

# 1. You are being funded for your course or module by your NHS Health Trust

## The Application stage

Please complete the [University application form](#) and submit it to your NHS Trust education contact as early as possible but at least 2 weeks prior to the commencement of the course or module. Please note that your NHS Trust deadlines may differ and you should first check with your NHS Trust education contact. Please ensure that you include full details of your qualifications and relevant work experience.

Details of your [NHS Trust education contact and your own NHS Trust's processes](#) can be found here

If your funding is approved your NHS Trust will then complete a Finance Support Form (FSF) and submit both the University application form and the FSF to the University on your behalf.

Can the University make an unconditional offer of a place to you?

Not yet - Conditional offer email sent to you by the Admissions Division. Includes details of when to arrive at the University for your on-campus enrolment (enrolment will depend upon you having met the conditions below)

Yes

Unconditional offer email sent to you by the Admissions Division. Includes details of when to arrive at the University for your on-campus enrolment

- 1. Further information required from you regarding your qualifications and / or experience - University will contact you or
- 2. FSF not yet submitted – University will contact you to confirm your NHS Trust name if necessary. University will then contact NHS Trust directly

Information / FSF supplied?

No

Yes

You proceed to the enrolment stage

## The Enrolment Stage

### i) On-Line enrolment

You will receive an email from the University asking you to complete your online pre-enrolment.

This will be sent to the email address you provided on your application form

The email will include your personal login details, your new University email address and link to the on-line enrolment form.

You may complete your on-line enrolment form from home.

*Please note that you will not be able to complete your on-campus enrolment until your on-line enrolment is completed.*

### ii) On-campus enrolment

Once you complete your on-line enrolment you can attend the on-campus enrolment session.

When attending please bring with you the following documentation:

1. Confirmation of identification (Passport, Driving licence with a photo etc)
2. All of your qualifications including proof of professional registration (NMC, HCPC etc)