

# Application Form

Solely for applications not handled by the Universities and College Admissions Service (UCAS) or other clearing houses.

**Please read the accompanying Notes for Guidance before completing this form.**

## Part A

Application Ref No:

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### 1. Personal details

Title   
Mr/Ms/Miss/Mrs etc

### Surname/Family Name

(Block Capitals)

### First Name(s)

### Previous surname, if changed

### Correspondence address

Postcode

Telephone No  
(including STD code)

Daytime

Evening  
(if different)

Fax No

Email address

### Home address (if different)

Postcode

Telephone No  
(including STD code)

Daytime

Evening  
(if different)

Fax No

Email address

Sex: Male (M)  
Female (F)

Date of Birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your age on 31 December  
in year of entry

Years

Months

### 2. Disability/special needs

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment. (See Notes for guidance).

Please provide full details in Section 10.

### 3. Fee status

Country of birth

Nationality

Country of domicile or area of permanent residence

Applicants not born in the European Union please state:

Date of first entry to the EU

Date of most recent entry to the EU

Date from which you have been granted permanent residence in the EU

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Payment of fees

Who is expected to pay your fees? (eg Research Council, Student Loan Company, yourself, family member, employer, other)

If an LEA, which one?

Have you previously received an educational award from UK public funds?

YES/NO

If so, please provide details:

Funding body	Course	Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4. Details of course(s) to which you wish to apply

Month and year in which you wish to start

Course Title and Subject Choices

Mode of study:  
full-time/sandwich/  
part-time/other  
Please specify

Year and Month  
of entry

Stage  
ie  
Year 1  
Year 2

Please indicate how you heard of these courses

Application Ref No:

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**5. Monitoring Statistics**

Ethnic origin (This information WILL NOT be made available to Admissions Tutors for selection purposes)

Complete this section only if you have shown in Section 3 of the form that your area of permanent residence is in the UK. Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write its code in the boxes.



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<b>White:</b>		<b>Asian or Asian British:</b>	
British	11	Indian	31
Irish	12	Pakistani	32
Other white background	19	Bangladeshi	33
		Chinese	34
		Other Asian Background	39
<b>Black or Black British:</b>		<b>Mixed:</b>	
Caribbean	21	White & Black Caribbean	41
African	22	White & Black African	42
Other black background	29	White & Asian	43
		Other mixed background	49
Other ethnic background	80		





**Open Reference**

Name of Referee \_\_\_\_\_

Post/occupation/relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.  
(including STD)

Fax No.  
(including STD)

This form may be photocopied: please type with a good black ribbon or write in black ink within the frame. Typing is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

**Name of applicant** (*block capitals or type*) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# University Application Form: notes for guidance

## General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the courses(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Comparative course details are also provided in the University and College Entrance official guide.

## Exclusions

You should **not** normally use this form when applying for entry to courses leading to the following qualifications:

**FIRST DEGREE, Dip HE AND HND (Full-time and Sandwich) APPLICATIONS are made through UCAS: UCAS, ROSEHILL, NEW BARN LANE, CHELTENHAM, GLOUCESTERSHIRE, GL52 3LZ.**

Postgraduate Certificate in Education – applications are made through the Graduate Teacher Training Registry (GTTR): GTTR, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ.

Nursing Diploma – applications are made through NMAS: NMAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ.

Further details on applying to the above national clearing houses can be found in the university and college prospectuses.

## Mature applicants

The institution welcomes mature students including those who do not have conventional qualifications for admissions to higher education. Full account is taken of relevant experience and other educational achievements. Some institutions have special arrangements for mature student applications and you should ensure that you read the prospectus of each before applying for any course.

## The Data Protection Act

The information which you give on your application form will be used for the following purposes only:

- To enable your application for entry to be considered.
- To enable the institution to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person is published.
- To enable the institution to create and maintain your student record.

## Despatch arrangements

Many courses may have a deadline by which applications should be received. Please consult course literature. If you apply in good time before the deadline, please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that the institution receives your application complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to use a separate part C (which may be obtained from the institution to which you wish to apply). You should send this to your referee and request that s/he forward the completed section direct to the institution concerned. At the same time, send part A completed to the institution.

Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript.

## PART A

### Section 1

#### Personal details

Complete this section in BLOCK CAPITALS.

Previous name. If you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address. Enter the address to which you expect all correspondence to be sent.

### Section 2

#### Disability/special needs

Please enter in the box the code from the list of statements below which is the most appropriate to you. Describe your condition in Section 12 and where it is not obvious, ie with unseen disabilities, indicate whether you have special needs.

#### Disabilities/support required:

- None.
- You have a specific learning difficulty (for example, dyslexia).
- You are blind or partially sighted.
- You are deaf or hard of hearing.
- You use a wheelchair or have mobility difficulties.
- You have Autistic Spectrum Disorder or Asperger Syndrome.
- You have mental health difficulties.
- You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
- You have two or more of the above.
- You have a disability, special need or medical condition that is not listed above.

### Section 3

#### Fee status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the district (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you live as the area of permanent residence. Please give details of whom you expect to pay your fees for the proposed course. If known please indicate this.

### Section 4

#### Details of course(s) to which you wish to apply

If you are applying for more than one course please list the courses in the order of preference you would like them to be considered.

### Section 5

#### Tear-off slip – monitoring statistics

State your ethnic origin using the codes provided. This sections should be completed only by applicants whose area of permanent residence (see section 3 of the applications form) is in the UK. This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (eg application and admissions rates).

## Section 6

### Work experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in section 10.

## Section 7

### Last two educational establishments attended

Please include full details of the last two educational establishments you have attended, giving the dates of attendance.

## Section 8 and 9

### Academic qualifications

Enter the exact subject name used by the examining board.

Use the abbreviations for the examining bodies listed below:

#### Current boards

AQA Assessment and Qualifications Alliance

E Edexcel

NICCEA Northern Ireland Council for Curriculum, Examinations and Assessment

OCR Oxford, Cambridge and RSA

WJEC Welsh, Joint Education Committee

#### The following organisations are (or have been) UK exam boards and awarding bodies

AEB Associated Examining Board

BTEC Business and Technology Education Council (part of Edexcel from 1996)

CIE Cambridge International Examinations

C&G City and Guilds

IBO International Baccalaureate Organisation

LEAG London and East Anglian Group

MEG Midland Examining Group

NEAB Northern Examinations and Assessment Board (use JMB (Joint Matriculation Board for exams you took in summer 1992 or earlier)

OCEAC Oxford and Cambridge Examination and Assessment Council

OCSEB Oxford and Cambridge Schools Examination Board

RSAEB RSA Examinations Board

SCOTVEC Scottish Vocational Education Council (for qualifications you achieved before 1 April 1997)

SEB Southern Examining Group

SUJB Southern Universities Joint Board for School Examinations

UCLES University of Cambridge Local Examinations Syndicate

ULEAC University of London Examinations and Assessment Council (from 1996, a division of Edexcel Foundation)

UODLE University of Oxford Delegacy of Local Examinations

The names of the other examining bodies should be written in full.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School or Higher School Certificates, Apolytirion of Lykeio, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC or SCOTVEC Award should attach a transcript of their qualifications, giving details of the title and all units, modules and components.

Please give full details of course title and units/modules/components involved in any BTEC or SCOTVEC course you are currently taking on an attached sheet.

## Section 10

### Further information

Please indicate why you are applying to this particular course. This should include: your motivation for wanting to take this particular course and what it is you expect to gain from the course; how the course relates (if at all) to your previous education; what you hope to achieve in terms of career development by taking the course; what has influenced you to pursue this qualification; what you consider to be your key academic strengths and weaknesses; and a description of your ability to work independently and with others.

## Section 11

### Criminal convictions

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions you have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph). If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. We will send you the appropriate documents to fill in.

#### Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must tick the box if any of the following statements apply to you.

- I have a criminal conviction.
- I have a spent criminal conviction.
- I have a caution (including a verbal caution).
- I have a bindover order.
- I am serving a prison sentence for a criminal conviction.

If statement e applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

#### For other courses

For these courses, you must tick the box if either of the following statements apply to you.

- I have a relevant criminal conviction that is not spent
- I am serving a prison sentence for a relevant criminal conviction.

If statement b applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you enter a tick in the box you will not be automatically excluded from the application process. However, we may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence, simply tell us that you have a relevant criminal conviction. We may ask you for further information.

You may find the following website useful: Criminal Records Bureau [www.crb.gov.uk](http://www.crb.gov.uk)

## Section 12 Special needs

Please see notes under section 2.

## Section 13 Name and address of referee(s)

Please consult course literature to see if any particular type or number of referees is required and whether your application should preferably be forwarded to the University complete with a reference or references. Some courses may require more than one referee. If necessary, a supplementary Part C of the form will be enclosed or forwarded to you.

Normally, your referee would be one of the following:

- 1 The Head of your present or last school
- 2 Principal of your College of Further Education
- 3 Course Tutor of your present or last course of studies
- 4 Access Course Tutor

If you have been out of education for some time, you may wish to consider one of the following:

- 1 Your current or last employer, or training officer, or careers adviser
- 2 If you belong to a relevant organisation (voluntary or not), an offer of that organisation

If you have any difficulty in identifying a suitable referee you should seek advice from the Admissions Office.

## Section 14 Declaration

Please read the declaration on the application form carefully. You must sign it or we cannot process your application. When you sign the form, you agree to follow these conditions:

- a) The information you have given is complete and accurate
- b) You have the right to cancel your application through us. You can do this by writing to us within 10 days of the date of our official offer letter to you.
- c) Your application will normally be confidential between:
  - You
  - Your referee
  - The appropriate staff at the University
  - Your school, college or training organisation
  - Your exam board or awarding body
  - Your student support assessment body
  - The Student Loans Company, and
  - In the case of international applicants, the British Council or appropriate agency.

However, we try to detect and prevent fraud, and have the right to give outside organisations, including the police, the Home Office, local authorities, exam boards or awarding bodies and the Benefits Agency, relevant information from your application form.

- d) If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete.
- e) We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history).
- f) We may use information from your application form to collect statistics. We will not tell any other organisations or publish any information that could identify you.
- g) If you accept an offer of a place from the University, you must accept the terms and conditions in our prospectus (under 'Conditions of Acceptance') or in the contract we sent you with or before the offer of a place. You must read these terms and conditions carefully.

## Part B – The reference

### NOTES FOR GUIDANCE FOR REFEREES

The Referee's report is an integral part of the selection process, and the information you give will help to guide Admissions Tutors in making their decisions.

When writing personal comments about an applicant, please remember that under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that the University holds about them.

In order that we can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- 1 Suitability for the course(s) applied for.
- 2 Intellectual qualities including:
  - a) Development to date and previous examination performance with special references to any factors which may in your opinion have adversely influenced the result;
  - b) Present performance;
  - c) Potential, including an assessment of the probable results of any pending examinations.
- 3 Personal qualities
- 4 Career aspirations
- 5 Health and other personal circumstances relevant to the application
- 6 Athletic, social and other interests.

**Please ensure that the form is completed in black ink and if typed that all type is clear and legible. If possible check that the applicant has completed the form correctly and legibly.**

### Mature Applicants

Referees may have difficulty on the academic abilities of mature applicants, who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 above.

Mature applicants are usually interviewed and may be formally assessed by the University.