‘My Applications’ Portal

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*not applicable to all students
My Applications is a web based system to enable you to check your application status with Brunel University, amend any of your personal details and book a place on a UCAS Open Day with us directly.

In order to access the My Application portal you will need to login here: https://evision.brunel.ac.uk

To log in:

1. Your username is your personal Brunel assigned student ID number followed by your date of birth as your password (please see below).

2. Click on ‘Log in >>>’ to proceed.
Password change

Once you have logged in to the system successfully for the first time, you will be prompted to change your password as shown:

Once you have chosen your new password, please make a note of it and then proceed by clicking on ‘Go >>>’.
Selecting and booking a place on a UCAS Open Day

Once you have changed your password after logging in for the first time, you will now always be presented with the main screen of the My Applications portal web page:

The section you will need is the one entitled:

1. ‘Application details’ – here you will see the course you’ve applied for, along with the start year, the way in which you wish to study (‘mode’) and which University academic school the degree course is run by. This is also the section whereby you will be able to select and book a place on a UCAS Open Day.
Application Details

You are able to book a UCAS Open Day place by clicking on the ‘view details’ button adjacent to the section on the main screen:

Once you have clicked on the ‘view details’ button, the information is expanded upon and you are provided with more options, including the status of your application (highlighted below), as well as a button entitled ‘UCAS Open Day’:

Please click on this button to proceed with booking on to an UCAS Open Day.

N.B. If no dates are showing as available, this means that they are all either fully booked or not yet available. Please keep checking My Applications for any new notification of UCAS Open Day Dates.
Selecting a UCAS Open Day date

Once you have clicked on the ‘UCAS Open Day’ button within the application details section, you will be presented with the following page:

This will display all of the available UCAS Open Day dates for relevant to the course you applied for.

Press the ‘select’ button next to the day you wish to book a place on:

Once you have clicked on the select button, you will see it populates the drop down menu:

You can then proceed by clicking on the ‘next’ button.
You will then be taken to a date confirmation screen, which will display:

Once you have reviewed the information, press the ‘next’ button to proceed.

Once you have checked your contact information is correct, please press the ‘next’ button to continue.

As shown above, you will be able to specify up to a maximum of 2 people, how many guests will be accompanying you on the day. Please follow the instructions and include any relevant information in the text box, regarding any special requirements you may have, i.e. any sensory or mobility difficulties.

Please press the ‘next’ button to continue.
You will then be presented with the following screen, to confirm your booking:

![Confirmation Screen](image)

Please press the ‘next’ button. Once you have done this you will be sent a confirmation email to reconfirm the UCAS Open Day booking information, as well as take you back to the My Applications home screen:
Cancelling a UCAS Open Day date

If you need to cancel a date you have already booked for, you can do so easily in My Applications.

Navigate to the UCAS Open Day section via the **application details section**, you will be presented with a page detailing the information relevant to the date for which you have booked a place:

**N.B. You can only make one booking at a time, per course for which you have applied.**

If you wish to cancel the date, please select ‘Cancel Booking’ from the drop down menu and then press on the ‘Next’ button to confirm this.

Now that your booking has been cancelled, if you press on the ‘Next’ button, this will then bring you back to the main UCAS Open Day page where you will be able to select another UCAS Open Day.

An email will automatically be sent to your email address to confirm that this booking has been cancelled.
My Application features

Once you have changed your password after logging in for the first time, you will be presented with the main screen of the My Application system web page:

You will notice there are three main sections to the system to benefit you:

1. **Messages** – here we will send you any relevant information for you to read. Notification will be sent to you via email to inform you of a new message.

2. **Personal details** – this section contains all of your personal information, with buttons to allow you to amend your home address and contact address but also query and submit a change to either your name or your date of birth.

3. **Application details** – here you will see the course you’ve applied for, along with the start year, the way in which you wish to study (‘mode’) and which University academic school the degree course is run by.

This guide will also outline how to complete a fee status questionnaire, if your fee classification has been queried.
Amending Personal Details
If you wish to submit a change to any of your personal details, this section will briefly outline how.

Changing your home address or contact address

Within the personal details section, please click on the amend button next to which address you wish to change, as depicted:

![Amend button for address change](image)

You will then be taken to the following screen, which will allow you to edit your address. Once you have amended the details, click on ‘next’ to log the change:
Once you have clicked on ‘next’, this will take you back to the My Application main page.

To edit your contact address, simply follow the same process.

**Submitting a change to your name or date of birth**

To submit a change to either your name or DOB, simply click on the corresponding ‘query’ button to proceed:
You will then be taken to the following page, as shown –

This page will allow you to edit any of your information.

Please be aware that this will not automatically change your name or date of birth. It will be submitted to a Brunel member of staff to review and subsequently you will then be contacted.

Please also be aware that your name must be the same as the one detailed on your passport or identity card. (Please note that if your name/date of birth is incorrect on UCAS, you will need to contact them separately to have this amended).
Once you have made amendments to the information and clicked on ‘next’, you should be presented with the following screen:

Click on ‘next’ to be taken back to the My Application main page.
Application Details

You are able to view more of your application details by clicking on the 'view details' button adjacent to the section on the main screen:

<table>
<thead>
<tr>
<th>Course</th>
<th>BA (Honours) Drama and English PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Year</td>
<td>2010/1</td>
</tr>
<tr>
<td>Mode</td>
<td>Part-Time</td>
</tr>
<tr>
<td>School</td>
<td>School of Arts</td>
</tr>
</tbody>
</table>

Once you have clicked on the ‘view details’ button, the information is expanded upon and you are provided with more options, including the status of your application (highlighted below).

You are also provided with an option to email Brunel. If you click on the ‘email Brunel’ button, you will be taken to the following page where you can submit your email to the Admissions team.
Once you have completed your email, click on ‘next’ and you will be presented with the following confirmation:

Click on ‘next’ to take you back to the main page.
Responding to your offer from Brunel

(Only for direct applications and direct postgraduate applications)
If you have made an application directly to Brunel for one of our part time or postgraduate courses, you will be able to respond to your offer using My Applications.

(N.B. if you have applied through UCAS or GTTR this option will not be available to you)

Select the ‘view details’ button to proceed to your application information and details of your offer:

You will then be presented with a page detailing your offer information. It will detail
- the decision
- the conditions (if you have been made a conditional offer)
- the option to respond to the offer directly
By clicking on the ‘respond to offer’ button, you will be taken to a new page with the option to either **Accept** or **decline**:

Once you have made your decision and selected it from the drop down menu, press the ‘next’ button to proceed. This will take you to a confirmation page, as follows:
Click on ‘next’ to go back to the main page.
Completing a fee status questionnaire
(only applicable to those students who have been informed they need to complete a questionnaire)
If you have received an email informing you that we are uncertain of your fee status and inviting you to complete a fee status questionnaire, you are able to complete it using the My Applications portal.

IMPORTANT: The purpose of the fee status questionnaire is to assist the University in determining your fee classification. The information you provide will be used solely for this purpose. Please take care to answer each question fully and accurately and to provide documentary evidence where requested. If you fail to provide this information, the University will charge you for tuition fees at the overseas rate.

EVERYONE MUST COMPLETE SECTIONS A – C
SECTION D MUST BE COMPLETED BY: non-British EEA nationals or Swiss nationals. British nationals who have worked in another EEA country₁, or the spouse/child of such a person.

₁EEA Comprises: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the UK.

Tuition fees status classification (Home/Overseas)

For details of the UKCISA guidelines used by the University to make decisions on fee status please refer to http://www.ukcisa.org.uk/

To access the questionnaire, from the main page, please select the ‘view details’ under the Application details section:

<table>
<thead>
<tr>
<th>Application Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course: BA (Honours) Drama and English PT</td>
</tr>
<tr>
<td>Start Year: 2010/1</td>
</tr>
<tr>
<td>Mode: Part-Time</td>
</tr>
<tr>
<td>School: School of Arts</td>
</tr>
</tbody>
</table>

You will then see your application details and status in full, along with a button entitled ‘fee status questionnaire’ as follows:
You will need to click on the button to take you to the fee status questionnaire.
The first page you will see is Section A, as follows:
Once you have filled in all of the information, click on the ‘next’ button to proceed to Section B:

If you have more than one country of residence to list then please list all of the countries chronologically. Click ‘next’ to proceed to the next section.
**Section C** is the next page you will be taken to, with tick box selections:

Please follow the instructions provided on the page and click on ‘next’ to continue.
You will then be taken to Section D, with a free flow text box to enable you to type anything relevant.

Once you have clicked on ‘next’ you will be taken to the document upload screen.
Section E is the document upload page which enables you to attach copies of the documentation and evidence needed to support the information provided in your questionnaire. This is what the page looks like:

![Document Upload Page](https://www.imperial.ac.uk/services/admissions/documents/upload)

Please fill in brief and appropriate description of the document you are uploading i.e. *Copy of UK Passport*, etc.

If you are unable to attach a scan of a document or you need to send in a hard copy, please do so by posting it to the Admissions office as soon as possible to enable us to assess your fee status at the earliest opportunity. You will need to quote your name and ID number when sending in the copies of your documents.

Click ‘next’ to proceed to the final stage.
**Section F** is the declaration and acts as a ‘digital signature’. Please read it carefully and follow the instructions on the page.

Upon clicking ‘next’ this will submit the fee status questionnaire to the Admissions office to assess and will take you back to the main My Applications screen.
Completing a Scholarship Application
(only available to students whose courses and statuses make them eligible for a scholarship)

To complete a scholarship application go to the my Checklist option on the top left of the screen.

If you are eligible for a scholarship and have not completed the application, you will see the below view. Press “Click here” to complete the application. Please note the deadline to complete your application by.

Once you have completed your application you will have the opportunity to amend any of your answers at that point or at a later date.
### Amend Responses

To be considered for a Brunel Scholarship you must make Brunel your Firm choice via UCAS Track. Any Brunel Scholarship that is awarded based on household income will only be paid once your income has been verified by the Student Loan Company. Therefore you must ensure that you complete a Student Loan application in good time. Finally if your offer is conditional, you must have met the conditions of your offer and provided evidence of this, before the Scholarships are awarded in September.

<table>
<thead>
<tr>
<th>Question</th>
<th>Your Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your Local Authority (LA) confirmed that you will be receiving a full Maintenance Grant/Special Support Grant?</td>
<td>No data</td>
</tr>
<tr>
<td>Is your annual residual household income* less than £25,000?</td>
<td>No data</td>
</tr>
<tr>
<td>Do you agree to take part in Brunel publicity and reports to the scholarships' donors (where appropriate)?</td>
<td>No</td>
</tr>
<tr>
<td>Have you attended the Urban Scholars programme at Brunel University for a minimum of 2 years?</td>
<td>No</td>
</tr>
<tr>
<td>Where has your permanent place of residence been since 1st September 2010?</td>
<td>Country Outside the European Union</td>
</tr>
<tr>
<td>What is your socio-economic background?</td>
<td>Higher managerial and professional occupations</td>
</tr>
</tbody>
</table>
Completing a Criminal Conviction Disclaimer

If you have applied for one of our professional courses (Teaching, Social Work, Physiotherapy, Occupational Therapy) or you have stated on your application that you have a criminal conviction then you will be required to complete this disclaimer.

To complete the disclaimer, select “View Details” next to the course that you have applied for on the my Applications section.

![My Applications Table]

Then select the “Criminal Conviction Disclaimer” option.

![Application Details]

You will then be presented with a series of questions about your history. You must answer all questions with as much detail as you are able. If any more information is required you will be contacted at a later point.
DBS Payments
If you are doing a course that requires you to complete a DBS (Disclosure and Barring Service) check and your tuition fees will not be covered by the NHS, you will be required to pay for a DBS check.

To complete the disclaimer, select “View Details” next to the course that you have applied for on the my Applications section.

Then Select the DBS Check Payment option.

Select that you wish to make a payment and press Next.
You will be then taken to the online payment screen where you will be able to enter your card details and make payment for your DBS check.
IT Competency Forms
Social Work applicants (BA and MA) are required to declare their level of IT competency and IT qualifications. This is to ensure that during your course you are trained to the required standard of competency.

To download the form select “View Details” next to the course that you have applied for on the my Applications section.

Select the “IT Competency Self-Declaration Form”.

You will then be taken to a PDF Document which you must print, complete and bring to your interview.