

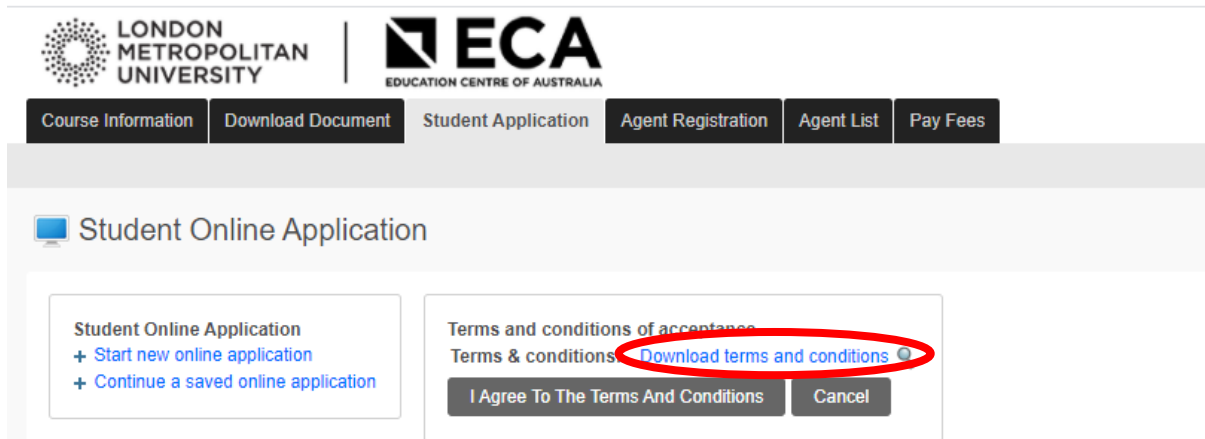
## AGENT TRAINING: SUBMIT AN APPLICATION

Go to:



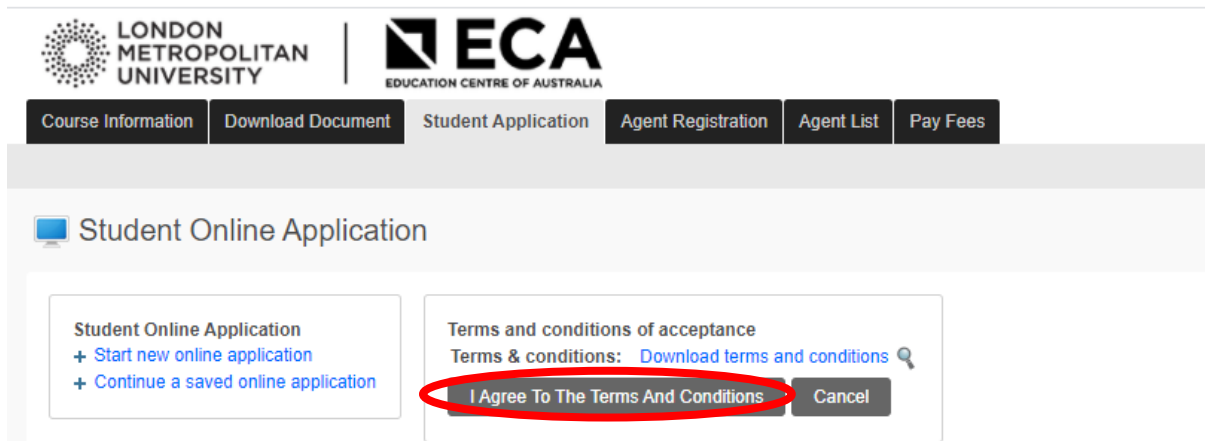
The screenshot shows the top navigation bar with the London Metropolitan University and ECA logos. Below the logos are five menu items: Course Information, Download Document, Student Application, Agent Registration, Agent List, and Pay Fees. The 'Student Application' menu item is selected. Below the navigation bar is a section titled 'Student Online Application'. Inside this section is a box containing the text 'Student Online Application' and two links: '+ Start new online application' and '+ Continue a saved online application'. The '+ Start new online application' link is circled in red.

1. Click on start new online application



The screenshot shows the same navigation bar as the previous screenshot. Below the navigation bar is a section titled 'Student Online Application'. Inside this section are two boxes. The left box contains the text 'Student Online Application' and two links: '+ Start new online application' and '+ Continue a saved online application'. The right box contains the text 'Terms and conditions of acceptance' and 'Terms & conditions: Download terms and conditions'. The 'Download terms and conditions' link is circled in red. Below the right box are two buttons: 'I Agree To The Terms And Conditions' and 'Cancel'.

2. Read the terms and conditions



The screenshot shows the same navigation bar as the previous screenshots. Below the navigation bar is a section titled 'Student Online Application'. Inside this section are two boxes. The left box contains the text 'Student Online Application' and two links: '+ Start new online application' and '+ Continue a saved online application'. The right box contains the text 'Terms and conditions of acceptance' and 'Terms & conditions: Download terms and conditions'. Below the right box are two buttons: 'I Agree To The Terms And Conditions' and 'Cancel'. The 'I Agree To The Terms And Conditions' button is circled in red.

3. Click on agree to terms and conditions

## Student Online Application Step:1

Are you?

Overseas Student (Offshore)    Overseas Student in Australia (Onshore)    Resident Student (Domestic)

4. Choose the correct type of student (note overseas student in Australia (onshore)) should be chosen if the student is in England.

### Personal Information

Full Name:	Dr	Agent	Application	Training
Preferred Name:				Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other/Not specified
Date of Birth:	04/03/1980		(Aged 41 yr.)	Email: agent@training.com
Birthplace:	India			
Country of Birth:	India			Nationality: Indian
Passport No:	123456			Expiry Date: 08/04/2028

5. Fill in the personal details section

### Current Street Address

Country:	India
Building/Property Name:	
Flat/Unit Details:	
Street Number (e.g. 205 or Lot 118):	1234
Street Name:	Street Name
City/Town/Suburb:	City
State:	State
Postcode:	1234
Home Phone:	
Work Phone:	
Mobile Phone:	
<input type="checkbox"/> Do you have a Postal Address?(if different to your current street address)	<input type="checkbox"/> Do you have an Overseas/Permanent Address?

Save & Exit   **Go Next**

6. Fill in the current street address information
7. If the student has a different postal address, click on the square and add the information
8. If the student has a different overseas / permanent address, click on the square and add the information
9. Click on go to next

Language and Cultural Diversity:

Are you of Australian Aboriginal or Torres Strait Islander origin?  (For persons of both Australian Aboriginal and Torres Strait Islander origin, select the last item.)

10. Do not make any changes to this question

Is English your main language?  Yes  No

If No, what is your language spoken at home?

Was English the language of instruction in previous secondary or tertiary studies?  Yes  No

Have you completed a test of English Language Proficiency?  Yes  No

**English Test**

If Yes, what test did you sit?

When

Score Type  4 skills  Overall only

	Listening	Reading	Writing	Speaking	Overall
Score:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

11. Answer each question above
12. If you answer yes to *have you completed a test of English Language Proficiency* the English test drop down will appear
13. Fill in the information based on the test results
14. If you answer no to *have you completed a test of English Language Proficiency*, there are no further English questions to answer

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**Education History:**

I would like to add previous qualifications achieved

**Previous Qualifications Achieved:**

**i** List your latest educational qualification by filling in the form below

Qualification Level

Qualification Name


School/Institution Name


State/Country

Year Completed

**Add New**

**Clear**

 *Education History*

 **No Education History Filled**

15. Fill in all fields in the education history section
16. Then click on Add New
17. Repeat this step for any further education history

**Employment:**

I would like to add my employment history

18. If you are applying for the Extended Master's program, please add any employment history by clicking on the tick box
19. If you are applying for the Foundation program, do not add any employment history


Employment:


I would like to add my employment history

 List your employment history starting from your most recent employment. You can add more than 1 employment history.


Employer

Occupation

Duration From  

Duration To  

Duties

 Employment History

 No Employment History Filled

20. Add the employment information and click on Add New

21. Do this for each set of employment

Other Details

No other details found

22. When there is no further employment information, click on Go Next

**Student Online Application Step:3**

Enrolled course list for this application

Applied Course(s) List

⚠ There is no course applied yet

Search and apply course

Enrolment Details

Campus: London Met University Pathway ▾

Intake Year: 2021 ▾

Select Course: IFP\_ECS: International Foundation Programme (Engineering, Computing and Science) ▾

Preferred Study Period (Start-Finish): 10/05/2021 - 05/12/2021 ▾

Enrolment Fee: No Enrol Fee ▾

Course Fee: £10,500.00

Status: New Application Request

Application Request:

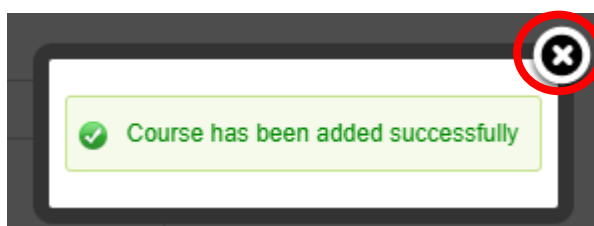
Are you applying for advanced standing/credit?  No  Yes

**Add New Course**

Save & Exit << Go Back

23. Select the course details

- a. Campus
- b. Intake year
- c. Pathway course (foundation or extended masters)
- d. Click on add new course



24. The image above will appear

25. Click on the x

App Ref. ID: 9882600776 (agentapplication@training.com) **Add Selected Course** Save & Exit Go Back Step Go Next Step

Finish Date	Status	Course Fee	Enrol Fee	Special Condition	Action
05 Dec 2021	New Application Request	£10,500.00	£0.00		

26. You have chosen the pathway course, now you need to choose the principal course. Its important that you pick the right course so the start dates match.

Student Online Application Step:3

App Ref. ID: 9882600776 (agentapplication@training.com) **Add Selected Course** Save & Exit Go Back Step **Go Next Step**

Enrolled course list for this application

Applied Course(s) List

Course ID	Course Name	Attempt	AI Provider	Campus	Start Date	Finish Date	Status	Course Fee	Enrol Fee	Special Condition	Action
EMP_SCD	Extended Masters Programme (School of Computing and Digital Media)	1	London Metropolitan University	London Met University Pathway	21 Jun 2021	12 Sep 2021	New Application Request	£5,500.00	£0.00		
MS_DAT	MSc Data Analytics	1	London Metropolitan University	London Met University Pathway	20 Sep 2021	18 Sep 2022	New Application Request	£13,750.00	£0.00		

27. When you have both courses chosen, check that the dates match

28. Click on go to next step and continue filling out the form

How did you hear about us?

How did you first hear about us? Agent

Please provide more details: Other

29. Select Agent and Other in the two dropdowns

Request Additional Service

Would you like us to arrange Overseas Student Health Cover?  Yes  No

30. This question defaults to no and should be left as no

Disability

Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No  Not Stated/Prefer Not to Say

If YES, indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)

11 -Hearing/Deaf  12 -Physical  13 -Intellectual  
 14 -Learning  15 -Mental Illness  16 -Acquired Brain Impairment  
 17 -Vision  18 -Medical Condition  19 -Other  
 99 -Not Specified

Would you like to receive advice on support services, equipment and facilities which may assist you?  Yes  No

31. All students must answer this question. The answer is no, the other fields will not appear. If the student says yes, please select the type(s) and whether the student needs support.

Emergency Contact

Contact Person:

Contact Type:

Relationship:

Address:

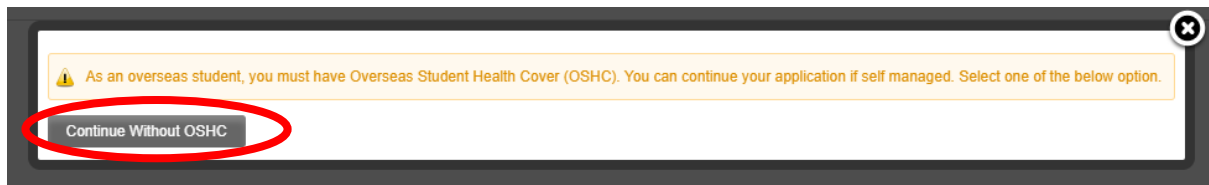
Phone:

Email:

Other Application Details

No other details found

32. Enter the emergency contact information and click on Go Next



33. The alert will pop up, click on Continue without OSHC

The Application Preview page will now appear. This shows a summary of the information already entered. Please review the information. If any changes need to be made click on the edit icon.



If there are no changes, click on confirm.



## Final Student Online Application Step:5

### Upload Document

**i** Your application is almost complete. In this step, you simply upload your relevant documents to us for approval. The accepted file format can be .pdf, .upload all the compulsory files.

#### Document List

Document Name	Compulsory	
IELTS or Equivalent (Certified Copy)	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Academic Transcripts and Testamurs (Certified Copy)	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Declaration of Financial Capacity	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Work Experience Letter	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Resume	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

<< Go Back

Submit Application >