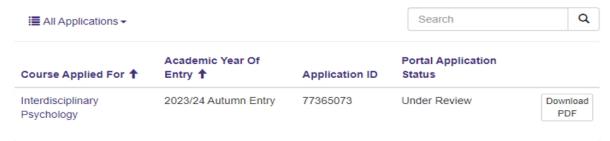
## 1. Click on 'Requests for Further Information'

## **Your Applications**

Create New Application

In this section you will be able to find your applications to study at Leeds Beckett University. You can switch between 'Draft' and 'Submitted' applications by selecting from the drop-down below.

**Please note:** When creating a new application, your progress will only be saved once you have completed the Programme of Study section.



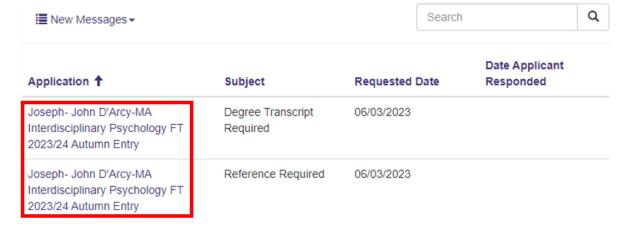
Requests for Further Information ②

2. Click on the Application eg <u>Joseph-John D'Arcy- MA Interdisciplinary</u>
Psychology FT 2023/24 Autumn Entry

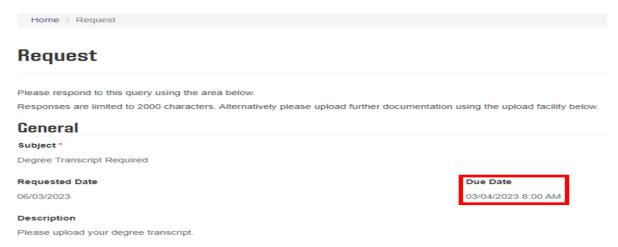
Please note that you are required to follow this step for each individual Request for Further Information on your account

## Requests for Further Information o

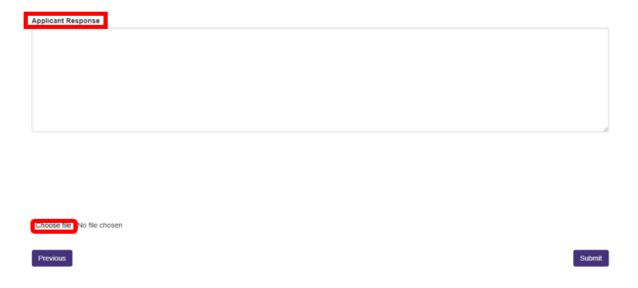
We may need to request further information from you to fully process your application. Any such requests will be listed below.



3. View a description of the information we have requested along with the due date we have given for this information to be provided to us



4. Once you have the evidence required to fulfil our request type in your response in the Applicant Response box and upload the documentation by clicking 'Choose File'. Once you click submit the information will be sent to us to consider



5. We will be in further contact should we require any additional information to assist us in considering your application