

# Guidelines for Applicants

How to **Apply Online** through the **Online Application Portal**

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**Last Updated: 30 October 2019**

### Chartered Banker MBA

The Management Centre, Bangor Business School,  
College Road, Bangor, Gwynedd, LL57 2DG

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## Section 1: How to create a log-in access the portal

- Navigate to <https://apps.bangor.ac.uk/applicant/>
- Click on the APPLY ONLINE link which will lead you to the application portal page. Select the 'Sign-Up' option highlighted below:

Applications

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### Login

Email \*

Password \*

Remember Me

[Don't have an account? Sign up](#)

[Need to reset your password?](#)

- Enter **Email address** and select a **password**. You must **keep a note of this email and the password** in a safe place as you will need these details later on. **Do not share the details with anyone.**

### Signup

Email \*

Password \*

Password (again) \*

Your password must be at least 8 characters long, have at least one capital/uppercase letter, and one number.  
Use a strong password to protect your personal information: a strong password is a mix of letters, numbers and punctuation marks (like ! and @) which does not use personal information or common words.

[Already have an account? Log in](#)

- You must follow the instructions displayed on the right side of the page for selecting an appropriate password, otherwise the system will show an error message like this:

**Password \***

**Must be more complex (must contain 1 or more unique uppercase characters)**

- Once you have entered the details correctly, the system will send a verification email to the email address you have provided. Open the verification email and click on the link provided in that email. You will then get confirmation that the account has been activated. Please note, without verification you may not be able to proceed further with the application.

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- F. Now you can log into the portal by entering the email address and password to proceed with the application;



Login

Email \*  
abc@Xyz.com

Don't have an account? Sign up

Password \*  
\*\*\*\*\*

Need to reset your password?

Remember Me

Log in

## Section 2: Prepare a Personal Statement which is submitted as part of the application

The completed Personal Statement is a required element of the application process, the template can be accessed with the link provided and uploaded in section 10 of the portal. **You will not be able to submit your application without attaching your [personal statement](#).**

- 1. Preferred Study Route**  
The eligible study route will be confirmed in an offer letter, however if the applicant wishes to be considered for an alternative route, this can be detailed in the box provided. Further details of each study route are available on the website [here](#)
- 2. Chartered Banker Institute Membership**  
The Chartered Banker MBA is a dual qualification of an MBA and Chartered Banker status. Accepting the Chartered Banker Institute Code of Professional Conduct is required so that you may be registered with both Bangor University and the Chartered Banker Institute.
- 3. Marketing**  
Detailing how you heard of the Chartered Banker MBA is most helpful for future marketing purposes, and we are grateful for your feedback in this regard.
- 4. Secure your Place**  
Applicants who have had their eligibility confirmed prior to applying or those who wish to receive an unconditional offer can opt to pay their deposit of £500. The deposit is deducted from the overall fee but it is non-refundable.
- 5. Scholarships**  
A link for the part funded scholarship form is provided for those who meet the criteria for the full programme.

Once completed, please save to your computer. When you are ready to submit your application from, you can browse your computer and upload.

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## Section 3: How to submit a new Application

- A. Log-in to the portal by following instructions in the Section 1 above.
- B. Complete all 10 individual sections one by one by clicking onto them. Detailed guidance is given below:

①	Personal Details
②	Degree programme
③	Additional Information
④	Contacts
⑤	Education History and Professional Qualifications
⑥	Professional Experience
⑦	Language Ability
⑧	Financing your Studies
⑨	Visa and Residency
⑩	Upload Supporting Documentation

### NOTE:

- **For your application and Offer Letter to be processed and as soon as possible, it is very important that all of the details and required documentation is included with the submitted application.**
- **If you don't have all the details to finish the application in one go, you can save the application and return to it later. Refer to Section III about how to resume and submit an incomplete application.**

### 1. Personal Details:

Enter all Personal Details exactly as they appear on Applicant passport. Please note that nicknames and pseudonyms are not acceptable. Click *Save and Continue*.

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**Title \***    
Select your title

**Given name \***   
Enter your first given name as it appears in your passport

**Family name \***   
Enter your family name in full as it appears in your passport

**Previous surname**   
Enter your previous surname if applicable

**Middlenames**   
Enter your middle given name(s) as they appear in your passport

**Date of Birth \***        
Insert your date of birth as it appears in your passport

**Gender \***  

---

**Nationality \***    
Your nationality corresponds to your nationality in your passport

**Passport Number \***

**Passport Expiry Date \***        
It is important that you enter your passport details **AND** upload a copy of your passport ID page. If you **do not** have a valid passport, tick the statement below

I do not have a passport

**Country of Birth \***    
In which country you were born?

**Ethnicity \***    
Give details of your ethnic background

## 2. Degree Programme:

- 2.1. The Chartered Banker MBA programme and Postgraduate Certificate in Bank Management and Technology are listed under Distance Learning, the course names are given below:

**Chartered Banker MBA** listed as:  
MBA Chartered Banker (MBA/CBDL N3BN)

**Postgraduate Certificate in Bank Management & Technology** listed as:  
PGCert Bank Management and Technology (CERT/BMT N2DL)

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<b>Undergraduate/ Bachelor Degree</b> (BSc, BA, LLB)  Undergraduate...	<b>Postgraduate/ Taught masters</b> (MSc, MA, MBA, LLM)  Postgraduate...	<b>Postgraduate Research</b> (PhD, EDD, MPhil, Masters by Research)  Your own research project... PhD project opportunity... Bangor University Advertised Studentships...	<b>MRes</b>  MRes...
<b>Non-graduating applications / stand alone modules</b>  Non-graduating Undergraduate... Non-graduating Postgraduate Taught... Non-graduating Postgraduate Research...	<b>Restricted admission (passcode required)</b>  Cymraeg mewn Blwyddyn / Welsh in a Year Head Teachers Leadership programmes (National Consortia in Wales) PGCE Courses in Education BA in Primary Education MA Education Studies (Singapore)	<b>Distance Learning</b>  Distance Learning...	

Click here for  
MBA Chartered Banker (MBA/CBDL N3BN)  
or  
PGCert Bank Management and Technology (CERT/BMT N2DL)

Please note that selecting either the Chartered Banker MBA or Postgraduate Certificate in Bank Management & Technology will automatically populate the delivery method as both of these courses **are only offered on a part time basis by distance learning**. Applicants of both programmes do not qualify for a Tier 4 visa. Student Visiting Visa may be applied for residential sessions once enrolled onto the course.

**Course lookup \***

MBA Chartered Banker (MBA/CBDL N3BN)

**Part time \***

Part time

The nationality on your passport indicates that you are not from the EU. **International students requiring a Tier 4 student visa must study full-time**, and live within a reasonable daily travelling distance of the University.  
If you do not require a Tier 4 student visa and wish to study part-time or via distance-learning, select 'Part time' here.

**Starting \***

Please select when you want to start...

[Add](#) [Cancel](#)

Select your start date from the dropdown menu:  
For **Spring 2020** select March (201920)  
For **Autumn 2020** intake, chose September (202021)

**Starting \***

March (201920)

[Add](#) [Cancel](#)

Click Add, then Continue.

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### 3. Additional Information:

Select appropriate options and provide details, where requested.

#### Additional Information

Are you a current Bangor University student, or have you applied to Bangor University or studied at Bangor University previously? \*

Yes  
 No

Do you have any disabilities? \*

Yes  
 No

During the period of your proposed study, will you be registered simultaneously for any other Higher Education qualification either at Bangor or elsewhere? \*

Yes  
 No

Have you lived in the UK/EU continuously with the exception of holiday periods since birth? \*

Yes  
 No

[Refer point 3.1](#)

[Save and continue](#)

- 3.1. **Disability/Health:** This section is included for the purposes of monitoring equal opportunities and to ensure that the University can provide applicants with appropriate facilities. It will **not** affect the University's decision whether or not to offer the applicant a place, and the information will remain **strictly confidential**.

### 4. Permanent Home Address:

Provide applicant's permanent home address and place of abode as we need this for our records. Please note the FULL postal address is required. The phone number must contain all country codes and area codes.

#### Permanent Home Address

Country \*

Building

Postcode / ZIP

[Find](#)

Address line 1 \*   
House number or house name and street, building number

Address line 2   
Enter town/city further down, not here.

Address line 3   
Enter town/city below, not here.

Address line 4

Postal Town / City \*

Phone number

[Save and continue](#)

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## 5. Education:

5.1. Start with the highest Academic Qualifications the applicant has obtained or is working towards and click **Save and Add**. The details provided must match those on the certificates/transcripts you provide with the application.

5.2. Select **Add Education history** on the next screen to add additional qualifications

Once you have filled-in all academic qualifications then select **Continue**

### Education History and Professional Qualifications

You have previously indicated that you do not have any education history.

Please provide details of current and previous education history.

**Institution \***   
As it appears on your certificate / transcript.

**Country \***

**Title of Qualification \***   
As it appears on your certificate / transcript. E.g. BSc (hons) Psychology

**Grades Achieved / Expected**

**Course Attended From \***

**Course Attended To \***

**Date Qualification Awarded / Expected**

[Save and Add](#) [Continue](#)

## 6. Employment History:

6.1. If the applicant does not have any employment history then skip this section by pressing '**Continue**' button.

6.2. Otherwise, provide details of the employment history. The details provided must match the details on employment certificates/papers you will submit as evidence e.g. Work experience certificates, CV, work related references etc

### Add new employment history

**Employer \***

**Position \***

**Date From \***

**Date To**    
Leave blank if this is your current employer

**Details of responsibilities and duties**

[Save and Add](#) [Continue](#)

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## 7. Language

Provide details of applicant's English Language ability under this section.

**NOTE: If your first language is not English an English Test such as IELTS may be required. If an applicant can provide evidence that they have achieved their bachelor degree or higher qualification through the medium of English, a language test can be waived. Please upload these documents with the 'Education History' documents.**

### Language Ability

Is your first language English? \*

yes

no

Save and continue

If yes, jump to point 8

If No, go to 7.1 below.

7.1. Select appropriate option.

Have you completed an english language test?

yes

no

If Yes, go to 7.2 below.

If No, jump to 7.4 below.

7.2. Select the English test/qualification applicant has undertaken (e.g. IELTS, iGCSE) and provide the scores, and press 'Save and Add', and go to point 7.3 below;

English language test \*

Date taken \*

Overall \*

Save and add

7.3. If you wish to add more another English test score, then start from point 7.1 again, otherwise press the 'Continue' button and jump to point 8 below.

7.4. Select appropriate option;

Are you waiting to take an English test?

yes

no

Save and continue

If Yes, go to 7.5 below.

If No, click 'Save and continue

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7.5. Provide details of the test the applicant is waiting to undertake, and click 'Save' button to continue

English language test \*

Test date \*

## 8. Finance

**Important Please note:** Please note that Executive Education distance-learning programmes are delivered through the Management Centre for the Business School, as such, fees are paid directly to the subsidiary. Incentives for the programme(s) such as Early Enrolment Discounts or Scholarships will be advertised on the Chartered Banker MBA website [here](#).

**All applicants of the Chartered Banker MBA or Postgraduate Certificate in Bank Management & Technology should select one of the funding options:**

- **Self-Funding**
- **Sponsored** - If you are being funded by your employer please upload a letter of comfort as detailed in section 10
- **Student Loan** – UK applicants eligible for the Chartered Banker MBA may access a government loan, further details are available [here](#)

Select the appropriate option about how the applicant will finance the studies;

## 9. International Visa

Enrolling on to the Chartered Banker MBA or Postgraduate Certificate in Bank Management & Technology will not qualify an applicant to a Tier 4 Visa, however this section must be completed by all applicants. If you are an international student, you will need to answer Yes to the first question.

### International Visa

Do you need a Student Visa to study in the UK?  Yes  No

In order to enter the UK to study at University of Bangor, you will need a Tier 4 visa select 'yes'  No  Yes

If you require a Student Visa to study in the UK, please select 'Yes'.

**If Yes, go to 9.1 below.**

**If No, jump to 9.8 below.**

9.1. Tell us if the applicant is already studying a course in the UK;

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Are you currently enrolled on a course in the UK?

- Yes  
 No

If Yes, go to 9.3 below.

If you are currently officially enrolled on a course in the UK, you must answer every question in this section in full.

If No, go to 9.2 below.

9.2. Tell us if the applicant previously studied in the UK;

Have you previously studied in the UK?

- Yes  
 No

If Yes, go to 9.3 below.

If you were enrolled on a course of study in the UK at any time in the past, you must answer every question in this section in full. This includes academic and English language courses.

If No, go to 9.4 below.

9.3. Provide the details of the course the applicant is studying or studied in the UK, and continue to point 9.4 below

Current visa type *	-----		
Current UK visa number *	Current UK visa number		
Current visa start *	---	---	---
Current visa end *	---	---	---

9.4. Tell us if the applicant has ever been refused a visa to enter the UK;

Have you ever been refused a visa to enter the UK?

- Yes  
 No

If Yes, go to 9.5 below.

Failure to disclose this information is a criminal offence and may result in your application being withdrawn.

If No, go to 9.6 below.

9.5. Tell us how many times applicant's visa was refused, and then continue to 9.6 below

How many times has your application for a visa been refused? \*

-----

9.6. Tell us if the applicant was ever suspended or discontinued from their studies in the UK

Has your registration on any course of study in the UK been suspended or discontinued at any time?

- Yes  
 No

If No, press 'Save and Continue'.

9.7. Provide details of the UK institution from where the applicant was either suspended, or discontinued from their studies, and press 'Save and continue';

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**The institution \***

**The reason \***

**The date \***

9.8. Select the nationality on the applicant's passport from the drop down, and press 'Save and Continue';

Please advise why you do not require a student visa? \*

## 10. Upload Supporting Documentation

Upload scanned copies of the relevant documents under this section. Please note that each document should be uploaded separately with a document title that makes it clear what the document is. **Please only upload relevant documents as listed below:**

- **School Transcripts**
- **Bachelor (or equivalent) degree transcripts** *if applicable*
- **Masters (or equivalent degree transcripts** *if applicable*
- **Evident of English language ability** *if your first language is not English or welsh*
- **Passport**
- **Reference Form** *from a teacher or tutor or employer*
- **Curriculum Vitae / Resume**
- **Personal Statement** *template is accessed on the CBMBA website here*
- **Letter of Comfort from your employer** *if funded*

### 10.1. References

- Please upload **at least one** academic reference letter / letter of recommendation from current institution or the most recent institution at which the applicant has studied. Alternatively, the reference should be from a relevant employer.
- The reference letter must be on institutional headed paper, signed and dated

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- by the referee, and should include the referee's full contact details.
- The University may contact the referee directly where further information is required.
  - Alternatively, referees can send submit the reference form directly to the Chartered Banker MBA office when the following link is shared with them:  
<https://form.jotform.com/70604325240949>

## 10.2. Educational History Documentation

- Copies of official course transcripts from School and College/University study must be supplied which detail the courses / subjects studied, and marks achieved. If these documents are not in English, please also provide an official, certified English translation of these documents. If the applicant does not have a final transcript please include the latest transcript.

## 10.3. Evidence of English Proficiency

- For applicants from English speaking countries or those that have completed their degree through the medium of English please provide high school transcripts/results and/or a letter from the university confirming that the bachelor degree was taught through the medium of English.

## 11. Submitting the Application:

Once all sections are completed, you will receive confirmation on the screen.  
**Review the application details** by selecting View Summary.

All sections have been completed - [view summary](#)

[Submit your application](#)

- 1) If you notice any errors then you can amend the details by selecting the relevant section in the top bar
- 2) If all details are correct then **Submit your application**

All sections have been completed - [view summary](#)

[Submit your application](#)

### **NOTE: PLEASE ENSURE THAT YOU SELECT AND CLICK 'SUBMIT YOUR APPLICATION'**

A confirmation email about the application including Applicant ID number will be sent to the email id provided within 5 minutes.

Once your eligibility has been considered, and offer will be made via the portal, which can be accepted or declined. You are welcome to contact the team to discuss your offer once it is made.

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## Section 4: How to manage already submitted Applications

### 1. Checking progress of the application

After successfully submitting an application, application status can be checked by logging-in to the application portal.

While the application is being considered by the admissions office, a confirmation message about the application will appear like this.

#### What happens next?

Thank you for your submission. You will be notified by email to *youremail@mail.com* and on this website, of any progress with your application. You can submit any additional information we may request using this website.

Regular notification will also be sent on the email Id provided, about the progress of the application.

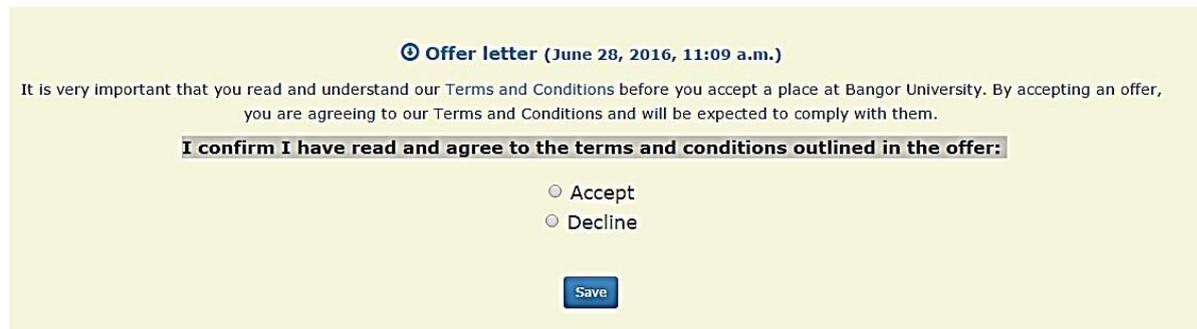
### 2. Submitting additional document(s)

If the admissions office wants you to submit any additional document(s), then a message like the one below will appear on the screen. You can then submit the required document(s) by using the 'upload' button.



### 3. Download offer letter

If the application is successful for the course applied for, then the Offer Letter can be downloaded from the portal;



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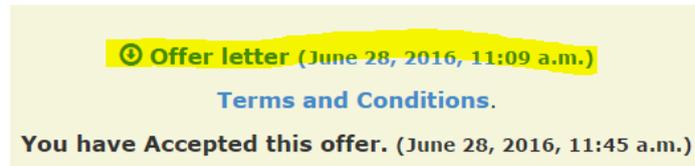


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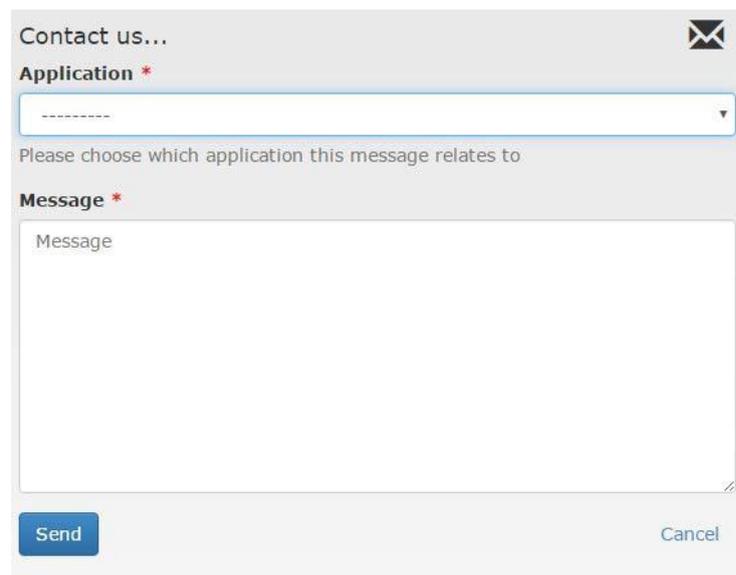
Please read the terms and conditions before selecting the 'Accept' option, and press the 'Save' button.



Click the 'Offer Letter' option highlighted yellow above and the 'Offer Letter' will be downloaded to the computer.

#### 4. Send a message / enquiry to the Admissions office

If you want to communicate with the admissions office regarding the Application, then a message can be sent through the 'Contact Us' option and someone from the admissions office will respond accordingly.



Contact us... 

**Application \***

-----

Please choose which application this message relates to

**Message \***

Message



Mr Bob Carlos (500477200)

**What happens next?**  
Thank you for your submission. You will be notified by email to **bob-jones-carlos@test.com**, and on this website, of any progress with your application. You can submit any additional information we may request using [this website].

**BA History** Starting September 2017

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