



*The best name in
Canadian student recruitment*

Cardiff Metropolitan University (CMU) Application Instructions

When filling out the Cardiff Metropolitan University (CMU) application, please follow these instructions and tips.

Please fill in the online application to CMU by following the link below. At the bottom of these instructions are step by step screen shots on how to apply online. Please then scan in your Cardiff Met application materials to Mike Johnson (mike@canteach.net) after you apply online. You can then mail them to CANTEACH, PO Box 79156 Avonhead, Christchurch, New Zealand 8446.

Here are the **application materials** required to apply to Cardiff Metropolitan University:

1. CMU Online Application form – Completed at:
<https://cis.cardiffmet.ac.uk/IOOA/Account/Login?ReturnUrl=%2fIOOA>
2. [CANTEACH Application Form](#) along with the CANTEACH \$50 application fee paid via E- Transfer to mike@canteach.net. No code required. Please do this when you complete the CMU on-line application form.
3. Original University Transcripts
4. High School Transcripts
5. Personal Statement (why you want to teach and what your experience is)
- 6 Photocopy of your passport (expiry date check)
7. Resume
8. Reference Letters (2) 1 Professional(P),1 Academic(A) or 2 Professional
Numbers 2 – 8 must be submitted online and scanned in to mike@canteach.net

Firstly, Reference letters or forms required for some Universities

CANTEACH applicants need to provide two reference letters. These letters can be from Supervisors, Teachers, Principals, Cooperating Teachers, Volunteer Coordinators and other people with positions of responsibility that can attest to your ability, integrity and experience working with children in a position of responsibility. One reference should be from one directly involved with you in a role with children, summer camp, teacher, etc. Some Welsh Universities require a specific referee form to be filled out.

Personal Statement

Please list all experience not in bullet form but written form. Describe why you want to go into teaching and why you think you would make good teacher including personal attributes and strengths. 1 page is recommended but it is not limited to that.

Application forms

The International application forms are for all CANTEACH students applying to CMU for all programs including the Post Graduate Certificate in Education (PGCE); Primary or Secondary.

Please **send** all application material to CANTEACH. If you have any questions on the application for or about applying to Cardiff Metropolitan University for Teachers College, please let me know.

Thanks
Mike Johnson
Director, CANTEACH Ltd.

Cardiff Metropolitan University
International and Partnership Office Online Application Form
Student Guide

This guide has been created to assist students in making applications using Cardiff Met's online form.

Link to the new online form:

1. On our Welcome Page Students should **only** select the applicant option "I am an applicant".



Please select one of the following options:

I am an agent

I am an applicant

2. If this is the first time you are making an application to Cardiff Met using this form please Select the "Register for an Account" button.

Please Login

Email Address

Password

Login

If you have forgotten your password, please click here to [reset your password](#).

OR

Register for an Account

3. You will then be asked to enter your Forename, Surname and email address.
4. Please also confirm your preferred contact methods so that we know how you wish to be contacted by Cardiff Met. Once you click "Register for an Account" an automatic, verification email will be sent to the email address you provided.

5. Please check your emails (including the spam/junk folder) and click the link to verify your email address.
6. You will then be taken back to your log in page, where you can now create a password for your account.
Passwords can be a mixture of letters, numbers and symbols and must be at least 6 characters long and contain at least 1 number.
7. If you try to Register and you already have an account it will advise you that your email address is already registered like below:

Register for an Account

That email address has already been used to register an account.

8. In this situation go back to the log in page and reset your password if you have forgotten this.
9. If you know your log in details please enter them and press login.
10. Once logged in you will have a dashboard style page, which allows you to review all your “In Progress” and “submitted” applications.
11. To create a new application select the button “New Application”

Applications

New Application

FILTER OPTIONS

	LAST UPDATED	STATUS	APPLICANT ID	APPLICANT NAME	PROGRAMME TITLE	CREATED BY
NO APPLICATIONS FOUND						

Showing 0 to 0 of 0 entries

To note:

All fields marked with an asterisk (*) in the form must be completed or uploaded.

All uploaded files must be a maximum of 10MB in size, and one of the following file types: .pdf, .doc, .docx, .jpg, .jpeg, .png, .ppt, .gif

Course Options

1. First select the “Level of Entry” you wish to apply for from the drop down list.
 - a. Foundation = Courses below degree level such as International Foundation, Foundation Leading to BA Business and Management studies
 - b. Pre-sessional English = Our English language courses
 - c. Bachelors = All Undergraduate courses (BSc, BA etc.)
 - d. Masters = All Postgraduate courses (MSc, MA etc.)
 - e. PhD = All Research PhD

Course Details

LEVEL OF ENTRY * COURSE * ?

Foundation
Pre-sessional English *
Bachelors
Masters
PhD

2. Select the chosen course from the drop down list. If your course choice is not there, please refer to the Cardiff Met website [here](#) for available courses. (Please note that some courses are not open to International students).

3. Select the intake and year of entry from the drop down list.

Please note: Our academic year runs from 01 August to 31 July inclusive.

For example: September/October 2018 = 18/19, February 2018 = 18/19

September/October 2019 = 19/20, February 2019 = 19/20

Course Details

LEVEL OF ENTRY * COURSE * ? INTAKE / YEAR OF ENTRY * ?



Bachelors BA (Hons) Accounting 18/19 - Year 1 - September (Full Time)

Course Details

LEVEL OF ENTRY * COURSE * ? INTAKE / YEAR OF ENTRY * ?

Bachelors BA (Hons) International Business Administration (Finance) 18/19 - Year 3 - February (Full Time)

4. If applying for a pre-sessional course you must apply for the next course within the Alternate Course option.

Course Details		
LEVEL OF ENTRY *	COURSE * 	INTAKE / YEAR OF ENTRY * 
Pre-sessional English <input type="button" value="v"/>	Pre-Sessional English <input type="button" value="v"/>	18/19 - Year 1 - July (Full Time) <input type="button" value="v"/>

Alternate Course	
LEVEL OF ENTRY	COURSE
Bachelors <input type="button" value="v"/>	BA (Hons) Animation <input type="button" value="v"/>

5. The Alternate Course option will be counted as your second choice if not accepted for your first course.

Personal Details

1. Enter your details.

- Title
- Gender
- Date of Birth (Using the date picker option)
- First Name will be filled already based on your registration details. (This should be the full name as per your passport)
- Last Name will be filled already based on your registration details. (This should be the full name as per your passport)

If you only have one name please enter this in the Last Name section and leave First Name blank

- Nationality
- Country of Domicile

2. Passport Details:

It is optional to add your passport details and a copy of your passport but we encourage all applicants to submit these details as part of the application.

Use the browse option to upload your passport from your desktop.

PASSPORT NUMBER 123456789	PASSPORT ISSUE DATE 01 July 2009	PASSPORT EXPIRY DATE 21 July 2021
COPY OF PASSPORT <input type="text"/> Browse...		

3. Click Next either at the top or bottom of page to move onto the page of the application form.

Contact Details

1. Add your permanent address.
Please divide the address between the lines. Do not add the full address in one line.
2. If your correspondence address is the same as the permanent address there is no need to re-type, simply tick the box circled below:

Contact Details	
PERMANENT ADDRESS * 123 Test Street Test Village Test Town UK	<input type="checkbox"/> Correspondence Address same as Permanent Address ? CORRESPONDENCE ADDRESS *

3. Add your telephone number including the area code.
4. Your email address will be filled in already based on your registration details.
5. Add your Mobile number. This is optional.

Click Next either at the top or bottom of page to move onto the page of the application form.

Qualifications

1. If your highest qualification is pending, use the “**Pending Qualifications**” table to complete the information about this qualification.
2. If you have several qualifications pending you can add multiple rows by clicking the Add Row button.

Pending Qualifications

TITLE OF QUALIFICATION	RESULTS DATE	INSTITUTION NAME
MA Art and Design	25 July 2018	Cardiff Met ×

Add Row

You also have an option to upload any of your pending qualification documents (such as letters or transcripts) if available.

- If you have no pending qualifications, please complete the “**Qualifications Obtained**” table instead ensuring you use the upload function to provide your final certificate and transcripts.

Qualifications Obtained

SUBJECT	TITLE OF QUALIFICATION	INSTITUTION NAME	RESULTS DATE	MARK / GRADE
Animation	BA (Hons)	Cardiff Met	03 July 2018	1st
CERTIFICATE / TRANSCRIPT <input type="text" value="H:\Mv Documents\Apps to Load\Cert..."/> Browse...			AFFIDAVIT ? <input type="text"/> Browse...	


Add Row

- If you have several qualifications, you can add multiple rows by clicking the **Add Row** button.
- If your name on your passport does not match the name on your certificate/transcripts you will be required to submit an Affidavit to confirm that you have been known by both names.

For example, if you have a name which is missing or misspelt in your certificate/transcripts but is on your passport this will require an Affidavit. If your name on your certificate/transcripts is in the wrong order but all names are visible and spelt correctly, an Affidavit will not be required.

The Affidavit should confirm that you have been known by both names (the name on your passport and the name on your certificate/transcripts) and these names relate to one person.

If you already have a copy of an Affidavit/name change documentation (such as marriage certificate) then please upload this.

Qualifications Obtained				
SUBJECT	TITLE OF QUALIFICATION	INSTITUTION NAME	RESULTS DATE	MARK / GRADE
Animation	BA (Hons)	Cardiff Met	03 July 2018	1st
CERTIFICATE / TRANSCRIPT		AFFIDAVIT 		
<input type="text" value="H:\Mv Documents\Apps to Loa\Cert"/> <input data-bbox="597 535 690 562" type="button" value="Browse..."/>		<input type="text" value=""/> <input data-bbox="1274 535 1367 562" type="button" value="Browse..."/>		
<input data-bbox="1282 604 1375 640" type="button" value="Add Row"/>				

English Language Qualification

1. Complete the table to advise us of any English qualifications that you currently have or have pending.
2. If you have already obtained any English qualifications please upload these using the browse and upload function.
3. If the English qualification is pending then tick the box to confirm this.
4. Leave this section blank if this is not applicable to you.
For information on what countries are exempt from supplying English language documents and more information on the test types we accept please visit our website [here](#).

Click **Next** either at the top or bottom of page to move onto the page of the application form.

Work Experience

1. If you have any relevant work experience that could assist in your application, please complete the table.
2. If you have had several previous roles, you can add multiple rows by clicking the **Add Row** button.

Statements

1. Upload your CV (if available) A CV is a resume
2. Upload your personal statement
(The personal statement should explain why you wish to study at Cardiff Met and why you wish to study your chosen course. It is a mandatory document so it must be uploaded.)
3. Upload your Reference(s) (if available). You can add more than one reference by clicking the button Add Reference

Statements

CV Browse...

PERSONAL STATEMENT * [?](#) Browse...

REFERENCE(S) [?](#) Browse...

[Add Reference](#)

Click **Next** either at the top or bottom of page to move onto the page of the application form.

Important Information

1. You need to confirm who will be paying your tuition fees and confirm if you will either be Self-Funded/Family Supported or Sponsored.
2. If sponsored you must advise who will be sponsoring you by adding the Sponsor Name and if available and if possible upload the sponsorship letter.

SPONSOR NAME *

SCHOLARSHIP LETTER

 Browse...

3. Please confirm if you have a disability using the drop down list. If you do not have a disability, this can be left blank/unticked.
4. You must tick to confirm if you have a criminal conviction. If you do not have a criminal conviction then please leave this blank/unticked.
5. Choose your Ethnicity and Religion/Beliefs from the drop down list. This information must be submitted.

Click **Next** either at the top or bottom of page to move onto the page of the application form.

Previous Studies


If you have previously studied in the UK, please tick the box.

Once ticked please complete the table relating to the previous studies in the UK. There is an option to upload your previous visa if this is available.

If you have studied at more than one institution in the UK there is the option to add another row.

Previous Studies

PREVIOUSLY STUDIED IN UK?

COURSE TITLE	LEVEL	INSTITUTION	START	END	UK VISA TYPE	COPY OF VISA
Animation	6	Cardiff Met	20 September	14 June 20	Tier 4	 Browse...

Add Row

If you have not previously studied in the UK, please leave this section unticked

Visa Details

1. This section asks if you have either had any visa refusal or over stayed on a UK Visa.
2. If you have not had a visa refusal or over stayed on a UK Visa then leave unticked.
3. If you have had a visa refusal or over stayed on a UK Visa then tick the relevant boxes.
4. By ticking the Visa Refusal box this will expand to enable you to provide further information about the refusal as well as upload the refusal notice (if available). The refusal details must be completed.

VISA Details

HAVE YOU EVER HAD A UK VISA APPLICATION REFUSED?

REFUSAL DETAILS *

COPY OF NOTICE Browse...

5. By ticking the over stay box this will expand to enable you to provide further information about the over stay. These details must be completed.

HAVE YOU EVER OVERSTAYED THE TIME GRANTED ON YOUR UK VISA?

OVERSTAY DETAILS *

If the application has not been completed in **FULL**, it will advise you of what is missing in red at the top and will not let you submit this application until it has been completed. See example below:

Edit Application

The following issues must be resolved to submit the application:

- Please select your country of domicile
- All uploaded files must be a maximum of 10MB in size, and one of the following file types: .pdf, .doc, .docx, .jpg, .jpeg, .png, .ppt, .gif

< Previous

Submit Application

Declaration and Submission

By ticking this box, I confirm that I am the agent/counsellor acting on behalf of the applicant and all information given in this form is true, complete and accurate and no information requested or other information has been omitted by myself or my company. I understand that this application or any subsequent university place offered to the student maybe withdrawn by Cardiff Met if in the future the information provided proves to be inaccurate either intentionally or unintentionally.

I confirm that the student gives permission to Cardiff Met to verify any information contained in this application with the institution, relevant awarding body or referees provided and we have notified the student of these conditions during the application process.

I confirm that I have informed the student that Cardiff Metropolitan University may need to contact them, using the contact details provided, to discuss their application progress, along with important information regarding the university, and coming to study in the UK. We will process their information in accordance with our data policy which you can direct them to [here](#).



< Previous

Submit Application

Go back to the sections of the application that are missing by selecting the **Previous** button and on the page it will highlight in red for you what is missing, see example below:

Personal Details		
TITLE *	GENDER *	DATE OF BIRTH *
Mr	Male	01 July 2010
FIRST NAME	LAST NAME *	
Kristoph	Kelly	
NATIONALITY *	COUNTRY OF DOMICILE *	
India	-- Please select --	
	Please select your country of domicile	
PASSPORT NUMBER	PASSPORT ISSUE DATE	PASSPORT EXPIRY DATE
123456789	01 July 2009	21 July 2021
COPY OF PASSPORT		
Passport.jpeg		

Once completed, use the **Next** button at the top or bottom of the screen to go back to the submit application button.

Once the application has been successfully submitted the screen will advise you like below:

Applications

[New Application](#)

Application submitted

FILTER OPTIONS

	LAST UPDATED	STATUS	APPLICANT ID	APPLICANT NAME	PROGRAMME TITLE	CREATED BY
NO APPLICATIONS FOUND						

You will then receive an email confirming that the application has been submitted and is under review.

Dashboard Page

The Dashboard page will allow you to see what applications you have submitted or have in progress.

Definition of application statuses:

- In Progress = Application has not yet been submitted and is currently being worked on by the student.
- Submitted – Under Office Review = Application has been submitted by the student but is being reviewed by the office by Cardiff Met, no student ID number generated at this stage.
- Submitted = Application has been submitted into the student record system and student **ID Number generated.**



International Office Online Applications

[CHANGE PASSWORD](#)

[LOG OUT](#)

Applications

[New Application](#)

Application submitted

	LAST UPDATED	STATUS	APPLICANT ID	PROGRAMME TITLE
VIEW	03 July 2018	In Progress		BA (Hons) International Business Administration
	03 July 2018	Submitted	20147350	BSc (Hons) Software Engineering
	03 July 2018	Submitted - Under Office Review		MSc Sport Management and Leadership
	03 July 2018	Submitted - Under Office Review		BA (Hons) Business Economics

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Your student ID will only be visible for applications that have a status of Submitted.

Should you need any help in completing your application please email international@cardiffmet.ac.uk or call **+44 (0) 29 2020 6045**.