

Applying for the PGCert Higher Education – a step-by-step guide for University of Greenwich applicants

What you need before application:

- [Your 9-digit Banner ID](#)

This guide is for internal University of Greenwich applicants for the [PGCert in Higher Education](#). You must already have a 9-digit Banner ID to start this process.

If you are not yet a University of Greenwich staff member, please **do not begin the application process**.

If you are staff, but do not have your Banner ID, please contact the [IT Service Desk](#).

- [Digital copies of your qualifications and ID documents](#)

You will need to upload a copy of your undergraduate (honours) degree certificate and transcript at 2:2, or above, as this is a programme entry requirement.


You may need to upload a copy of your Passport and Visa depending on your residential status.


During application:

1. Go to the [Application Page](#) and create your Login ID and PIN. Click 'Login'.

Admissions Login - New User

☐ I'm not a robot


reCAPTCHA
[Privacy - Terms](#)

 **Login ID:** Your Login ID can be a combination of letters and numbers up to 9 characters long.

- Your Login ID is case sensitive and must be unique to you.
- If the Login ID already exists you will be prompted to choose again.

PIN: Your PIN must be six numeric characters.

Forgotten details: If you already have an Online Application account with the University of Greenwich but have forgotten your Login ID and / or PIN please contact the [Admission 9000](#)

Your PIN can be up to 6 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will

Create a Login ID:

Create a PIN:

Verify PIN:

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Ensure 'Postgraduate' application type is selected and tick Yes or No for 'Do you hold qualifications that were taken outside of the UK?' as appropriate. **We cannot obtain copies of your qualifications from HR due to Data Protection restrictions**, so please do submit them – they will be kept confidential. If you click 'Yes', you will need to upload copies. The same will apply to your identification documents, when you are asked for them.

Select an Application Type

Online Application Form

To Apply for Admission, first select the Application Type for the programme you wish to apply for from the drop down list displayed below and then click the Continue button.

SPECIAL NOTE FOR INTERNATIONAL APPLICANTS: You must attach copies of transcripts (translated into English) from all studies taken outside the United Kingdom.

If you are currently, or have previously, lived or studied in the UK on any type of Visa, you must also attach copies of all current and previous visas, together with transcripts of any studies undertaken in the UK, including English Language studies.

If you require a Tier 4 (General) student visa to study with us and you do not provide information on previous studies undertaken in the UK, any Tier 4 (General) student visa application may be refused. Your application can only be processed if this information is attached.

Applicants to MPhil or PhD programmes applying for [Postgraduate Research Studentships](#) must include the Studentship reference number in the personal statement section of this application form.

Application Type:

Do you hold qualifications that were taken outside of the UK? ☐ Yes ☒ No

If you do hold qualifications that were taken outside of the UK you will need to upload Transcripts before submitting this application.

[Continue](#)

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2. Enter your first name and family name/last name on the form exactly as it matches your staff ID. If there is an issue with this, please contact the programme team on ltheprog@greenwich.ac.uk

Apply for Admissions

Online Application Form

Enter your first name, last name and any middle names and then click **Fill Out Application**. Throughout your application please ensure that you use a mixture of upper and lower case e.g. Joe Bloggs.

Any items marked with a * indicate a required field; you will not be able to complete a section until all these fields are complete.

Application Type:

Postgraduate

First Name: *

Middle Name:

Last Name: *

Previous Name (first name + middle name + family name)

[Fill Out Application](#)

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3. You will then see a checklist. Fill in the Name, Permanent Address (**preferably your UK address**), Mailing Address and Statistical Information fields with the relevant information.

If you have a non-UK passport but are studying from the UK, you may be contacted by Admissions once your application is received to provide your current passport and all visas/CAS/BRP used to live/study in the UK.

Under 'Statistical Information' it will ask 'Who do you expect to pay your fees?' – select 'Other source of finance' as this will be covered by a fee waiver by the University.

When finished, return to the checklist.

Application Checklist

 Below is a checklist of the sections that make up the Online Application. To view the guidance notes click the **HELP** link in the top right of the page.

Once you have completed a section a tick will appear next to it or you can submit your application to the Admissions Office.

If you wish to complete your application at a later date click **Finish Later**



The diagram shows a checklist of application sections arranged in two columns. A bracket on the left groups the first four items: Name, Permanent Address, Mailing Address, and Statistical Information. Below the checklist are two buttons: 'Application is Complete' and 'Finish Later'.

 Name	 Employment / Supporting Info.
 Permanent Address	 Referee Details
 <u>Mailing Address</u>	 Qualifications
 Statistical Information	 Previous / Current Education
 Programme Information	 Signature

- Click on 'Programme Information' and enter the following:


Under **Month/Year of Entry**: 10 and 2025

Under **Programme of Study**: Higher Education PG Cert.

Under **Mode/Point of Entry**: Distance Learning/Year 1. Please **only select this option**.

Then click 'continue'.

Programme Information (Checklist item 5 of 10)

 Please select the programme you wish to apply for from the list.

When you have finished click **Continue** to go to the next section.

Month/Year of Entry *	Month <input type="text" value="09"/> Year <input type="text" value="2025"/>
Programme of Study *	<input type="text" value="Higher Education PG Cert"/>
Mode/Point of Entry *	<input type="text" value="Distance Learning/Year 1"/>


- Under '**Employment/Supporting info**' enter your employer as the University of Greenwich, even if you have others (we don't need the address!), your dates etc.

6. Under the **Personal Statement** section:

- tell us your department, Faculty and a brief description of your job responsibilities
- write a personal statement explaining why you wish to take the PGCert HE, including whether your application is due to a probation requirement or another contractual agreement
- whether you have a guaranteed minimum of 60 hours teaching in HE (Levels 4-7) during the registration period, with at least 10 hours in the first term (we will request a reference from your line manager or your head of school to confirm this)
- and anything else you'd like us to know.

Please note that applications without a personal statement will not be considered.

Employment / Supporting Info. (Checklist item 6 of 10)

 Please provide details of any relevant work experience.

You should include a personal statement in support of your application. Please refer to the guidance notes for help in completing this section.

When you are finished, click **Continue** to go to the next section.

Name and Address of Employer

Description of Job / Nature of Employment

Full or Part Time?

☒ Full Time ☐ Part Time

Employment Start Date

Day Month Year

Employment End Date

Day Month Year


Personal Statement (max 3950 characters)

Tell us where you work and what you do. Make sure you include information on any contractual agreements at Greenwich and elsewhere (for example, including whether your application is due to a probation requirement or another contractual agreement.)
You will also need to confirm that you have a guaranteed minimum of 60 hours teaching in HE (Levels 4-7) during the registration period, with at least 10 hours in the first term.
Add anything else you'd like us to know. |

3479 characters remaining in your input limit.

7. In the **Referee Details** section, please put the details of your **Line Manager** or another senior staff member such as your **Head of School** who can confirm your employment and teaching hours at Greenwich. We will email your referee for a confirmation of your teaching hours.

Referee Details (Checklist item 7 of 10)

 Please enter the name and address of a referee. If you already have a reference you can paste this into the box at the bottom of the page.

Please refer to the guidance notes relating to references.

When you are finished, click **Continue** to go to the next section.

Name of Referee

E-mail Address

Address Line 1

8. Fill in the remaining sections (Qualifications, Previous/Current Education, Signature) as fully as possible. We don't need your school education, but we do need your highest-level qualification, including the grade, as it is mandatory in order for us to register you as a student. If you have an IELTS qualification please upload this too. If you do not enter qualifications, this will delay your application. If you have a copy of your qualification, please upload this as it will speed up registration later on.

9. Once you are happy click **Application is Complete**.

After application:

Thank you for your application! All University of Greenwich applications will be reviewed by the end of 5th September 2025.

We may ask for a reference ahead of time to speed up the process. If your line management changes, please let us know so that we can update our records.

If you don't hear anything by 15 Sept 2025, please email ltheprog@greenwich.ac.uk and we will get back to you in 48 hours.

Once you receive an offer from the University, you are required to register promptly by following the instructions provided by the University. **Failure to register may result in losing your place on the PGCert HE.** Registration typically takes 3- 5 weeks depending on the document checks.

We look forward to seeing you on the programme!