**Guidance Notes – How to Complete the Online Application Form**

Please follow this guidance if you are applying to study one or more modules from the MSc Data Analytics for Government Programme.

The guidance below is listed according to the headings within the online application form. If you need any advice or support with the application process then please email admissions@cardiff.ac.uk

**Personal Details:**

* There is no need to provide information under the section called ‘Passport Details’ – you can simply skip this section of the form.

**Qualifications:**

* You can apply for entry solely on the basis of your professional experience if you have been working in a relevant role for at least a year. If you are applying for entry solely on the basis of your professional experience then please check the box in this section.
* If you are uploading information about relevant qualifications then please note that it is not necessary to provide a full transcript of the modules you studied.
* If you are unsure as to whether your qualifications are relevant then please contact admissions@cardiff.ac.uk

**Professional Bodies:**

* There is no need to complete this section. Feel free to select ‘No, I am not a member’, followed by ‘Continue’, to bypass this section of the form.

**Personal Statement:**

* Please clearly state the name of the module(s) you would like to study, along with their corresponding module code(s), within the Personal Statement section of the form. See the [module list](https://www.cardiff.ac.uk/study/postgraduate/taught/standalone-modules/data-analytics-for-government)for more information.
* If you are being sponsored by your employer then there is *no* need to provide a personal statement – their authorisation will act as confirmation that you meet the eligibility criteria, however you *must* supply a sponsorship letter with your application.

**Payment/Fees:**

* If your organisation is funding the study of your module(s) then please confirm this by:
	+ Uploading a simple sponsorship letter within the Personal Statement section of the form (by selecting the ‘upload a document’ option). The sponsorship letter should include a name, position/job title and signature of whoever is authorising your sponsorship. It should also clearly state the total amount (£) your employer will pay towards your studies.
	+ Uploading a Purchase Order (PO) document to the Personal Statement section of the form.
* If you are funding the study of your module(s) yourself then there is no need to supply any financial information at this stage of the application process – you will be asked for details when you enrol.