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.

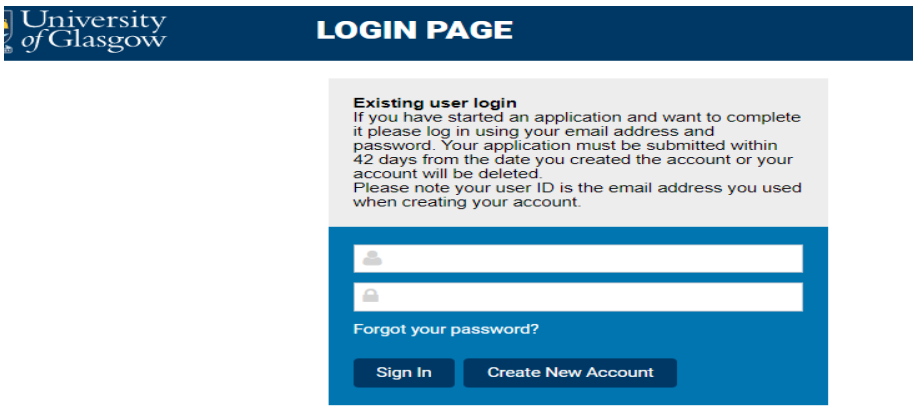
Please have pdf (or .JPEG or .JPG) documents ready for uploading. You will need to have the following:

- 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.

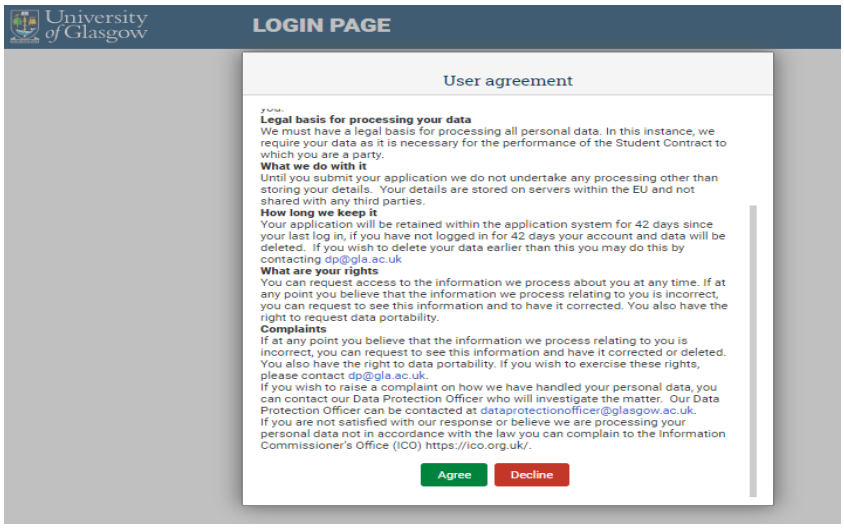
If you have not applied to a course or programme with the University of Glasgow before, you will need to **Create a New Account.** ***Remember the password you create.***



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

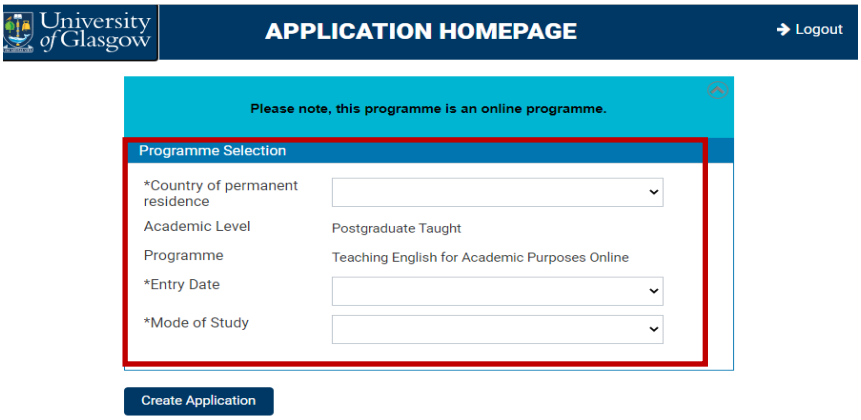
[1] https://www.gla.ac.uk/study/applyonline/?CAREER=PGT&PLAN_CODES=Q333-1010

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



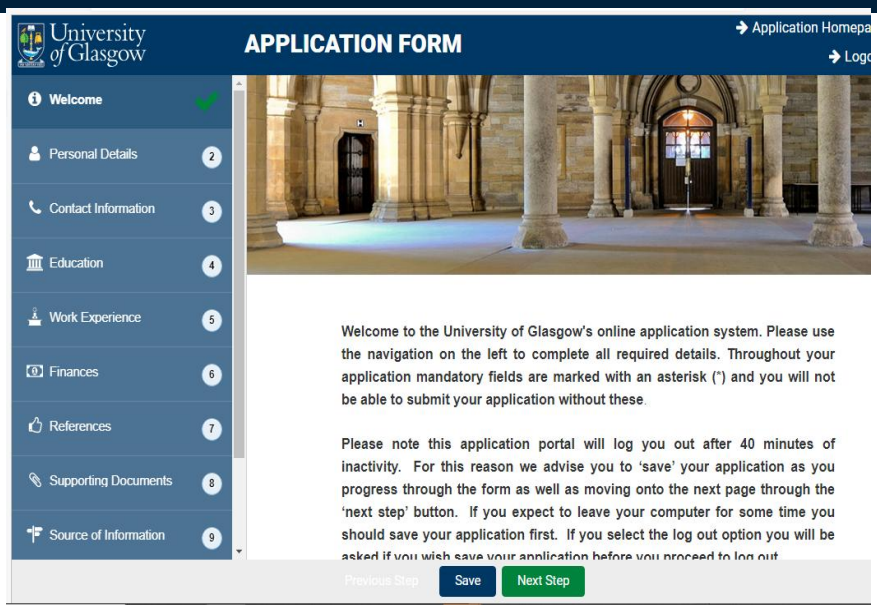
Now you start the application form.

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

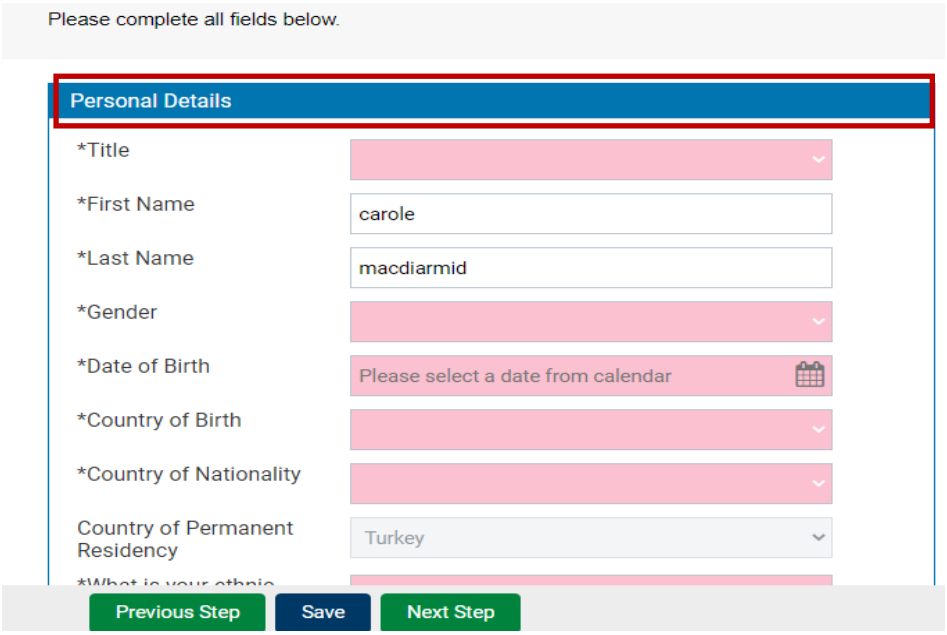
You will see the Welcome information. Then click **Next Step**



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.

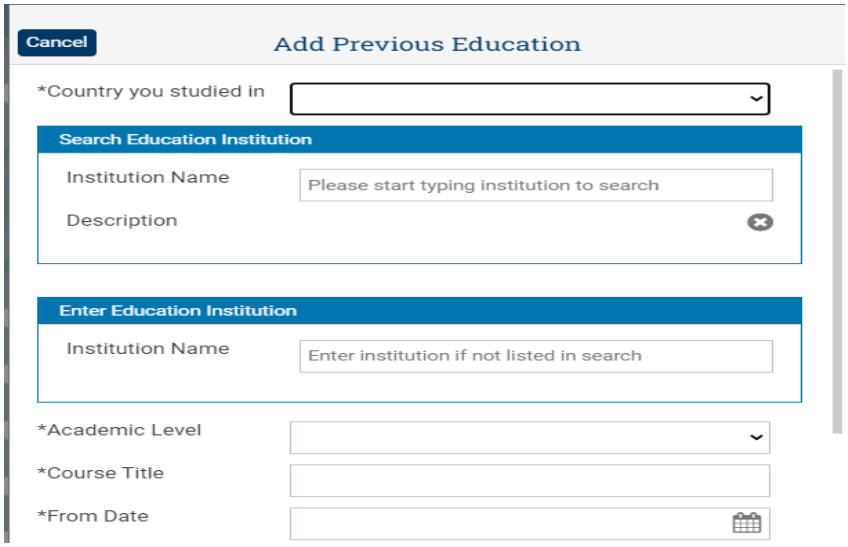
For Steps 2 and 3, some of the Personal and Contact details should already be filled in from the details with which you registered. Please add other relevant details.



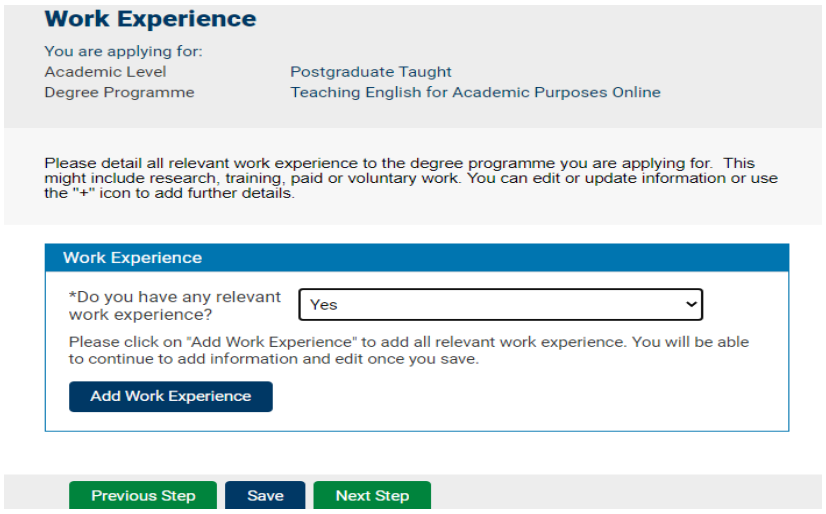
Step 4 asks for Education details

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

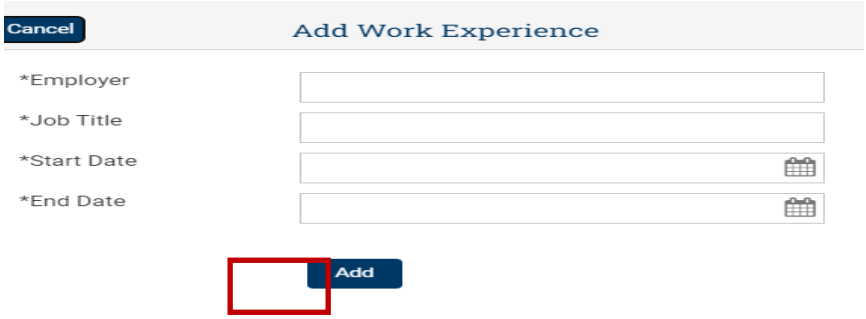
To search for an institution, you can type in the name (Search Education Institution) or, if it is not found, you can add in yourself (in Enter Institution).



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).

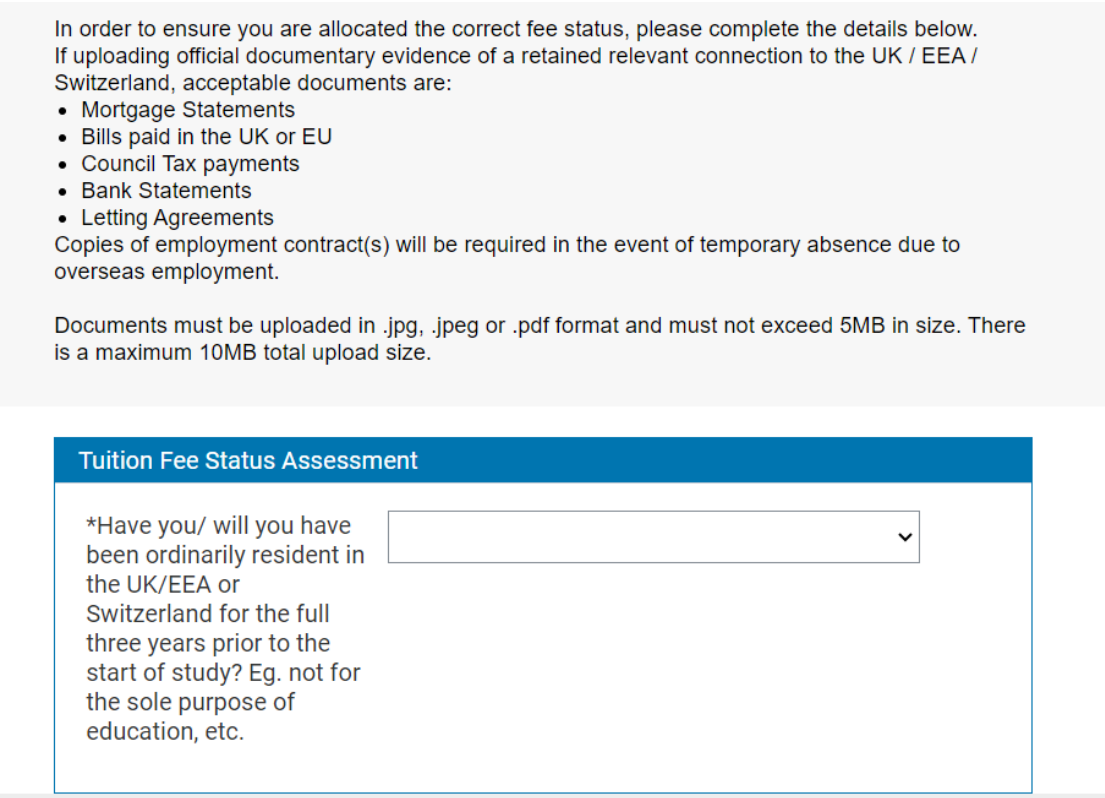


You can add more than one employer.



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.

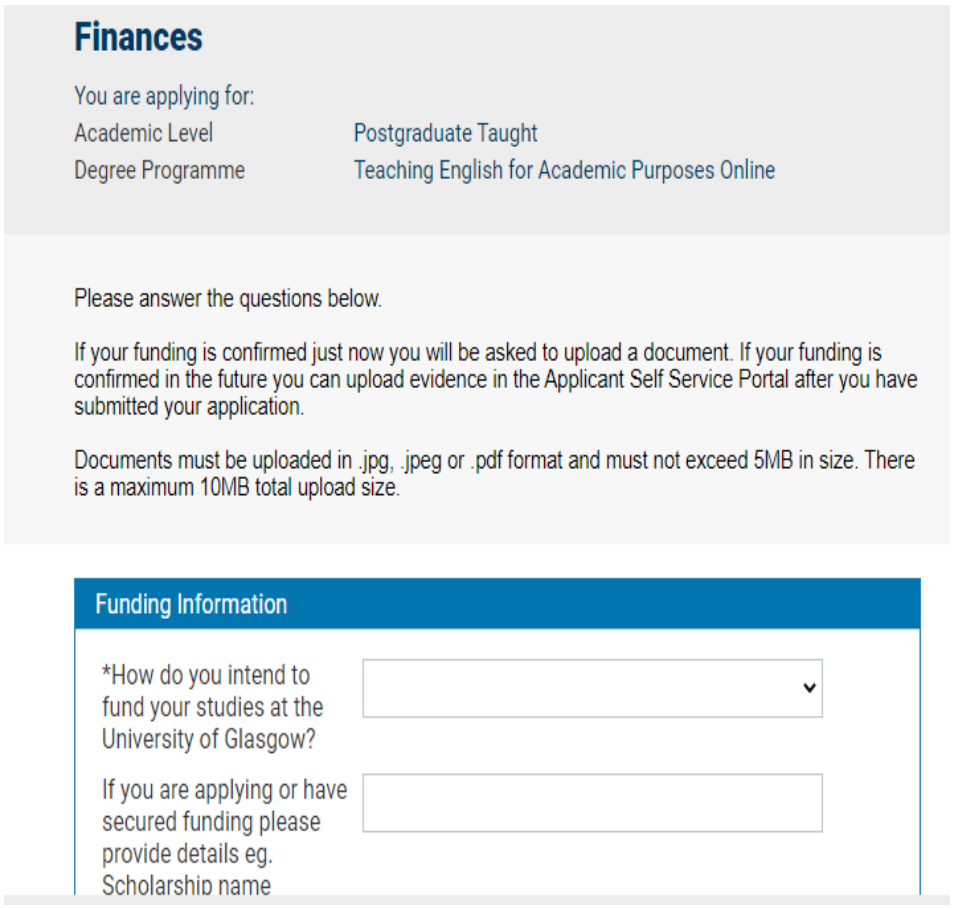


Step 6 (or 7 for applicants with residence in UK) asks about Finances.

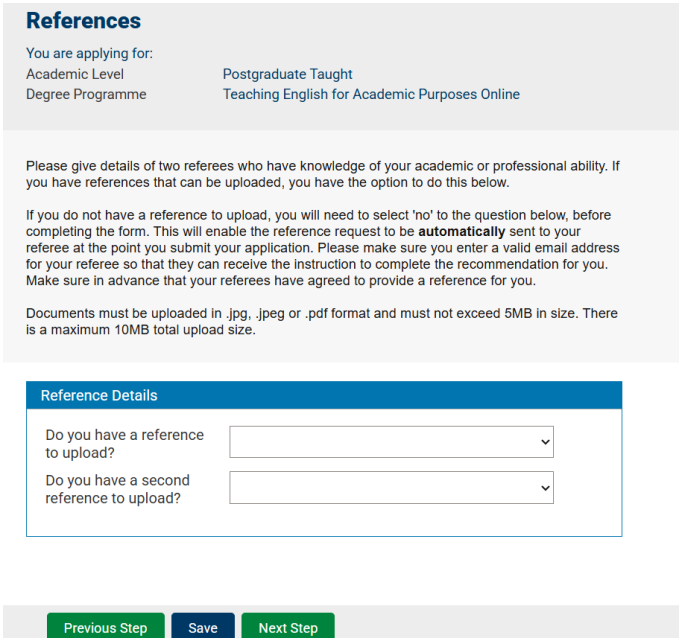
Finance: Select from the drop-down menu. If you have found a sponsor (e.g., your employer) or scholarship, you are asked if the funding is confirmed. If this is the case and you have a document confirming this, please upload this. You do not need a letter or confirmation at this stage to apply but will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



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.

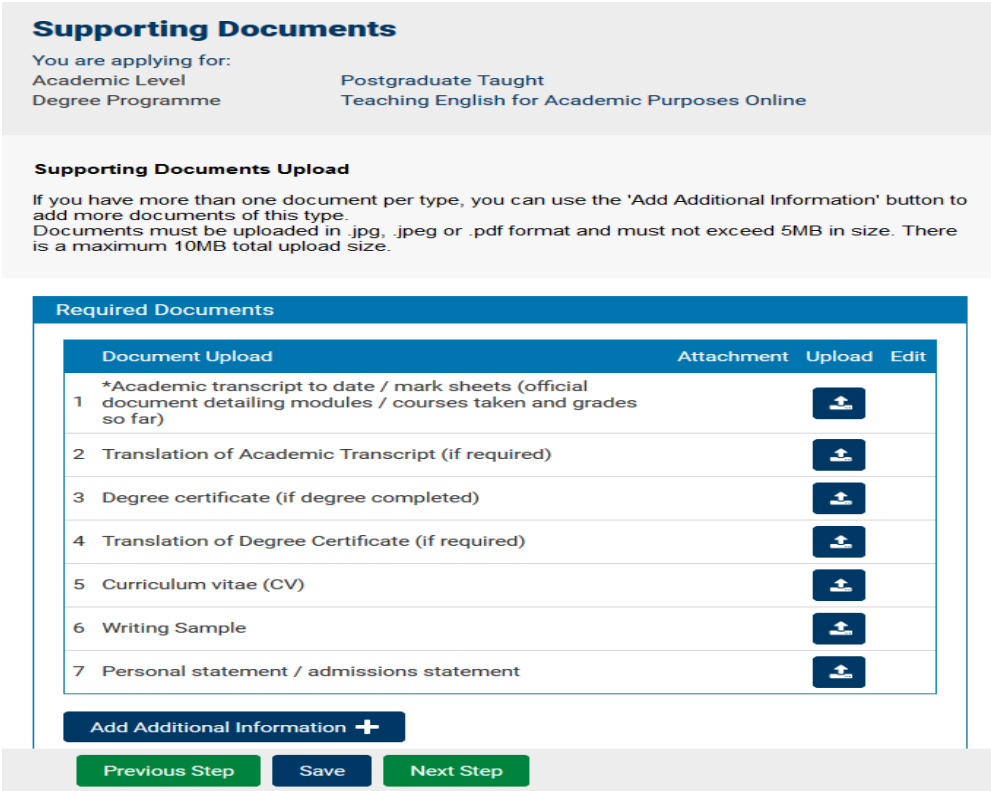


Step 8 (or 9) asks you to upload Supporting Documents. We require you to upload the following in pdf format (select from the drop-down menu for each one):

- 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



Fill out steps 9 and 10 (or 10 and 11) which ask you about Source of Information and to Submit the application; tick the box to confirm you have read the terms and conditions. Step 11 (or 12) gives you an Application 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/applicantselfservice/

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

We'll be glad to help.