













# How to Apply to Salford City College

#### Contents

Finding a course	. 1
<b>0</b> • • • • • •	
Adding a course to application	. 2
0	-
Managing application	. 2
0 - PF	-
Completing Application Form	. 3

### Finding a course

- 1. Navigate to Salford City College Website <a href="https://www.salfordcc.ac.uk">https://www.salfordcc.ac.uk</a>
- 2. Once on the homepage there are multiple ways of finding our course information

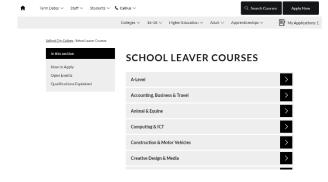
#### To view all unfiltered courses

- 2a. Click 'Apply Now' (top right)
  - -> select '16-18 courses'
- 2b. Select 16-18 from the Top Menu
  - -> select 'Courses'
- 2c. Click Search Course (top right)
  - -> Type name of the course you're interested in

Both the above methods will take you to this page, select the area you are interested in to get a list of courses in that area

#### To view Courses at one of Colleges only

2d. select the 'View Courses' button below each of our college images



#### **COURSES SEARCH**

Market	Title	Location
16-18 - Vocational	Photography (Vocational)	Pendleton Sixth Form College
Adult - Adult	Access to Professions in Art (Level 3)	Pendleton Sixth Form College
Adult - Adult	Access to Professions in Engineering (Level 3)	Pendleton Sixth Form College
Adult - Adult	Access to Professions in Midwifery (Level 3)	Pendleton Sixth Form College

3. Once you have a list of courses you can click on the Title or View Button to see more information about the course.

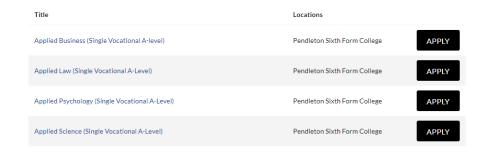


## Adding a course to application

Our online application process works like a basket, you can add up to 4 courses from any area to any one application and then complete an application form for your selected courses.

1. On the List of courses if there are no level options you can add the course directly from the list by clicking the 'Apply' button next to the courses you are interested in eg A-Level.

#### **A-LEVEL**



2. Click the 'Apply' Button at the bottom of the course Information Pages

At the bottom of the course Information pages is a table listing the Levels and options to apply to for the course. Courses with more than one level cannot be applied from the course List, so will show a 'View' button not an 'Apply' button.

3. The Number of applications you have applied for will show in the top right corner of the website next to 'My Applications:'



# Managing application

At any time during the Process you can click on the 'Apply Now' or 'My Applications:' (top right of the website) button/link to view and manage the courses you have selected.

Here you remove any unwanted courses, by clicking the 'Remove' button under the course you no longer want

# QYP-BIO-ALV-F12-100, Biology Linear A Level (Year 1 of 2), 21/22 Application Remove QYP-DAN-ALV-F12-100, Dance Linear A Level (Year 1 of 2), 21/22 Application Remove

Your selected courses

Summary of Courses: 2 items

# **Completing Application Form**

When you are happy with your course choices in your applications area you can then complete the Application form.

- Click the 'Next' button at the bottom of the Application courses list
- 2. This will open the application form
- 3. The form is split into sections. You must first complete the Personal Details section
- 4. Click Submit this will then display the other sections to be completed
- 5. Complete all relevant fields
  Some fields are marked as required and must be completed
- 6. Correct any validation that may show
- 7. Click Next at the bottom of each form to continue
- 8. After Signature Clicking Next will complete and send the application to the College.
- 9. You will receive a confirmation email

#### **Form Sections**

**Personal Details** 

Address

**Further Details** 

Learning Difficulties and Disabilities

**Next Of Kin Contact Details** 

Qualifications on Entry

Attach \Upload Evidence

**Personal Statement** 

Student Photo

**Declaration and Signature** 

#### **COURSE APPLICATION**

