



Guidance for international students using the Clearing 2025 online form

Step One

Which courses do you want to apply for? You can find more detailed information on all of the courses that we offer at www.ntu.ac.uk.

Many of our courses offer you the option to add a one year work placement to your course, providing the opportunity to gain valuable workplace experience. If you would like to choose this option, please select the **'SW'** (sandwich) course option, otherwise select **'FT'** (full time).

When you've decided which course (or courses) you'd like to apply for, you can proceed to the application form: www.ntu.ac.uk/clearing

Step Two

Before you complete the online application form, prepare to input the following information:

- Your first and last name
- Your date of birth
- Your Gender
- Email address and contact telephone number – please ensure that these are correct, as we may need to contact you to ask for further information
- Your residency status (are you a UK or International student?), the country that you currently live in, and your nationality
- Your UCAS personal ID – don't worry if you don't have one!
- Have you studied in the UK before? If you answer "Yes" to this, we will be in touch with you to request more information about your prior UK study once we've received your application
- Is an [agent](#) supporting you with your application? If you answer "Yes" to this, we will ask you for their contact details and your permission to send them details of your application



Step Three

Finally, we will need details of your qualifications:

- Include details of your most recent qualification by selecting '**Click to add a relevant qualification**'. Provide the qualification title in as much detail as possible, and information on the grades you have achieved, for example:

Qualifications

Any other qualifications (for example, Access, International Baccalaureate, International Qualifications or any not listed in the above drop down list)

Please enter your qualification details as they appear on your transcript.

[Click to add a relevant qualification \(maximum 5\)](#)

Qualification name and subject

Diploma in Business Management, Uni of M

Result

70% overall

Delete

- If you have any GCSEs or IELTS results, please add them in the '**Level 2 results**' section. If you do not hold these qualifications, please leave these sections blank.
- Provide details of your English Language qualification in the '**Any other level 2 qualifications**' section. You can find a list of qualifications that we accept on our requirements page [here](#).
- If you need to add further clarification about your qualifications, or to tell us more information, please add this in the '**Additional comments**' box at the bottom of the page.

Once my application has been submitted, what are the next steps?

Once you have submitted the application, you will be sent a personalised link by email to upload copies of the qualifications you have told us about. Please upload documents demonstrating the qualifications you mentioned in your application via the link – if you are an A-Level or IB student graduating in 2025, you do not need to provide documents at this stage.

Our team aim to review your offer as quickly as possible. You may be contacted via email or phone call to clarify the information that has been provided before we can progress the application. Applicants applying for our creative courses may also be required to provide a creative portfolio demonstrating your work, and for a limited number of other courses, you may be required to join a virtual interview.

If we are able to make you an offer for the course you have applied for, we will require further documentation (such as your passport). Further guidance on accepting your offer to Nottingham Trent University will be provided at this stage of the process.