

Completing a UKPASS Application

Advice for European Masters in Lifelong Learning: Policy and Management applicants

Using UKPASS is easy, and will allow you to view the progress of your application online at any time. Instructions and guidance are available on the website, and we have provided some helpful tips below. It usually takes students between 30-40 minutes to submit an application.

- Choose 'Apply Online' and select 'Click Here to Register' to set up your UKPASS account. This account will enable you to login and view the progress of your application, so please make sure you keep a note of your password and user name.
- Select Institute of Education (Institution Code: I30) and the course title is European Masters in Lifelong Learning: Policy and Management (Course Code: P046011)
- You will see a summary of the application process. Once you have finished a section, simply tick 'section completed' at the bottom of the page. The system will tell you if there is any missing information you need to complete. The help text can be accessed by clicking the blue '?' next to the section heading.
- **Personal Details** (complete in full)
- **Further details** (complete in full).
- **First entry to UK (if not born in UK)** is the start date of the course 9 October 2012.
- **Student support details:** state whether Scholarship or Self funded
- **Qualifications**
- **University Details:** complete a full history (undergraduate (BA or BSc) / Masters /Doctorate courses)
- **English proficiency** (only complete if you are a non-native English speaker)

It is important you attach your IELTS or TOEFL certificate to the application – see Supplementary Information - Question 1. Or ask the test centre to post the TOEFL or IELTS result to the Institute of Education stating your UKPass reference number on the certificate.

- **Education**
School / High School Details: complete full history
- **Personal Statement**
- **References 1 and 2:** to be attached to the application form
- **Supplementary Information**

Question 1: Compulsory attach the following documents: English proficiency (IELTS or TOEFL see above note) / undergraduate degree (BA or BSc) / Masters / Doctorate certificates

Question 10: Compulsory attach academic qualification essay

Question 11: Compulsory attach Curriculum vitae using EuroPass template

<https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

Question 13: Compulsory attach Statement of Motivation of 450 words max.

Any Questions?

For further information about the European Masters in Lifelong Learning: Policy and Management please view the following website: <http://www.lifelonglearningmasters.org/admissionandscholarships/>
Please use the left navigation menu to choose the category of applicants which suits you.

For more information on the European Masters: Lifelong Learning admissions process, please visit: www.lifelonglearningmasters.org

Also check the website regularly for updated information.

Enquiries - E-mail: mall@dpu.dk

We find that most problems are easily rectified by checking the help text, and responding to any error messages. If you require further help, UKPASS operate an advice line for applicants, details below: UKPASS Customer Service Unit: +44 (0) 871 334 4447, Monday to Friday, 08:30-18:00 (UK time). Alternatively, please email enquiries@ukpass.ac.uk for an automated response with general information and guidance on the UKPASS procedures.