Online admissions guidance – all CWI courses

We are pleased to hear that you intend to apply for one of our courses.

You are now required to submit a formal application to the University of Reading through our online applications service at **www.reading.ac.uk/pgapply**.

From the drop-down menu on the application website, please select the following course:

- "PG Cert Introduction to CBT (non-clinical)"

Please check the course title matches the website page of the course you are interested in.

In order to help you with the online application process we have provided some FAQs below to assist you.

All fields on the application form marked with a * need to be completed. Once all required information has been included in a section and it has been saved, a green tick will appear next to each section on the Summary screen. Once all sections are complete the 'Submit application' button will become available.

What is the difference between Academic qualifications and Professional qualifications?

Details of all university level qualifications should be saved under academic qualifications. If you have any professional qualifications, select 'Yes' from the drop-down list and you will then be able to enter further details. If you don't have any professional qualifications, select 'No'.

What do I write in the Funding Section?

If you are being sponsored (by your employer for example): Please upload a letter on headed paper from your sponsor that confirms they are paying the full fee (or stating how much of the fees they are going to pay) and the address to which the invoice should be sent. We will also need you to provide a Purchase Order number.

If you are self-funded: Please follow the instructions and fee-paying links on the online admissions portal.

What documents do I need to upload with my application?

The only compulsory document that needs to be attached to your online application is a transcript (or similar document) showing the highest qualification achieved. If you are still studying for your degree or qualification just add your more recent transcript. You can include other documents if you wish such as a CV, Degree certificates or English Language test results. If you are in the process of acquiring a copy of your transcript whilst completing your application form, you can attach a word document stating this. We will require a copy of your transcript once you have received it.

Do you require references from my referees?

As part of the application process all applicants are asked to provide the names of two referees. However, we do not need to contact your referees as part of this application. **Please do not include your referees' email addresses** when you complete the referee's contact details in the references section of the online application form. If you include the email address by mistake your referees will receive an automated reference request from the University of Reading and you will need to contact them and advise them that they can ignore this request.

What happens after I have submitted my application?

You will receive a confirmation email and, approximately 48 hours later, another email containing details of your Reading ID number. Please make a note of this number as you will need to use it in any correspondence that you have with the university. You will also receive details on how to log into the me@reading applicant portal.

I am having problems submitting my application - who can help?

If you have any problems completing the application or if you have any questions regarding your application or enrolment at the university please do not hesitate to contact the Charlie Waller institute **cwi-admissions@reading.ac.uk** and Admissions team at **pgadmissions@reading.ac.uk**