

PGCE-Med ADMISSION PROCESS

There are 3 main admin departments that process your application and you will be contacted by the departments below at different stages and times throughout the process. Here is a brief overview:

Department	Overview	Documents to be submitted	Contact and queries
Faculty of Education	The Faculty Administrator receives all application documents via Graduate Admissions / your self-service. Your application is then sent to the relevant academic team for review. Please note - this process can take many weeks	Please complete and upload the following information to your self service account with your application form (please ensure you convert the form to PDF format, as this is the accepted format for upload). Part-time suitability form – a condition of your acceptance on course  Please note your application will only be sent for academic review at the Faculty of Education once you have uploaded the above information	All course and route information is on the Faculty of Education website including course attendance requirements Contact with course teaching team Course preparation, pre course readings and induction information will be sent via email in the Summer months before your course starts, usually in August.
Your college	College documents All fees queries College parking permits and university card issue	Please submit the following forms via email to your college, when you have been made a conditional offer: - College documents, e.g. for matriculation - College parking permits (if applicable)	College documents All fees University fees and college fees queries College parking permits and university card issue
Graduate Admissions/ Self service	Review of submitted documents and conditions Central processing of your application Confirmation of Admission	Required documents to be completed and uploaded by you via your self-service account: Financial undertaking forms  Completion, approval and submission of the above documents are a condition of your acceptance on course	Update on the progress of your application and submitted documents. Self service account and Graduate Admissions website advice and queries, e.g. self service log on, technical issues, viewing and uploading documents...
 Please note you can view a list of your outstanding documents, at any time, through your self-service account			