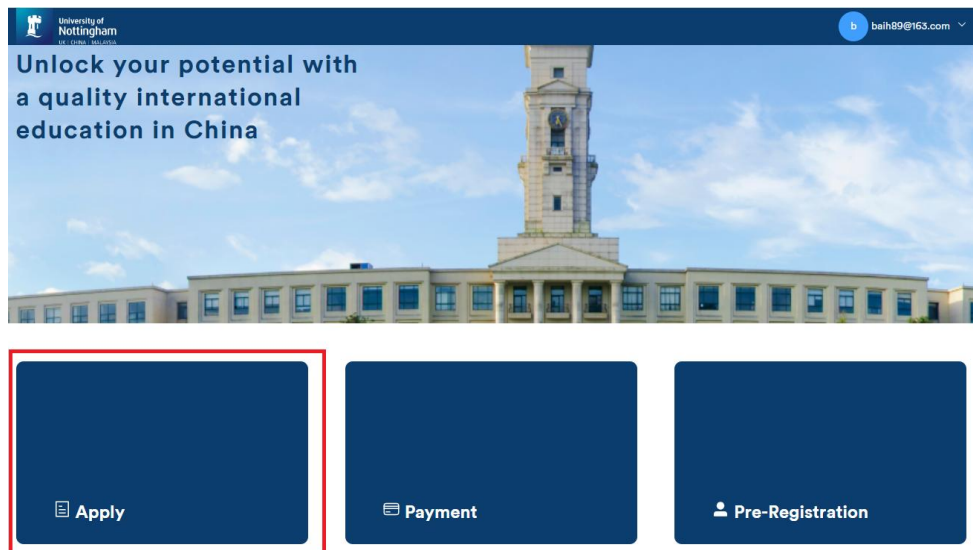


# Pre-sessional Course Registration Operation Guide

## 1. Submit Application

After the university conducts a preliminary review of the student's application qualifications, you will receive a notification email with the subject "Apply Now for UNNC Pre-sessional Course 2026".

Please log in to the Application Hub 'Apply' module, where you will see a 'Language Course' button in the application process column.



Application Number: **HPB232602**    Full Name: ANNE TEST
Decline

2023 Entry PGT2023-2024/Autumn Semester

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

Click the button, read the course introduction in the pop-up window, select your accommodation preference, and click the ‘Apply Now’ button to submit your language course application.

Pre-sessional Course Reminder ×

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](#)).

★ Do you require accommodation on campus during the programme? (An extra fee will be charged for university dormitory use, for more information regarding accommodation arrangement please find it [here](#))

☐ Yes
☐ No

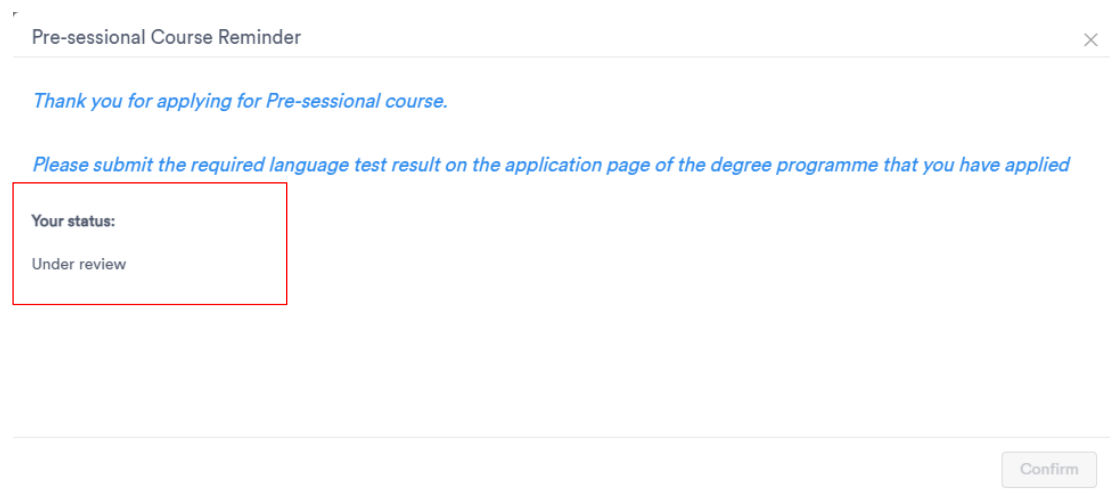
After the application is submitted, you will receive an automated confirmation email from the system.

*Please note: Once the application is submitted, it cannot be canceled. If you need to cancel, please wait until the course acceptance letter is issued and then decline it. For specific operations, please refer to step 5.*

## 2. Wait for Admission Results

After submitting the application, if you click the 'Language Course' button in the Application Hub again, the application status in the pop-up window will change to 'Under review'. This status indicates that the application has been successfully submitted, please wait patiently for the school's review results.

*Please note: To expedite the review process, please upload eligible language result in the application window of the degree programme in a timely manner. If you have already uploaded them, there is no need to upload again.*



Pre-sessional Course Reminder

[Thank you for applying for Pre-sessional course.](#)

[Please submit the required language test result on the application page of the degree programme that you have applied](#)

Your status:  
Under review

Confirm

## 3. Confirm Application Results

When the application review is passed, you will receive a notification email from the system. Log in to the Application Hub and click the 'Language Course' button, where the application status will change from 'Under review' to 'To be confirmed'

Pre-sessional Course Reminder

×

*Thank you for applying for Pre-sessional course.*

*Please submit the required language test result on the application page of the degree programme that you have applied*

Your status:

To be confirmed

Offer Review:

View

\* Do you confirm to accept this offer?

☐ Yes ☐ No

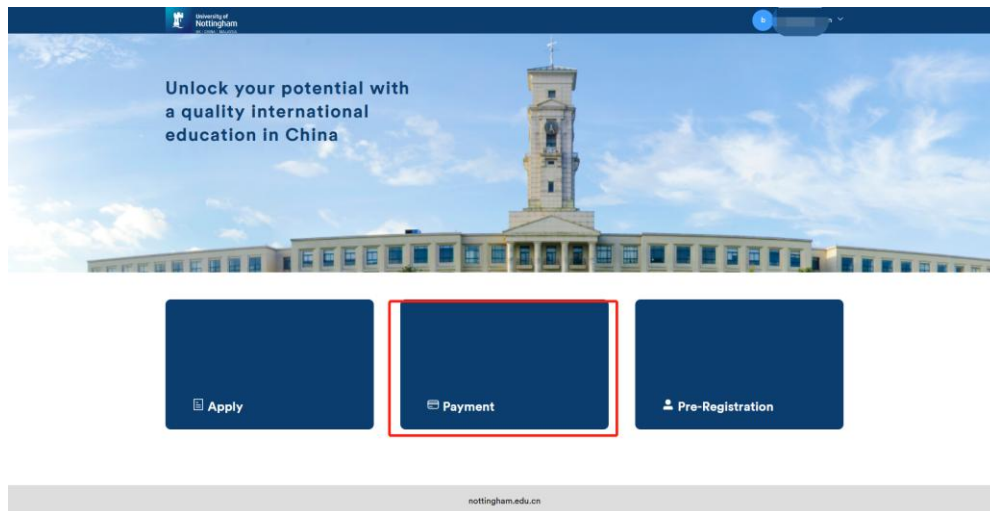
Confirm

Click the "View" button to preview the course admission letter;  
After confirming that the information is correct, click 'Yes' to accept the course offer; or click 'No' to decline the course offer and withdraw the application.

#### 4. Payment

After receiving the payment notification email, log in to the Application Hub homepage (<https://oaas.nottingham.edu.cn/#/home>) and enter the Payment module to complete the payment operation according to the guide.

At this point, you have completed all the operations for the Pre-sessional course admission. The school usually requires 5 working days to confirm your payment, after which you can log in to the system to inquire about the payment results.



*Please note: The 'Payment' section in the application page progress bar (as shown below) displays the payment status for tuition fee of Degree Programme, **NOT** the payment channel and status for the academic English course.*

Application status	Admission confirmation	Conditions check	Scholarship status	Payment	Accommodation building booking
Final-Denial	To be confirmed		Pass	To be paid	To be booked

## 5. Withdraw Application

After accepting the offer, the original 'Confirm' button in the bottom right corner will change to a red "Decline" button.

If a student needs to exit the course, please select 'Yes', choose the reason for withdrawing from the course, and click 'Confirm' to confirm the exit, thus withdrawing the course application or exiting the course.

Close the application

×

Are you sure you want to decline the offer for pre-sessional programme?  
You may not be able to reapply for it after the application deadline on 30th June, 2026.

\* Reason

☐ Yes, I confirm to decline the offer.

☒ No, I wish to keep the offer.

Confirm

## 6. Re-apply

Before the course registration deadline of June 30, 2026, students who have exited the course can apply again. Please refer to the system notifications for the application results.

After the registration deadline of June 30, students who exit the course will not be able to apply again, so please operate with caution.