



Undergraduate Direct Application Guide for Agents



Purpose of this Guide

This guide presents the steps required for an agency to submit an Undergraduate Direct application to Queen's University Belfast via the Queen's Portal, along with the screens and options you can expect to see at each stage.

<https://myportal.qub.ac.uk>



Accessing Admissions on Queen's Portal



To access the Admissions area, you must first log into Queen's Portal. Click **SIGN IN** on the top navigation bar.

On the Sign In page, click **SIGN IN** under **I do not have a Queen's email address**.

A screenshot of the Queen's Portal Sign In page. The top navigation bar is red with the university's logo and name on the left, and 'HOME | SIGN IN' on the right. The main content area is white. It features two sections: 'Why should I sign in?' and 'I have a Queen's email address'. The 'I have a Queen's email address' section has a red 'SIGN IN' button. Below it is the 'I do not have a Queen's email address' section, which also has a red 'SIGN IN' button. At the bottom, there is a small text block with links to 'Data Protection Policy', 'Privacy and Cookies page', and 'Fair Processing Notice for our Admissions and Access Service and our Student Applicant Privacy Notice'.



Sign in

Sign in with your email address

Sign in

Don't have an account? [Sign up now](#)

[Forgot your password?](#)

You will receive an email inviting you to register for an account on the Queen's Portal. Follow the link in the email.

Click **Sign up now**.

Please note that only by using the registration email will the system recognise you as an agent.

Cancel



User Details

We need to process data about you that relates to your enquiries and your application(s) to us. Such processing will be in accordance with the Data Protection Act 2018, GDPR, and our [Data Protection Policy](#).

For more information on how the University manages your data, visit our [Privacy and Cookies page](#).

For information on how we process data relating to your application(s), please read the [Fair Processing Notice for our Admissions and Access Service](#) and our [Student Applicant Privacy Notice](#).

☐ I have read and understand the Privacy Notice

Please provide the following details.

Send verification code

Create

Initial Registration

Confirm that you have read and understood the Privacy Notice.

Enter your personal agency email address and click **Send verification code**. This allows us to confirm that the account being created is valid for security purposes.

Verification code has been sent to your inbox. Please copy it to the input box below.


Verify code

Send new code

Enter the verification code received and click Verify code. Once verified, you can then enter your First and Last Names and choose a password. Click Create to register your new account.



Sign In after Registration



User Details

Verification is necessary. Please click Send button.

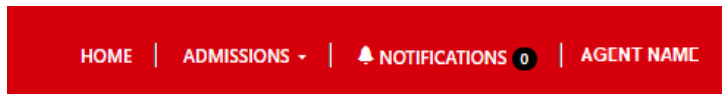
Email Address*

Send verification code

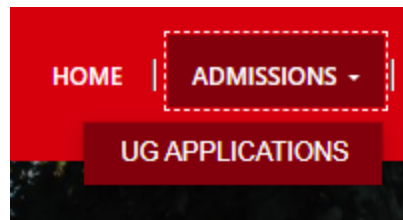
Once your account has been created, you may use the email address and password to sign into Queen's Portal to manage applications.

Your web browser may remember your credentials and automatically input your email address when you go to Sign In. Click **Send verification code** and then enter the verification code received to complete the sign in process.

E-mail address verified. You can now continue.




Once signed in, the navigation bar will display your name and provide access to the Admissions area.




Click **ADMISSIONS** and then **UG APPLICATIONS**.



Viewing Applications



HOME | ADMISSIONS |  NOTIFICATIONS 0 | AMS 1 AGENT (BRANCH) |

Undergraduate Applications

Use the Undergraduate Applications service for raising and managing undergraduate applications.

Please select criteria and click filter.

Status

Full Name

Email Address

Account Name

Owner


All Applications

Filter


Clear

My UG Applications

Search Application



+ Start a new application

Application Id	Applicant Name	Account Name	Course	Choice Type ↑	Admit Term ↑	Status	Created Date	Modified Date	Creator	Owner	Actions
UGADM-000002189	Shraddha Teredesai	Agency Branch	BA Anthropology and French (RL16)	Primary	September 2024	Evidence to be Uploaded	22/Sep/2023 10:15 AM	22/Sep/2023 11:12 AM	Agent (Branch)	Agent (Branch)	

The Undergraduate Applications page displays all current applications submitted by the agency. The list can be filtered to find a specific application.


Status: filter by the status of the application; the status updates as the application moves through the processing stages.

Full Name: filter by the applicant's full name.

Email Address: filter by the applicant's email.

Account Name: allows headquarters to filter by a specific branch.

Owner: filter by the owner of the application, who is the agent who last processed it.



Starting a New Application

To create a new application, from the Undergraduate Applications page click on

+ Start a new application

Each section of the application is shown in a different step, and you should move through each in sequence. Any field marked with an asterisk * is mandatory and must be completed to move on.

Note that applicants may have differing characteristics, which will take you through slightly different questions, or require different types of evidence as part of the application.

Scenario	Application Journey
Applicant is interested in two different courses	If an applicant has both a first and second choice course, their first choice is considered their primary application and the second choice their secondary application. Both applications are considered independently, and the applicant and agent will receive an update on both once processed.
Applicant has a disability	Queen's offers additional support to students who have a disability. An applicant may provide details of the disability if they wish or can indicate that they consider themselves to have a disability without providing additional information.

Applicant Details

The **Applicant Details** section allows you to record the applicant's details, including name and date of birth. Note that the applicant's email address must be provided; the form will not accept your email address. All communication relating to the application will be sent to both the applicant and the agency. Clicking **Save and next** will save the information recorded above and move to the next step.

Applicant Details

Personal Details

Address Details

Course Selection

English Language

Education

Disability

Referee Information

Documents

Review Information

Submission

Applicant Details

Title *

Please Select

First Name *

Middle Name

Previous Last Name

Applicant Email Address *

Please ensure you are entering the applicant's **personal** email address below. All communication will be sent to both the applicant's and the agent's email address.

Last Name *

Preferred Name

If you have a preferred name that is different to your first name, please record it below

Date of Birth *

DD/MMM/YYYY

Place of Birth *

Country of Birth *

Please Select

Save and next

Personal Details

The **Personal Details** section allows you to provide further details from the applicant, including gender, nationality, and history of study in the UK. To return to a previous step of the application, click the **Previous** button or use the breadcrumb at the top of the page.

[Applicant Details](#) **Personal Details** [Address Details](#) [Course Selection](#) [English Language](#) [Education](#) [Disability](#) [Referee Information](#) [Documents](#) [Review Information](#) [Submission](#)

The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of information about higher education in the United Kingdom. The University is legally required to provide the requested data specification.

For more information please visit <http://www.hesa.ac.uk/>

Personal Details

Personal Information

Marital Status *

Please Select

Biological Sex *

Please Select

Gender *

Please Select

Nationality *

Please Select

Country of Domicile *

Please Select

Start of Residence in EU (if applicable)

DD/MMM/YYYY

Start of Residence in UK (if applicable)

DD/MMM/YYYY

Passport Information

Passport Number

Passport Expiry date

DD/MMM/YYYY

Are you currently or have you ever previously studied in the UK? *
(e.g degree programme, short course, study abroad. If yes, you will be asked to provide further details/transcript)

Please Select

Have you held a visa for study in the UK? *

Please Select

[Previous](#) [Save and next](#)

Address Details

The **Address Details** section allows you to record the applicant's Home Address and Correspondence Address.

Applicant Details

Personal Details

Address Details

Course Selection

English Language

Education

Disability

Referee Information

Documents

Review Information

Submission

Please update your address details if necessary

Address Details

Home Address

Street 1 *

Street 2

Town / City *

County / State

ZIP / Postal Code

Country *

Please Select

☐ Same as Home Address

Street 1 *

Street 2

Town / City *

County / State

ZIP / Postal Code

Country *

Please Select

Previous

Save and next

Course Selection

The **Course Selection** section allows you to indicate the course(s) to which the applicant wishes to apply along with additional information. Type of Study is limited to Undergraduate for this application. After selecting the course name, both Subject Area and School will automatically populate.

Applicant Details

Personal Details

Address Details

Course Selection

English Language

Education

Disability

Referee Information

Documents

Review Information

Submission

You can select a maximum of two courses per admit term. If you select two courses, each course will have its own Application ID.

Course Selection

Preference

Type of Study *

Please Select

Name of Course *

Please Select

Subject Area *

Please Select

You can search for a course by typing the course name or its code. You can also filter courses by choosing the subject area first.

QUB School *

Please Select

Expected Course Start Date *

Please Select

Attendance Mode *

Please Select

Year of Entry *

Please Select

Do you want to choose a second preference course? *

Please Select

Additional Details

UCAS Number

If you have already submitted a UCAS application in the the current admissions cycle (for entry either to Queen's University Belfast or another institution), the UCAS number must be included.

QUB Student Number

If you are, or have been, a student at Queen's University Belfast please provide your Student Number.

Need Support?

Previous

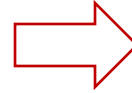
Save and next

Support with Application

At the Course Selection stage, an additional 'Need Support?' button is introduced to the journey.

UCAS Number
If you have already submitted a UCAS application in the the current admissions cycle (for entry either to Queen's University Belfast or another institution), the UCAS number must be included.

Need Support?



Confirmation ✕

By clicking on the confirm button I grant permission to Queen's University Belfast for support with completing my draft application. Someone from Queen's University Belfast will be in touch with you to discuss your application. Please note that this is not a submission, and Queen's University Belfast cannot capture detail on your behalf.

Confirm **Cancel**

Clicking **Need Support?** makes the draft application available to the Admissions team and alerts them that an agent needs help completing the application.

UCAS Number
If you have already submitted a UCAS application in the the current admissions cycle (for entry either to Queen's University Belfast or another institution), the UCAS number must be included.

Don't Need Support?



Confirmation ✕

By clicking on the confirm button I wish to revoke permission to share my draft application with Queen's University Belfast.

Confirm **Cancel**

Once you have received advice from Admissions, or you wish to retract a request for help, return to the draft application and click **Don't Need Support?**.

English Language

In the **English Language** section, applicants are asked to provide proof of an English Language qualification where English is not their first language. If an applicant does not currently hold a qualification, you may indicate whether they intend to complete one.

Applicant Details	Personal Details	Address Details	Course Selection	English Language	Education	Disability	Referee Information	Documents	Review Information	Submission
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International students wishing to apply to Queen's University Belfast (and for whom English is not their first language), must be able to demonstrate their competence in written and spoken English in order to benefit fully from their course of study or research. EEA and non-EEA nationals will normally require a Student visa to study in the UK for periods of 6 months or more. Details of the tests which may be accepted by the University for direct admission to degree programmes are listed under our [English Language Requirements](#).

English Language

Please note that for undergraduate admission, all applicants (home or international) must satisfy the [General Entrance Requirements](#), including GCSE English Language with a minimum grade of C/4, or alternative qualification acceptable to the University.

Do you currently hold an English Language qualification?
This should be comparable to GCSE English Language Grade C/4 standard (eg. IGCSE, IELTS Academic, TOEFL ibt, or an acceptable school-leaving qualification).

Yes

Name of Qualification / Test *

IELTS

Overall Results / Grade *

89

Date obtained *

04/Jul/2020

[Need Support?](#)

[Previous](#) [Save and next](#)

Education

In the **Education** section, if the applicant is currently or has previously been enrolled at a **University / Higher Education** institution, indicate **Yes** then click the **Add** button. Enter the details in the dialogue that is displayed then click **Submit**. Repeat for each enrolment, noting only one enrolment may be listed as current. If they have never been enrolled, indicate **No**.

Applicant Details

Personal Details

Address Details

Course Selection

English Language

Education

Disability

Referee Information

Documents

Review Information

Submission

Please give details of attendance and examinations at Queen's or other Universities. Please note that you will be required to provide a copy of an official academic transcript of the courses taken to date.

Education

University / Higher Education

Are you currently enrolled, or have you previously been enrolled, at a University/Higher Education Institution? *

Yes

Add

Currently enrolled?	Institution Name ↑	Course of Study	Date of Enrolment	End date	Actions
There are no records to display.					

School / College Education

Name of School / College

Date started

DD/MMM/YYYY

End date / expected end date

DD/MMM/YYYY

Add university/higher education

Currently enrolled at this University/Higher Education Institution? *

Yes

University/Higher Education Institution Name *

Please type here to search

Course of Study *

Date of Enrolment *

DD/MMM/YYYY

Higher Education End Date / Expected End Date *

DD/MMM/YYYY

Submit

Education

In the **Education** section, record details of the applicant's **School / College Education**. To record **Examinations** taken, click the **Add** button. Enter the details in the dialogue that is displayed then click **Submit**. Repeat for each examination.

School / College Education

Name of School / College

Moorale High

Date started

04/Sep/2018

End date / expected end date

30/Jun/2023

School / College Country

Argentina

Examinations

Please provide information regarding exam qualifications completed or expected to be completed.

It is mandatory to add at least one examination. *

Add

Title of Examination ↑	Exam Type	Date of Completion	Subject	Grades	Actions
educación secundaria	A-Level or Equivalent	01/Jun/2023	Mathematics	A	▼
educación secundaria	A-Level or Equivalent	01/Jun/2023	Art	B	▼
educación secundaria	A-Level or Equivalent	01/Jun/2023	English	A	▼

Edit
Delete

Create

Exam Type *

Please Select

Qualification Name (e.g. A-Level, Indian Standard XII, Gaokao, Advanced Placement) *

Date of Completion (or expected) *

DD/MM/YYYY

Subject *

Grades (if completed)

Submit



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Disability

Queen's offers additional support to students who have a disability. If the applicant has a disability, you may provide details in the **Disability** section or indicate that the applicant considers themselves to have a disability without providing additional information. Click **Add** to select from a list of disability categories.

Applicant DetailsPersonal DetailsAddress DetailsCourse SelectionEnglish LanguageEducationDisabilityReferee InformationDocumentsReview InformationSubmission

The purpose of collecting this information is to allow us to support your learning journey at Queen's.

Disability

Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day to day activities? *

Yes, and I will provide further information below

Specific Details

Add

Name ↑	Description	Actions
Learning	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	▼
Mental	A mental health condition, such as depression, schizophrenia or anxiety disorder	▼
Not listed	An impairment, health condition or learning difference not listed above	

Disability (Additional Information) *

Please provide additional information about the condition not listed above

Need Support?

If **Not listed** is selected, record the details under **Disability (Additional Information)**.
A disability may be removed by clicking the Action arrow beside it and selecting **Remove**.

Lookup records

Search

✓	Name ↑	Description
<input type="checkbox"/>	Health	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heard disease, or epilepsy
<input type="checkbox"/>	Hearing	Deaf or a serious hearing impairment
<input checked="" type="checkbox"/>	Learning	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
<input checked="" type="checkbox"/>	Mental	A mental health condition, such as depression, schizophrenia or anxiety disorder
<input checked="" type="checkbox"/>	Not listed	An impairment, health condition or learning difference not listed above
<input type="checkbox"/>	Physical	A physical impairment or mobility issue, such as difficulty using arms or using a wheelchair or crutches

Selected records

Learning✕Mental✕Not listed✕

AddCancel

Referee Information

In the **Referee Information** section, provide the details of a referee who can provide an academic reference for the applicant.

Applicant Details	Personal Details	Address Details	Course Selection	English Language	Education	Disability	Referee Information	Documents	Review Information	Submission
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Please give the name and contact details of a referee, who should be associated with your school, university, college or professional institution, and should be familiar with your academic or professional work.

Referee Information


Referee Full Name *

Position *

Email *

Phone Number

It is not mandatory to provide a referee phone number

 07400 123456

Need Support?

Previous

Save and next

Documents

The **Documents** section presents a summary of the evidence required for the application, and whether it is required to submit the application. If Required is **Yes**, then that evidence must be uploaded to continue.

Applicant Details

Personal Details

Address Details

Course Selection

English Language

Education

Disability

Referee Information

Documents

Review Information

Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

Add new document

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	No	<div>⌵</div>
Passport		No	No	<div>Upload</div>
Secondary/High School Level Qualification		No	No	<div>⌵</div>

Need Support?

Previous

Save and next

Documents – Upload to Pre-defined Document Buckets

To upload evidence of a specific type, click the Actions arrow beside the Document Bucket name and select **Upload**. A dialog will be displayed to attach the file(s) and click **Submit**. Once uploaded, the Documents summary table will update to show that Uploaded is **Yes**.

Document Type
English Language Certification

Name ↑	Portal URL	Actions
There are no records to display.		

Attach a file
 Language ...ification.docx

Submit

Applicant Details | Personal Details | Address Details | Course Selection | English Language | Education | Disability | Referee Information | **Documents** | Review Information | Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

Add new document

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	Yes	▼
Passport		No	No	▼
Secondary/High School Level Qualification		No	Yes	▼

Need Support?

Previous **Save and next**

Documents – Adding a New Document

If you wish to upload any additional evidence, click **Add new document**. A dialog will be displayed; select the Document Type and enter a Description if required, then attach the file(s) and click **Submit**. Once uploaded, the Documents summary table will update to show the new Document Type and that Uploaded is **Yes**.

Create

- If you need to upload multiple documents please ensure you select all documents before attaching them.

Document Type *

Personal Statement

Description

applicant's personal statement

Attach a file

Choose Files

personal statement.docx

Submit

Document Type *

Please Select

Please Select

Supporting Documents

Personal Statement

Higher Education University Transcript

UK Immigration Permissions



Applicant Details

Personal Details

Address Details

Course Selection

English Language

Education

Disability

Referee Information

Documents

Review Information

Submission

Providing these documents upfront will allow us to process your application in a more timely manner; failure to do so could result in a longer processing time.

Documents

Add new document

Document Type ↑	Description	Required	Uploaded	Actions
English Language Certification		Yes	Yes	▼
Passport		No	No	▼
Personal Statement	applicant's personal statement	No	Yes	▼
Secondary/High School Level Qualification		No	Yes	▼

Need Support?

Previous

Save and next

Review Information

The **Review Information** section provides a view of all information entered on the application. If in reviewing the information anyone needs to be updated, either click the **Previous** button to revisit earlier steps, or navigate back through the breadcrumb. Otherwise click **Save and next**.

Applicant Details	Personal Details	Address Details	Course Selection	English Language	Education	Disability	Referee Information	Documents	Review Information	Submission
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If you want to amend any of the information you have provided, you can use the progress bar to navigate more quickly to previous steps.

When updating information, please ensure you click 'Save and next' on the relevant step.

Applicant Details

Title Miss	Last Name testsurname
First Name testname	Preferred Name
Middle Name	Date of Birth 01/Jan/2006
Previous Last Name	Place of Birth Argentina
Email Address test@example.com	Country of Birth Argentina

Personal Details

Personal Information	Passport Information
Marital Status Single	Passport Number
Biological Sex Female	Passport Expiry date
Gender Female	Are you currently or have you ever previously studied in the UK? No
Nationality	Have you held a visa for study in the UK?

Submission

The Submission section is the final step and requires confirmation that the information provided with the application is correct, and that the applicant agrees to the Terms & Conditions. You may sign the declaration on the applicant's behalf. Click **Submit** to finalise the application.

Applicant Details	Personal Details	Address Details	Course Selection	English Language	Education	Disability	Referee Information	Documents	Review Information	Submission
-------------------	------------------	-----------------	------------------	------------------	-----------	------------	---------------------	-----------	--------------------	------------

Submission

I confirm that the information given on this form is true, complete and accurate and no information requested or other relevant information has been omitted. I accept that if any information is inaccurate or has been omitted, if I do not provide a transcript (if applicable) or if it is considered by the University that any work I have submitted in support of the application is not owned by the applicant, the University reserves the right to cancel the application or withdraw an offer of a place (if applicable) and I shall have no claim against the University in relation thereto. *

Terms and Conditions

Please Select

Declaration Signed By *

Send me a copy of my application by email after submission *

Yes

Previous

Submit

i The form could not be submitted for the following reasons:


Please Navigate to ' **Document tab** ' and upload the missing required file(s).


Note that any mandatory fields that have not been completed will prevent the application from being submitted. An error message will be displayed at the top of the screen. Supply the missing information then click **Submit**.




Confirmation

Once the application is submitted, a reference number is assigned. A confirmation message will be displayed, and the application will appear in the Undergraduate Applications list which can be accessed from the **My Applications** link displayed. A confirmation email will be sent to both the applicant and the agent. The applicant will also be able to see the application in the applications list on their own portal account.

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HOME | ADMISSIONS + |  NOTIFICATIONS 0 | AMS 1 AGENT (BRANCH) +

Thank You, **AMS 1 Agent (Branch)** 

You have submitted an application on behalf of the applicant and their Application ID is
UGADM-000002249

Please check your list of applications via the My Applications link below.

My Applications