

## UAL Preessional Applicant Portal: Step-by-step

The guidance below shows you how to submit a complete application for Preessional. If you are unsure about what is required from you, please refer to our [FAQs document](#) and the [Preessional Visa information](#) document.

When you open the Preessional application form, some information that you provided when you made your main course application will appear in the Preessional application form. Please double check this information is correct before submitting.

To make this guide as clear as possible, we've listed all the questions in the Preessional application form in the table below. The application form will look slightly different when you are completing it, however all the questions will display in the same order as below. In the right hand column of the table below, we have greyed-out questions that can be skipped.

Some of the questions will have a drop-down menu where you will be required to choose one of the options listed, while some of the questions will require you to type information in directly.

| Question Number         | Question                                                                              | What information am I required to fill out in each of the sections of the Preessional application form?                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Details</b> |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1                       | <b>Title *</b> <input type="text" value="Please select"/>                             | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                                     |
| 2                       | <b>Given name(s)</b> <input type="text"/> ?                                           | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                                     |
| 3                       | <b>Family name *</b> <input type="text"/> ?                                           | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                                     |
| 4                       | <b>Date of birth *</b> <input type="text"/> <input type="text"/> <input type="text"/> | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.<br><br><b>Please note:</b> If you are under 18, you will need to submit a completed <a href="#">Parental Consent Form</a> <b>before</b> submitting your Preessional application, to: <a href="mailto:preessional-applications@arts.ac.uk">preessional-applications@arts.ac.uk</a> . |
| 5                       | <b>Known as</b> <input type="text"/> ?                                                | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                                  |
| 6                       | <b>Previous family name</b> <input type="text"/> ?                                    | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                                  |
| 7                       | <b>Gender *</b> <input type="text" value="Please select"/>                            | We need this information. This must be completed.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8                       | <b>Country of birth *</b> <input type="text" value="Please select"/> ?                | We need this information. This must be completed.                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 9                      | <b>Legal nationality *</b> <input type="text" value="Please select"/> ?                                | We need this information. This must be completed.                                                                                                                                                                                                                                                                                                                                                                                      |
| 10                     | <b>Dual nationality</b> <input type="text" value="Please select"/> ?                                   | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                      |
| 11                     | <b>Country of residence *</b> <input type="text" value="Please select"/> ?                             | We need this information. This must be completed.                                                                                                                                                                                                                                                                                                                                                                                      |
| 12                     | <b>Ethnic background *</b> <input type="text" value="Please select"/> ?                                | We need this information. This must be completed.                                                                                                                                                                                                                                                                                                                                                                                      |
| 13                     | <b>Have you previously applied to or studied with us?</b> <input type="text" value="Please select"/> ? | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                      |
| 14                     | <b>Disability or learning difficulty *</b> <input type="text" value="Please select"/>                  | We need this information. This must be completed.<br><b>Please note:</b> If you have stated that you have a disability, we will contact you after you have submitted your Preessional application. We will ask you to provide official medical documentation, in English, detailing your needs. You must submit this as early as possible to ensure we can make the relevant adjustments to support you from the start of your course. |
| <b>Contact Details</b> |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15                     | <b>Country *</b> <input type="text" value="Please select"/>                                            | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                         |
| 16                     | <b>Postcode</b> <input type="text"/> <input type="button" value="Lookup"/>                             | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                      |
| 17                     | <b>Address Line 1 *</b> <input type="text"/>                                                           | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                         |
| 18                     | <b>Address Line 2</b> <input type="text"/>                                                             | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                      |
| 19                     | <b>City *</b> <input type="text"/> ?                                                                   | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                         |
| 20                     | <b>County</b> <input type="text"/>                                                                     | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                      |
| 21                     | <b>Telephone</b> <input type="text"/>                                                                  | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                                                                                                                                      |
| 22                     | <b>Mobile *</b> <input type="text"/> ?                                                                 | We need this information. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                                                                                                                                                                         |

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| 23                    | Do you want to add a correspondence address? <input type="text" value="Please select"/>                                                                                            | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                   |
| <b>Agent</b>          |                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                     |
| 24                    | <b>Overseas Representative</b> <input type="text" value="Please select"/>                                                                                                          | Please <b>do not</b> skip this question if you have applied via a representative office, as we need confirmation of your representative's details. If, however, you do not have a representative (you are applying by yourself, with no help), please skip this question.                                           |
| <b>Qualifications</b> |                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                     |
| 25                    | <b>Institution / School / College *</b> <input type="text"/>                                                                                                                       | This field is mandatory in the application form. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                               |
| 26                    | <b>Type of qualification *</b> <input type="text" value="Please select"/> ?                                                                                                        | This field is mandatory in the application form. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                               |
| 27                    | <b>Select Qualification *</b> <input type="text" value="Please select"/> ?                                                                                                         | This field is mandatory in the application form. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                               |
| 28                    | <b>Select Subject</b> <input type="text" value="Please select"/> ?                                                                                                                 | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                   |
| 29                    | <b>Completed *</b> <input type="text" value="Please select"/> ?                                                                                                                    | This field is mandatory in the application form. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                               |
| 30                    | <b>Select Grade *</b> <input type="text" value="Select Grade"/> ?                                                                                                                  | This field is mandatory in the application form. This field should already contain information that will come from your main course record, however please double check it's correct.                                                                                                                               |
| 31                    | Please upload your certificate <input type="button" value="Upload"/><br>Please upload your transcript <input type="button" value="Upload"/>                                        | We do not need this information, so this question can be skipped.                                                                                                                                                                                                                                                   |
| 32                    | <b>Are you a national from a majority English speaking country as defined by UKVI? *</b> <input type="text" value="Please select"/>                                                | You must answer 'No' <b>even if</b> you are a national of a majority English-speaking country as defined by UKVI. If you answer 'Yes', you will not be able to continue your application for Pre-sessional. <i>Please note: we aim to remove this question from our application form in 2020.</i>                   |
| 33                    | <b>Have you completed an academic qualification that is equivalent to a UK Bachelors degree in one of the countries listed below? *</b> <input type="text" value="Please select"/> | You must answer 'No' to this question <b>even if</b> you have a UK Bachelor's degree. If you do not do this, you will not be able to submit your English qualification which is an essential requirement to this application. <i>Please note: we aim to remove this question from our application form in 2020.</i> |

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| 34              | <p>Have you sat a relevant English Language Test? * <input type="text" value="Please select"/> ?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>You must answer 'Yes' in order to continue your application for Preessional.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 35              | <p>Type of Qualification * <input type="text" value="Please select"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>You must select the correct type of English Language qualification you are using to apply for Preessional.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 36              | <p>IELTS(International English Language Test System) Academic for UKVI</p> <p>Test Report Form (TRF) number <input type="text"/></p> <p>Date of test <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Listening Score <input type="text" value="Please select"/></p> <p>Writing Score <input type="text" value="Please select"/></p> <p>Reading Score <input type="text" value="Please select"/></p> <p>Speaking Score <input type="text" value="Please select"/></p> <p>Total Score <input type="text" value="Please select"/></p> | <p>It is essential that you provide full and clear information about your English qualification. If you have an IELTS result, you must provide the IELTS TRF number, date of test, individual skill scores and overall score. If you have a non-IELTS English language result (e.g. UAL Progress Test), you will need to provide date of test, individual skill scores and overall score.</p> <p>If you cannot find your English language result in the drop-down list, please contact us at: <a href="mailto:preessional-applications@arts.ac.uk">preessional-applications@arts.ac.uk</a>.</p> <p><b>Please note:</b> if you do not have an IELTS for UKVI you will not be able to apply for a Tier 4 visa.</p>              |
| 37              | <p>Please upload your English Language certificate <input type="button" value="Upload"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>If you have provided full and clear information about your English result, you do not need to upload the certificate. However, you can provide copies of any relevant English tests if you wish to clarify any information to us.</p> <p><b>Please note:</b> if you have previously studied an English course in the UK under Tier 4 and if you wish to study Preessional under Tier 4, you must provide a copy of your old IELTS or the CAS statement from your previous visa application, as well as your new IELTS for entry to Preessional. For further information, please see our <a href="#">FAQ document</a> and refer to the section 'I have previously studied in the UK, will this affect my application?'.</p> |
| <b>Passport</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 38              | <p>Do you require a visa to study in the UK? * <input type="text" value="Please select"/> ?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>This field is mandatory in the application form. This field should already contain information that will come from your main course record, however please double check it's correct.</p> <p><b>Please note:</b> if you plan to study under a Short Term Student (STS) visa you will need to select yes (STS is a visa).</p> <p><b>Please note:</b> if you already hold an existing visa that enables study and you wish to use this visa for Preessional, we recommend that you contact us prior to your application to check this will be ok.</p>                                                                                                                                                                        |

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| 39 | <p>I have read the preessional visa information provided and choose:*</p> <p>Please select <input type="text"/></p> | <p>This question appears once you have selected 'Yes' to the previous question (Q. 38 above).</p> <p>You must read the <a href="#">Preessional Visa Information document</a> before you answer this question.</p> <p>You must provide this information and select a visa type for Preessional that you are eligible to apply for.</p>                                                                                                          |
| 40 | <p>Passport number <input type="text"/></p>                                                                         | <p>We must have up-to-date passport information on application to Preessional. This field should already contain information that will come from your main course record – if your passport information is clear and up to date in your main course record, you will not need to complete this field.</p> <p>However, if you wish to update your passport information you can submit the updated information here in the Preessional form.</p> |
| 41 | <p>Date of issue <input type="text"/> <input type="text"/> <input type="text"/></p>                                 | <p>We must have up-to-date passport information on application to Preessional. This field should already contain information that will come from your main course record – if your passport information is clear and up to date in your main course record, you will not need to complete this field.</p> <p>However, if you wish to update your passport information you can submit the updated information here in the Preessional form.</p> |
| 42 | <p>Date of expiry <input type="text"/> <input type="text"/> <input type="text"/></p>                                | <p>We must have up-to-date passport information on application to Preessional. This field should already contain information that will come from your main course record – if your passport information is clear and up to date in your main course record, you will not need to complete this field.</p> <p>However, if you wish to update your passport information you can submit the updated information here in the Preessional form.</p> |
| 43 | <p>Country of issue <input type="text"/></p>                                                                        | <p>We must have up-to-date passport information on application to Preessional. This field should already contain information that will come from your main course record – if your passport information is clear and up to date in your main course record, you will not need to complete this field.</p> <p>However, if you wish to update your passport information you can submit the updated information here in the Preessional form.</p> |
| 44 | <p>Upload passport <input type="button" value="Upload"/></p>                                                        | <p>You will not need to upload a copy of your passport if your passport information is complete and up-to-date in the system.</p>                                                                                                                                                                                                                                                                                                              |
| 45 | <p>What was the highest level of study in the UK? <input type="text"/></p>                                          | <p>We do not need this information, so this question can be skipped.</p>                                                                                                                                                                                                                                                                                                                                                                       |
| 46 | <p>How many years have you studied in the UK? <input type="text"/></p>                                              | <p>We do not need this information, so this question can be skipped.</p>                                                                                                                                                                                                                                                                                                                                                                       |
| 47 | <p>Please provide details of the type(s) of visa you held whilst studying in the UK. <input type="text"/></p>       | <p>We do not need this information, so this question can be skipped.</p>                                                                                                                                                                                                                                                                                                                                                                       |

Submission

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| 48 | How did you find out about the course? * <input type="text" value="Please select"/>              | This must be completed or you will not be able to submit your Preessional application. |
| 49 | Tick here if you do not want to be considered for an alternative course <input type="checkbox"/> | We do not need this information, so this question can be skipped.                      |
| 50 | I have read, understood and agree to the above statements* <input type="checkbox"/>              | This must be completed or you will not be able to submit your Preessional application. |