Applying for TEAP Online

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

1) Working from our course page at http://www.gla.ac.uk/schools/mlc/eas/teap/ scroll down to the ‘How to Apply’ section:

2) Under ‘How to Apply’ click to open the ‘online application form’:

3) If you haven’t done so already, register with the University. Click ‘Register’ and the fill out your contact details etc.
4) Once you have registered, log in/Sign in using the email address and password you created under registration.

   *Email address: [Email field]
   *Password: [Password field] Login

5) You will see preliminary information about choosing the programme of study. Then click Continue

6) Under ‘Create a new application’ enter the following details then click ‘Search’
   - Academic Career: Postgraduate taught
   - Admit term: add relevant academic year
   - Mode of study: Part-time
   - Programme Description: (start with) Teaching English

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Keyword Search: Search for programmes that match your interest. To do this, enter in the ‘programme description’ field and then press search button. Browse: Just Press the Search button without entering keywords if you want to see the full list of programmes available that match the selections you have made.
7) You should then be presented with the following course choices. Click ‘apply’ next to Teaching English for Academic Purposes Online:

![Course Choice](image)

Keyword Search: Search for programmes that match your interest. To do this, enter in the ‘programme description’ field and then press Search button. Browse: Just press the Search button without entering keywords if you want to see the full list of programmes available that match the selections you have made.

8) You’ll then be presented with the University’s generic 11-step application. Note that for this particular course, we don’t need quite as much detail as the University asks for a full degree.

Please do the following for our particular course:

9) For Steps 1 and 2, Personal and Contact details should already be filled in from the details with which you registered.

10) Steps 3 & 4 ask for Education Details and English Proficiency. Please include post-school qualifications (degrees, teaching certificates/diplomas etc.).

To search for an institution, click on the search icon and an Institution Search box will pop up.
11) Step 5 asks for Work Experience details. Please include any relevant teaching experience. You can add more than one employer.

![Work Experience form]

12) Step 6 asks you about Finance/funding. Select from the drop down menu.

![Finance form]

Main Funding Source
- How do you intend to fund your studies at the University of Glasgow?
- If you are applying for or have secured funding please provide details below eg. Scholarship name

Is this funding confirmed?

If Yes, please upload your award letter or other letter of confirmation in the support document section of the application form.

Tuition Fee Status Assessment
- Have you been a permanent resident in the UK or EU/EEA for the last 3 years?
13) Step 7 asks for References/a referee. For this course you only need to give the contact details of **one** referee.

14) Step 8 asks you to upload documents. You should upload the following in pdf format (select from the drop down menu for each one):

- CV/Resume
- Degree certificate(s)
- Any teaching qualification certificates (add under Degree or Other)
- Personal statement (saying why you wish to take this course)
- Language test if relevant
15) Fill out steps 9 and 10, then on step 11, tick the box to confirm you have read the terms and conditions then click ‘Submit application’

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

If you experience any further difficulties email us at Carole.MacDiarmid@glasgow.ac.uk. We’ll be glad to help.