Managing Your Application via the University of Leeds Online Application Portal

1. When click Complete application your application will be submitted and you will see this screen

   Thank you for applying to the University of Leeds. Your application will be processed and passed to the relevant School for consideration.

   Applications will be considered when all supporting documentation (e.g., transcripts, English Language scores, references, research proposal, etc) have been received.

   You will receive email confirmation of your user name and password and your University of leeds student ID number.

   You will be contacted by email with the outcome of your application.

   You can track the progress of your application by logging into the application system at http://applyonline.leeds.ac.uk

   Queries

   If you have any queries about your application(s) please contact rp_applications@leeds.ac.uk .

2. To check the status or progress of your application, log on to the University of Leeds application portal at https://applyonline.leeds.ac.uk.

3. Log in using your User ID and PIN, both will have been sent to you in your confirmation email.

Admissions Login

Thank you for choosing to apply to the University of Leeds.

You can use this application system to apply for a research post

Please note that if you are wanting to apply for a taught postgrad

You may find it helpful to read our application guidance:

- Research postgraduate guidelines
- Study Abroad guidelines
- International Foundation Year guidelines

Once you begin your application you will have six weeks in whic of a place.

If you are a new user please create an application account.

If you are a returning user, please log in below.

Login ID:	NEIngham
PIN:	••••••

[Login]

HELP   CONTACT US   EXIT

4. When you log in you will be able to see all your applications. Click on the application you want to see the status for.

Application Menu

Click the **New** link to create a new web application. To view all sections of an application, click the link displayed in **Admission Year**. To return to a previous section, click the link displayed in **Last Section**.

To respond to an offer of a place, please select the relevant processed application below and follow the details on the next page.

If you are a non UK national you will need to provide us with your passport/travel documentation number and if applicable your country of birth details. If you have multiple applications you ONLY need to update one for all to be updated.

Applications in Progress

Admission Year	Application Type	Field of Study	Date Created	Last Section Updated
New	Create a new application			

Processed Applications

Admission Year	Level	Degree	School	Subject	Date Created
2025/2026 Academic Year	Research Postgraduate	Provisional PhD	Environment	Earth&Env YES DTN PHP	02 Jan 2025

Send email to Admissions:

To send an email relating to an application, please select the application type from the drop down list: [Please select ▼]

Return to Homepage

5. The application summary page allows you to: -
   a. Add supporting documents
   b. See your student ID
   c. Update your fee or visa status, if this changes
   d. Accept or Reject the offer of a place (if one is made)

Application Summary

This is a summary of the processed admissions application which you selected. To respond to an offer of a place please click one of the 3 buttons below. Resp made.

Please note that **Study Abroad/Exchange/Erasmus** applicants do not have to respond to your offer, this web page is to track your application and access you

Name:	MsKylie Minogue			Status of your application
Decision:	Application received by School			
University Ref.:	201234567	Upload/View Documents		Add supporting documents
Application Data				Your student ID
Admission Year:	2025/2026 Academic Year			
Admission Type:	Research Postgraduate (Direct)			
Level:	Research Postgraduate			Update any changes to your citizenship or immigration status here
School:	Environment			
Degree:	Provisional PhD			
Subject:	Earth&Env YES DTN PHP			
Start Date:				
		Update passport/travel document and country of birth details.		

Show details of this application   See full details of your application
Return to Application Menu