

英国爱丁堡龙比亚大学 – 本科在线申请指导手册

【表格概况】

由于每个专业都有单独的链接,因此申请前请向负责招生的老师要在线申请链接以完成申请表格的填写。

申请时注意仅需要填写带*号的栏目,其他没有标记*号的可选择性填写。

申请信息都填写完成后按 **save** 键以进行保存,并提供账号和密码给老师检查。老师检查无误后再次登录账号并提交申请表格。

【填写指引】

第一步: 创建申请账号

The screenshot shows the 'Your enquiries' table with the following data:

Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
1. Financial Services	U32306	0039	09/Sep/2019	FULL TIME UG	2019/0

Below the table, there is a red box with the text: 'Create a new user' and a 'New User' button. A red box highlights the 'New User' button.

Text below the table: '此处显示所选专业' (This shows the selected program).
 Text below the table: 'If you are a new applicant to Edinburgh Napier University, please create a new user account if you wish to apply for this course.'
 Text below the table: 'If you have previously applied for any course on this system you should be able to login with the Username and Password that you have already used.'

Below the table, there is a 'Online Applications Login' section with fields for 'Username' and 'Password', and a 'Log in' button.

点击以上按钮创建申请账号

第二步: 填写以下截图标记*号项(未标记*号的可以不填), 创建登录账号, 确认信息

The screenshot shows the 'New User Details' form with the following fields and annotations:

- Title**: -- Please select an option --
- Forenames**: * (Red annotation: 名字)
- Known as**: (Red annotation: 姓名)
- Gender**: * (Red annotation: 性别)
- Middle Names/ Other**: (Red annotation: 姓氏)
- Date of Birth**: * (Red annotation: 生日)
- Home House number**: * (Red annotation: 门牌号)
- Street name**: * (Red annotation: 街道名称)
- City**: * (Red annotation: 城市)
- Country/State**: * (Red annotation: 省份)
- Country**: * (Red annotation: 国家)
- Home Postcode**: (Red annotation: 居住地址所在国家)
- Country of Domicile**: * (Red annotation: 居住地址所在国家)
- Home Telephone Number**: * (Red annotation: 电话号). Includes a dropdown for country code (+44 7400 123456) and a note: '此处先选国家, 再填写电话号码'.
- Mobile Number**: (Red annotation: 再次填写确认邮箱地址)
- E-mail Address**: * (Red annotation: 邮箱地址)
- Confirm E-mail address**: * (Red annotation: 再次填写确认邮箱地址)



Login Details - Create Username and Password

登录名称 * Username (Username must not contain any spaces or the following characters : / \)

创建密码 * Password

确认密码 * Confirm password

记住以上信息并按开始

Security Questions

Questions

Answer the question(s) below:

Please confirm your date of birth

Please confirm your Date of Birth

确认开始填写过的生日日期 Current value

信息无误即可按此键开始

IPP User Code	40446399	If previous Napier Student, matric number if known	UNKNOWN	User Name	CHINAAPPLICATIONTEST
Title	MISS	Gender	Female	Date of Birth	14Feb/2000
Forename	JAXIN	Middle name/ Other			
Known As	JAXIN	Surname/ Family name	LIAO		

Home House number 911

Street name HAPPY

City GUANGZHOU

County/State GUANGDONG

Country CHINA

Post Code

Country of Domicile China

Telephone Number +8613178069394

Mobile Number

e-mail Address 774402980@qq.com

此页会出现你刚填写过的带*号的信息，确认信息无误即可按以下红色按钮继续

注：若信息需要修改，请按左下方按钮
若需要修改登录密码，请按右下方按钮

Data Protection

Please read the following and proceed as appropriate

Privacy Statement

To enable your application to be processed, Edinburgh Napier University will enter the data you record on your application (including special categories of personal data) onto the University's computer records system. At all times use of this data will be strictly in accordance with data protection legislation and the Edinburgh Napier University Data Protection Code of Practice <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtectionPages/statement.aspx>

No data supplied as part of the application process will be supplied to any external organisation, company or agency. It will be used to administer your application and to compile anonymous statistics that may be published or passed for analysis to government departments and bodies such as the Higher Education Statistics Authority (HESA) or the Scottish Funding Councils (SFC) to enable them to carry out their statutory duties under the Education Acts. If your application is successful, it will be used to create your student record. Full information on how your personal data will be processed can be found here: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtectionPages/statement.aspx>

阅读相关指引信息，按红色框同意并继续



If you have not yet completed your Academic qualifications you can still be considered. Please enter your information in the 'current studies' section on the Education and Language page.
 If you have not yet completed any relevant English Language qualification you can still be considered. Please enter any information in the 'English Language Skills' section on the Education and Language page. Please check this link on our English Language requirements page. You will be able to upload these documents as part of your application. Please be aware that you may be asked to provide original certificates.

You do not need to complete your application in one session. You can save your application and return to it later. If you choose to do this you will be sent an email with a quick link to return to your application form. Please refer to the "Help" text at each section of the application either press tab or use your mouse.

Navigation

After completing a page, to move to the next page, click on the **Proceed** button at the base of the form.

To move to a previous page, click on the **Previous** button.

If you need to exit at any point, you can save your progress by clicking on the **Save** button. An email will be sent to you telling you how to return to your application.

NOTE: For security purposes, whilst you are logged-in, the service will 'time-out' if there has been no activity on the page for four hours. If this happens, you will be asked to re-enter your log-in details to continue using the service.

Pre-Application checklist

Prior to making your application can you please ensure that you have all the information that will be required? You can save your application at any point prior to submission.

The information listed below is commonly submitted incorrectly or incomplete. Please ensure these fields are correct as errors and omissions can delay the processing of your application.

- A valid email address
- A valid telephone number with full international dialling code if applicable
- Your passport and any relevant visa information for upload if you are an overseas student intending to study on campus within the UK.
- Your educational information with transcripts for upload for relevant courses
- Evidence of your English language proficiency (if you are not from a majority English language speaking country as defined by the UK Government)
- Your personal statement
- Reference and referee information

Additional information for research applicants

- All research applications require 2 references to be submitted
- A Research Personal Statement providing a clear and detailed description of your proposed area of research

此页为申请指引，下方下拉选Yes并按红色按钮继续

I have the required information and I am ready to begin the online application process. **Select yes to proceed** Yes

第三步：确认之前已填带*号的信息无误即可按继续

Start Month	September	Academic Year	2019
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Personal Details (help)

* Title	Miss <input type="checkbox"/>	* First Name(s)/Given Name(s)	JIA XIN
Known as	JIA XIN	Middle name/ other name(s)	
* Surname/Family Name	LIAO	Previous Surname/Family Name	
* Gender	Female <input type="checkbox"/>	* Date of Birth (dd/mm/yyyy)	14/Feb/2000

Nominated Person (help)

Name		Relationship	
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Agent Information(help)

Is an agent or representative of Edinburgh Napier University helping you apply?	Please Select <input type="checkbox"/>
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Permanent Home Address (help)

* Home House number	911
* Home Street name	HAPPY
* Home City	GUANGZHOU
* Home County/State	GUANGDONG
* Home Country	CHINA
Home Address Postcode	
* Home Country	CHINA
* Home Telephone Number	<input type="checkbox"/> +86 131 7886 9394
Mobile Telephone Number	
* E-mail address	774402980@qq.com

Is your Permanent Home Address also your Correspondence Address?	Please Select <input type="checkbox"/>
--	--

此页主要是确认已填信息无误并按继续



第四步：具体申请信息填写

1. 教育信息

Qualifications currently being studied (help)

Are you currently studying for any qualifications? 你是否在校(在读)学生?		Yes <input type="checkbox"/> 在读学生选Yes			
* Name of Institution/University 此处填在读学校名字	* Institution Country 学校所在国家选China	* Full title of qualification pending	* Expected Result 预期成绩	* Completion Month 毕业月份	* Completion Year 毕业年份
---	--- Please select an op <input type="checkbox"/>	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>
---	---	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>
---	---	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>
---	---	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>

Please upload a transcript of your results so far and give details of your expected final/overall results. You can upload a copy of your transcripts using the Pending Educational Transcripts link below.

Please upload a copy of your Pending Educational Transcripts.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

浏览... Press Here to Upload this document 浏览选好后按此键上传

Qualifications Achieved (help)

Have you achieved any qualifications?		Yes <input type="checkbox"/>					
Please provide details of your qualifications, including professional qualifications, listing the most recent first.							
* Name of Institution/University	* Institution country	* Full title of qualification achieved (Please enter exactly as specified on award transcript)	* Degree classification/ Final grade	* From Month	* From Year	* To Month	* To Year
---	--- Please sel <input type="checkbox"/>	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>
---	---	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>
---	---	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>
---	---	---	---	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>	Please Select <input type="checkbox"/>	Select <input type="checkbox"/>

Please upload your Educational transcripts using the link below.

Please upload a copy of your Educational Transcripts.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

浏览... Press Here to Upload this document

Supporting Information for Specific Courses Only (help)

This section should only be completed if, as part of your course application, you are required to submit additional supporting information, for example a link to a Portfolio or to select a Specialism as part of the admissions selection process.

Web link to Portfolio/information	
Password (if applicable)	
Course Specialism (help)	
If you are apply for the MA Film programme, can you please confirm which specialism you wish to be considered for (help)	Please Select <input type="checkbox"/>

Please upload a copy of any information that is relevant to your application e.g. portfolio, etc.

Please upload your supporting information below

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

浏览... Press Here to Upload this document

在读学生不需要填这两部分的内容



2. 英语水平

English Language Skills (help)

Applicants whose first language is not English must provide evidence of recent formal qualifications they hold to prove English language skills.

You can check our English Language requirements on our website. Please [click here for advice](#)

Is English your first language? 英语是你的母语吗?	No <input type="checkbox"/> 国内学生都选No
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Please enter your English Language Qualifications below 请填写获得英语资格相关信息

Awarding body (e.g.: IELTS, Pearson's, Cambridge, Trinity) 英语成绩类型(如:雅思)	Month of result (expected month if not yet received) 获得成绩的月份	Year of result (expected year if not yet received) 获得成绩年份	Overall score 总分	Test Report Number (if known) 成绩单上的认证编号(如果是雅思,是18位的数字和字母组合)
Please Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>		
Please Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>		
Please Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>		
Please Select <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>		

English Language Qualification Upload

Please upload a copy of your English Language Certification.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

此处上传最终用的雅思成绩	浏览...	Press Here to Upload this document	浏览选好后按此键上传
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Proceed"/> 继续			

3. 工作经验

Employment (help)

Do you have work experience relevant to your course? 你是否有与专业相关的工作经验?	No <input type="checkbox"/> 学生可以选No
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Proceed"/> 按此按钮继续	

4. 居住信用

Financial Support (help)

Please indicate who will be paying your fees 请选择承担你学习费用的人/机构	Self/Family/Loan <input type="checkbox"/> 国内学生请选这个类别
---	--

If you have a letter of sponsorship or funding please upload a copy in the link below

Please upload your Sponsor/Funding information.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

浏览...	Press Here to Upload this document
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Residence Category (help)

* Nationality 国籍	Chinese <input type="checkbox"/>
* Country of Birth 出生国家	China <input type="checkbox"/>
* Permanent Domicile (help) 永居国家	China <input type="checkbox"/>
Length of stay in Permanent Domicile (years and months)	

Online Distance Learning Course (help)

* Are you applying for an online distance learning course? 是否选择网络(远程)课程?	No <input type="checkbox"/> 此处须选No
---	------------------------------------

Nationality (help)

* Are you a UK/EU/EEA national? 是否英国/欧盟国籍	No <input type="checkbox"/> 此处须选No
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5. 护照信息

Passport Information (help)

* Do you have a valid passport? 是否有护照(在有效期内)?	Yes <input type="checkbox"/> <input type="checkbox"/> 此处根据个人情况选Yes或No
--	---

选了Yes的需要填写以下护照信息

You have confirmed that you are not a UK/EU/EEA National, please provide the following information

* Passport Number (help) 护照号码	
* Passport Issue Date (dd/mm/yyyy) 签发日期(日/月/年)	
* Passport Expiry Date (dd/mm/yyyy) 有效期至(日/月/年)	
* Your name as shown on your passport 护照上显示的姓名	
* Your Nationality as shown on your passport 护照显示的国籍	PLEASE SELECT <input type="checkbox"/>
* Your Country of Birth as shown on your passport 护照显示的出生国家	--- Please select an option --- <input type="checkbox"/>
* Are you currently in the UK? 你现在在英国吗?	Please Select <input type="checkbox"/> 在国内的学生选No
* Have you ever been refused a visa to enter the UK? 有没有被英国拒签过?	Please Select <input type="checkbox"/> 按实际情况选

Passport Upload

Please upload your Passport Identification pages.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

<input type="button" value="浏览..."/>	<input type="button" value="Press Here to Upload this document"/>	按此键上传
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6. 英国签证信息

UK Study (help)

Have you ever studied in the UK? 你有没有在英国学习过?	No <input type="checkbox"/> <input type="checkbox"/> 未在英国学习过的选No
---	--

Visa Information(help)

Are you holding a current valid UK Visa? 你是否持有有效英国签证?	No <input type="checkbox"/> <input type="checkbox"/> 按实际情况选择, 没有的选No
--	--

继续

7. 个人陈述及推荐人信息

Personal Statement

It is important that applicants submit a Personal Statement with their application. The personal statement is used to tell us why you are interested in the subject for which you have applied. In your statement, please include information describing your academic interests, relevant work experience and reasons for applying to Edinburgh Napier University.

You have two options for submitting your personal statement:

1. You can upload a copy of your Personal statement below.
2. You can type your Personal Statement into the free text box below.

Personal Statement Upload

Please upload your copy of your Personal Statement.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

<input type="button" value="浏览..."/>	<input type="button" value="Press Here to Upload this document"/>
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Personal Statement - Free text (help)

个人陈述部分请咨询Edinburgh Napier University国内招生老师

可填: I am currently a student at XXX (国内大学英文名称). I want to study XXX (所申请专业英文名称) at Edinburgh Napier University.

Referee information for all applicants

We require an academic reference (professional, if you have been out of education for more than 3 years) for all courses.

Please enter the details of your referee. This should be an individual who is able to comment on your suitability for the course/subject area you have applied for, including your motivation and commitment to study.

If you supply the email address of your reference, they will be sent an automated email containing a secure link and instructions which will allow them to upload a reference directly to your application. The email address should be their official email address.

If the email address is not provided you will be required to send a copy of the Educational Reference form to your referee ([click here for this document](#)) and they should return the completed reference directly to the Admissions department by email.

For undergraduate: ugadmissions@napier.ac.uk

For postgraduate: pgadmissions@napier.ac.uk

Referee Name	
Referee Email address	
Confirm Email address	
Referee Position	
Referee Address Line 1	
Referee Address Line 2	
Referee Address Line 3	
Referee Country	
Referee Postcode (ZIP Code)	
Referee Telephone Number	

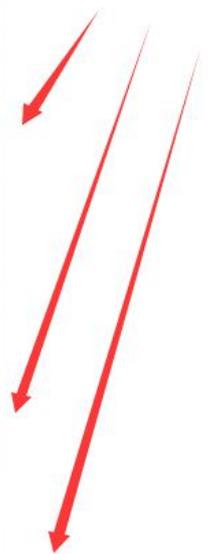
Reference Upload

If you already have a reference please upload a copy here.

To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document

浏览...

此部分内容可以不填(非必填), 不影响申请, 已有推荐老师老师信息以及推荐信的同学可以填写



Additional Reference for Research Applicants

Are you applying for a Research Programme? ([help](#)) Please Select

按此键继续

8. 个人科研信息 (适用于研究生科研申请者)

PERSONAL RESEARCH STATEMENT

Research Applicant Confirmation

Are you a Postgraduate Research Applicant Please Select 选No

你是否为研究生(科研)申请者?

按此键继续

9. 补充信息

Personal Education Employment Financial Statement Research Supplementary

Application Form SUPPLEMENTARY DETAILS

This page allows you to supply supplementary personal and equal opportunities information. Note: * indicates mandatory fields. Edinburgh Napier University has a policy of providing equal opportunities irrespective of colour, race, nationality, ethnic or national origin, sex, mental or physical disabilities, marital status, age, or sexual orientation. To assist in the implementation and monitoring of this policy, applicants are asked to provide the information below. This will be kept separate from your application and the information provided will be treated in the strictest confidence and will not be taken into consideration during the application/decision process.

* Ethnicity ([help](#))
Please select your ethnicity from the list Asian - Chinese or Chinese British

中国人

Entry Category ([help](#))
Have you studied in Higher Education before? Yes

Name of institution Hunan College of Informatic
Country of institution China

Disability/Special Needs ([help](#))
* Do you have a disability? No

是否有残疾-这个按实际情况选择Yes 或者 No



10. 提交申请表

Additional Information (help)

Please upload any additional information that has not already been requested (such as a CV, expired CAS letters or expired Visas) that may support your application.
To upload your document please click on the Browse... link to locate the file, then once selected, click on the Press Here to Upload this document
此处提交学校开具的中英文在读证明 <input type="button" value="浏览..."/> <input type="button" value="Press Here to Upload this document"/> 浏览选好后按此键上传

Other Programme choices at Napier 以下两项可以不填

Please tell us if there are other programmes at Edinburgh Napier that you would like to be considered for. Please note that applications are processed sequentially. If you are successful in gaining an unconditional place which you firmly accept for Financial Services, applications for any remaining choices will be cancelled.	
Your second choice of programme (help)	List of Online Courses
Your third choice of programme (help)	List of Online Courses

Marketing Question 此部分信息可以不填

Where did you find out about the study opportunities at Edinburgh Napier? Please select from the list below	
Advert (Press)	<input type="checkbox"/>
Advert (Online)	<input type="checkbox"/>
British Council	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Prospectus	<input type="checkbox"/>
Napier Website	<input type="checkbox"/>
Recruitment Event	<input type="checkbox"/>
University/College	<input type="checkbox"/>
International Representative/Agent	<input type="checkbox"/>
Website (other)	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Other	<input type="checkbox"/>

11. 个人声明

Your Declaration

<p>I certify to the best of my knowledge and belief that the information I have provided on this application form is correct. I understand that a false declaration could lead to my withdrawal from the University. I confirm that I have read and understood the Privacy Statement section of the form which outlines the purposes for which my data may be processed in accordance with data protection legislation whilst I am an applicant or student.</p> <p>We will contact you by email to acknowledge receipt of your application. If you have a query or if you fail to hear from us within 21 days, please contact us.</p> <p>Telephone: 03339006040</p> <p>Email Undergraduate: ugadmissions@napier.ac.uk</p> <p>Email Postgraduate: pgadmissions@napier.ac.uk</p> <p>If you are unable to upload documents at the time of submitting your online application, you can scan and email these to us.</p> <p>Alternatively you can post a copy to: Admissions, Edinburgh Napier University, 7.B.14 Sighthill Campus, Sighthill Court, Edinburgh, EH11 4BN.</p>	
Please state all the information you have submitted is true by selecting Yes. When Yes is selected please select the Submit button to transmit your application. 请通过选择Yes来说明你提交的所有信息都是真实的	Yes <input type="button" value="v"/>
<div style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> </div> 选了Yes以后这个“提交”键才会出现，按下此键申请即为完成	

注：表格填写完之后请按 save 而不是 submit，先把填写完整的表格发给龙比亚的老师检查，检查无误后再确定提交。