

Please provide one
passport sized
photo with name
written at the back
at enrolment

APPLICATION FORM

Please fill this form in BLOCK LETTERS and in BLACK INK.

PERSONAL DETAILS

Title (Mr, Ms, etc.)					
First Name:		Middle Name:			
Surname:					
Email:			Phone Number:		
Gender:			Marital Status:		
Nationality:			Country of Birth:		
Date of Birth: (DD/MM/YYYY)		Passport Number:		Passport Expiry Date:	
Date of UK Arrival: (DD/MM/YYYY)		Visa Valid From (DD/MM/YYYY)		Visa Valid to (DD/MM/YYYY)	

ADDRESS OVERSEAS (If applicable)

Street:	
Town:	
City/State:	
Country	
Telephone: Fax:	
Mobile:	

ADDRESS IN THE UK (if applicable)

Street:	
Town:	
City/State:	
Country	
Telephone: Fax:	
Mobile:	

DISABILITY/SPECIAL NEEDS

Do you have any special needs for which support or facilities may be needed?	Yes/No?	
If Yes, please provide details (please attach document if required):		

YOUR CHOICE OF COURSE

Course Title:		Course Level	
Start Date: (DD/MM/YYYY)			
Study Preferences:			

ACADEMIC ACHIEVEMENTS

(If there are any pending exam results please indicate the date of certification and grade/level you expect to achieve.)

University/College	Address	Qualification	Grade/Level	Awarding Body	Date

EMPLOYMENT AND TRAINING DETAILS

Please give details to any training or course(s) you have attended:

Course Title:		Date:	
Course Title:		Date:	
Course Title:		Date:	

Please give details to your employment relevant to your course(s):

Name of Employer:	Address:	Position Held:	From:	To:

REASON FOR APPLYING

In the space below please write a brief statement to outline your reasons for applying for this course. You may wish to add a separate document if required. (MAX 250 MIN 100 WORDS)

ENGLISH LANGUAGE PROFICIENCY

If you are a non-native speaker of English, please give details of your highest English Language qualification (e.g. IELTS, TOEFL). Please note: for international students

an IELTS qualification or equivalent is essential.

Type of Certification:		Passing Score:		Passing Date:		Awarding Body:	
------------------------	--	----------------	--	---------------	--	----------------	--

REFERENCE

Please provide the details of two Referees. A reference may be requested in confidence to reflect your academic ability and suitability for the course you have applied for: (Please note that referee can not be a family member)

Name:	
Street:	
Town:	
City/State:	
Country:	
Telephone:	
Mobile:	
Fax:	
Occupation:	

Name:	
Street:	
Town:	
City/State:	
Country:	
Telephone:	
Mobile:	
Fax:	
Occupation:	

SOURCE OF FUNDING

Please confirm how you will pay for your tuition:
Please provide details if you're not paying yourself

Name:	
Street:	
Town:	
City/State:	
Country:	
Telephone:	
Mobile:	
Fax:	
Email:	

SOURCE OF INFORMATION

How did you hear about the College? Website? Friend? Agent? Advert? Other (please specify)?

Write Answer:	
---------------	--

VISA REQUIREMENT

Do you need a Visa to study in the UK? Yes/No?

--	--

CRIMINAL CONVICTIONS

Do you have any criminal convictions?
Yes/No? If 'Yes', please specify below:

--	--

EMERGENCY CONTACT DETAILS

First Contact:

Name:	
Relation:	
Street:	
Town:	
City:	
Postcode:	
Telephone:	
Mobile:	

Second Contact:

Name:	
Relation:	
Street:	
Town:	
City:	
Postcode:	
Telephone:	
Mobile:	

Fax:	
Email:	

Fax:	
Email:	

DECLARATION

The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the College. The process takes place within the context of the College's Equal Opportunities policy which expresses the College's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the College. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment. It is, however, important that these aims are achieved without prejudice to the safety and wellbeing of other members of the College community.

Rehabilitation of Offenders Act 1974

You are asked to state whether or not you have any relevant criminal convictions. Relevant criminal convictions are only those convictions for offences against a person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug 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.

I have a relevant criminal conviction that is not spent.

Yes/No?

I am serving a prison sentence for a relevant criminal conviction.

Yes/No?

Personal Statement

I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted. I undertake to be bound by all the rules and regulations in force under the Articles of Quality Control of the College. I accept that, if I do not comply with these requirements, the College may cancel my application and any subsequent offer and I shall have no claim against the College in relation thereto. Applications submitted by email are deemed to have accepted the terms of the declaration given above.

SIGNATURE: _____

DATE: _____

FULL NAME: _____

FOR OFFICE USE ONLY

List of Documents received:

- Curriculum Vitae
- Copies of Academic Transcripts
- Copy of Passport/Immigration Status Document
- IELTS/English Language Certificate
- Photograph
- Full Contact Details
- Student signed in Application

Checked By: _____

Date: _____