

# Guide to Completing the Online Application Form

## Before you begin

To register for Pearson College London Online Application System and receive updates on your application, you will need an active email account.

This must be an account you check regularly, as the portal will send a number of emails to this address.

We recommend adding the following email addresses to your list of approved contacts to ensure that you receive all application related correspondence:

- admissions@pearson.com

Before starting your application you will need to have electronic versions of the following:

- Your current/previous UK visas (if applicable)
- Your qualification certificates and transcripts (if applicable)
- Your English Language qualification certificate (if applicable)
- Your CV (if applicable)

We can accept documents in the following file formats.

- Adobe Acrobat files (.pdf)
- Microsoft Word documents (.doc or .docx files)
- Rich Text Files (.rtf)
- JPEG files (.jpg)
- PNG files (.png)

Your documents must be no larger than 2MB.

Please be aware that, at various points of the process, emails will be sent automatically by the system:

- When you initiate your application
- If you save the application
- Confirming the submission of your application

You can save your application form at any point and return to it later.

## Registering and Logging In

Once you click on the Apply Now hyperlink on the relevant course page, you will be taken to the Application Registration page:

Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. IPP Test for Recruiting apprentices	IPPTSTDAFCAM	0001	FULL TIME		2018/19

22/Mar/2019

**Login**

Email Address

Password

[Forgotten Password](#)

**Create a new user**

If you have already created an online application account, you can log in by entering your email and password in the boxes on the left, otherwise click New User to create a new account.

If you are a current Pearson College London student, please click New User and create an account using a personal (non PCL) email address. We will be able to link your application to your current record once you submit it.

## Creating a New Account

To create a new account, click the New User button. You will be asked to input some information about yourself. Please complete all fields highlighted in Red

**Your Application**

Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. BA (Hons) Business Management (Nominated by Emp. )	DBAKBT1PCA01	0001	FULL TIME		2019/20

**Create New User Account**

Title  Please select

Gender  Please select

Date of Birth\*

Forenames

Preferred Name

Surname\*\*

**Login Details**

Email Address\*

Confirm Email Address\*\*

Password\*

Confirm password\*

**Marketing Consent**

We would like to keep you up to date via email, telephone and post with information on courses which may be of interest to you, latest news, important deadlines and upcoming events. If you consent to receive this information, please tick the box below

Once you have completed this form, click Create User to create your new account.

## If you already have an account

Enter your username and password. If you have forgotten your password, click the Forgotten Password link, and your password will be emailed to the address in your username.

If you do not know your username, please contact [evision@pearsoncollege.com](mailto:evision@pearsoncollege.com) giving your full name and date of birth, and this can be sent to you.

You will then be taken to the applicant details screen, from where you can proceed with your application. If you have made an application with us previously, some of your details will be saved and parts of your new application form will be pre-populated with your answers. You can change these if required.

## Landing Page

Once you have logged in, you will be taken to your application landing page. This will tell you which sections of the form you need to complete and the status of each section.

Please note that the sections you are required to complete will change depending on which course you are applying for.

When you are ready to start your application, click **Start Application** to begin

Logged In: Test Test Logout

Application from Test Test for IPP Test for Recruiting apprentices to start in

**Checklist**

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.




[Start Application](#)

- [!\[\]\(d0f3c16d4516732deaf94cdbb5600935\_img.jpg\) Personal Details](#)
- [!\[\]\(c263d81aa864cca596cad473a1cc9425\_img.jpg\) Contact Details](#)
- [!\[\]\(004c55e6e209013f57c3ca991844cc00\_img.jpg\) Qualifications](#)
- [!\[\]\(207fd5faf0e1a9e7e30cc4a22099a5bc\_img.jpg\) Experience](#)
- [!\[\]\(449b65dc2243b58f9b0b31f8ac170274\_img.jpg\) Personal Statement](#)
- [!\[\]\(b735038e952e4faf2f2ea34820e8bd5f\_img.jpg\) Identity and Nationality](#)
- [!\[\]\(3a52c39e4c56cb9664a54dfc3bf72d43\_img.jpg\) Submission](#)

[Print / Preview](#)

**Icon Guide**

Please complete as many fields as possible to assist with processing your application

-  This page has not been started
-  Outstanding information required for mandatory fields
-  All mandatory information has been provided

## Personal Details

Please complete all parts of the Personal Details section. All questions marked with a (\*) are mandatory and you cannot submit your application without completing them.

Once you have completed this section, click Save and Continue to proceed to the next page

## Contact Details

Please enter your permanent address in the Home Address section. If you would prefer correspondence sent to an alternative address, you may complete the Correspondence Address section.

Once you have completed this section, click Save and Continue to proceed to the next page

## Course Details (Shown for Employer Sponsored Apprenticeships only)

Please choose your employer from the dropdown list. If your employer is not listed, please contact [admissions@pearson.com](mailto:admissions@pearson.com)

Please enter your apprenticeship/line manager name and email address. This will be the person at your employer who has been coordinating your apprenticeship application.

Once you have completed this section, click Save and Continue to proceed to the next page

## Short Course Selection (Shown for Short Courses only)

Please choose up to 3 courses you are interested in from the dropdown list at the top of the page

Please then complete the information about your highest academic qualification and, if applicable, your English Language qualifications.

You can only upload files in the following format

- Adobe Acrobat files (.pdf)
- Microsoft Word documents (.doc or .docx files)
- Rich Text Files (.rtf)
- JPEG files (.jpg)
- PNG files (.png)

And no larger than 2MB

## Qualifications (Not shown for Short Courses)

Please enter information about your qualifications, starting with your GCSE (or equivalent) Mathematics and English qualifications. If the Mathematics and/or English qualification you hold is not listed, please contact [admissions@pearson.com](mailto:admissions@pearson.com) for assistance

Please note that only UK institutions will be listed in the University/College/Institution field drop down box. If your qualification comes from a non-UK institution, please enter the name of the institution.

If you do not know the exact date of completion, please just enter the first of the month and year of completion, e.g.

Grade	<input type="text" value="A*"/>		
Completion Date	<input type="text" value="01"/>	<input type="text" value="Jan"/>	<input type="text" value="2004"/>

To add more qualifications, click the Add Qualification button and complete the required fields.

## English Language Qualifications

You are exempt from providing evidence of an English language qualification if English is your first language and you come from a country where English is recognised as the majority language (please see the list of recognised countries here - <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>).

You could also be exempt if you have completed an undergraduate degree that was taught and examined in English and can provide official documentation confirming this.

If you have already taken an English Language test at the time you complete your application, please complete the relevant English Language Qualification section including your test scores. Qualifications older than two years will not be valid.

## Experience (Shown for all courses)

On this page you can upload a CV and enter information about your current and employment history.

Your CV must be one of the following formats

- Adobe Acrobat files (.pdf)
- Microsoft Word documents (.doc or .docx files)
- Rich Text Files (.rtf)
- JPEG files (.jpg)
- PNG files (.png)

And no larger than 2MB

## Personal Statement (Not shown for Short Courses or Employer Sponsored Degree Apprenticeship courses)

Please enter a Personal Statement that details your reasons for applying for the course, your motivation and your aims for the course. Please include information about previous experience that supports your application.

If you are applying for a degree apprenticeship, then you should also demonstrate that you have researched the company. It is important that you consider their ethos, how you would fit into their vision and values and why you are suitable for the position(s) they are recruiting for.

There is no spell-checker for the Personal Statement so you may wish to type your statement into a word processor and copy it into the Personal Statement field. Please note you may use a maximum of 4000 characters only

## Identity and Nationality (Shown for all courses)

Please complete the information on this page to describe your nationality. Please note that Pearson College London is not a Tier 4 Sponsor, and therefore we cannot sponsor applications for student visas. For more information, please see <https://www.pearsoncollegelondon.ac.uk/pearson-business-school/admissions.html> or contact [admissions@pearson.com](mailto:admissions@pearson.com)

Please upload copies of any UK visas you have. These must be one of the following formats

- Adobe Acrobat files (.pdf)
- Microsoft Word documents (.doc or .docx files)
- Rich Text Files (.rtf)
- JPEG files (.jpg)
- PNG files (.png)

And no larger than 2MB

## Funding (Not shown for Apprenticeship courses)

Please indicate how you intend to pay your fees. If you are not sure yet, please choose the "I do not know" option. If you need any advice on fees and funding, please contact [admissions@pearson.com](mailto:admissions@pearson.com)

## Submission

Please answer the questions on the submission page.

Check that all the tabs along the top of the form are green. If any are red, there are problems with the data on that tab, and the form cannot be submitted until these are resolved. Click on the tab name and enter data into any field highlighted red on the page.

Once all tabs are green, you may submit your form.

Click the Submit Application button **once**. The form will then submit.

This process will take some time, as your information is uploaded onto our system. Please **do not** click the button again or use the navigation buttons on your browser, or your application may be corrupted.

After you submit your application, you cannot log back in to make any changes or submit any further documents. Additional documents will need to be emailed to [admissions@pearson.com](mailto:admissions@pearson.com).

Once the upload has completed, you will receive a confirmation email and see a copy of your submitted application. We recommend you save this for your reference, though you may log in any time to view it again. Please note that you cannot check the ongoing status of your application after you have submitted, as the application portal is for submission purposes only.

Following submission of the form, you will be contacted by the Admissions Team in due course.