

## An Overview of the Application Process for Study Abroad at the University of Liverpool

*Page 2: Overview of Semester/Full Year application process*

*Page 4: Overview of Summer Research application process*

*6: Instructions for completing Stage One of the application process*



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Please contact us if you have any questions about the application process following this guide.

## Overview of the Application Process for Semester/Full Year students

### Stage 1

#### STAGE ONE: 'APPLY YOURSELF'

If you are coming from a partner University then you should follow the link in the 'Nomination' email to *Apply Yourself* and complete the form. Visiting (fee-paying) students should follow the link on our webpage in order to complete the *Apply Yourself* application.

### Stage 2

#### STAGE TWO: MOBILITY ONLINE REGISTRATION

Once your *Apply Yourself* application is completed and verified by our team, you will receive an email with and instructional guide asking you to register with *Mobility-Online*.

### Stage 3

#### MOBILITY ONLINE

Check the details in your *Mobility-Online* record to ensure they are correct.

Next, upload your transcript.

### Stage 4

#### MODULE CHOICES

While applying for your modules via *Mobility Online*, it is **important** that for this stage you read and refer to the *Guide to Choosing Modules*.

Do not apply for modules closed to Study Abroad students (indicated in the *Guide*)

Only apply for modules for which you have the pre-requisites.

Select a minimum of 90 Liverpool credits to give yourself 'back up' choices

### Stage 5

#### MODULE APPROVAL

Your completed module choices are then reviewed by academics for approval. **This can be a lengthy process depending on the number of applicants.** We appreciate your patience and you should not worry if you do not hear from us for several weeks.

## Stage 6

### MODULE APPROVAL

If you are approved for less than 45 credits in a semester, we will contact you. You will then choose alternative modules with us and we will liaise with you and academics to seek approval. Once your modules are approved you will be registered for them before you arrive at Liverpool. You can make changes to these choices once you are at the University.

## Stage 7

### RECEIVING YOUR OFFER

Once you are approved for 45 credits or more per semester, we will check your record to ensure all processes are complete. You will then receive an email offering you a place to study abroad at Liverpool.

## Stage 8

### ACCEPTING YOUR OFFER

Once your offer is issued you can log in to *Mobility-Online* to accept.

## Stage 9

### VISA DOCUMENTATION

We will start issuing necessary documentation for students requiring a visa (Student Visitor and Tier 4) in approximately June.

#### *Please Note*

It is **very rare** for applications to be unsuccessful. This would only happen if:

- You are not in good academic standing at your home university. By **nominating** you for Study Abroad, your home university confirms your academic standing to us.
- *For non-native English speakers:* You are unable to provide suitable proof of your English Language abilities.

*We hope you find this useful. Please see page 6 for detailed guidance on how to apply with Apply Yourself.*

## Overview of the Application Process for Summer Research Students

### Stage 1

#### 'APPLY YOURSELF'

If you are coming from a partner University then you should follow the link in the 'Nomination' email to Apply Yourself and complete the form. Visiting (fee-paying) students should follow the link on our webpage in order to complete the Apply Yourself application.

### Stage 2

#### MOBILITY ONLINE REGISTRATION

Once your *Apply Yourself* application is completed and verified by our team, you will receive an email with and instructional guide asking you to register with *Mobility-Online*.

### Stage 3

#### MOBILITY ONLINE

Register in *Mobility-Online* and check your details are correct. Next, upload your transcript, passport, english qualification (if necessary) and personal statement.

### Stage 4

#### MODULE CHOICES

Here you need to input the module code of the summer research project(s) for which you would like to apply for. Please consult the Summer Research Programme brochure to see available projects and their codes.

### Stage 5

#### APPLICATION DECISION

You will then receive a decision on your application.

### Stage 6

#### RECEIVING YOUR OFFER

If you have been offered a place on a Summer Research project you will then receive an offer email.

## **Stage 7**

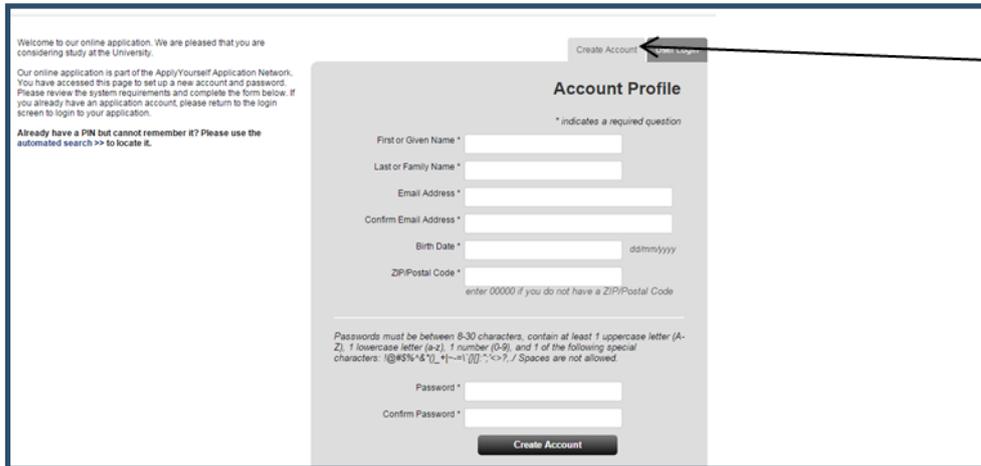
### **ACCEPTING YOUR OFFER**

Once your offer is issued you can log in to *Mobility-Online* to accept.

*We hope you find this useful. Please see the next section for detailed guidance on how to apply with Apply Yourself.*

## Completing Stage One (Apply Yourself)

1. Create an account by clicking on “Create Account” and filling in the details below:



Welcome to our online application. We are pleased that you are considering study at the University.

Our online application is part of the ApplyYourself Application Network. You have accessed this page to set up a new account and password. Please review the system requirements and complete the form below. If you already have an application account, please return to the login screen to login to your application.

**Already have a PIN but cannot remember it? Please use the automated search -> to locate it.**

**Create Account**

### Account Profile

\* indicates a required question

First or Given Name \*

Last or Family Name \*

Email Address \*

Confirm Email Address \*

Birth Date \*  dd/mm/yyyy

ZIP/Postal Code \*   
enter 00000 if you do not have a ZIP/Postal Code

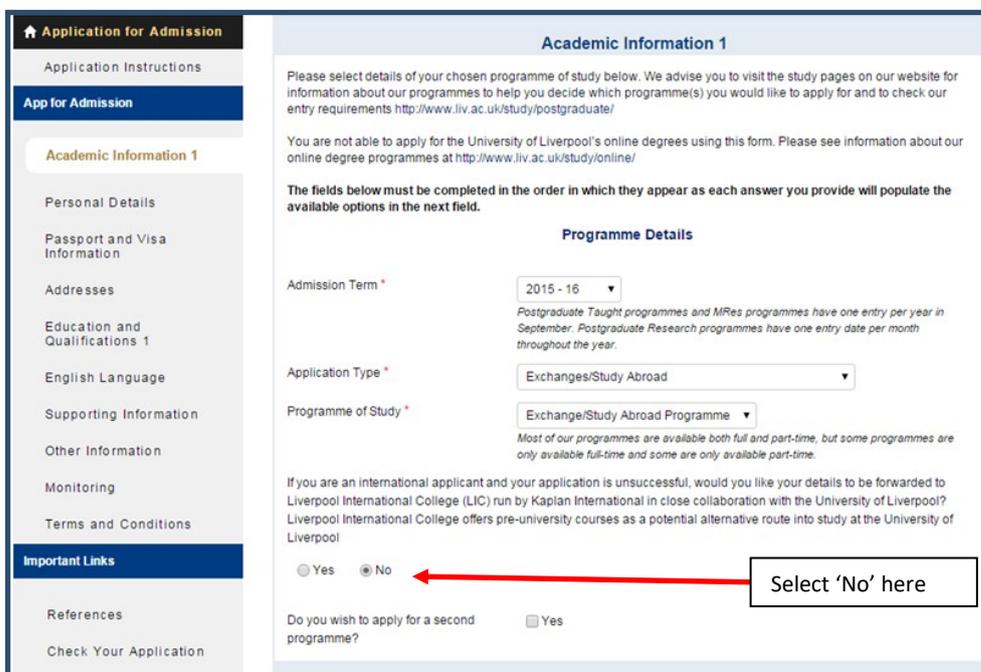
Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: @#%&\*^!\_~=-|{}~<>? / Spaces are not allowed.

Password \*

Confirm Password \*

**Create Account**

2. Select the **Year of Entry** and **Applicant type**. Students from exchange partners should select *Exchanges/Study Abroad*; Visiting students *Visiting (fee-paying) Study Abroad*). Then select **Programme of Study** (Visiting Students, please select the Faculty which most closely matches your major at your Home University. Exchange Students will only have one option):



### Academic Information 1

Please select details of your chosen programme of study below. We advise you to visit the study pages on our website for information about our programmes to help you decide which programme(s) you would like to apply for and to check our entry requirements <http://www.liv.ac.uk/study/postgraduate/>

You are not able to apply for the University of Liverpool's online degrees using this form. Please see information about our online degree programmes at <http://www.liv.ac.uk/study/online/>

**The fields below must be completed in the order in which they appear as each answer you provide will populate the available options in the next field.**

#### Programme Details

Admission Term \*

Postgraduate Taught programmes and MRes programmes have one entry per year in September. Postgraduate Research programmes have one entry date per month throughout the year.

Application Type \*

Programme of Study \*

Most of our programmes are available both full and part-time, but some programmes are only available full-time and some are only available part-time.

If you are an international applicant and your application is unsuccessful, would you like your details to be forwarded to Liverpool International College (LIC) run by Kaplan International in close collaboration with the University of Liverpool? Liverpool International College offers pre-university courses as a potential alternative route into study at the University of Liverpool

Yes  No Select 'No' here

Do you wish to apply for a second programme?  Yes

3. Fill in your personal details and make sure you complete any field with a (\*)

**Application for Admission**

Application Instructions

**App for Admission**

Academic Information 1

**Personal Details**

Passport and Visa Information

Addresses

Education and Qualifications 1

English Language

Supporting Information

Other Information

Monitoring

Terms and Conditions

**Important Links**

References

Check Your Application

**PRINT FORMS**

**Personal Details**

Title \*

First/Given Name(s) \*

Surname/Family Name \*

Middle Name

Date of Birth \*   
dd/mm/yyyy

Gender \*  
Select One  
 Male  
 Female

Country of Birth \*

Nationality \*

Country of Permanent residence \*   
The country where you are able to reside indefinitely with no restrictions on your stay.

Current Country of Residence \*   
The country where you are currently living

How long have you been living in your current country of residence? \*

Are you applying as an Educational Representative (Agent) on behalf of an applicant? \*  
 Yes  No  
You must be one of the approved Educational Representatives currently working with the University of Liverpool in order to submit applications on behalf of an applicant

Are you, or have you previously been, a registered student at the University of Liverpool? \*  
 Yes  No  
This will help us to match your new application with your previous student record.

If Yes, please enter your Student ID Number

Select 'No' here

Select 'No' here

4. The next section covers your nationality and visa status. If you have your passport details, please enter them here. If you do not have your passport details, please click “I will submit my passport details later” (note: we will need these before we can fully finalise your application).

If you are coming to study in Liverpool for a Full Academic Year or to undertake a Clinical Placement and do not hold a valid EU/EEA passport please click Yes under the “Do You require a visa study in the UK”.

If you hold a valid EU/EEA passport or are coming to study for less than 6 months please click No under the “Do You require a visa study in the UK” and enter the reason in the box below (i.e. / hold an EU/EEA passport or I am coming to study for less than 6 months):

The screenshot shows a web application interface for 'Application for Admission'. The left sidebar contains a navigation menu with the following items: 'Application Instructions', 'App for Admission' (highlighted), 'Academic Information 1', 'Personal Details' (highlighted), 'Passport and Visa Information', 'Addresses', 'Education and Qualifications 1', 'English Language', 'Supporting Information', 'Other Information', 'Monitoring', 'Terms and Conditions', 'Important Links', 'References', and 'Check Your Application'. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main content area is titled 'Personal Details' and contains the following fields and options:

- Title \*: Mr (dropdown)
- First/Given Name(s) \*: Exchange (text input)
- Surname/Family Name \*: Test1 (text input)
- Middle Name: (text input)
- Date of Birth \*: 06/11/1986 (text input, format dd/mm/yyyy)
- Gender \*: Select One (radio buttons for Male and Female, Male is selected)
- Country of Birth \*: United States Of America (dropdown)
- Nationality \*: United States Of America (dropdown)
- Country of Permanent residence \*: United States Of America (dropdown, note: The country where you are able to reside indefinitely with no restrictions on your stay.)
- Current Country of Residence \*: United States Of America (dropdown, note: The country where you are currently living)
- How long have you been living in your current country of residence? \*: 4 years or more (dropdown)
- Are you applying as an Educational Representative (Agent) on behalf of an applicant? \*: Yes (radio), No (radio, selected). Note: You must be one of the approved Educational Representatives currently working with the University of Liverpool in order to submit applications on behalf of an applicant
- Are you, or have you previously been, a registered student at the University of Liverpool? \*: Yes (radio), No (radio, selected). Note: This will help us to match your new application with your previous student record.
- If Yes, please enter your Student ID Number: (text input)

5. The next section is for your contact details. You will need to enter your permanent home address and your correspondence address (if different). You will need to enter your telephone number (including country code) and email address:

**Application For Admission**

Application Instructions

**App for Admission**

Academic Information 1

Personal Details

Passport and Visa Information

**Addresses**

Education and Qualifications 1

English Language

Supporting Information

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Monitoring

Terms and Conditions

**Important Links**

References

Check Your Application

**PRINT FORMS**

### Addresses

#### Permanent Address

Please provide your contact details below. If any of the information you enter below changes during the admissions process you should contact the Admissions team for your record to be updated.

Address Line 1 \*  **Address Lookup**

Address Line 2

Address Line 3

City \*

County

Zip/Postal Code

Country \*

Please include details of the address where you live permanently. If you have another address which is temporary (eg a student residence), please enter this in the Correspondence Address section below.

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#### Correspondence Address

Is your correspondence address the same as your permanent address?  Yes  No

If the address where you want us to send mail is the same as your permanent address, please select Yes. The correspondence address fields will automatically populate when you save this section of the form. If your correspondence address is different, please complete the relevant fields below.

Address Line 1  **Address Lookup**

Address Line 2

Address Line 3

City

County

Zip/Postal Code

Country

Most of our correspondence will be by email but if we send you anything by post, we will use the address that you give us in this section. If your Correspondence Address is temporary, please give us the date of when you moved in and when you expect to leave. This will help us to make sure that we always send correspondence to the correct address.

Date when you moved/will move in to this address  to

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#### Telephone Number

Contact Telephone Number \*

Please note that the University may need to contact you by telephone regarding your application, therefore you should provide at least one telephone number that we can use to contact you at any time during the application process.

Contact Telephone Number 2

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#### Email Address

Email Address \*

The University sends most correspondence via email so please ensure that your email address is correct and is an address that will be valid for the duration of the application process.

Verify Email Address \*

6. The next section is for you to tell us about your Home University and what you are currently studying.

Click on “Look Up” to search for your University. **All Exchange Partner Universities** are listed, so please try different search criteria if you can’t find it on the first go. Visiting Students may also find their Home University in the list, but don’t worry if not, just type “Other” in the search box and select the option that appears. Examples of both are below:

**LookUp**

Please use the fields below to perform your search.

Click on the appropriate item to select and return to the form.  
1.WEBCOL | Other Institution not Listed

Search for your University or College using any or all of the fields below. If the University or College where you studied is not included in the list, please search for 'Other Institution not listed' in the University or College Name field and select this. You will then be able to manually enter the name of the University or College where you studied into the application form.

University or College Name:

City:

Country:

**LookUp**

Please use the fields below to perform your search.

Click on the appropriate item to select and return to the form.  
1.CA0020 | McGill University | Montreal | Canada

Search for your University or College using any or all of the fields below. If the University or College where you studied is not included in the list, please search for 'Other Institution not listed' in the University or College Name field and select this. You will then be able to manually enter the name of the University or College where you studied into the application form.

University or College Name:

City:

Country:

Next, select the type of degree you are studying for and the closest match to your major at your Home University. You then need to enter the date you started studying your degree (mm/yyyy) and the expected end date (mm/yyyy) as well as your current GPA (in whatever format your Home University uses).

Terms and Conditions

**Important Links**

References

Check Your Application

Qualification Obtained/To Be Obtained \*   
*If your qualification does not appear in this list, please select the option 'Other Qualification' and specify it below*

If you have selected 'Other Qualification' from the list above, please indicate the type of qualification here

Subject major \*   
*If your subject does not appear in this list, please select the option 'Other Subject not listed here' and specify it below*

If you have selected 'Other subject not listed here', please specify the subject you studied.

Start Date \*   
*mm/yyyy*

Completion Date \*   
*mm/yyyy*

Degree classification/ percentage/ GPA/ Grade (obtained or achieved to date) \*

Do you hold any other qualifications equivalent to a UK first degree or above?  Yes  No

Unless you already hold a Bachelors or Masters degree, click 'No' here

You can then upload a copy of your current transcript from your Home University.

7. The next section is regarding your English language skills.

If you have already completed a **FULL degree** in a majority English-speaking country select “Yes” and the country below, otherwise select “No”

If you are a **native English speaker** click “Yes” otherwise click “No”

If you are a **native English speaker** or hold any English qualification **other than** an IELTS or Trinity English click “No”.  
If you hold an IELTS or Trinity English click “Yes” then select the relevant qualification from the box below, enter the date you took the exam and enter your scores.

The University is able to accept some other English qualifications. If you hold one of the qualifications listed in the drop down menu, select it and enter the date you took the exam in the box below

If you do not hold a SELT, but hold one of the following qualifications, please select it from the list

[Dropdown menu]

Date test taken [Text box]

dd/mm/yyyy

If you don't hold any of the listed qualifications, you can use the next box to enter any qualifications you have. **EU/EEA passport holders should enter CEFR C1 in this box**

Finally, this section will ask you about the language of instruction of your degree and will also allow you to upload your English Language Certificate (or letter from Home University in the case of Erasmus+ students)

Has your full Bachelor degree been taught in the English Language? \*  Yes  No

Have you studied all or part of your Bachelor degree in the UK? \*  Yes  No

If Yes, length of study in the UK? [Dropdown menu]

Upload Support D [Button]

Please upload your most recent English Language test scores certificate and/or qualification certificate

Upload Document [Button] e.g. .doc, .pdf, .txt, .xls [More](#)

Supported browsers include Internet Explorer 9 and 11, Firefox, Chrome and Safari. While the majority of features will work with other browsers, we can only guarantee full compatibility and offer support for the browsers mentioned above.

If your **FULL undergraduate degree is taught in English** click "Yes" otherwise click "No"

8. You do not need to upload anything in "Supporting Information"

9. In other information you will need to select where your funding comes from and how you heard about the University of Liverpool:

Passport and Visa Information

Addresses

Education and Qualifications 1

English Language

Supporting Information

**Other Information**

Monitoring

Terms and Conditions

Important Links

Finance

Main funding source \* [Dropdown menu: Self-funded]

If you have been granted sponsorship or are applying for sponsorship please provide further details of your intended sponsor

If you have been given a scholarship grant or award or are applying for any funding of this nature please provide details

Publicity

How did you learn about the University? \* [Dropdown menu: Other source of information]

How did you hear about the University?

Most students will be self-funded.

10. Please complete the monitoring information in the next section:

The screenshot shows the 'Monitoring' section of the application form. On the left is a navigation menu with 'Monitoring' selected. The main content area is titled 'Monitoring' and contains three sections: 'Disability', 'Ethnic Origin', and 'Criminal Convictions'. Each section has a heading, a brief explanation, and a dropdown menu for selection.

**Monitoring**

**Disability**

A student's disability will not be a factor in their selection. Telling us you have a disability or health need will not affect the University's decision whether or not to offer you a place, and the information will remain strictly confidential. It is important that the University knows of any disability for the purposes of monitoring equal opportunities and to ensure that the university can provide students with appropriate facilities.

Disability \*

**Ethnic Origin**

The information you provide will only be used to enable the University to monitor equal opportunities practices. The university is committed to ensuring all applications are treated equally.

Ethnic Origin \*

**Criminal Convictions**

As part of its duty of care to members of the University community, it is our policy to ask applicants whether they have any relevant criminal convictions at the time when they apply to us. If you answer 'yes' to the question below you will not automatically be excluded from the application process. However the university may want to consider your application further or ask for more information before making a decision.

Do you have any criminal convictions?  Yes  No

11. You must tick to accept the Terms and Conditions before your application can be submitted:

The screenshot shows the 'Terms and Conditions' section of the application form. On the left is a navigation menu with 'Terms and Conditions' selected. The main content area is titled 'Terms and Conditions' and contains the 'University of Liverpool Terms and Conditions'. Below the text is a confirmation statement and two radio buttons for 'Yes' and 'No'. A red arrow points from a text box to the 'Yes' radio button.

**Terms and Conditions**

**University of Liverpool Terms and Conditions**

Applicants and their educational representatives should be aware that when they sign the application form they are specifically agreeing to the following:

- that the information contained within the application is true and accurate to the best of their knowledge;
- that the applicant is aware that if they have made an application via one of the University's educational representatives overseas they are themselves responsible for any information that the representative provides to the University on their behalf;
- that the University will process personal data contained in the application form, or other data which the University may obtain from the applicant or other sources. Applicants agree to the processing of such data for any purpose connected with their studies or their health, welfare and safety, or for any other legitimate reason;
- that the University will require any student who has previously studied at the University of Liverpool and who left with an unpaid debt to make arrangements for the repayment of that debt before they can be accepted onto a postgraduate programme;
- that if the University suspects that an applicant has provided false or misleading information, it will carry out an investigation to determine whether these suspicions are justified, and reserves the right to record an unsuccessful decision or withdraw any offer that might already have been made. The University may also refuse to accept a subsequent application from students who have provided false or misleading information in the past;
- that occasionally, for reasons beyond its control the University may be unable to run a programme that has been advertised for any given academic year. Where this occurs and there are applicants who have applied and/or been made an offer for that programme, the university will make every effort to provide an alternative programme to these applicants, but this may not always be possible. The University cannot be liable for any loss that may occur to individual applicants as a result of programmes being withdrawn.

I confirm that I have read and accept the University of Liverpool's Terms and Conditions \*

Yes  No

Click "Yes" once you have read the Terms and Conditions

12. The final section is the References section. Although we do not require references for Study Abroad, unfortunately our **system will not allow you to submit** your application without putting in two referees. Therefore please complete this as per the example below using the email addresses [saenq@liv.ac.uk](mailto:saenq@liv.ac.uk) and [sadocs@liv.ac.uk](mailto:sadocs@liv.ac.uk):

The screenshot shows a web application interface for adding a reference provider. On the left is a navigation menu with sections: 'Application for Admission' (sub-sections: Application Instructions, App for Admission, Academic Information 1, Personal Details, Passport and Visa Information, Addresses, Education and Qualifications 1, English Language, Supporting Information, Other Information, Monitoring, Terms and Conditions), 'Important Links' (sub-sections: References, Check Your Application), and 'Add Provider' buttons at the top right and bottom right. The main form area is titled 'Add A Reference Provider' and includes a legend: '\* indicates a required question'. The form fields are: First Name: \* (Study), Last Name: \* (Abroad), Street Address (Line 1):, Street Address (Line 2):, City:, Postal Code:, Country: (-- Select --), Phone:, Email Address: \* (saenq@liv.ac.uk), Job Title: \* (Study Abroad), Employer: \* (Liverpool), and Relationship to you: \* (N/A).

13. You can then check your application, digitally sign it and submit! Once we have checked all your details, you will receive an email from our special Study Abroad database called **Mobility-Online**, which will take you through the next steps of the application process.

*We hope you found this guide useful! If you have any more questions, please don't hesitate to contact us via the details listed on Page 1.*

*Best Wishes*

*The Study Abroad Team*