

THE E4 DTP APPLICANT PORTAL'S WORKFLOW

A. SELECT THE PROJECT YOU WISH TO APPLY FOR

1. Go to <https://www.geos.ed.ac.uk/phds>
2. Find and open the supervisor-led project you would like to apply for.
3. Click on the "**Apply for this project**" button at the bottom of the proposal.

IMPORTANT If you apply for a student-led project, this will not be advertised online. The E4 DTP team will have sent you the application link when they notified you of the project approval. If not, please contact e4dtp.info@ed.ac.uk.

B. COMPLETE THE IDENTIFICATION STAGE

- **If you are already a student at the University of Edinburgh**, make sure you are logged in with Ease before accessing the application website. The system will recognise you and your details will be automatically recalled.
- **If you are not a student at the University of Edinburgh already**, you will be asked to provide an email address and your name. Then the system will create an application portal and send the url to your email address. Allow a few minutes for this to happen and check your spams. If you have not received an email within the next hour, please contact e4dtp.info@ed.ac.uk and provide your full name and the email address with which you registered.
- **At this stage, if you have already started an application in the past**, do not register again. See step F below and check the email you registered with for a link to access your portal.

IMPORTANT Please only use one email address to create your application and remember which one you used. If you apply from multiple email addresses then the system will create as many applications. If this happens, please email e4dtp.info@ed.ac.uk and request the unnecessary application(s) to be deleted to avoid confusions.

C. UPLOAD YOUR DOCUMENTS

IMPORTANT

- **There are different uploading sections on the application platform.** Some are for compulsory documents and some are for optional documents (see list below)
- **Your documents must be in the pdf format.** Please avoid uploading other file types (including word or images).
- **Each uploading section accepts one file only.** If your documents include several pages, you must merge them into one single pdf file before uploading. Uploading can take a few minutes depending on the file size (recommended size is 2MB).
- **It is your responsibility to upload all the compulsory documents and the relevant optional documents before the application deadline.** Applications which do not include all the necessary documents will NOT be considered. Once the deadline is passed, you will not be able to upload or change documents.
- **Please give a meaningful title to your documents accordingly to their content.** It is also helpful to include your name or initials. E.g., UG_Transcripts_JBond
- **You can change a document which has been uploaded already** by selecting another file to upload. This will replace the document uploaded already.
- **The following documents will not be visible by supervisors and selection panel members:** EDI monitoring form, Widening Participation form, proof of English and proof of Immigration Status.

THE COMPULSORY DOCUMENTS – FOR ALL APPLICANTS

1. THE E4 DTP APPLICATION FORM

The form is available to download on our application webpage: [Application Process | The University of Edinburgh](#). Please duly complete and save the form as pdf before uploading it.

2. YOUR CV

Your CV must not exceed 2 pages and be saved as a single pdf file. More guidance on the CV can be found in our FAQs section: [E4 Recruitment Frequently Asked Questions | The University of Edinburgh](#)

3. YOUR CERTIFICATES AND TRANSCRIPTS OF HIGHER EDUCATION DEGREES OBTAINED TO DATE

- You must include **both the certificate and the transcript** of both your undergraduate and postgraduate degrees (as relevant). If you have more than one UG or PG degree, upload the documents of the most relevant one and list all your degrees and grades on the application form.
- If you are currently studying towards one degree, please provide an **interim transcript** if available.
- If your transcripts are only available to share via a secured link that you can obtain yourself, please **write the instructions (including any password if relevant) and copy the link on a word document**, save as pdf and upload this instead of the transcript.
- If your transcripts are only available to share via a secured link sent by email to someone, please send it to e4dtp.info@ed.ac.uk. We will upload it to your portal on your behalf.
- If no interim transcripts are available or if you have not received your certificate yet, please mention this in the **User Note** box at the bottom of the application platform, explaining why you are not able to provide the document (see step E below).
- Please provide the **English translation** of your certificates and transcripts as relevant.

4. YOUR E4 DTP EQUALITY AND DIVERSITY MONITORING FORM

The form is available to download on our application webpage: [Application Process | The University of Edinburgh](#). Please refer to the instructions at the top of the form. Please save the form as a pdf before uploading it.

THE OPTIONAL DOCUMENTS – DEPENDING ON CIRCUMSTANCES

1. YOUR WIDENING PARTICIPATION FORM

The form is available to download on our application webpage: [Application Process | The University of Edinburgh](#). Please refer to the instructions at the top of the form. Please save the form as a pdf before uploading it.

2. A PROOF OF YOUR ENGLISH PROFICIENCY

Please read our guidance on our [Entry and Eligibility Criteria](#) webpage (bottom of the page) and on our application form (page 2) to find out if you must provide evidence of your English proficiency. If you do, please know that the evidence is not needed at the time of submitting your application and can be provided later on. However, if you have a valid English Language Test which complies with our university PhD entry requirements, you can upload it now.

3. A PROOF OF YOUR IMMIGRATION STATUS

If you require this document in an alternative format, please email e4dtp.info@ed.ac.uk

Please read our guidance on the application form (page 2) to check if you must provide a proof of your immigration status in the UK.

- **For EU applicants with EU pre-settled or EU settled status in the UK**, please provide either a screenshot or your UKVI online profile or upload a document containing your share code (see [View and prove your immigration status: get a share code - GOV.UK \(www.gov.uk\)](#)) and your date of birth for us to double check your immigration status.
- **For non-EU applicants who have obtained UK settlement**, please upload a scan of your BRP card which should show one of the following statuses: Indefinite Leave to Remain (ILR) or Indefinite Leave to Enter (ILE) or No Time Limit.

For more information on fees status and eligibility rules, please see: [Entry and Eligibility Criteria | The University of Edinburgh](#)

We do not require to see any other documents in order to assess your application.

Once you have uploaded your documents, they will appear with their title and you can view them or replace them as necessary and until the deadline.

D. FILL IN YOUR REFEREES' DETAILS

- Complete the requested information for **two** referees:
 - **Title**: Prof, Dr, Mrs, Mr or Ms
 - **Forename** and **Surname**
 - **Email** – this must be a professional email address
- Once you click **SAVE CHANGES** at the bottom of the page, **the system will automatically send an email to your referees using the information provided**. The email will include the reference form and a link through which your referee can upload their reference form once completed.
- **We strongly advise you to send the reference form to both your referees well ahead of the application deadline** so that they can prepare the reference form and have it ready when they receive the link to upload it. The reference form is available to download on our application webpage: [Application Process | The University of Edinburgh](#). You can do this before even completing your online application.

IMPORTANT

- **Make sure the email you type in for your referees is correct** otherwise your referees will never receive the link to upload their reference. If the automatic email bounces back, you will be notified via email.
- **It is your responsibility to chase up your referees so that they submit their reference on time by the application deadline**. You will be able to see if their reference has been submitted when connecting to your application portal but you won't be able to see the reference form itself, this is normal. You can also regenerate the email sent to them automatically from your portal in case this is needed.
- **If you need to change your referee details, delete the details which are no longer needed and add a new referee**. The former referee will not be able to submit a reference form anymore however they won't be notified so please let them know at your end.

E. NOTE FIELD

Please use the **User Note** field at the bottom of your application portal to indicate:

- If you don't have a certificate or transcript available (including interim transcript) and why (e.g., you are currently studying towards that degree or you have not received your certificate yet)

If you require this document in an alternative format, please email e4dtp.info@ed.ac.uk

- If you are missing another compulsory document for a valid reason
- Any questions or messages you have for the admission team

IMPORTANT Make sure you **do not include any confidential information** on yourself or any information that you would rather not disclose to the supervisors or reviewers in the User Note box as they both (supervision team of the project you apply for and shortlisting panel members assessing your application) can see the note box content.

F. SAVE CHANGES

Do not forget to click on the **SAVE CHANGES** button at the bottom of the page. You can go back to your application any time after then and until the application deadline (see step G below).

IMPORTANT All documents that you upload are visible to the E4 admission team and supervisors of the project you apply for. There is no “submit” button for your application because what you upload is what we see and will use to assess your application. You just need to ensure that all documents are uploaded by the deadline.

G. GO BACK TO YOUR APPLICATION ONCE AN APPLICATION PORTAL HAS BEEN CREATED

- Once you have gone through steps A and B, **you will be able to go back to your application any time until the submission deadline is reached.** You can upload new documents and replace the ones uploaded already. You can also change your referees’ details.
- **To go back to your application once it has been started,** connect with the link that has been sent to the email address you provided. For students already registered at the University of Edinburgh, it will be your student email.
- **Please note that you won't be able to access your application after the application deadline is reached.** Any additional documents after then will need to be emailed to e4dtp.info@ed.ac.uk instead. At this stage, we will only accept additional documents after the deadline if you were not able to obtain them before (e.g., transcripts, certificates, English Language tests).

H. AFTER YOUR APPLICATION IS SUBMITTED

The E4 DTP admission team will review your application and will communicate with you via the portal (via the **Administrative Note** field, underneath the User Note box). **You will be notified of any new messages via email directly.** We will confirm that your application is complete at your end or will request any missing document as relevant. You might not hear from us until a few days after the application deadline has passed depending on when you submit your application. Please bear with us until then.

Applications which do not include at least the compulsory documents listed above by the deadline will not be taken into consideration or replied to.

Your application, if complete, will be sent for assessment as soon as possible after the application deadline has passed and we will be back in touch with you by email with the outcome **by 15 February** at the latest. You can read about our selection process and indicative timing [here](#).

Our interviews will be held in person on the 27 and 28 of February 2024 and online on the 29th of February 2024. Online interviews will be reserved to applicants who are not able to travel to Edinburgh.

FAQS AND TROUBLESHOOTING

I have not received the link from the system in order to access my application portal.

- Make sure you have completed step A and B above
- Make sure that you are looking at the correct email inbox. It has to be the same email you provided when registering first on the portal. If you already are a UoE student and you registered to the portal while logged in with Ease, it will be your student email address.
- Check you spams, the email address from which you will receive a link is: e4-dtp-admissions@ed.ac.uk
- If none of the above is helpful, email e4dtp.info@ed.ac.uk giving your full name and the email address you registered with. We will send you the link to your portal directly.

I cannot upload documents.

- You can only upload one document per uploading section.
- The bigger your file is the longer it will take to upload (recommended size is 2MB).
- Please prefer pdf files to word documents or images.
- Check internet connection at your end, refresh the webpage and try again later on.

I want to change a document I uploaded.

- Select and upload the new file. This will automatically replace the document uploaded already.
- If after the deadline, please email e4dtp.info@ed.ac.uk with the new document (see below).
- Note that you cannot just delete a document previously uploaded. You can only remove an existing document by replacing it with a new one.

How can I add/change a new document once the deadline has passed?

- Email e4dtp.info@ed.ac.uk with the document and we will update your application
- Note that at this stage, we will only accept additional documents that were not available before the deadline (e.g., transcripts, certificates, English Language tests).
- We will update your application whenever we receive a new document from you however, be aware that this might be too late for the supervisors or panels to consider them depending on when they are sent during our selection process.

How can I change one of my referees who is no longer able to provide a reference for me?

- You can change the information of your referees on your application portal: delete the referee that is no longer relevant, this will create a space to enter a new one. When you save your changes, the system will send an automatic email to the new referee.
- Be aware that the referee you are removing will no longer be able to upload their reference. Make sure they are aware that you no longer require them to do so.

I no longer wish to submit an application.

Email us at e4dtp.info@ed.ac.uk. We will delete your application portal if no assessment has been made yet by our selection panel (i.e. before the application deadline). If the assessment of your application has started already, we will withdraw your application from our selection process but we will have to retain the documents on our system in accordance with our document retention policy (see our privacy notice on the application portal).

If you did not find the reply to your question or if you still have an unresolved issue with your application, please contact the E4 DTP admission team, at e4dtp.info@ed.ac.uk. We will be back in touch as soon as we can.