

# Guidelines for Applicants

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## Contents

**[Part A:](#)** [Completing the Course Particulars for the Chartered Banker MBA or Postgraduate Diploma in Bank Management & Technology](#)

**[Part B:](#)** [Create and submit an application in the University's applications portal](#)

[Section 1: How to create a login to access the portal](#)

[Section 2: How to submit an application for the Chartered Banker MBA or Postgraduate Certificate in Bank Management & Technology](#)

[Section 3: How to manage already submitted applications](#)

[Section 4: How to accept your offer](#)

**Last Updated: 09 January 2020**

**Chartered Banker MBA**

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## Part A

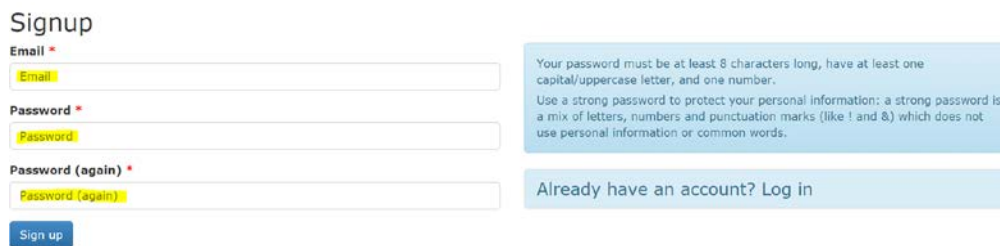
Navigate to [the application form here](#) and complete Part A. Take note of the course code before progressing onto Part B.

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## Part B

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

- A. To create an account, enter your **Email address** and select a **password**. Please **make the password memorable and make a note of it** as you will need these details later on. **Do not share the details with anyone.**



The screenshot shows a 'Signup' form with three input fields: 'Email', 'Password', and 'Password (again)'. A blue box on the right provides password requirements: '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.' Below the fields is a 'Sign up' button and a link that says 'Already have an account? Log in'.

- B. The system will send a verification email to the email address you have provided. Open the verification email and click on the link 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.
- C. Now you can log into the portal by entering the email address and password to proceed with the application;



The screenshot shows a 'Login' form with two input fields: 'Email' (containing 'abc@Xyz.com') and 'Password' (masked with dots). There is a 'Remember Me' checkbox and a 'Log in' button. On the right, there are two links: 'Don't have an account? Sign up' and 'Need to reset your password?'.

Once an account has been created, you will be able to return to your application at any time, and view the status of your application once it has been submitted.

## Section 2: How to submit a new Application

- A. Once logged into the portal, complete all 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

### 1. Personal Details:

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

**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

[Save and continue](#)

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## 2. Degree Programme:

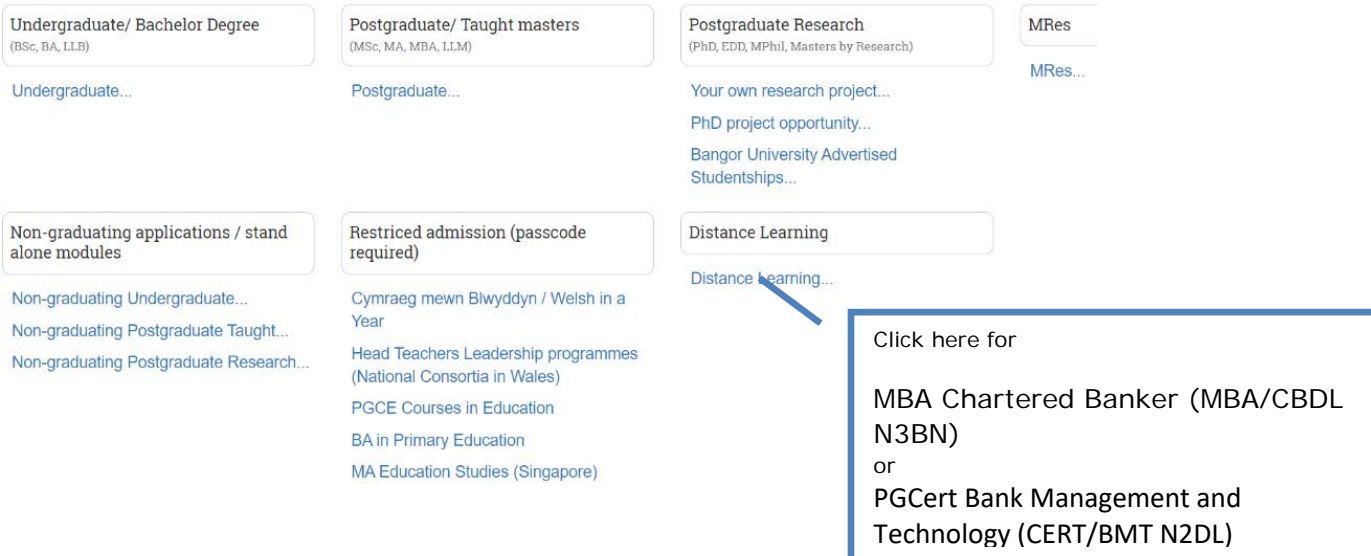
2.1. The Chartered Banker MBA programme and Postgraduate Certificate in Bank Management and Technology are listed under Distance Learning, the course names are given below:

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)**



The screenshot shows a grid of course selection options. A blue arrow points from a callout box to the 'Distance Learning' option. The callout box contains the following text:

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**. 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 traveling 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](#)

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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.

### 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

Save and continue

Refer point 3.1 below

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**.

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## 4. Permanent Home Address:

Please include your permanent home address including full postal address. The phone number must contain all country codes and area codes.

Permanent Home Address

Country \*

Building

Postcode / ZIP

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

## 5. Education:

5.1. Start with the highest Academic Qualifications you have obtained or working towards and click **Save and Add**. If your achievements to-date lead to module exemptions, certificates/transcripts will need to be provided. You can upload these along with your application, or if they are not to hand, they can later be submitted.

5.2. To add further qualifications, select **Add Education history** on the proceeding screen. Once you have filled-in all academic qualifications 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

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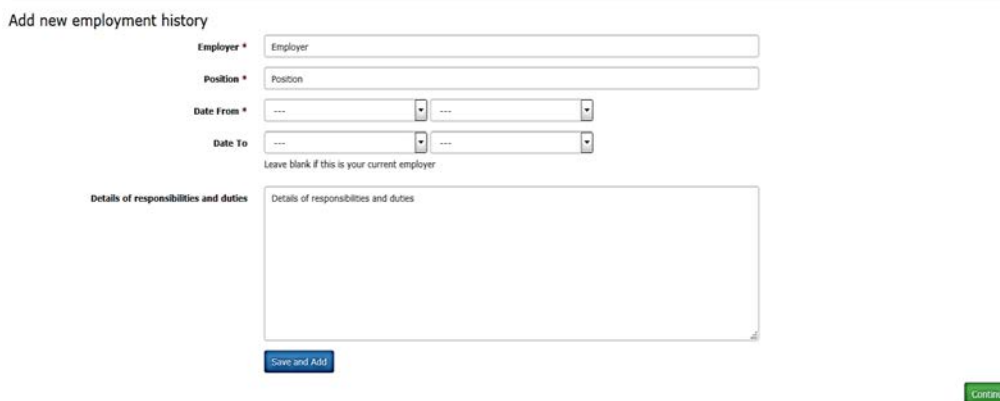
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## 6. Employment History:

6.1. Complete this section starting with your current or most recent position. Click on **Save and Add** to include previous positions held.



Add new employment history

Employer \*

Position \*

Date From \*

Date To

Leave blank if this is your current employer

Details of responsibilities and duties

## 7. Language

7.1. If your first language is not English and you do not use English in your place of work or have not completed a university qualification through the medium of English, you may be required to provide English language competency. Detail any English Language test such as IELTS which you may have completed, and upload supporting documents with the 'Education History' documents in the final section.

## 8. Finance

**Important Please Note:** 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.

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 in the final section of the application portal
- **Student Loan** – UK applicants eligible for the Chartered Banker MBA may access a government loan, further details are available [here](#)

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## 9. International Visa

This section may only appear for international students, and although a visa is irrelevant to your course of study, **this section must be completed**. As a student of the Chartered Banker MBA or Postgraduate Certificate in Bank Management & Technology, you may apply for a student visiting visa to attend the Revision Sessions and/ or graduation but you will not qualify for a Tier 4 Visa.

### International Visa

Do you need a Student Visa to study in the UK?

Yes

No

In order to enter the UK to study for a Tier 4 visa select 'yes'

Select Yes if you would need a visa to enter the UK

If you do not need a visa to enter the UK answer No

## 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.

- **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** or [Scholarship Template](#) if you are applying for the award
- **Letter of Comfort from your employer** *if funded*

### 10.1. References

- Please upload **at least one** reference from your current employer or letter / letter of recommendation from the most recent institution at which you have studied.
- The reference letter must be on institutional headed paper, signed and dated 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, please provide the link to your chosen referee who can submit the reference form directly to the Chartered Banker MBA office:  
<https://form.jotform.com/70604325240949>

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## 10.2. Educational History Documentation

- Copies of official course transcripts from School and College/University study can be submitted and if these documents are not in English, please also provide an official, certified English translation.

## 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 3: 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](mailto: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.

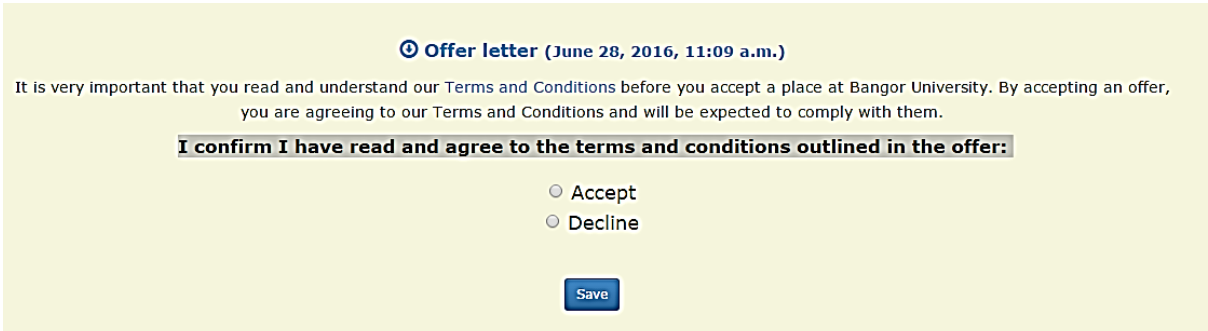


Please provide Academic Reference Required

Upload

### 3. Download offer letter

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



**Offer letter (June 28, 2016, 11:09 a.m.)**

It is very important that you read and understand our [Terms and Conditions](#) before you accept a place at Bangor University. By accepting an offer, you are agreeing to our Terms and Conditions and will be expected to comply with them.

**I confirm I have read and agree to the terms and conditions outlined in the offer:**

Accept  
 Decline

Save

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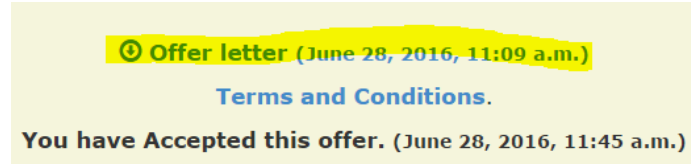


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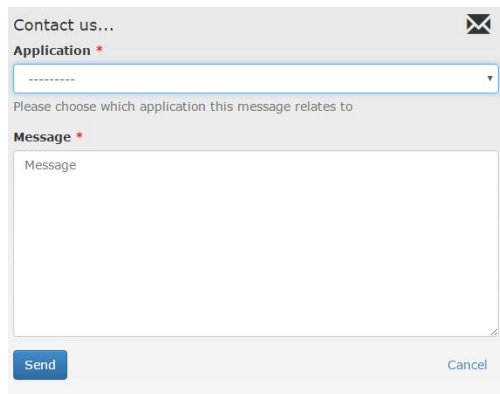
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Please read the terms and conditions before selecting the 'Accept' option, and press the 'Save' button.



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



Contact us... 

**Application \***

-----

Please choose which application this message relates to

**Message \***

Message

If you want to communicate with the admissions office regarding the Application, then a message can be sent though the 'Contact Us' option. Alternatively you can email [cbmba-admissions@bangor.ac.uk](mailto:cbmba-admissions@bangor.ac.uk) or call +44 (0) 1248 3659 83/84/85 or use the instant chat facility on our website.

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## Section 4: How to Accept your offer

Although you may have indicated through the portal that you wish to accept your offer, your place is not secured until the deposit payment has been received. If you chose to pay your deposit payment in advance of receiving your offer letter, if you are eligible, an unconditional offer letter will be issued.

### 1. Secure your place before an offer is made

1.1. The easiest way to pay your deposit is through the secure online portal, which you can access with the link below:

<https://charteredbankermba.bangor.ac.uk/Payment%20Portal/Deposit%20Payment.php.en>

If you have not yet received your offer letter and therefore have your admissions code, your email address can be used to identify the funds.

Admission Code \*:

**Make your Deposit Payment**

Please note that deposit is taken from the overall amount, however once paid it is non-refundable.

You can also make the deposit by Bank Transfer, the account details are provided below:

### **Pay by bank transfer**

Santander  
Bootle  
Merseyside  
L30 4GB

Sort Code: 09-02-22  
Account No: 10380323  
Account Name: N W Wales Management  
Development Centre  
IBAN: GB24 ABBY 0902 2210 3803 23  
SWIFTBIC: ABBYGB2LXXX

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