com/nvtuk-financial-evidence.html>



Submitting



Once you have all of your documents completed, named and formatted correctly it is time to send them over to us!

Once received, our team will assess these documents and, if appropriate, will add them to your account with us, putting you one step closer to joining us.

Remember that you do not have to have ALL of your documents ready before sending them to us, you can send them over as soon as you have them.

Documentation can be submitted through StudyLink our dedicated admissions and application portal. Simply log into your account and share your documents with us!

Submitting

Your StudyLink page will look like this. From here you can view your application, submit documents and get updates from our admissions team



Logged in as [redacted]

Start an Application

My Applications

My Documents

My Account

Sign out

My Applications

0 Incomplete View >

0 Submitted View >

Documents

1 My Documents View >

INCOMPLETE APPLICATIONS

| Last Modified | Application Number | College | Program | Status | Action |
|-------------------------|--------------------|---------|------------|------------|-----------|
| 07-Feb-2022 05:05 PM | 4723297 | | [redacted] | Incomplete | Actions ▾ |

SUBMITTED APPLICATIONS

| Last Modified | Application Number | College | Program | Status | Action |
|-------------------------|--------------------|---------|------------|-----------|-----------|
| 07-Feb-2022 12:29 PM | 4722447 | | [redacted] | Submitted | Actions ▾ |

Getting in Touch

Talk to us on our [Live Chat](#)
9:00 - 17:00 (BST)
Monday - Friday

Tune into our weekly
LIVE Q&A on Instagram
Every Friday
12:00 - 1:00 BST
[@thecollegesuni](#)

Visit our Upcoming Events Page
www.swansea.ac.uk/the-college/upcoming-events/

Message us on Social Media:
We can be found on Instagram,
Twitter, WeChat, Facebook and
LinkedIn

Contact the enquiries team:
the-college-enquiries@swansea.ac.uk

We Are Here To Help

We hope that this guide has helped you understand what we need from you when you submit your application. The documents mentioned in this guide, and more, are just as important to your application as the application itself.

Submitting documents which are of a poor visual quality or which are lacking certain aspects will prolong our assessment process. The better your documents are, the faster we can make you an offer and welcome to to The College, Swansea University.

Finally, please do remember that we are always on hand to answer any questions and offer any support that you may require to make an application or meet your conditions. Contact us using any of the information on the previous page.

Make your application now at: www.swansea.ac.uk/the-college/apply/

The College, Swansea University
@thecollegeSUni



T: +44 (0)1792 602 888

E: the-college-enquiries@swansea.ac.uk

W: swansea.ac.uk/the-college