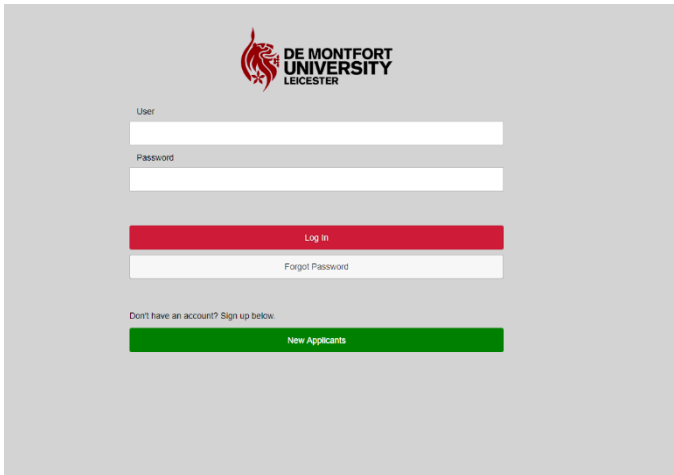


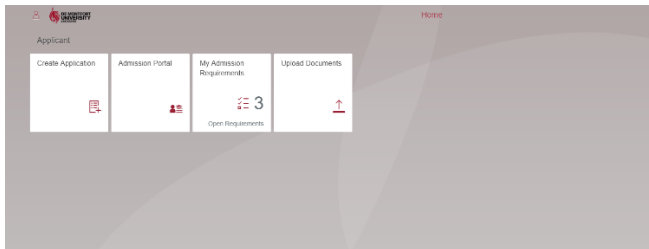
Application Guidance for the Independent Prescribing Course (B23091)

The De Montfort University admissions portal is currently being re-structured and the following guide is designed to help you navigate the admissions process. Please read the guide before beginning the admissions process.

1. Select New Applicant



2. Complete personal details and create a password. You will then receive an email requesting that you verify your account.
3. Log-in with your newly created details. You will see a screen with four 'tiles' on it.



4. Select the create application tile. You will need to enter some specific information as detailed below:

Type of student:	01. Undergraduate/Postgraduate Taught
Programme Type:	Postgraduate Taught
Programme of Study:	CPD Pharmacy (B23091)
Academic Year:	Select the academic year (for the purposes of this course the academic year runs from September)
Academic Session:	Select January or September intake
Level:	Level 7
Specialisation:	Select Clinical Pharmacy (you can opt for prescribing at a later date)
Award Aim:	CQ Grad Audit INST_PG_CR for B23091

5. Complete the rest of your personal and address details, and click Apply. This should take you to the following screen. Click on the blue continue to apply button at the bottom right.


Course Offering: CPD Pharmacy

6. This will take you to the following screen

You need to complete the following details on this screen:

Fee Status Assessment	State if you have lived outside of the UK or not. If you have you will be asked for information regarding residency and visa type
Representation	Unless you have applied via an agent who co-ordinates UK based education answer 'no'.
Funding	Self-funding – select this option Employer funded – select employer (not sponsor) and add the details LBR funded – select EMLETB Funded Part funded – select this option Pharmacy Integration funded or central HEE funded – select Block Contract
Disclosures and Declaration	Declare any disability requirements
Terms and Conditions	Accept

You can now select the blue submit button at the bottom right.

7. Navigate back to the home screen (use the home button )

8. Select the upload documents tile from the home screen

9. Select the type of document you wish to upload and then the + symbol to browse your computer to upload documents. The following are required upload as below:

CV	Select the CV option
First degree certificate	Select education history option
PG qualifications certificate	Select education history option
IP Application form	Select registration form option
GPhC receipts	Select others option
Fee support letter	Select sponsor letter (only if applicable)
Scanned signatures	Select others option (this will be for the DMP declaration and your signature on the form if not embedded within the IP application form)

10. That should complete the application process. Please note that you may not get confirmation. The HLS Admissions Team will be in touch once the application has been processed, which can take a week or so. Please contact HLS admissions if you don't hear back from them after a couple of weeks. If you have ANY questions or queries please use the contact details below:

HLS Admissions (hlsadmissions@dmu.ac.uk) Tel: **+44 (0)116 257 7700**