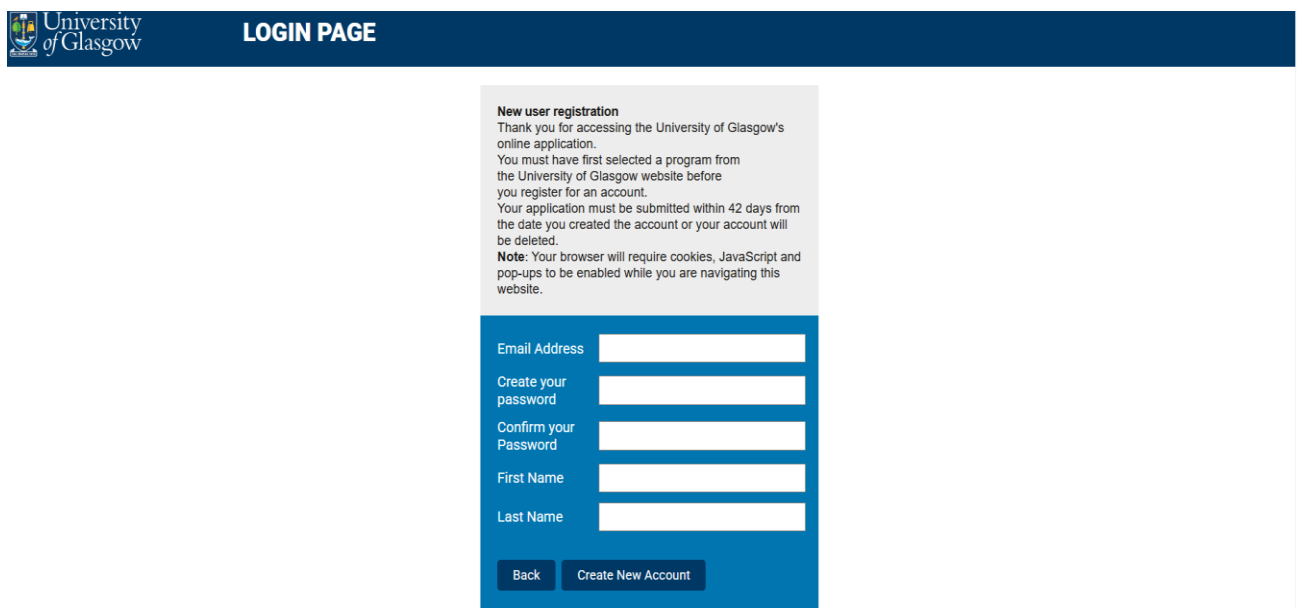


Registration Guide

In order to register you as a student on our system, we need you to complete your registration for the Top Up or Reach programme through the University's Direct Admissions system.

First of all, you should check which programme you're registering for and ensure you are eligible.

Once you click the link, you will be taken to this page here. You should select '[create new account](#)' and input your email and ensure that you create a secure password.



The screenshot shows the University of Glasgow login page. At the top left is the University of Glasgow logo. To its right, the text "LOGIN PAGE" is displayed in white on a dark blue background. Below this header, the main content area is white. On the left side of this area is a blue sidebar. The top of the sidebar contains the text "New user registration" in bold, followed by a paragraph of instructions: "Thank you for accessing the University of Glasgow's online application. You must have first selected a program from the University of Glasgow website before you register for an account. Your application must be submitted within 42 days from the date you created the account or your account will be deleted." Below this is a "Note" in bold: "Note: Your browser will require cookies, JavaScript and pop-ups to be enabled while you are navigating this website." The bottom of the sidebar contains five white input fields with blue labels: "Email Address", "Create your password", "Confirm your Password", "First Name", and "Last Name". At the very bottom of the sidebar are two buttons: "Back" and "Create New Account".

Once you have done this, you should read and agree to the below user agreement before proceeding.



User agreement

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@gla.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.

Safeguarding

In line with our safeguarding policy and student safety approaches, the University of Glasgow may ask you to disclose information on unspent criminal convictions or pending charges. If required, this information will be asked only after we have issued you an offer, and again before you complete Registration and Enrolment. For programmes where Protection of Vulnerable Groups (PVG) disclosure is required, this question will be asked within the UCAS application. If your disclosure gives us any concerns or indicates to us that you may benefit from any additional support, we will discuss that with you. Please note that if we are not able to satisfactorily address any concerns with you, the University reserves the right to withdraw your order or, if the offer has already been accepted, to end the Student Contract (see clause 19.5(d): www.gla.ac.uk/myglasgow/apg/studentcontract/)

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@gla.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/>.

Agree

Decline

Now you have started your application, you should ensure you choose United Kingdom – Scotland, double check you are applying to the programme of your choice, and the mode of study is **Part-Time**.

Create a new application

To create a new application please fill out the details below, if you are unable to select the program that you wish to apply for, you must return to the [University of Glasgow website](http://www.gla.ac.uk). Your application must be submitted within 42 days otherwise your account will be deleted. Throughout your application mandatory fields are marked with an asterisk (*) and you will not be able to submit your application without these.

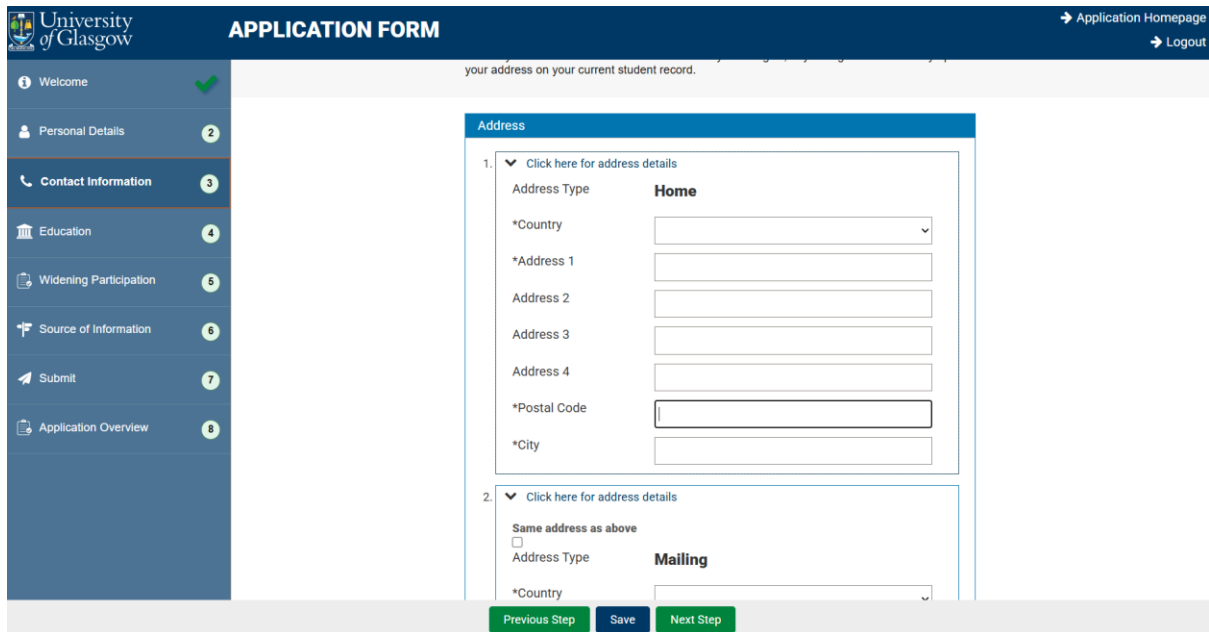
Programme Selection

*Country of permanent residence	United Kingdom - Scotland
Academic Level	Lifelong Learning
Programme	Reach (Access to the High Demand Professions)
Entry Date	September/2026
*Mode of Study	Part-Time

Create Application

Now you should work through each section of your application as in the screenshot shown below.

If you are applying on the basis of SIMD20/40, this is taken from your [postcode data](#) so please ensure you input this correctly!



The screenshot shows the 'APPLICATION FORM' interface for the University of Glasgow. On the left is a sidebar with navigation links: Welcome (checked), Personal Details (2), Contact Information (3), Education (4), Widening Participation (5), Source of Information (6), Submit (7), and Application Overview (8). The main content area is titled 'Address' and contains two sections for address details. Section 1 is for 'Home' address, with fields for *Country, *Address 1, Address 2, Address 3, Address 4, *Postal Code, and *City. Section 2 is for 'Mailing' address, with a checkbox for 'Same address as above' and fields for *Country. At the bottom are 'Previous Step', 'Save', and 'Next Step' buttons. The top right of the form has links for 'Application Homepage' and 'Logout'.

Please note that the education section is not mandatory. We understand that if you are S5, you may not have these results or have been given your Scottish Candidate Number yet.

You should start typing your school name and then select it when it appears – be patient as this may take a second to register.

Please input all of your grades (predicted or obtained) on one entry – for example, in a format of AACB. You do not have to specify each subject separately.

See screenshot below for example.



Cancel

Add Previous Education

*Country you studied in

Search Education Institution

Description

Chryston High School

*Academic Level

High School

*Course Title

Highers

*From Date

*(Expected) Completion Date

*Grade

AAAC

Add

Please ensure you select all options that apply to you in the Widening Participation section (as below).

University of Glasgow

APPLICATION FORM

Application Homepage

Logout

Welcome

Personal Details

Contact Information

Education

Widening Participation

Source of Information

Submit

Application Overview

WP Programme

Reach (Access to the High Demand Professions)

Widening Participation

Are you :

Care Experienced

Estranged

Young Carer

Refugee

Asylum Seeker

Search Education Institution

Are you in the receipt of :

Free School Meals

Education Maintenance Allowance

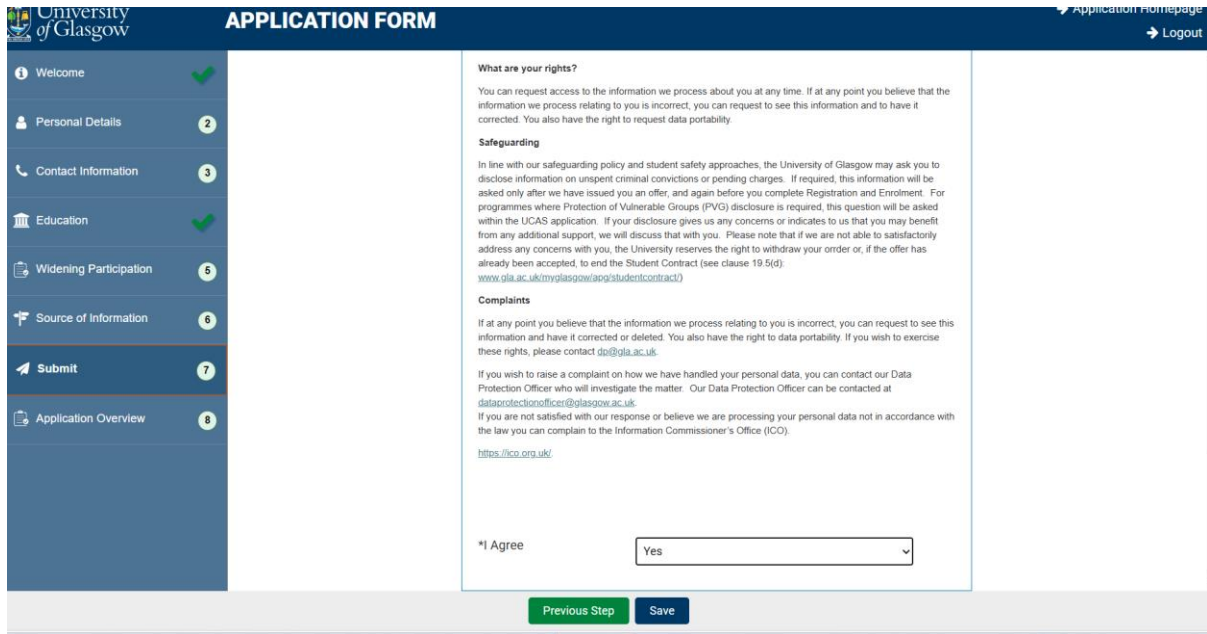
Previous Step

Save

Next Step

Finally, you will need to read the declaration and agree to it.

You can review your full application before pressing Submit.



The screenshot shows the 'APPLICATION FORM' interface. On the left is a sidebar menu with steps 1 through 8: Welcome (checked), Personal Details (2), Contact Information (3), Education (checked), Widening Participation (5), Source of Information (6), Submit (7), and Application Overview (8). The main content area is titled 'What are your rights?' and contains sections for 'Safeguarding' and 'Complaints'. At the bottom, there is a section labeled '*I Agree' with a dropdown menu currently set to 'Yes'. Navigation buttons for 'Previous Step' and 'Save' are at the bottom of the form.

APPLICATION FORM Application Homepage Logout

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www.gla.ac.uk/myglasgow/app/studentcontract/

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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/>

*I Agree Yes

Previous Step Save

After you have submitted your registration, you will receive an automated email confirming that we have received it.

We will be in contact with you before the course to confirm your place on the programme.