

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.

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.

[HELP](#) [CONTACT US](#) [EXIT](#)

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
2026/2027 Academic Year	Research Postgraduate	Provisional PhD	Environment	Earth & Env NERC UNRISK CDT	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:

[Return to Homepage](#)

5. The application summary page allows you to: -
- Add supporting documents
 - See your student ID
 - Update your fee or visa status, if this changes
 - 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. 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

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:	2026/2027 Academic Year		
Admission Type:	Research Postgraduate (Direct)		
Level:	Research Postgraduate		
School:	Environment		
Degree:	Provisional PhD		
Subject:	NERC UNRISK CDT		
Start Date:			
		Update passport/travel document and country of birth details.	

[Show details of this application](#) See full details of your application

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