



DIGITAL HEALTH LEADERSHIP

PG: DIPLOMA

Admissions Cycle

DIGITAL HEALTH LEADERSHIP | STUDY | IMPERIAL COLLEGE LONDON





WELCOME

This manual has been designed to make your application to Imperial College's Digital Health Leadership programme easier. We will go over each step of the application process in detail, from creating an online application account all the way to submitting documents and accepting an offer.

We hope you find this information helpful and we very much look forward to having you join the Imperial College student body via the flagship programme of the [NHS Digital Academy](#), commissioned by NHS England.

My Imperial

Search

Welcome, Cecile!

Home

Admin

Admissions

Study



Applications

Submit and follow up with your application(s)



References

View status of reference requests

APPLICATION CYCLE

01 Creating a My Imperial Account

- Online registration

02 Completing an application

- Choosing your programme
- Personal Information
- Visa/ Immigration
- Education/ Work experience
- References
- Supporting documents

03 Accepting an offer & Enrolling

- Monitoring email
- Accept conditional offer by correct deadline (28 days max)
- Meeting conditions (submit correct documents)
- Accept unconditional offer
- Enrol 30 days before start of programme

BEFORE YOU APPLY

We recommend that you have the following organised and ready to submit

- **Records of previous, formal qualifications**, including certificates, transcripts, degrees and degree equivalents - confirming the title of your awarded qualification and the date it was received
- Documentation that proves a change of name if this is different to what is listed on your degree document.
- **Contact information for two recent and relevant referees**, either academic or professional
- The College requires proof of English language qualification. Please check your required qualification [here](#).
- **If you are registered on a course at another institution and that course overlaps with the DHL course, you must deregister from your course before you will be permitted to enrol on DHL!**



My Imperial

Student

Applicant

Staff

Welcome to My Imperial

and research postgraduate courses, short courses and visiting pla

If you are a student you can sign in with your college email to start your appl

and register using your personal email.

Personal email sign in or register

Imperial College London sign in

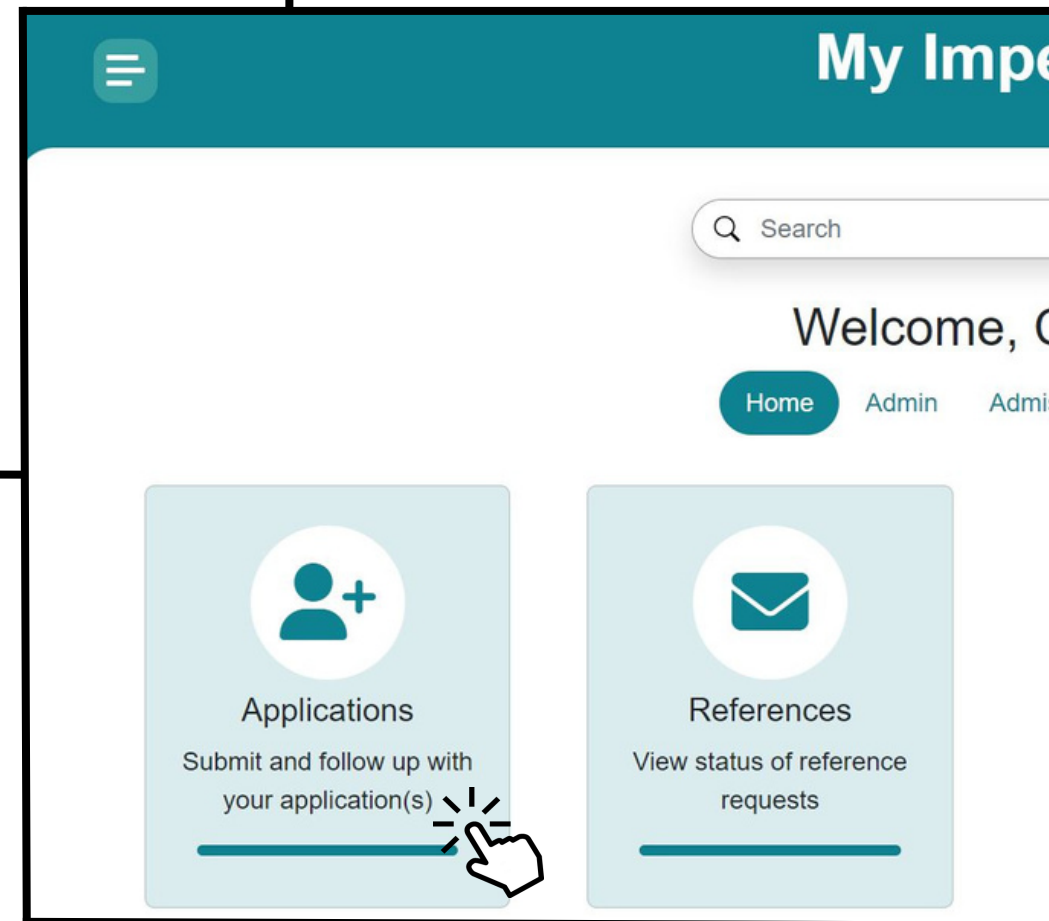
CREATING A MY IMPERIAL ACCOUNT

1- My Imperial

- Click: Personal email sign in or register
- Use an email you check regularly

2- Start an application

- Click on Applications



< My Imperial

Make a new application

[Application ID](#) [Application status](#) [Programme](#)

There are no records to display.

2- Programme selection

- Type: Digital Health Leadership (PGDip 1YPT)
- Click select

FINDING
YOUR PROGRAMME

1- Start an application

- Click on “Make a new application”

☰

Programme selection

< My Applications

Please type the programme you wish to apply for in the look up box and press enter to show open courses matching your search results. Please then press select on the programme you wish to apply for. Where programmes have multiple study modes, academic terms or delivery modes to choose from, please choose these before pressing select. If you are a Postgraduate Research applicant or Visiting applicant, it is important that you select the correct entry term that your proposed start date falls within. Please refer to the [College Term Dates](#) on our website before selecting your entry term. **Please note that start dates between July and the end of August are considered to be the Late Summer Term and start dates between September and the end of December are the Autumn Term.**

Digital Health Leadership (PGDip 1YPT)

Q

Show

10

 entries

Programme title	Academic level	Study mode	Academic term	Delivery mode	
Digital Health Leadership (PGDip 1YPT)	PG Taught Degree	Part time	Autumn 2024-2025	On-campus	Select

CONFIRMING PROGRAMME

Imperial College
London



New applica

[< My Applications](#)

Programme confirmation

Programme *
Digital Health Leadership (PGDip 1YPT)

Academic level *
PG Taught Degree

Study mode *
Part time

Academic term *
Autumn 2024-2025

Please press next to confirm this is the programme you want to apply to? Please press back to select a different programme.

Next

Back

Proposed studies

New Section

Programme *
Digital Health Leadership (PGDip 1YPT)

Entry term *
Autumn 2024-2025

Study mode *
Part time

Second choice programme *
If you'd like to add a second choice to your application, please select from the options below:

No second choice

Next page

COMPLETING YOUR APPLICATION



Personal Info

Contact details
Address
Nationality
Residency
Visas and Immigration
Disabilities



Professional Experience



Funding your studies

Scholarship details
[cf. page 10](#)



Qualifications

Higher Education
Secondary Education
English Language Ability
Additional Qualifications
[cf. page 11-12](#)

COMPLETING YOUR APPLICATION



References

List 2 references
[cf. page 13](#)



Marketing Information



Supporting documents

Personal Statement
CV
Transcripts
[cf. page 14](#)



Submission

FINANCIAL SUPPORT

We recommend selecting the “**Scholarship**”. For name of scholarship, write “**Digital Health Leadership Funding**”; select **Non Imperial** and Award amount: Full



1. Proposed studies
2. Personal information
3. Contact details
4. Address
5. Nationality
6. Residency
7. Visas and immigration
8. Disabilities
9. Professional experience
10. Funding your studies
11. Qualifications
12. References
13. Marketing Information
14. Supporting Documents
15. Declaration and submission

Funding your studies

How are you intending to fund your studies?

Please only select 'Scholarship' if you have already applied for a scholarship

Scholarship

Name of scholarship *

Digital Health Leadership Funding

Scholarship *

Non-Imperial

Award amount *

Full

Fees/maintenance/both *

Fees

Award status

If you select 'Confirmed' you will need to provide evidence of your awarded scholarship. If you do not have evidence, or your award will only be confirmed if you receive an offer of a place at Imperial, please select 'Unconfirmed'.

Confirmed

What percentage of the fee will be covered by your sponsorship/scholarship?

Please enter the percentage as a whole number.

100

Financial support

QUALIFICATIONS

HIGHER/SECONDARY EDUCATION

< My Applications

1. Proposed studies
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5. Nationality
6. Residency
7. Visas and immigration
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Qualifications

Higher education experience

Add qualification

<u>Institution</u>	<u>Qualification type</u>	<u>Subject</u>	<u>Grade **</u>	<u>Status of result</u>	<u>Award date</u> ↓	
Imperial College London	BA Degree from UK Institution	Medicine and Medical Biosciences	2.1	Awarded	27-Aug-2023	⌵

Are you currently completing the final year of your degree?

☒ No ☐ Yes

Secondary/high school education

Add qualification

<u>Institution</u>	<u>Qualification type</u>	<u>Subject</u>	<u>Grade **</u>	<u>Status of result</u>	<u>Award date</u> ↓	
	GCE A Level	Maths (Pearson International)				⌵

In this section, you are asked to provide information about previous **Higher/Secondary Education qualifications**.

If you haven't a formal Higher Education qualification listed - please leave this section blank and complete the Secondary Education section below this. Once your application is submitted, you will be asked to provide evidence of your Academic Qualifications (transcript).

If your name has changed since your academic award, you will be asked to provide documentation for this, for example, a marriage certificate.



ENGLISH LANGUAGE ABILITY

For admission to this course, you must achieve the **standard College requirement** in the appropriate English language qualification.

Are you exempt?

You do not need to prove your knowledge of English if you've completed a qualification equivalent to a UK degree in one of the following countries:

- Australia
- Canada
- Guyana
- Ireland
- Malta
- New Zealand
- South Africa
- United Kingdom
- United States of America
- West Indies

If this applies to you then pick: **I think I am exempt** to the question ***Do you have an English qualification?***

If you are unsure about what applies to you:

Visit: [English language requirement](#) | [Study](#) | [Imperial College London](#)

English language ability

What is your level of fluency in English? *

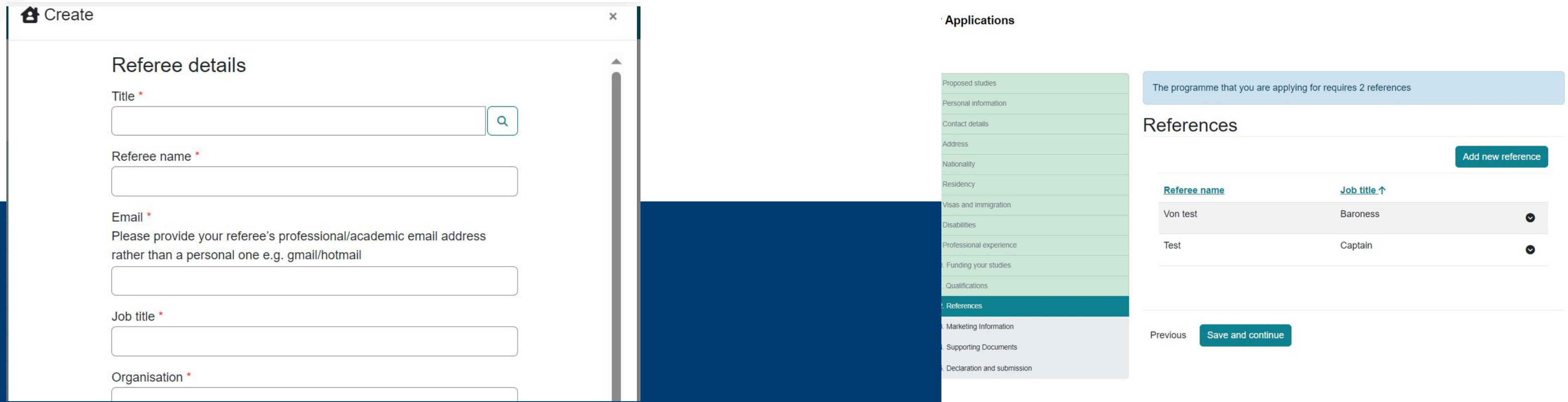
Fluent

Please use this section to detail your most recent or relevant English language qualification. For information on the English Language qualifications accepted by Imperial College, or to check if you are exempt from this requirement, please refer to [English language requirements](#). If you are applying for an Intercollegiate BSc programme and have studied or are currently studying at degree level in the UK, you can also choose the 'I think I am exempt' option below.

Do you have an English qualification? *

I think I'm exempt

REFERENCE REQUESTS



The image shows two overlapping screenshots from an application portal. The 'Create' modal on the left is for adding a referee, with fields for Title, Referee name, Email (with a note to use professional/academic email), Job title, and Organisation. The 'Applications' page on the right shows a sidebar with various application sections, and a main area with a message about needing 2 references, a table of existing references, and a 'Save and continue' button.

Create

Referee details

Title *

Referee name *

Email *

Please provide your referee's professional/academic email address rather than a personal one e.g. gmail/hotmail

Job title *

Organisation *

Applications

Proposed studies

Personal information

Contact details

Address

Nationality

Residency

Visas and immigration

Disabilities

Professional experience

Funding your studies

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References

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Declaration and submission

The programme that you are applying for requires 2 references

References

Add new reference

Referee name	Job title ↑	
Von test	Baroness	✓
Test	Captain	✓

Previous Save and continue

2 References needed (Senior Sponsor or Senior Colleague)
Let Referees know to expect an email and **check their spam folder**
In case of tech issues: References can contact medicine.pg.admissions@ic.ac.uk

SUPPORTING DOCUMENTS

Personal Statement

- Use your NHS England Application Form

CV

- NHS England application form is satisfactory

Transcript

- Must show: full name, name of the awarding institution, date awarded, and award received
- If your name has changed, you will be asked to provide documentation (ex: marriage certificate)
- **Contact us** to discuss a placeholder document if you are unable to locate your transcript at this stage. You will be asked to submit a more formal, verified transcript once you receive a conditional offer

< My Applications

- | |
|--------------------------------|
| 1. Proposed studies |
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| 3. Contact details |
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Personal Statement

CV

Transcripts

Previous

Save and continue

WHAT COMES NEXT?

- Email confirmation + CID Number
- Track your Application through My Imperial
- Central Admission checks documents + initial assessment
- Application sent to academic department for review
- Decision communicated through My Imperial and email -
Accept offer as quickly as possible (28 days to accept)
- Fulfil your offer conditions (usually):
 - Previous academic records, degrees or transcripts
 - Proof of English Language ability (if required)



PREVIOUS ACADEMIC RECORD

- This is different from the transcript you were asked to provide as supporting document during the initial application phase.
- This is a crucial phase where Imperial College can officially verify your academic records and confirm you have met that condition.
- **For those with qualifications where your university has a secure digital e-transcript verification service or HEAR, you should use this method. Otherwise you should verify your degree award using the online Qualification Check service. Details will be provided in your offer.**
- Engage with this stage promptly, or you will experience delays accessing the materials and communications from the department.
You WILL NOT receive an unconditional offer and be allowed to enrol without completing this step.



ENROLLING ON THE COURSE

- **Unconditional offer:** once you fulfill offer conditions
- **Late July:** Receive request to enrol on the programme
- Online registration opens **30 days** before start of class



KEY CONTACTS

PG Digital Health Team

pgdigitalhealth@ic.ac.uk

- College application process or the programme
- Exploring accessibility and adjustment options

PG Admissions: Imperial Faculty of Medicine

medicine.pg.admissions@imperial.ac.uk

- Application portal, required documents and references

ICT Team

service.desk@imperial.ac.uk | +44 (0)2075949000

- Setting up and accessing your Imperial credentials

