



Partner/Agent Portal – User Guides

Manage Applications

Manage Applications - Submit a new application

Partner/Agent Portal

Logged In : Carlos Rodríguez (Logout)

Submit a New Application

Please use the dropdowns below to select a course.

Theme: Aerospace

Mode of Study: Full Time

Course: MSc in Astronautics and Space Engineering

Entry: October 2020

Main Menu Next

From the Main Menu select **Submit a new application** from the **Manage Applications** container.

Start by using the drop-down options to select the **Theme** and **Mode** for the course you are applying to.

As you make these selections, further options will appear for **Course** and **Entry**.

Once you have completed all the details click **Next**.

Partner/Agent Portal

Logged In : Carlos Rodríguez (Logout)

Submit a New Application

Please confirm the following information is correct and click 'Open Application' to continue.

You have selected the following:

- Theme: **Aerospace**
- Mode of Study: **Full-time**
- Course: **MSc in Astronautics and Space Engineering**
- Entry: **October 2020**

Change Course Main Menu Open Application

You will see a summary of the details for confirmation. If you are happy to proceed, then click **Open Application**.

If you need to make changes to your selection click **Change Course**.



Your application:

Selected Programme	Mode of Attendance	Start date	Academic Year
MSc in Astronautics and Space Engineering	full-time	Oct 2020	2020 / 2021

New User Details

We take your data privacy very seriously and will only use your information to provide the products and services you have requested from us.

We will not sell, license or trade your information without your consent.

For more information about how your data will be processed, please see our [privacy notice](#). Where required, we may share your information across the University and with our commercial subsidiaries.

You can opt out of marketing communications from us at any time.

* Title

* Forename

Second Forename

Third Forename

* Last name/Family name

* Date of Birth

* Username

* Email Address

* Confirm Email Address

* Password (must be between 8 and 12 characters and contain letters and digits)

* Confirm password

The application form will open in a new tab / window.

You will need to begin with creating a new user account for your applicant.

Please enter their details carefully. We suggest using the applicant's email address as their username.

Email address fields must be the applicant's email.

Security Questions

Questions

Question	Date of Birth
Answer	<input type="text" value="05/08/1930"/>
Hint	Please check your date of birth above (if you need to amend formats accepted are DD/MMM/YYYY i.e. 01/Oct /1990, or DD/MM/YYYY i.e. 01/10/1990)

Question	Mother's first name?
Answer	<input type="text" value="Viola"/>
Hint	Enter your mother's first name

Question	Town of birth?
Answer	<input type="text" value="Wapakoneta"/>
Hint	Enter your town of birth

Question	First school attended?
Answer	<input type="text" value="Blume High School"/>
Hint	Enter the name of the first school you attended

Security questions need to be answered and will be used to assist the applicant with any login issues they might have.

We suggest that you confirm these details with the applicant prior to starting an application.



Application from Neil Armstrong for MSc in Astronautics and Space 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](#)
-  [Referees](#)
-  [Funding](#)
-  [Submission](#)

[Print / Preview](#)

Icon Guide

Please complete as many fields as possible to assist with processing your application

-  This page has not been started
-  Outstanding information required for mandatory fields
-  All mandatory information has been provided

You will start the application at the Checklist. This details all of the sections of the form that are available to complete and the status icons will change as you progress through the form.

If you need to leave an application and return later, you will see the Checklist again.











From here you can click **Start Application**, which will take you to the initial **Personal Details** section, however you can start go directly to any section by clicking on the icon or link.

Completing the application form itself is a straightforward and you will find help text and guidance throughout the tabs. You will also be prompted if you have not completed a mandatory field.

The status icons from the Checklist are also replicated within the section heading, so you can see at a glance what sections still need to be completed.

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

Application from Neil Armstrong for MSc in Astronautics and Space Engineering to start in October 2020

[Checklist](#) [Personal Details](#)  [Contact Details](#)  [Agent](#)  [Qualifications](#)  [Experience](#)  [Personal Statement](#)  [Passport](#)  [Referees](#)  [Funding](#)  [Submission](#) 

Agent

If you are applying to Cranfield through an Agent, please select from the drop-down box below.

Please note that by naming a designated agent you will be giving them full access to all data relating to your application including the ability to provide or amend information on your behalf.

Are you applying through an Agent? *

Agent Name

*Denotes a mandatory field

[Back to checklist](#) [Save](#) [Save and continue](#)

As you will be completing the application via the Partner/Agent portal, you will see that your details are automatically populated under the Agent section.



Your application:

Selected Programme	Mode of Attendance	Start date	Academic Year
MSc in Astronautics and Space Engineering	full-time	Oct 2020	2020 / 2021

You're all finished! Your Application Reference Number is OLA301011

Thank you for submitting your application for the MSc in Astronautics and Space Engineering. Your application has been received and we will contact you by email shortly to confirm your Student ID and confirm access to our Applicant Portal.

If you have already uploaded supporting documents with your application, these will be considered when your application is assessed. If you were unable to upload all of your documents before submitting your application you will shortly be able to do so in our Applicant Portal.

In the meantime if you have any queries please do not hesitate to contact us. Don't forget to tell us your full name, the course you have applied for and your online application reference number (OLA301011).

To print or preview the application you have made, please click the link below.

[Print / Preview Application](#)

You will get a confirmation on submission and you'll see the application reference number.

As the application will have opened in a new tab / window you can now close this down and return to the Main Menu.