



Applying for TEAP Online

The University of Glasgow uses a standard online application form for all courses and degree programmes. This guide is designed to help those who wish to apply for our Teaching English for Academic Purposes (TEAP) online course.

Please have pdf (or .JPEG or .JPG) documents ready for uploading. You will need to have the following:

- Degree certificate(s) (& transcript if available)
- Any teaching qualification certificates (add under Degree or Other)
- CV/Resume
- Personal statement (saying why you wish to take this course)
- Language test if relevant (i.e., English is not your first language)

Click [HERE](#)¹ to the direct link to the online application portal and the online application form. N.b., if the screen goes blank, you may need to clear or change your browser, or open in a private or incognito window. Alternatively, copy and paste the full link, which is given in the footnote below. The system should be quite intuitive but if you get stuck, you might find the screen shots below useful.

Please note, before an application can be processed and an offer made, you need to complete *all* the relevant sections and submit the application.

If you have not applied to a course or programme with the University of Glasgow before, you will need to **Create a New Account**. *Remember the password you create.*

You will then be asked to complete the New user Registration page.

¹ https://www.gla.ac.uk/study/applyonline/?CAREER=PGT&PLAN_CODES=Q333-1010



You will see the **Privacy Notice**. Scroll down and accept to move forward.

The screenshot shows the 'LOGIN PAGE' of the University of Glasgow. A modal window titled 'User agreement' is displayed in the center. The modal contains the following text:

Legal basis for processing your data
We must have a legal basis for processing all personal data. In this instance, we require your data as it is necessary for the performance of the Student Contract to which you are a party.

What we do with it
Until you submit your application we do not undertake any processing other than storing your details. Your details are stored on servers within the EU and not shared with any third parties.

How long we keep it
Your application will be retained within the application system for 42 days since your last log in, if you have not logged in for 42 days your account and data will be deleted. If you wish to delete your data earlier than this you may do this by contacting dp@glg.ac.uk.

What are your rights
You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and to have it corrected. You also have the right to request data portability.

Complaints
If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and have it corrected or deleted. You also have the right to data portability. If you wish to exercise these rights, please contact dp@glg.ac.uk.
If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk.
If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>.

At the bottom of the modal are two buttons: 'Agree' (green) and 'Decline' (red).

Now you start the application form.

Complete your Country of Permanent Residence, the Entry Date (January XXXX); the Mode of Study is Part-time . Then click **Create Application**

The screenshot shows the 'APPLICATION HOMEPAGE' of the University of Glasgow. At the top, there is a blue header with the University of Glasgow logo on the left, the text 'APPLICATION HOMEPAGE' in the center, and a 'Logout' link on the right. Below the header, a blue banner contains the text 'Please note, this programme is an online programme.' with a small icon on the right. Below the banner is a 'Programme Selection' form. The form contains the following fields:

- *Country of permanent residence (dropdown menu)
- Academic Level (Postgraduate Taught)
- Programme (Teaching English for Academic Purposes Online)
- *Entry Date (dropdown menu)
- *Mode of Study (dropdown menu)

At the bottom of the form is a blue button labeled 'Create Application'.

N.b. * Throughout your application mandatory fields are marked with an asterisk (*) and you will not be able to submit your application without these. Only fully completed applications get submitted and reviewed.

You will see the Welcome information. Then click **Next Step**



APPLICATION FORM

Welcome to the University of Glasgow's online application system. Please use the navigation on the left to complete all required details. Throughout your application mandatory fields are marked with an asterisk (*) and you will not be able to submit your application without these.

Please note this application portal will log you out after 40 minutes of inactivity. For this reason we advise you to 'save' your application as you progress through the form as well as moving onto the next page through the 'next step' button. If you expect to leave your computer for some time you should save your application first. If you select the log out option you will be asked if you wish save your application before you proceed to log out.

Previous Step Save Next Step

You'll then be presented with the rest of the University's generic 11-step application. **(It is a 12-step application with a 'Fees Status' section if your country of permanent residence is the UK).**

- Complete each section.
- If a step is mandatory, it will show up in pink- you need to complete before you can progress.

For Steps 2 and 3, some of the Personal and Contact details should already be filled in from the details with which you registered. Please add other relevant details.

Please complete all fields below.

Personal Details

*Title

*First Name carole

*Last Name macdiarmid

*Gender

*Date of Birth Please select a date from calendar

*Country of Birth

*Country of Nationality

Country of Permanent Residency Turkey

*What is your ethnic...

Previous Step Save Next Step



Step 4 asks for Education details

Please include post- school qualifications (degrees, teaching certificates/diplomas etc.).

To search for an institution, you can type in the name (Search Education Institution) or, if it is not found, you can add in yourself (in Enter Institution).

Cancel

Add Previous Education

*Country you studied in

Search Education Institution

Institution Name

Please start typing institution to search

Description

Enter Education Institution

Institution Name

Enter institution if not listed in search

*Academic Level

*Course Title

*From Date

Step 5 asks about relevant Work Experience. **Add** in any teaching/lecturing experience (or work experience you think is relevant). (Teaching experience is not essential but it gives us an idea of your background).

Work Experience

You are applying for:

Academic Level

Degree Programme

Postgraduate Taught

Teaching English for Academic Purposes Online

Please detail all relevant work experience to the degree programme you are applying for. This might include research, training, paid or voluntary work. You can edit or update information or use the "+" icon to add further details.

Work Experience

*Do you have any relevant work experience?

Yes

Please click on "Add Work Experience" to add all relevant work experience. You will be able to continue to add information and edit once you save.

Add Work Experience

Previous Step

Save

Next Step



You can add more than one employer.

*Employer	
*Job Title	
*Start Date	
*End Date	

Step 6 **for applicants based in the UK only**. If your country of permanent residence is UK then you will see a 'Fee Status' section. (This step will not appear if your country of residence is outside the UK).

Select from the drop down menu for the Tuition Fee Status Assessment. N.B.: Please note that the fees for all students on TEAP Online is the same so information provided here would not determine a change in fees stated on our webpage.

In order to ensure you are allocated the correct fee status, please complete the details below. If uploading official documentary evidence of a retained relevant connection to the UK / EEA / Switzerland, acceptable documents are:

- Mortgage Statements
- Bills paid in the UK or EU
- Council Tax payments
- Bank Statements
- Letting Agreements

Copies of employment contract(s) will be required in the event of temporary absence due to overseas employment.

Documents must be uploaded in .jpg, .jpeg or .pdf format and must not exceed 5MB in size. There is a maximum 10MB total upload size.

Tuition Fee Status Assessment

*Have you/ will you have been ordinarily resident in the UK/EEA or Switzerland for the full three years prior to the start of study? Eg. not for the sole purpose of education, etc.

Step 6 (or 7 for applicants with residence in UK) asks about Finances.

Finance: Select from the drop-down menu. If you have found a sponsor (e.g., your employer) or scholarship, you are asked if the funding is confirmed. If this is the case and you have a document confirming this, please upload this. You do not need a letter or confirmation at this stage to apply but will need to have this in place for when the course starts.

[If you are not a UK citizen, you may be asked to upload evidence of visa status. You should select No in do you need a visa in the Personal Detail section- a visa is not relevant for an online course,

Documents need to be pdf, JPEG or .JPG



Finances

You are applying for:

Academic Level

Postgraduate Taught

Degree Programme

Teaching English for Academic Purposes Online

Please answer the questions below.

If your funding is confirmed just now you will be asked to upload a document. If your funding is confirmed in the future you can upload evidence in the Applicant Self Service Portal after you have submitted your application.

Documents must be uploaded in .jpg, .jpeg or .pdf format and must not exceed 5MB in size. There is a maximum 10MB total upload size.

Funding Information

*How do you intend to fund your studies at the University of Glasgow?

If you are applying or have secured funding please provide details eg. Scholarship name

Step 7 (or 8) asks for References/a referee. For this course you are **not required** to provide references. You can leave this reference section blank and select 'next step', and it will show this step as complete.

References

You are applying for:

Academic Level

Postgraduate Taught

Degree Programme

Teaching English for Academic Purposes Online

Please give details of two referees who have knowledge of your academic or professional ability. If you have references that can be uploaded, you have the option to do this below.

If you do not have a reference to upload, you will need to select 'no' to the question below, before completing the form. This will enable the reference request to be **automatically** sent to your referee at the point you submit your application. Please make sure you enter a valid email address for your referee so that they can receive the instruction to complete the recommendation for you. Make sure in advance that your referees have agreed to provide a reference for you.

Documents must be uploaded in .jpg, .jpeg or .pdf format and must not exceed 5MB in size. There is a maximum 10MB total upload size.

Reference Details

Do you have a reference to upload?

Do you have a second reference to upload?

Previous Step

Save

Next Step



Step 8 (or 9) asks you to upload Supporting Documents. We require you to upload the following in pdf format (select from the drop-down menu for each one):

- Academic transcript (if this is not available, upload your degree certificate(s))
- Degree certificate(s) (translate where relevant)
- Any teaching qualification certificates (add under Degree or Other)
- Curriculum vitae (CV)/Resume
- Personal statement (saying why you wish to take this course; no more than 1 page is required)
- Language test and/or evidence of language proficiency if relevant (where your first language is not English. E.g., if you have a CELTA or DELTA, if you are an IELTS or Cambridge main suite examiner (KET, PET etc), your degree is in English and you have been teaching English for a long time, this normally suffice); please add any relevant explanatory commentary. All applicants need to be able to operate at a minimum level of 6.5 in all skills (IELTS) or equivalent.

We do not ask for the other documents. However, if the system does not let you proceed, upload a document naming it as the document asked for e.g., 'name of document'.

Please note, unconditional offers cannot be made until all the relevant documents listed on this page are uploaded

Supporting Documents

You are applying for:
Academic Level
Degree Programme

Postgraduate Taught
Teaching English for Academic Purposes Online

Supporting Documents Upload

If you have more than one document per type, you can use the 'Add Additional Information' button to add more documents of this type. Documents must be uploaded in .jpg, .jpeg or .pdf format and must not exceed 5MB in size. There is a maximum 10MB total upload size.

Required Documents		
Document Upload	Attachment	Upload
1 *Academic transcript to date / mark sheets (official document detailing modules / courses taken and grades so far)		
2 Translation of Academic Transcript (if required)		
3 Degree certificate (if degree completed)		
4 Translation of Degree Certificate (if required)		
5 Curriculum vitae (CV)		
6 Writing Sample		
7 Personal statement / admissions statement		

Add Additional Information +

Previous Step

Save

Next Step

Fill out steps 9 and 10 (or 10 and 11); tick the box to confirm you have read the terms and conditions. Step 11 gives you an overview. Then click 'Submit application'



You should then receive confirmation that your application has gone through.

For help and for adding any additional documents:

<https://www.gla.ac.uk/postgraduate/apply/applicantsselfservice/>

If you experience any further difficulties email us at arts-teaonline@glasgow.ac.uk or louise.palmour@glasgow.ac.uk

We'll be glad to help.