How to apply to the University of Liverpool

Applying to start an online degree can be the first step to starting something life-changing. The application process is designed to help us get to know you, and determine whether you would be a good fit for your chosen programme. For this reason, it’s important that you understand what the application process involves so you can submit a successful application.

Before you start your application

The University of Liverpool is a member of the UK’s prestigious Russell Group, and the application process requires you to provide detailed information about your academic and professional background. You will need to provide documents to support this, if you already have these on-hand it should only take you around an hour to complete your application.

You do not need to complete your application all at once. You can start it and upload documents at a later time but being prepared will speed up your processing time.

We recommend you submit your application at least one month prior to your preferred start date so that we have enough time to process your application.

Not ready to apply?

If you are not ready to start your application but would like more information about your selected programme, you can request for more information here.

Online application process

1. **Personal information**

You will be required to provide your contact details and personal information such as full name and address. This information will be used to create your student record, and to formally inform you of your progress, from application through to graduation. You can review our privacy policy here.

2. **Employment history**

In the online application form you will be asked to provide information about:

1. Your work background, starting from your current position and working backward in chronological order.
2. Your responsibilities and duties, addressing why your background is a good fit for the programme you are applying for.

Write specifically to the programme requirements by detailing the exact nature of your work and skills. If you use your CV as a guide, ensure you expand on each responsibility to address the application requirements and detail only duties relevant to the programme.
If you have worked in different roles for a single organisation, add each position as a separate entry. Be sure to clearly indicate the start and end dates of each role as this helps to show career progression.

**Educational background**

You will be asked to provide details of relevant academic qualifications or professional certificates you have gained.

You will need to verify this information by providing copies of the degree and/or certificates you have listed, and provide details of the subjects covered as part of your degree.

**Admission documents**

You will be required to provide the following documents:

- **A scanned copy of a government-issued identification**, such as passport or driver’s license
- **A motivational statement**, as detailed below

Dependent on your background and programme, you may also be required to provide either or both:

- **Scanned or digital copies of your previous qualifications** that you have detailed in step three
- **A letter of recommendation from an employer**. We recommend that you wait until a member of our Enrolment team requests this, a template will be provided to you if this is required.

If you do not have access to copies of the degrees or certificates you have listed, please take steps to request these from the awarding institutions, in advance of your intended start date. Your supporting documents can be provided after your application has been submitted, but these will be required prior to formal admission on your selected programme.

Other additional documents may be requested after initial review dependent on your circumstances.

**All documents must be in English, or provided with an officially authenticated translation into English.**

**Motivational statement**

Your motivational statement is your opportunity to explain why your chosen programme is a good fit for you and the positive benefits you expect to gain from it.

Again, your statement should be written specifically for your selected programme as there are different requirements for each programme. Avoid writing a generic statement or explaining why the University is the best choice for you. We know that you are excited by the idea of studying with the University of Liverpool, but the purpose of the statement is to demonstrate why this programme is the right qualification for you.

Your statement should be 500-700 words in length, and professional in nature and tone. Be sure to double check spelling, grammar and punctuation. You should have a friend or colleague review your statement before submitting it.

**Review & submit**

We wish you the best of luck with your application. If at any point during the application process you have questions or require assistance, our team of Enrolment Advisors is on hand to help you.

When you submit your application, it is not a formal commitment to study. **If your application is approved, you will have the opportunity to accept the offer and choose a payment plan that suits your situation.**

Your application can take anywhere between a few days to a few weeks to process. Your Enrolment Advisor will contact you if any additional information is needed prior to the Board of Admissions providing their decision.