



## Your path to a successful application at Cranfield University

Dear students and partners,

Many thanks for your interest in Cranfield University!

We created this document to guide you through all the steps of the application process at Cranfield University via our application portal and did our best to cover all the steps and queries you may have.

However, please do not hesitate to contact your International Development Manager, Karine Couly ([k.couly@cranfield.ac.uk](mailto:k.couly@cranfield.ac.uk)) if you need support.

We hope you will find this document helpful and look forward to meeting you on campus!

With kind regards,

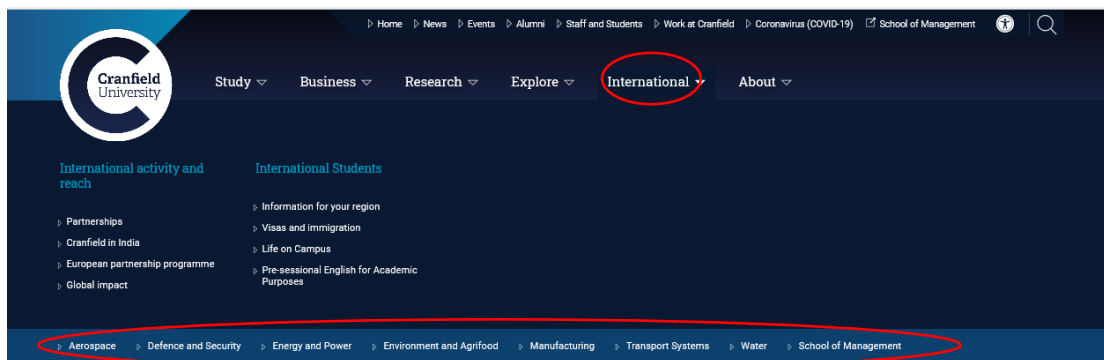
Cranfield University team

### 1. Choose your course

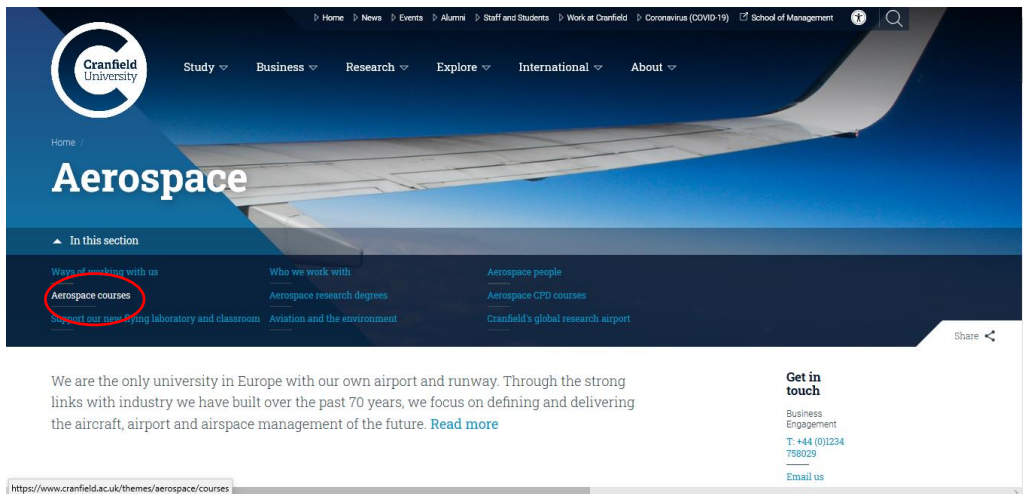
Before applying at Cranfield University, you should do some research on your prospective course to make sure the content of our MSc are aligned with your academic and professional aspirations.

Information on all courses can be found on our website [www.cranfield.ac.uk](http://www.cranfield.ac.uk):

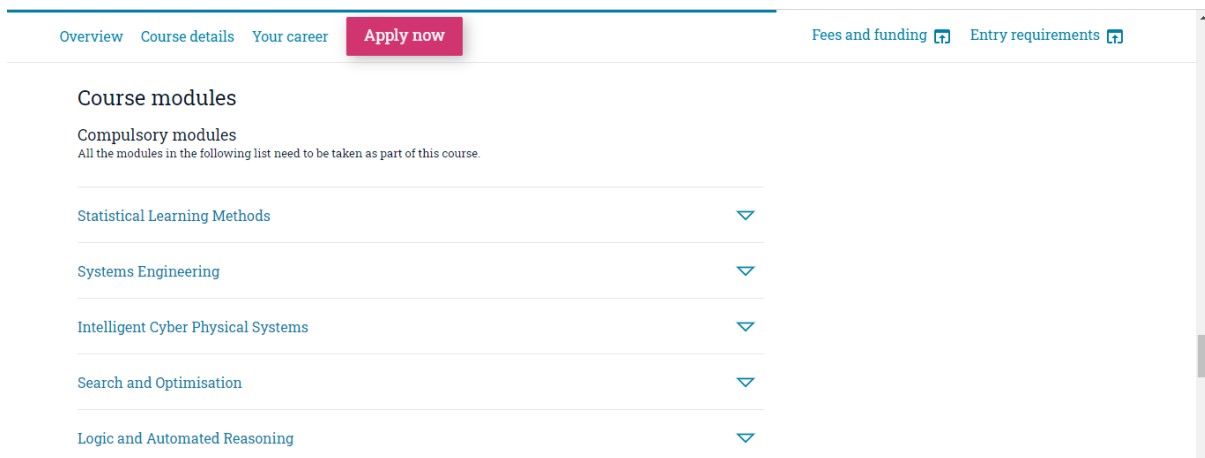
- Click 'International' in the top bar menu.
- Select your theme (Aerospace, Defence and Security, Energy and Power, Environment and Agrifood, Manufacturing, Transport Systems, Water, School of Management)



- Get to the theme page to access information as well as the courses related to this theme.



- Content of our modules and course structures are detailed on each course page so please check them and do not hesitate to get in touch with your International Development Manager ([k.couly@cranfield.ac.uk](mailto:k.couly@cranfield.ac.uk)) if you need additional information so she can set up a meeting for you with one of our Course Directors.



If you already know which course you would like to join, you can use our A to Z of our taught courses: <https://www.cranfield.ac.uk/courses/taught/a-to-z> and select the course you would like to apply for directly from the list.

## 2. Check our entry requirements

Please check carefully Cranfield University entry requirements by clicking the blue tab – including the necessary English certificates – as well as the course fees.

Students coming from partners must also check with their home institution international office the list of English certificates accepted at Cranfield as it may differ from the one displayed on our website for students who are not coming from partners.

The screenshot displays two main sections: 'Entry requirements' and 'Course fees'. The 'Entry requirements' section includes text about UK Honours degrees and a 'Pre-master's programme'. The 'Course fees' section has tabs for 'Home fees' and 'Overseas fees', with a table listing fees for MSc, PgDip, and PgCert programs in full-time and part-time formats. A note at the bottom of the fees table explains that fees can be paid in full or in instalments.

### Entry requirements

A first or second class UK Honours degree (or equivalent) in a related engineering or applied science. Other recognised professional qualifications or several years relevant industrial experience may be accepted as equivalent, subject to approval by the Course Director.

Applicants who do not fulfil the standard entry requirements can apply for the [Pre-master's programme](#), successful completion of which will qualify them for entry to this course for a second year of study.

### English language

If you are an international student you will need to provide evidence that you have achieved a satisfactory test result in an English qualification. Our minimum requirements are as follows:

- IELTS Academic - 6.5 overall
- TOEFL - 92
- Pearson PTE Academic - 65
- Cambridge English Scale - 180
- Cambridge English: Advanced - C

### Course fees

Home fees   **Overseas fees**

MSc Full-time	£21,500
MSc Part-time	£21,500 *
PgDip Full-time	£17,400
PgDip Part-time	£17,400 *
PgCert Full-time	£8,700
PgCert Part-time	£8,700 *

\* Fees can be paid in full up front, or in equal annual instalments. Students who complete their course before the initial end date will be invoiced the outstanding fee balance and must pay in full prior to graduation.

Fee notes ▼

### IMPORTANT INFORMATION

Following the UK Government's decision to leave the European Union, European students are no longer eligible for UK/home fee status and are now international/overseas fee paying students. To find out the price of your Master, please refer to the Overseas fee section as shown above.

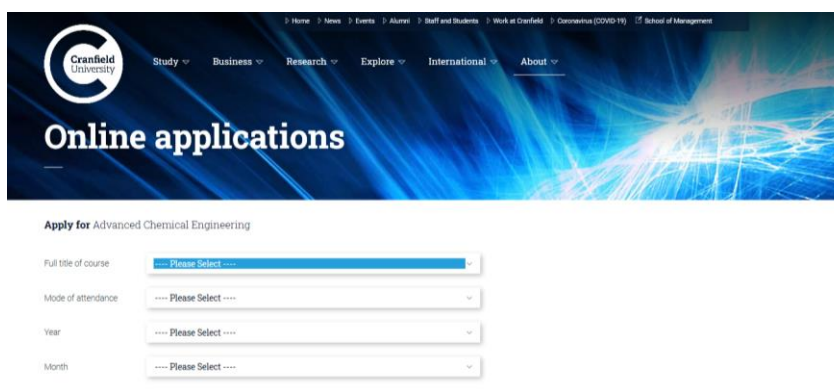
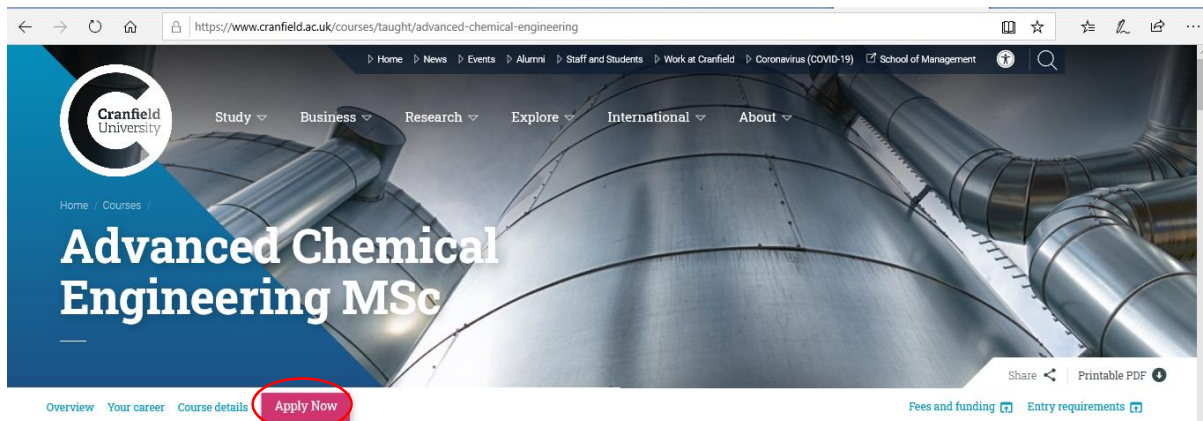
### SCHOLARSHIPS AVAILABLE

At Cranfield University, we are proud of our staff and students from all around the world and European students are part of this international community, where cultural diversity is valued and cherished. The UK's exit from the European Union will not change our outlook on the world, which is the reason why we offer a **50% discount to students coming from partners** against international fees and a **40% discount to direct applicants**.

Please check your eligibility with your home institution international office or contact your International Development Manager ([k.couly@cranfield.ac.uk](mailto:k.couly@cranfield.ac.uk)) for more information.

### 3. Get your username, password and OLA number

- When you are ready to apply, click the pink button 'Apply now' from your course page.



- You will be automatically redirected to our Online application portal and you will receive your username and password via email confirming you have successfully started your application and including your **OLA number**.

**IMPORTANT** – this email does not mean your application is finalised (this is actually only the beginning) so please read this email and follow the instructions in order for you to complete and submit your application fully.

**In order to facilitate communication with Cranfield staff members, please quote this number in all communication so we ensure we can check your profile as quickly as possible.**

- You do not need to hold all the necessary documents in order to start with your application. Your username and password will allow you to start, stop and amend your application as many times as you like before submitting it.
- However, we recommend you to gather electronic copies of the following documents as well as English translation.
  - your passport
  - your latest certificates (eg. bachelor degree or any other qualifications)
  - your latest transcripts
  - your personal statement highlighting the reasons why you'd like to join Cranfield and its Master programme and your professional aspirations
  - your CV
  - two reference letters from Academics and/or professionals related to the MSc you apply for
  - your English certificate

## 4. Start with your application

- Enter your username and password.
- Click the different tabs as shown below and fill up with relevant information.



Manage applications | Logout | Application Form

Application from Xooakarinexox: Xooocouyoox for MSc in Advanced Chemical Engineering to start in October 2020

### Checklist

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.

[Start Application](#)

- Personal Details
- Contact Details
- Agent
- Qualifications
- Experience
- Personal Statement
- Passport
- Funding
- Submission

[Print / Preview](#)

Icon Guide

### Personal details

If you have double-barrels name or if your name includes accents, please make sure you always write it in the same way and you always use the exact same name in all your communication with Cranfield University staff members.

**IMPORTANT** – make sure you answer YES to the question: Are you applying for this course as part of Cranfield’s European Partnership Programme.

Dual nationality	<input type="text" value="--- select an option ---"/>	?
Country of residence *	<input type="text" value="France"/>	?
Have you previously applied to or studied with us?	<input type="text" value="No"/>	?
Are you applying for this course as part of Cranfield’s European Partnership Programme?	<input type="text" value="Yes"/>	?

Cranfield University is committed to Diversity and Inclusion. Monitoring diversity-related information not only helps us to understand our student profile, it informs our future planning and the development of appropriate policies to promote diversity and inclusion and support our students effectively. Where a disability, specific learning difficulty or long term health condition is recorded, it enables us to provide appropriate reasonable adjustments.

The classifications used are in accordance with information provided by the Higher Education Statistics Agency (HESA) and will only be used for monitoring purposes (it does not form part of the recruitment process).

Religion or belief *	<input type="text" value="--- select an option ---"/>
Ethnic Background *	<input type="text" value="--- select an option ---"/>
Disability, specific learning difficulty or long term health condition *	<input type="text" value="--- select an option ---"/>

### Contact details

Please provide us with the best contact details to ensure smooth communication and update them as necessary.

### Agent

Your home institution is NOT an agent so you must answer NO to this question. However, please ensure you mention you are an EPP applicant (EPP = European Partners Programme) as well as the name of your home institution **so you can get the discount.**

## Qualifications

We are fully aware that you are currently studying in your home university and probably do not have your last transcript (documents showing your grades/marks) since you will have them at the end of the Academic year so you must enter the information you hold **at the time you apply**. If necessary, our Admission team will ask you to update this at a later stage.

**All uploaded documents must be translated into English. Please do not upload documents in your home language only.**

Please note that for most MSc, you must provide us with two reference letters and you need to upload them on to the portal prior to submitting your application **except for MSc in Water, Environment, Energy, Manufacturing, Defence and Security**. However, please make sure you hold them as our Admission team may require them at a later stage of the process.

## English language test

Please note your **English certificate** can't be older than two years in order to be valid. You can check the exams we accept in the entry requirements section on the website as well as via your home institution international office.

## Experience

Please describe any professional experience you have **related to the MSc you are applying for.**

## Personal statement

Your personal statement should explain why you chose this particular MSc and why studying at Cranfield University will enhance your future career as well as highlighting your career aspirations and plans for the future.

## Passport

Please ensure your passport details are accurate and that your passport will still be valid when entering in the UK. As a EU national, you will need to apply for a visa to enter the UK after 1 January 2021 so please, go to <https://www.gov.uk/check-uk-visa> to find out more. You can also contact Cranfield Student immigration team: [studentimmigration@cranfield.ac.uk](mailto:studentimmigration@cranfield.ac.uk) if you need additional help or if you have queries regarding your immigration status.






## Funding






You must clearly state how you will fund (pay for) your studies. The bursary/scholarship coming from the partnership we have with your home institution will automatically apply as long as you mention the partnership as stated in the Personal details section above.

You can check Cranfield Fees and Sources of funding webpage to find out about other scholarships and bursaries we offer: <https://www.cranfield.ac.uk/study/taught-degrees/fees-and-funding>.

[Manage applications](#) | [Logout](#) | [Application Form](#)

Application from Xxxkarinexxx Xxcxoutlyxxx for MSc in Robotics to start in October 2021

Checklist   Personal Details    Contact Details    Agent    Qualifications    Experience 

Personal Statement    Passport    Referees    Funding    Submission 

### Funding

Please indicate how you intend to pay the fees for your proposed course of study at Cranfield University. You can find further information about fees and funding on our website ([Fees and sources of funding](#)).

What is your likely source of funding?\*

Self-funded

Please provide further details\*

\*Denotes a mandatory field

## Submission

When you are happy with your application, you can submit it.

Please note Cranfield University will check each application individually. This is the reason why you may need to wait **4 to 18 weeks** before receiving your offer letter confirming you have been accepted as a Cranfield student and detailing the next steps to follow.

Not receiving a quick answer doesn't necessarily mean your application is problematic so please do not worry if you don't hear from us soon after you applied.

## 5. Accept Cranfield offer and pay the deposit

Congratulations! You received an offer letter from our Admission team which means your application was accepted. Please read it carefully as it contains very important information. Pay particular attention to:

- your name and contact details
- your MSc
- the tuition fee required
- the scholarship/bursary offered
- the starting and ending dates of your course

### Unconditional offer letter

Your application was complete so in order to secure your place, you need to accept it through the portal and pay your deposit. Please, follow the instructions given in the letter.

### Conditional offer letter

Your application was not complete and you must provide our Admission team with additional documents that are listed under the 'Offer Conditions' subhead as shown below:

This offer is subject to the following conditions being met:

#### Offer conditions

*Original language and authenticated translations should be provided for documents that are not in English.*

#### Degree/award requirement

You must successfully complete your Baccalaureus/Baccalaurea with a minimum GPA of 3.5 and provide evidence of your qualification.

Once you have uploaded the missing document, please confirm by sending an email to your Admission tutor so they can check them. After checking, if everything is fine, they will make your offer as 'unconditional'.

**IMPORTANT** – You may not receive an email confirming your offer has been made unconditional so we strongly advise that you check your portal regularly in order to find out.

## Pay your deposit

You can pay your deposit through the portal. If you experiment difficulties with your online payment, please use the following bank details:

Once your payment has been received and your offer accepted, you will be able to register for an on-campus accommodation. Details will be sent to you via email.

**Cranfield University bank account details as follows.**

England

**Bank Name: National Westminster Bank Plc.**

Fax +44 (0) 1234 754063

Tel +44 (0) 1234 750111

**Address:** 501 Silbury Boulevard  
Saxon Gate East  
Central Milton Keynes  
Buckinghamshire  
MK9 3ER

**Sort Code: 60-06-56**

**Account No: 00516228**

**Account Name: Cranfield University number 2 Account.**

**U.K. Swift Reference: NWBK GB 2L.**

**IBAN Number : GB38 NWBK 6006 5600 5162 28.**

**IBAN BIC Number: NWBK GB 2L**

**University VAT Number – GB 491 3586 22**

**Please can you quote your student number, and as much of your name as possible in the wording so we can identify it on the bank statement.**



## Accommodation at Cranfield University

Information on accommodation available at Cranfield can be found on our website: [Accommodation at Cranfield](#). Please note the accommodation portal will open in February 2021 so if your application comes after that date, you may also want to check off-campus accommodation in case our on-campus accommodations are full. We operate on a 'first applied/first served' process to ensure fairness among all our students.

## Visas requirements

Check if you need a visa: [Check if you need a UK visa - GOV.UK \(www.gov.uk\)](#).

Apply for student visa: [Student visa - GOV.UK \(www.gov.uk\)](#)

### Documents you'll need to apply

When you apply for your Student visa you must provide:

- a current passport or other valid travel documentation
- a Confirmation of Acceptance for Studies (offer letter) from your course provider

You **may** also need to provide but these may not be compulsory so please check:

- proof you have enough money to support yourself and pay for your course - this will vary depending on your circumstances
- a valid [ATAS certificate](#) if your course and nationality require it
- proof of parental or other legal guardian consent if you're under 18
- proof of your relationship to your parent or guardian if you're under 18
- your [tuberculosis test results](#)
- written consent for your application from your financial sponsor if you've received sponsorship for your course fees and living costs in the last 12 months

You may need to provide additional documents depending on your circumstances. [Read the guidance for the full list of documents you'll need to provide](#).

You need a blank page in your passport for your visa if you need to give your biometric information (fingerprints and a photograph) at a visa application centre. You'll be told if you need to do this when you apply.

## Your contacts at Cranfield University

Please note Cranfield University is divided into different departments so in order to get the right information, please make sure you contact the relevant department and quote your OLA number, full name and course in all communication with us.

- For partnerships and general support through the application process  
Karine Couly, International Development Manager (Europe and Central Asia)  
[k.couly@cranfield.ac.uk](mailto:k.couly@cranfield.ac.uk) / T: +44 (0) 1234 75 8116 | M: +44 (0) 7464 49 2805
- For queries on Aerospace courses  
[studyaerospace@cranfield.ac.uk](mailto:studyaerospace@cranfield.ac.uk)
- For queries on Manufacturing courses  
[studymanufacturing@cranfield.ac.uk](mailto:studymanufacturing@cranfield.ac.uk)
- For queries on Transport courses  
[studytransport@cranfield.ac.uk](mailto:studytransport@cranfield.ac.uk)
- For queries on Water courses  
[studywater@cranfield.ac.uk](mailto:studywater@cranfield.ac.uk)
- For queries on Environment courses  
[studyenvironment@cranfield.ac.uk](mailto:studyenvironment@cranfield.ac.uk)
- For queries on Energy courses  
[studyenergy@cranfield.ac.uk](mailto:studyenergy@cranfield.ac.uk)
- For queries on School of Management courses  
[studysom@cranfield.ac.uk](mailto:studysom@cranfield.ac.uk)
- For queries on Brexit  
<https://www.cranfield.ac.uk/about/international-students/brexit-statement>
- For queries on Immigration status and visa requirements  
[studentimmigration@cranfield.ac.uk](mailto:studentimmigration@cranfield.ac.uk)
- For queries on accommodation  
<https://www.cranfield.ac.uk/Study/Life-on-Campus/Life-at-Cranfield/Accommodation>
- For queries on fees and sources of funding including scholarships  
<https://www.cranfield.ac.uk/study/taught-degrees/fees-and-funding>

Wishing all the best and looking forward to meeting you on campus!

### **Cranfield Campus**

College Road  
Cranfield  
MK43 0AL  
UK  
T: +44 (0)1234 750111

### **Cranfield University at Shrivenham**

Shrivenham  
Swindon  
SN6 8LA  
UK