

University of Cumbria Applicant Portal

Welcome to your University of Cumbria [Applicant Portal](#)

The portal allows you to view your personal details and the status of your application at any time. You can send us documents (if requested) and contact us all via your portal.

We want you to be in control of your application so if you need to update your information, provide documents, accept or re-arrange a face to face interview or accept your place you can do this all via your Applicant Portal. You can have access to this information at any time.

When you log in for the first time, you should change your password, click on help in the top left corner, scroll to the bottom and in the 'Most Popular' you will find Password Reset. If you lose your log in details, don't worry, just email uocadmissions@cumbria.ac.uk and we will re-send them to you.



Updating your personal details

You can view and update your personal details so you will always receive any correspondence we send you. If you need to amend any of the details, just follow the on screen prompts. We strongly recommend you change your email address from your school/college email to your personal email address now as you will not have access to this later in the cycle.

For changes to your name or date of birth you will need to upload some documentary evidence of the amendment you wish to make (e.g. birth certificate, marriage certificate).

Application details

For applications made via UCAS/UTT/DfE Apply you will need to respond to your offer using your UCAS/UTT Track/DfE Apply account (if you click on Respond to Offer it will automatically take you to UCAS/UTT/ DfE Apply account if you applied via this route).

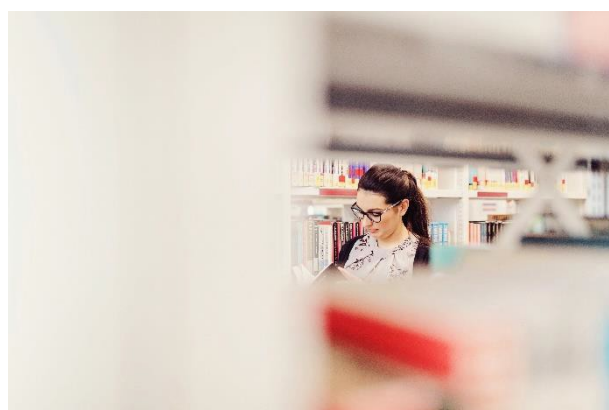
If you have applied direct, select the Respond to Offer Button at the bottom of your Portal and we will update your application accordingly.

Uploading Documents

Depending on the course you apply for, you may need to supply additional documents to support your application.

When we receive your application we may add requirements to this section. These can range from an Academic Reference to your GCSE Maths Certificate – we will email you and ask you to upload any documents we need.

You simply save the document to your device and click the upload button. The status of the document upload will change to Pending.

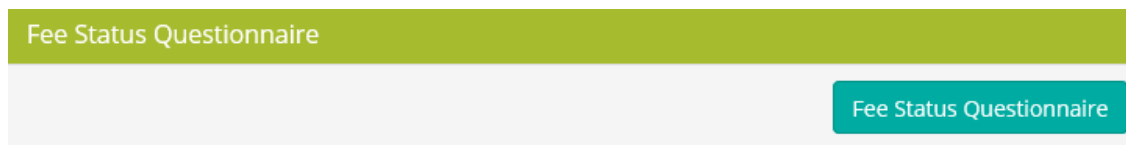


You don't need to contact the Admissions team to advise you have provided this information, we will be notified and action this accordingly. Once we have reviewed the documents, the status will be amended and you will be able to see this on your portal.

Fee Status Questionnaire

Depending on the details you provide on your application, we may need to determine your status for fee purposes.

If we need further information, you will receive an email advising you of this and what to do next. The Fee Status Questionnaire button will only become visible if we require this information.



There are onscreen instructions on how to complete the document and any supporting documents that you will need to upload. Don't forget to upload the supporting documents so we have all the information we need.

Admissions Checks



When you apply to the University of Cumbria there are two different types of requirements you must meet to fully register onto your chosen course:

1. Academic Requirements - These are reflected in our offer if you are successful.
2. Admissions Checks – These are conditions of registration and will differ depending on the course you have applied for and may include a

Medical Check and Criminal Background Checks to Academic References.

All courses have Admissions Checks, but will vary depending on the course you have applied to. These are made visible so you're aware of what information you will be required to provide prior to registration.

These checks are automatically added to your portal when you submit your application.

Don't worry, we do not need you to do anything immediately. The Admissions team will contact you when we need you to start meeting these requirements.

Accepting and re-arranging Interview dates

Face to Face Interviews

For courses where you are required to a face to face interview, you will receive an email confirming this. If your interview will take place face to face your email will ask you to log in to the portal to confirm your attendance.

You can view your interview date in the Events Schedule in your Applicant Portal. It also allows you to view details, re-send the interview invite email and links to the University of Cumbria's interview web- pages that includes all you need to know to prepare for your interview. Even if you have applied via UCAS/UTT/DfE Apply we ask that you accept and re-arrange your interviews on your portal. This allows you to control your application.

Using the My Actions button, you can accept or Decline and Change the interview date. You don't have to wait for the Admissions team to get back to you, you can choose your preferred date. Wherever possible we will try to give two alternative interview dates (depending on time of the application and course).

To re-arrange your interview, you must first decline the date you have been invited to and then click on Book alternative interview date.

You have 7 days before your interview date to make any changes. After this date, we ask that you use the Contact Us button in My Actions.

Virtual Interviews

If you have been invited to an interview via Microsoft Teams, please accept the calendar invite (please ensure you keep a copy of the email as you will need to link to the meeting that is at the end of the invitation).

If you need to re-arrange your interview, please reply to your invitation or contact admissions directly using the Contact Us function on your Applicant Portal and we will make the necessary arrangements for you.

We hope you find the portal a useful way to track your application and checks you need to complete before registration if you are offered a place.

Don't forget, we are here to help so if you are struggling in any way, drop us an email or click on the contact us button in your portal (please allow 3-5 working days for us to reply).

The UoC Admissions team