UCL's Affiliate Application System – a User Guide

These notes are a step by step guide to completing the online application. You may wish to keep this document open as you work through the form.

You can save your application at any point and return to it later. If you do save it you will be sent an email that provides you with a link back into your account to continue you when you are ready.

These instructions follow the flow of the application as you work through it.

Section 1 – Getting Started
You first need to select the programme you wish to apply for at the search screen that you are directed to after you tick the declaration boxes at Graduate and Affiliate Application Portal Search | Digital Experience | UCL. Please read each section of the declaration carefully to ensure you understand it.


When you get to the search screen you can search using a number of different criteria. You can use a keyword, or you can search by the level of study, department or whether you wish to study full or part time. In the below example you will see the three available Affiliate levels of study (Undergraduate, Postgraduate and Visiting Research), once you have selected the appropriate level of study you will be directed to a list of available programmes.

Once you have your results, select the specific programme and mode of attendance (i.e. Full year, Autumn Term or Spring Term) you wish to study in.

When you have done that you will see the programme selected at the top of the next page where you create your account details.

You now have the option of creating a new account or logging in as a returning user.
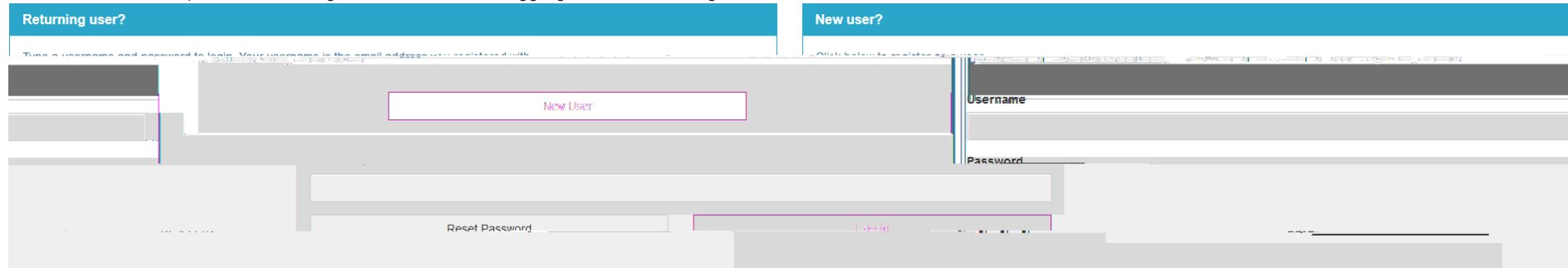
If you have started or submitted an application to us in this cycle or a previous one you should log in using the same details. There is a password reset option if you cannot remember your password.

If this is your first time using the UCL online application system, please use the New User option and complete all the details carefully.
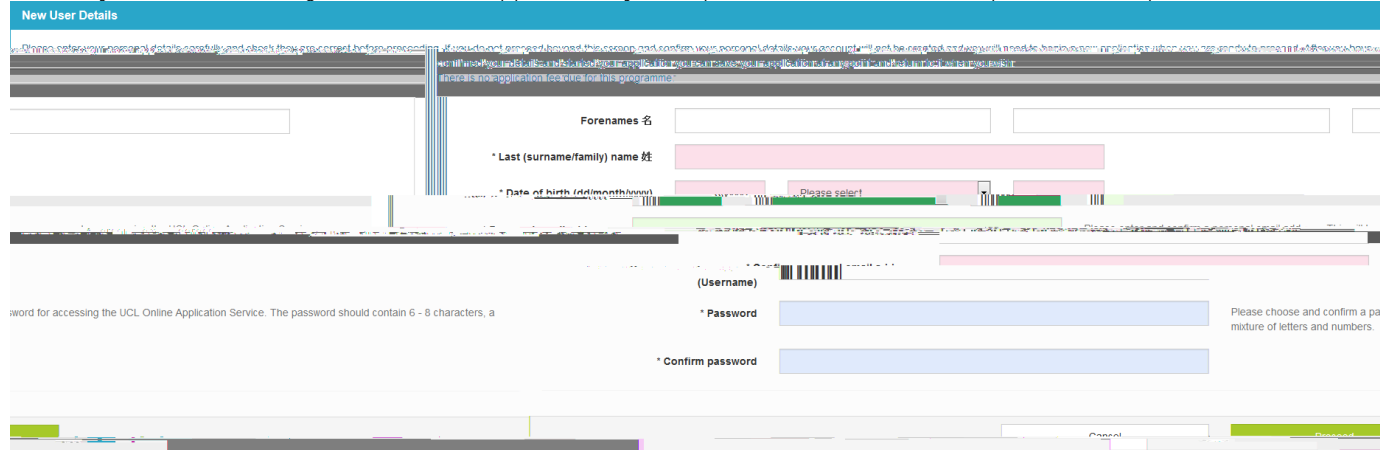
Please note that "Forenames" means any names you were given and "Surname" means your family name. Please ensure you enter these in the correct boxes.

Please enter your email address carefully. This will be your username for the system and if you enter it incorrectly you will not be able to change it later. Please add ucl.ac.uk to your safe list at this address to ensure you do not miss any communications from us.

At this stage if you choose to cancel, the details you have entered will only be stored for a few hours. After that you will need to re-enter your details if you wish to continue at a later date.

Equal Opportunities Policy

Disability / Special Needs

Ethnic Origin

Save and Return Later	Proceed to Address

Correspondence Address

All postal correspondence regarding your application to UCL will be sent to this address.

Tick if your correspondence address is the same as your ☐
permanent address

If your correspondence address is the same as your permanent address you can tick this box and it will copy your address for you. If your address is different you will need to enter it manually.
Please note UCL will use the email address confirmed in your Correspondence Address for all email communications, please ensure you keep this information up to date.

Section 4 – Education History

You will be directed to the 'Education – Current/Most Recent' page which looks as follows:

Education - Current / Most Recent

Please enter the details of your degree level qualifications starting with the most recent. You will be required to select the Country in which you are currently studying, you will then be required to select the name of your institution from the dropdown menu. If you cannot see your institution you can choose "Other" and a further free text box will appear for you to type into. Please only use this option if you are certain that it does not appear in the list.

Please be careful to enter the start and end dates of your current degree programme from the pop-up calendar to ensure you use the correct date.

Please enter the overall class/grade or GPA of your qualification in the format that it will be/has been awarded. Do not try to convert this to the UK or any other system. If your degree is still being undertaken please enter the overall class or grade you currently have.

If you wish to add another qualification please use the tick box - ████████████████████████ and another will appear. You can add up to six qualification records.

IELTS (Academic or UKVI)

Date Taken: (dd/mm/yyyy)
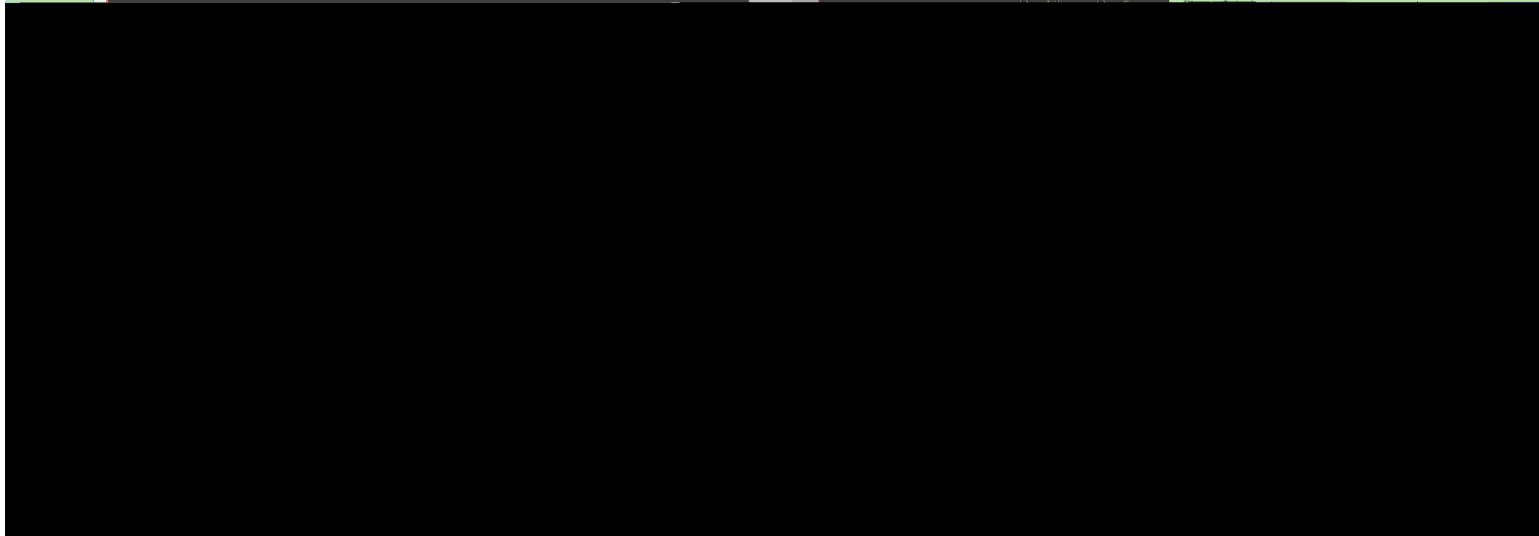
All applicants must have the support of their current institution in order to be considered as an Affiliate student at UCL, the next section will allow you to provide evidence of their support.


Section 6 – Supporting Statement

All applicants are required to provide a written statement supporting their applications to UCL. You will have the option to either type your statement directly into the application form, or to upload your statement using the following options.

Section 7 - Referees

You are required to enter the details of a referee who have known you in an academic capacity and can comment on your academic abilities. Once you have submitted your application, the referee will be emailed with an invitation to provide a reference for you online. Please ensure you have spoken to your referee and that they are happy to provide a reference for you online. We cannot accept references provided offline for online applications.
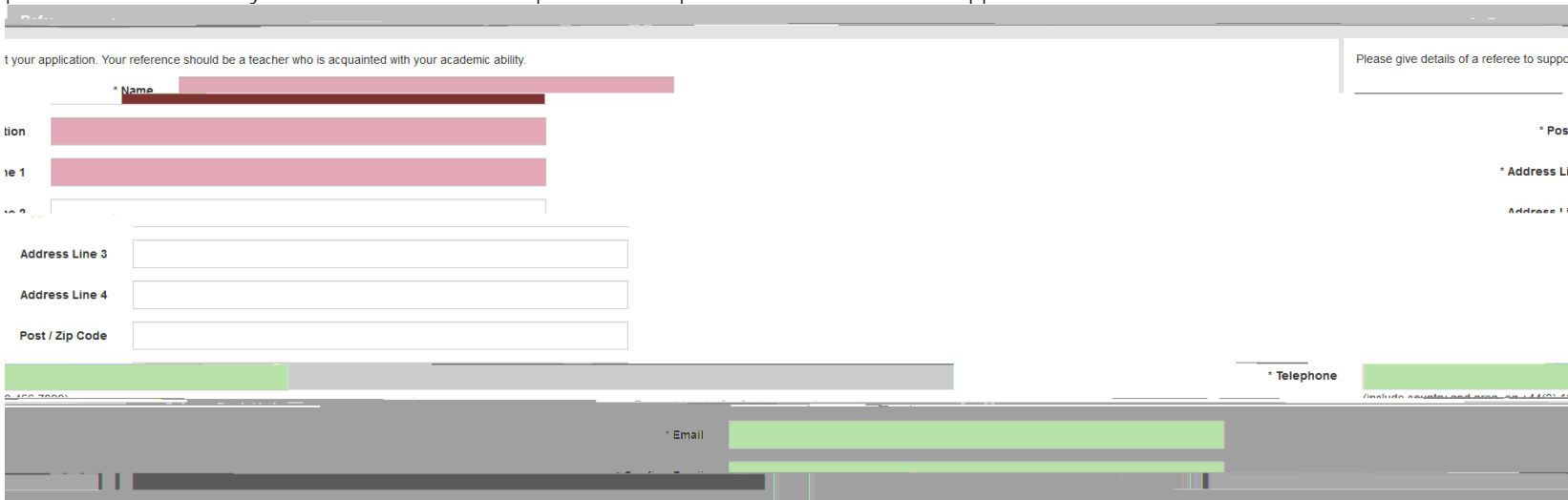
Please enter the email addresses carefully, any erroneous characters or spaces will mean that your referees will not receive their emails and this will cause a delay to your application.

Section 8 – Declaration
When you get to the Declaration tab please ensure you have double checked all of the information you are about to submit. The tab headers at the top of the page should also all be highlighted with a green box and a tick to indicate all mandatory fields are complete █████████████ ✓ ████████████████.

Once all fields are complete the final step is to submit your application.

Please note that after you do this you will not be able to alter your application. Please do not submit this until you have checked your application carefully and are happy that all of the information is correct.
If you are at all unsure whether you are ready to submit your application please use the Save & Return Later option instead. If you are happy you have completed the

| Save and Return Later | | Submit Application |

application correctly, please select 'Submit Application'.