Applying through **UKPASS** – a step by step guide

This is the UKPASS homepage...

Click ‘Apply & Track Progress’ to begin your application.
First of all, you need to register. Click here to register for UKPASS. If you have already registered with UKPASS you do not need to do this again.

Click ‘Apply and track your progress’
This will open a new window
You will then be asked to fill out some personal details in order to register. Please make sure you use a valid email address which you check regularly. Be sure to choose a strong password.
Please make a note of your username, password and personal ID as you will need them again to track your application.
You are now registered to use UKPASS!

You will see that there are six sections to your application at this point; you have already filled out the first section called ‘Personal Details’ but you can amend this section if you wish.
The Further Details section covers some further personal details.

Some sections should only be filled out by UK applicants – these are clearly marked.
These are the sections for high school details and qualifications. This is for your qualifications received BEFORE university or further education college.

Remember: in the UK, ‘school’ refers only to pre-university education (high school) and NOT university. This is different from the USA where ‘school’ can refer to ALL levels of education.
This section covers university and further education college qualifications (anything AFTER high school).

There is space to enter up to three previous universities and/or colleges.
This is the English Proficiency / Professional Qualifications section.

Everyone must complete the English Proficiency section even if your first language is English or you were taught in English.

You can also add professional qualifications here such as ‘Chartered’ qualifications and memberships of professional bodies. It’s not compulsory to fill in the professional qualification section.
The “New Application” section is where you need to choose your institution and course.

When you choose the University of Dundee from the drop-down list, the list of courses and start dates will appear.
Check your email and enter the unique code you have received. If you have not received a code, click the ‘request new code’ button.

A summary of your choices will appear. If you are happy with the university and course you have chosen, press OK.

There is no application fee to pay.
Once you have entered your verification code you will get the chance to enter more details in support of your application.

This page shows a summary of all your applications. Click on the Application ID to view further details.

When you click on the ‘Application ID’, you will see a list of all the sections of your application and whether they are completed.

Click ‘View’ to carry on completing each section and remember to save each section when you finish.
If you have completed any work experience please mention it here.

You can tick the check box at the top of the page if you have no work experience.
The supplementary information questions are different for each course – this is an example.

Please ensure you have your documents in an electronic format to upload. Please attach standard formats such as PDF, JPEG and MS Word.

These are the documents you will need:

1. English Language Certificate
2. Degree Transcript and Degree Certificate
3. References
This is your space to write your personal statement.

Please use this section to tell us why you wish to study the course, as well as any work experience and achievements to date (both academic and non-academic).

Remember to check your spelling and grammar before you submit your statement!
Please add details of your reference here and attach a scanned, electronic copy of the reference.
You can view and print a copy of your application at any time by clicking the “View all and print”.

This is also a good opportunity to review your application and make sure you have completed everything properly before you submit the application to the University of Dundee.

Click the Submit button to send us your completed application and you’re finished!