

# Prifysgol Wrecsam Wrexham University

## Application – User Guide.

1. Visit: <https://centurusone.com/apply/1111>
2. This will take you to our Centurus application system.



PRIFYSGOL  
glyndŵr  
UNIVERSITY

### Add New Application to Glyndwr University Step 1 Of 3 - Select A Course

Course Level : \* Postgraduate

Faculty / Area Of Study : \* Business

Course : \* Master of Business Administration

Entry Level : \* Select Entry Level

Main Course Intake : \* Select Intake

3. **Step 1:** Here you will need to select the course you would like study. To select this, work through the drop-down lists.
4. **Step 2:** Add your personal information and complete all mandatory questions. Additionally, you will be asked if you require a student visa, if you choose 'No' you will be required to upload evidence of your right to study in the UK. As part of the application, you will also be asked if you have ever studied in the UK or had a Visa/ATAS refusal, please ensure you choose either 'Yes' or 'No' to these questions, if the answer is yes, you will be required to upload evidence of this refusal.
5. **Step 3:** Upload your supporting documents.

In this section, you'll need to upload any documents that you feel support your application and that will help us make our final decision.

The documents that you will need to upload are:

- A copy of your passport, this means you need to upload the photo page in your passport, the page which shows your address and copies of any previous UK Visa's you may have held that are inside your passport. This includes "Short Term Study VISA's"
- A copy of all previous academic qualifications.
- Provide evidence of English Language proficiency that meets our minimum required standard.

- Provide copies of any previous UK Biometric residence permits and copies of any previous CAS letters you have held.
6. Once this has been completed, you'll then receive an email from Centurus support confirming that your application has been generated but not yet submitted. This email will inform you of your next steps, you'll need to then log back into your application using the details provided by Centurus in a separate email.
  7. After you log in, you will find a list of any outstanding applications you hold. It should look like this:

Ref - click to view	Institution	Course	Campus	Intake	Status	Submit / Update	Note
<a href="#">GU85693</a>	<a href="#">Glyndwr University</a>	Master of Business Administration	Wrexham	23/09/2024	Incomplete Application	<a href="#">Submit / Update</a>	0
<a href="#">GU85671</a>	<a href="#">Glyndwr University</a>	BEng (Hons) Automotive Engineering	Wrexham	23/09/2024	Incomplete Application	<a href="#">Submit / Update</a>	0

Click "Submit/Update". This will then take you back to your original application form where you can now update your educational details.

8. Once updated, click **submit application**. This will then send your application through to our Admissions Team for assessment. The team here at Wrexham will be in contact with should they need any further information, or to inform you of the outcome of your application.



## International Office

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