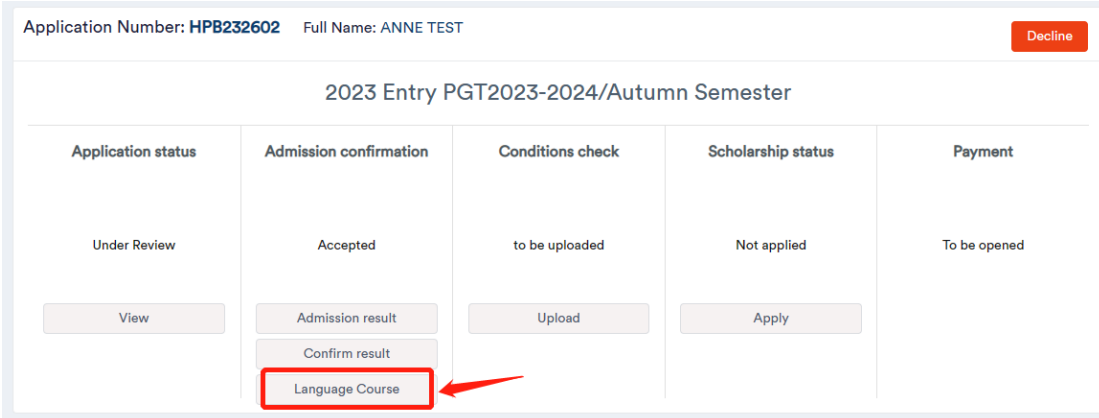


# How to Apply for Pre-sessional Course on the Application Hub

## Step 1 Submit your application

Candidates are given a preliminary screening of their eligibility to apply, (for entry requirement, please refer to our [webpage](#)) then student will receive an email with the subject line 'Apply Now for UNNC Pre-sessional Course 2024' .

After receiving the notification email, you can log into the Application Hub and click the 'Language Course' button in the Application confirmation section.



The screenshot shows the Application Hub interface for a student named ANNE TEST with application number HPB232602. The interface is titled "2023 Entry PGT2023-2024/Autumn Semester" and features a "Decline" button in the top right corner. Below the title, there are five columns representing different stages of the application process: Application status, Admission confirmation, Conditions check, Scholarship status, and Payment. Each column contains a status and a corresponding button. The "Admission confirmation" column is highlighted with a red box, and a red arrow points to the "Language Course" button within it.

Application status	Admission confirmation	Conditions check	Scholarship status	Payment
Under Review	Accepted	to be uploaded	Not applied	To be opened
<button>View</button>	<button>Admission result</button> <button>Confirm result</button> <b><button>Language Course</button></b>	<button>Upload</button>	<button>Apply</button>	

Please read the course description in the pop-up window, choose whether to live in campus and, click the 'Apply Now' button to apply for the course.

After the application has been submitted, you will receive a confirmation email sent by the system.

The application cannot be aborted before the offer is issued.

Pre-sessional Course Reminder

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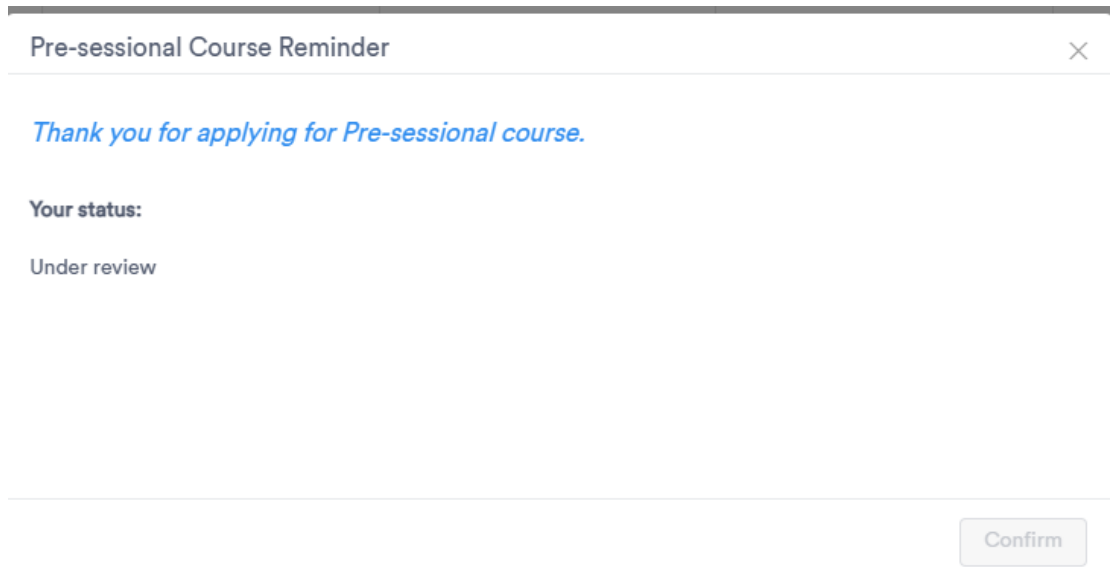
Thank you for applying for the UNNC Pre-sessional course. The Pre-sessional is a full-time intensive 8-week course run in July and August each year. Successful completion of the Pre-sessional programme is recognised by UNNC as meeting the language requirements for postgraduate study. There is NO need for you to retake the IELTS examination before you enroll in your degree programme at The University of Nottingham Ningbo China.

For more information about this course, please refer to the webpage ([link here](#)).

Apply Now

## 2 Check the Pre-sessional application status

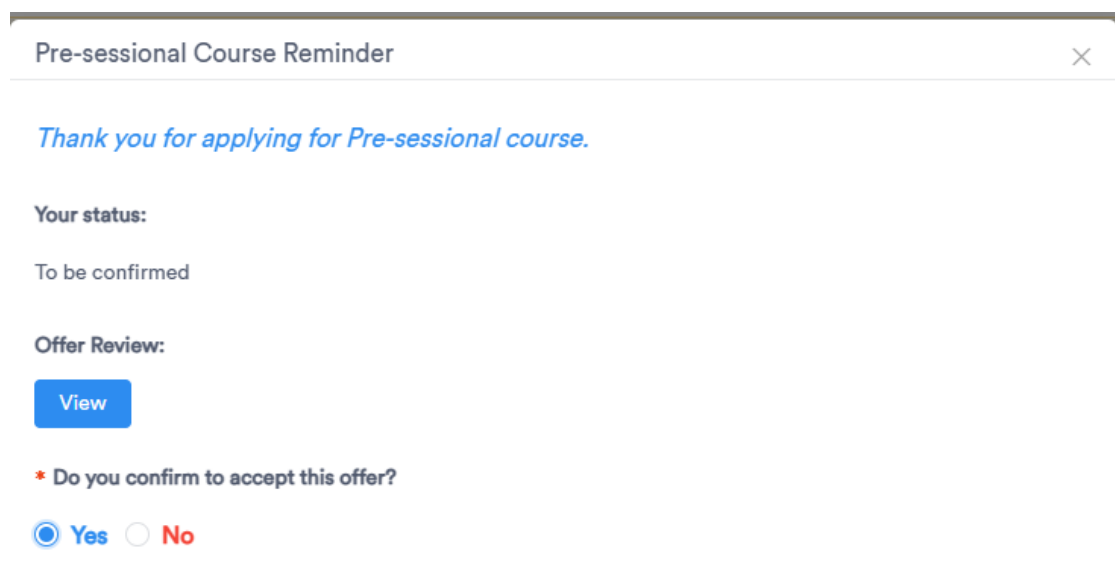
After submitting the application, click the 'Language Course' button, and you will be able to check the application status. Please wait for the application to be reviewed. Please submit your updated documents on Application Hub.



### 3. Confirm your offer

When the application has been approved, you will receive a notification email from the system.

Log in to the Application Hub and click the 'Language Course' button. You will see the content as below:



Click the 'View' button, you can preview and confirm the offer letter and related materials;

Click 'Yes' to accept the offer, or 'No' to decline the offer

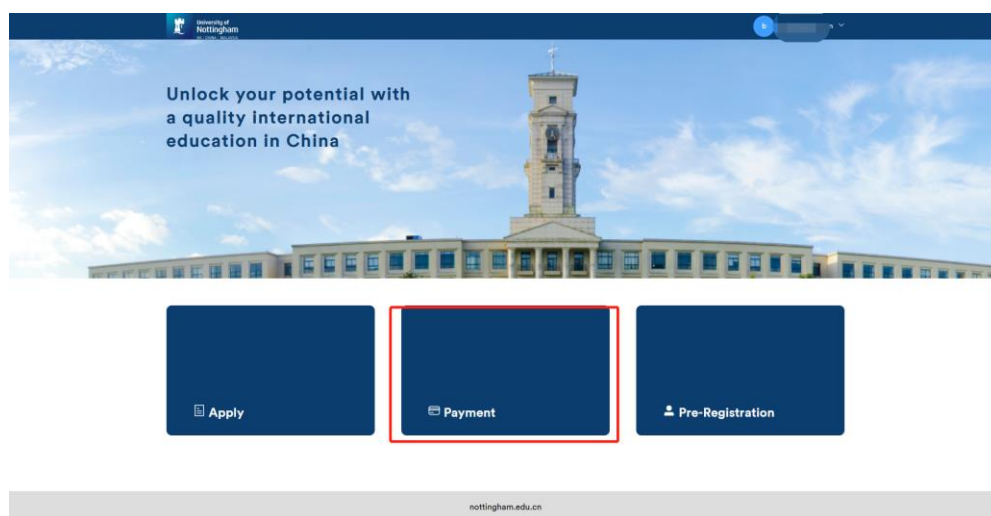
After completing the above operations, click the 'Confirm' button to complete the whole process.

#### **Step 4 Make the payment**

After receiving the notification email, please log in to the Application Hub

(<https://oaas.nottingham.edu.cn/#/home>) Payment module to check the guide and complete the payment according to the instructions. Payment status can be viewed in module, too.

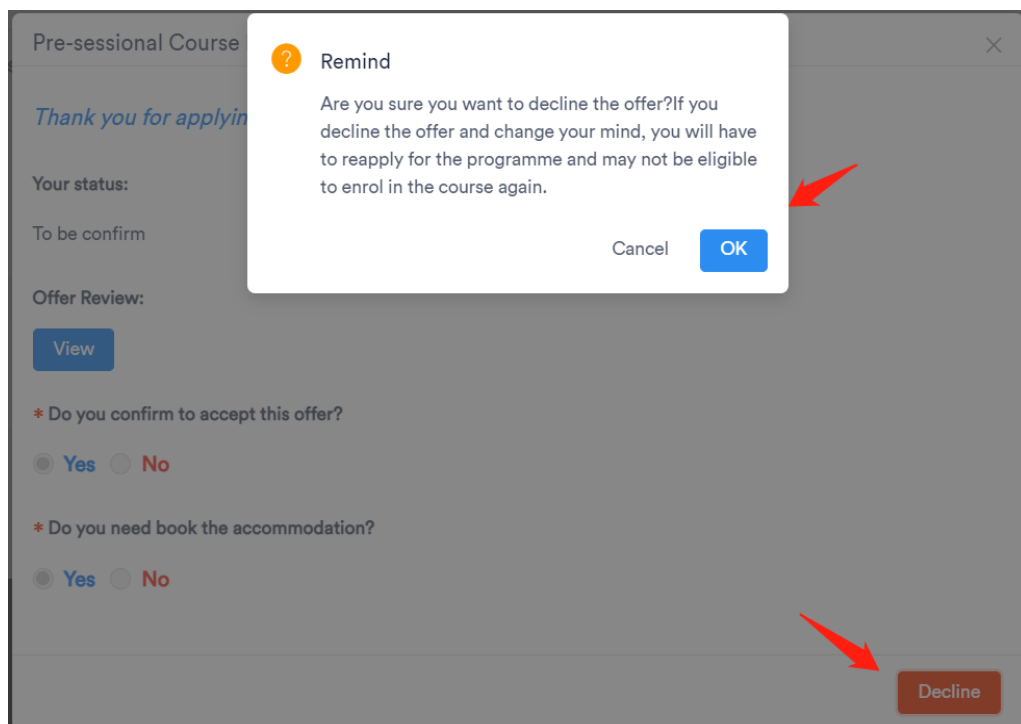
At this point, you will have completed all the operations for enrolling yourself onto Pre-session course.



## 5 Withdraw from the course

After accepting the offer, the pop-up screen will only support browsing and viewing the offer letter.

If you want to withdraw from the course, please click 'Decline' button, and then click 'OK' on the pop-up window to confirm the decision.



## 6. Reapply for the course

Student who have withdrawn from the course may still be able to reapply before the Pre-session application deadline, i.e. June 30, 2024. However, please be notified that those who have withdrawn after June 30 will not be able to re-apply again.

Applicants should click the 'Language Course' button again and start over. Applicants may not be eligible to enroll in the course again.

The screenshot shows a web application interface with a modal dialog box titled "Pre-sessional Course Reminder". The dialog box contains the following text:

Thank you for applying for the UNNC Pre-sessional course. The Pre-sessional is a full-time intensive 8-week course run in July and August each year. Successful completion of the Pre-sessional programme is recognised by UNNC as meeting the language requirements for postgraduate study. There is NO need for you to retake the IELTS examination before you enroll in your degree programme at The University of Nottingham Ningbo China.

For more information about this course, please refer to the webpage ([link here](#)).

At the bottom right of the dialog box is a blue button labeled "Apply Now".

The background interface is dimmed and shows a table with columns for application status. The visible text includes "Passport Number", "Full Name", "Application Number:", "Initial Review", "Return application", "Under review", "Not open yet", "Withdraw", "Admission Confirmation", and "Language Course".