

Guidance notes for completing Compact on-line registration form

1. Click on 'New User' button
2. Complete all fields on next page. ***Please note you will need to create a user name and password, however you can not log back in if you leave the form at any point, the form must be completed in one go.***
3. Next a summary page will be displayed with bullet points asking students to have certain documents to hand. ***Please note Compact students can ignore this page and should click the 'proceed' button to go through to the Compact registration form.***
4. The Compact registration form will now be displayed and can be completed. Please ensure that you fill-in all the essential fields which are marked with an *
5. At the end of the form there is Confirmation Section. For those who are under-18 there is a 'Statement of Consent' form for parents/guardians to complete, the link is at the top of the Confirmation Section. Please print the form off and have your parents/guardians to complete and post back to Laura Meadowcroft, Education Liaison Officer, who administers the Compact Scheme.
6. Finally please ensure **you** select 'I agree' to the statement of consent for students.
7. Once all essential fields are complete please click on the 'Submit Application' button.
8. Once you have submitted your form you will receive a confirmation email to confirm that we have received your form. This email will be sent from the Admissions email address – please do not respond to this email. If you wish to contact the Education Liaison team please email compact@bradford.ac.uk.
9. Once we have processed your form you will receive another email welcoming you onto the Compact Scheme and it will have further information regarding our programme of events and how to book places.