



春季外国語研修レスター大学オンラインプログラム 申し込み方法（Online Application）

以下の URL をクリックして、申し込み手続きを完了してください。


https://srs.le.ac.uk/sipr/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app&code1=ULELPS10FN&code2=0004

締切：12/14（月）16:50 まで

- （注意 1）必ず PC から入力してください。（携帯は不可）
- （注意 2）メールアドレスは、関学メールアドレスを記入。（@kwansei.ac.jp）
- （注意 3）保存機能があるため、一旦入力を中断することもできますが、出来るだけ 1 回で全ての入力を完了できるように、十分に時間のある時に取り組んでください。
- （注意 4）期限までに登録しない場合は、プログラム参加が取り消される場合があります。期限は厳守してください。

- You will first see the screen below. **Please click on ‘New User’.**

“New User” をクリック

 UNIVERSITY OF
LEICESTER

Online Application

You are applying for **EAP Teacher Development Programme +1** to start in **July 2019**.
Please log in using your email address and password below. If you have not applied to us using the online application form before please select **New User**.

Log in

Email Address

Password

Log in

New User

Forgotten Password

If you are an agent appointed by the University of Leicester, please click [here](#) to access the Agent Gateway to submit an application.

University Home | University A-Z | Contact the University

- Then complete all of your details. The red star * (asterisk) is a mandatory field - you MUST complete these boxes to be able to progress to the next screen.

記入例に従って、ご自身の情報を入力してください。*は必須です。

Title *

Miss

Forenames

Micki (名)

?

Second Forename

Third Forename

Surname *

Wagner (姓)

?

Date of Birth *

Day

01

Month

Jan

Year

2000

Email Address *

(例) Abc12345@kwansei.ac.jp

?

Confirm Email Address *

(例) Abc12345@kwansei.ac.jp (確認用)

Password *

●●●●●●●●

Minimum of 8 characters and must contain at least one uppercase character, one lowercase character, one number and one special character from ! ? * % () @ # \$ ^ & + - =

Confirm password *

●●●●●●●●

作成したパスワードをもう一度入力

Create User

◀ メールアドレスは、
関学メールアドレスを入力

◀ パスワード作成ルール

- 最低8 文字
- 最低1 文字はアルファベットの大文字と小文字、数字と記号を含んでください。(例：Monday123！)
- すべて記入したら、Create User をクリック

作成したパスワードは必ず控えておきましょう！

Create User をクリック

- Now you will click 'Start Application', and will go through each section clicking 'save and continue' on each section until you have 2 green ticks for each section.

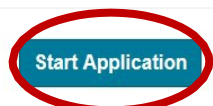
ここから、下記の6つのセクションを入力していきます。

セクションを移動するたびに、必ず 'save and continue' をクリックしてください。

- If at any point you need to leave your application form, click 'SAVE' and then you will receive an email from 'applicationhelp@leicester.ac.uk' who will send you the link to continue your application – this will include your unique reference number for your application too.

途中で中断する必要がある場合は、必ず 'SAVE' をクリックしてください。その後、再ログインに必要なReference Number が送られてきます。

Checklist



Start Application をクリック

Status Details

- ☐ Personal Detail
- ☐ Contact Details
- ☐ Agent
- ☐ Qualifications
- ☐ Passport
- ☐ Submission

注) "Start Application"が表示されていない場合は、"Personal Details"をクリックして入力を開始してください。その後、順番に各セクションを入力していきます。

Print / Preview

Icon Guide



All fields complete

All mandatory fields complete, however additional data which will assist us to process your application quickly is still blank

All mandatory fields are not yet complete

This page has not yet been started

- First is the personal details section, complete all sections that are relevant. DO NOT COPY THE EXAMPLE

まずは、1つ目の Personal Details のセクションです。記入例に従って、ご自身の情報を入力してください。* は必須です。

Personal Details

Title *	Ms	▼
Forename	MICKI (名)	?
Second forename		
Third forename		
Surname *	WAGNER-TSUKAMOTO (姓)	?
Date of birth *		
Day	01	▼
Month	Jan	▼
Year	2008	▼
Known as	MICKI	?
Previous surname		?
Gender *	Male	▼
Country of birth *	出生国	▼ ?
Legal nationality *	国籍	▼ ?
Country of residence *	居住国	▼ ?
Ethnic background *	Other Asian background	▼ ?

↑ 日本国籍で特に指定が無い場合は、上記を選択

- Below the personal details section, you will be asked if you have previously studied at the University of Leicester, please click the drop down box to answer yes or no.
- You will also need to confirm whether you have a disability or any criminal convictions using the drop down boxes shown below.
- You must then click 'save and continue' to get to the next page.

Have you previously studied at the University of Leicester? Please select ▼ ?

以前にレスター大学で学んだことがありますか？

We are asking you to tell us about your personal situation, particularly if you have a disability, long term condition, or specific learning difficulty such as dyslexia. This information is important to ensure that appropriate reasonable adjustments are made so that you reach your fullest potential on your course. It will not affect the department's view of your application, but it will allow us to send you relevant information.

何らかの障害があり、その場合レスター大学からサポートが必要ですか？

Please select from the dropdown list * No disability ▼

* Denotes a mandatory field

Back to checklist Save Save and continue

障害が何もない場合は参考例の通りに記入。
それ以外の場合は矢印をクリックして当てはまるものを選択

Save and Continue をクリック

- Once you have completed the personal details section, there will be a tick on checklist

Personal Detailsのセクションが完了すると、下記の該当箇所にチェックマークが入ります。

Checklist	Personal Details	<input checked="" type="checkbox"/>	Contact Details	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Qualifications	Passport	<input type="checkbox"/>	Submission	<input type="checkbox"/>		

- Next you need to complete your contact details.

次は、Contact Details（連絡先）のセクションです。

記入例に従って、ご自身の情報を入力してください。＊は必須です。

Contact Details

Home Address

Country *	Japan 
Address line 1 *	529 Sky Palace, 1-22-333, Shibamata 番地
Address line 2	Katsushika-ku, Tokyo, 市（町or区）、県
City and Postcode *	100-1010 郵便番号 

If your address is outside of the United Kingdom
please enter your postcode at the end of this field.

[Ask a question](#)

County	
Telephone Number *	0081 03 555 6666

日本の国番号 +81（もしくは0081）を最初に付ける

- Select 'no' when you are asked to add a correspondence address

次の質問は “No” でお答えください。

Correspondence Address

Do you want to add a correspondence address? * No 

* Denotes a mandatory field

[Back to checklist](#)

[Save](#)

[Save and continue](#)

Save and Continue をクリック

- This next section is for agents, so please leave it blank and click ‘save and continue’
 “ Agent ” のセクションは関係ありませんので、空欄のまま次に進んでください。

Agent

If you are an agent applying on behalf of a student or if you have been referred to the University by an agent and you know the details of your agent please find and select your agent using the field below. Just start typing in the field and a list of possible matches will appear for you to choose. This will ensure that your application is linked to the correct agent, and that all email correspondence is sent to the agent email as well as the student's personal email address.

Agent

Save and Continue をクリック

Back to checklist Save **Save and continue**

- The next section is English Language qualifications. Please write the name of your highest qualification and the result you gained in the test as well as the date you completed the test. Then you need to upload a copy of the certificate or a photograph of your certificate by clicking the ‘upload’ button. If you don’t have a qualification then leave this section blank and click ‘save and continue’.
 “ Qualification ” のセクションも、空欄のまま次に進んでください。

Qualifications

English Language Qualification

Qualification

Score

Date completed

Please upload your English language certificate **Upload**

* Denotes a mandatory field

Back to checklist Save **Save and continue**

Save and Continue をクリック

このセクションは、パスポートの情報を入力するページですが、今回は渡航を伴わないため、詳細入力はありません。以下の例に従って入力してください。

Passport

Do you require a visa to study in the UK? *

Yes



? Yes を選択

Please fill out your passport details below. If you are unable to provide these at the current time you will have another opportunity to upload your passport after you submit the form. If you do not provide us with this information we will be unable to issue you with your confirmation of acceptance number and you will be unable to obtain a visa.

Passport number

Date of issue

Day

Month

Year

Date of expiry

Day

Month

Year

Country of issue

Documents

Please upload a scanned copy of the photo page of your passport

Upload

何もアップデートする必要はありません。

* Denotes a mandatory field

Back to
checklist

Save

Save and
continue

Save and Continue をクリック

- The next section is marketing data, just select an option from the drop down menu to say how you heard about the course. If you are not sure, just select 'other'.

次は、Marketing Dataです。どのようにこのプログラムを知ったのか、選択肢から選んでください。

Marketing Data

How did you find out about the course? *

Please select



- Then you have the declaration, you MUST tick the box that says you agree to the University's privacy policy in how your data is used in order to apply.

次は宣誓です。下記の四角の中に同意する場合には、赤で囲った部分にチェックをいれ、Submit (送信) をクリック。これで全て終了です！

Your Uploaded Evidence

You have not uploaded any evidence

All applicants should note that the University reserves the right to make without notice changes in regulations, courses, fees etc at any time before

- レスター大学はやむをえず、参加者の許可なくプログラムの条件、費用等を変更をする可能性があります。
- コースに参加する条件を満たしていなかった場合には参加取り消しをすることもあります。
- ここに記載した情報の全てに間違いはありません。
- レスター大学はこの記載された情報を申し込みのあったコースに参加する為にのみ使用し、第三者に譲渡することはありません。

Policy.

Data Protection Statement

By ticking this box you are agreeing to the University using your data in line with our privacy policy. Our privacy policy details the data we collect from you and how we will use it, to read our policy please visit our [website](#).

Finally

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

I have read, understood and agree to the above statement *




Submit

* Denotes a mandatory field

- After pressing submit, you will see this confirmation screen below. **MAKE SURE YOU WRITE DOWN YOUR REFERENCE NUMBER.**

“Submit” が完了すると、以下の画面が現れます。あなたの Reference Number を控えておきましょう。


Online Application

Confirmation

Thank you for submitting your application for the _____ course, starting _____ at the University of Leicester. Your application has been received by the University and we will contact you by email shortly to confirm your University of Leicester Student Number.

If, as part of your online application, you have already uploaded electronic copies of your degree certificate and transcript any relevant professional qualification certificates and proof of your English language competency, these will be considered when your application is assessed.

If you were unable to upload all of your documents before submitting your application you will shortly hear from us with instructions on how to provide further documents.

In the meantime if you have any queries please do not hesitate to contact us on elp@le.ac.uk. Don't forget to tell us your full name, the course you have applied for and your reference number (0358387).

To print or preview the application you have made, please click the button below.

**Print / Preview
Application**

University Home
|
University A-Z
|
Contact the University

- You will also receive a confirmation email to your personal email address that you listed at the start of the application, which will look similar to this below.

“Submit” が完了すると、下記のようなメールが、最初に登録した関学メールに送られてきます。

University of Leicester Online Application - Automated Acknowledgement
🖨️ 📅 📧 📧

 **elp** (elp@leicester.ac.uk)

To: you [Details](#) ▼

University of Leicester logo

Tue, 27 Nov 2018 13:31

University Admissions Team
Admissions Office
University of Leicester

Dear Mick's Wagner Ref: 0358387 Thank you for submitting your application for the ELP English and British Culture Programme course, starting on 11/Feb/2019, at the University of Leicester. Your application has been received by the University and we will contact you by email shortly to confirm your University of Leicester student number and if you have further documents you would like to upload to your application, details of how you can do this will be sent to you in the same email. Please note that as you have submitted your application you will be able to log back into your application to review or print a copy of the information you have given us, however you will not be able to make any changes. We may not be able to assess your application until the required documents have been received. If we do not receive any communication from you within six weeks of the receipt of your online form, your application will be withdrawn. Best wishes.