

Step 1- Decide on the qualification and school you want to apply for

For more information on the courses we offer visit the [coursefinder pages](#).

Please make sure that you are able to meet the following requirements of the programme you are interested in before completing an application:

- the University's entry requirements
- the school's entry requirements
- financial requirements

Remember

Start dates of programmes vary, so you should ask the [school or faculty admissions office](#) for advice on when you may start your studies.

Step 2 - You complete the online application, and send any additional information to support your application

You will be asked to send us some additional information by email. When you contact us please include your ID number (emailed to you on submission of your form), full name and the course of study for which you are applying. If posting supporting documentary evidence, it should be sent to the relevant [school or faculty admissions office](#).

Evidence of previous/current qualifications

You can email attached scanned documents from the 'What's next?' page, as supporting documentary evidence for your application (eg academic transcripts, English language results, etc).

Original or certified true copies will need to be supplied separately by post at a later stage to be verified by us as proof of your previous qualifications.

All documents should be in English or have a certified translation into English sent with the original document.

Applications will only be considered when evidence of previous/current qualifications is received by the relevant school or faculty admissions office.

References

You need to submit a minimum of two academic references in support of your application.

The names and contact details of your referees should be entered in the referees section.

[Download a reference request form](#) for your referees to complete. Your referees should return the reference request forms in sealed envelopes to the school or faculty to which you are applying.

Research proposal

You need to provide a brief description of the general research area in which you are interested or you may submit a specific research proposal. The research proposal may be submitted via the application form (maximum of 1,000 words) or emailed as an attachment to Rp_Web@adm.leeds.ac.uk. If you email the document please include within the email your full name and ID number (provided to you by email when you have submitted your application).

After you've applied

Once you have submitted your application we will send you an acknowledgement email. This email will include a reminder of your login ID and PIN which you'll need to re-enter the site to track your application, so please keep it in a safe place.

Once you have submitted your application you will be able to login and track its progress at anytime.

Step 3 - We process your application

Once the school has received your application the admissions staff will consider it.

The school may contact you directly if they have any further entry requirements. For example, you may be invited for interview or audition.

Step 4 - We let you know our decision

Once the school has made a decision, central administration will:

- authorise the school's decision
- check your supporting evidence
- issue the offer letter

Occasionally the school may feel it is more appropriate to offer you a place on a different programme. In this case the change of course offer will appear in the processed applications section on the application menu page. If the school is unable to offer you a place, they will contact you directly.

Step 5 - If we make you an offer, you respond by accepting, declining or deferring

We will send a reply postcard along with your offer letter. Please complete it, letting us know if you have decided to accept, and send it back to us at the address provided.

Alternatively you can email your reply to rp_applications@leeds.ac.uk
If replying by email, please remember to include your full name, ID number and planned programme of study.

Start the application process at

https://studentservices.leeds.ac.uk/pls/banprod/bwskalog_uol.p_displogi_nnon