



# International Application Form for Undergraduate or Postgraduate Taught Degree Programmes only

FOR OFFICE USE ONLY

Reg No:

## 1. Personal details (Please refer to Notes for Guidance)

All fields must be completed for your application to be considered.

Surname/Family Name:	
First Name(s):	
Permanent Address:	
Postcode (UK Only):	
Phone numbers (inc. STD/Area Code)	Home:
	Mobile:
Email address:	
Correspondence address (if different):	
Postcode (UK Only):	
Phone numbers (inc. STD/Area Code)	Home:
	Mobile:
Email address:	

## 2. Further details (Please refer to Notes for Guidance)

Male (M) / Female (F)

Date of birth:

Disability/special needs (please refer to Notes for Guidance):

Country of permanent residence: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport Number (if available): \_\_\_\_\_

**If born outside the UK**

Date of first entry to live in the UK:

Residential category (please refer to Notes for Guidance):

## 3. Details of course for which you wish to apply (Please refer to Notes for Guidance and mark box with an 'x')

Level of course applied for:  Undergraduate  Point of Entry (eg Year 2)  Postgraduate

Start date:  September  January

Full course title: 1st Choice

2nd Choice

3rd Choice

Please indicate how you heard of this course (provide name of Agent if applicable):

## 4. Details of intended Fee Payment arrangements (Please refer to Notes for Guidance and mark box with an 'x')

i) I will be paying my own tuition fees:  Yes  No

ii) I will be in receipt of a grant or scholarship:  Yes  No  
Please give details:

iii) I will be sponsored by my employer or other organisation:  Yes  No  
Please give details to enable us to contact your sponsors and arrange any necessary administration:

iv) I am a previous student of the University and will be claiming the University postgraduate student discount  
Previous UCLan course attended: \_\_\_\_\_ Dates attended: \_\_\_\_\_  Yes  No

## 5. Physical or other disability or medical condition that might necessitate special arrangements or facilities:


**6. Academic History**

Please provide full details of educational background including institution name and dates attended, qualifications obtained, subjects and grades. Please attach photocopies of transcripts or certificates if available. (Please refer to Notes for Guidance)  
If you have previously studied in the UK, you MUST declare full details of this study on this form, including exact dates of study and also enclose copies of your previous UK visas when submitting the application form.

Institution Name:

Dates attended:

From: (month/year)

To: (month/year)

Qualifications:

Final Grade:

Institution Name:

Dates attended:

From: (month/year)

To: (month/year)

Qualifications:

Final Grade:

Institution Name:

Dates attended:

From: (month/year)

To: (month/year)

Qualifications:

Final Grade:

**7. If your first language is not English**, please state which qualifications (eg GCSE, IELTS, TOEFL) in English Language you hold or are currently studying, the score or grade if known and date taken. Please attach a photocopy of transcript or certificate if available. (Please refer to Notes for Guidance)

Qualification:

Score/Grade:

Date taken:

Qualification:

Score/Grade:

Date taken:

**8. Employment** (Please indicate your employment experience including any details relevant to the course for which you are applying)

	Nature of Work	Full-time/Part-time	Dates
Present employer (if any):			
Name:			
Address:			
Tel no:			
Previous employers (continue on separate page if necessary):			



## 10. Declaration

I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college and/or university work attempted or completed.

### University Terms and Conditions

I confirm that the information given and any statement made on this form, including a report of all college and/or university work attempted or complete, is true and accurate and I have not omitted any mandatory information. I have read the University's Terms and Conditions and agree to abide by them. Details can be found here: [uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the University or subject to dismissal. I understand that any offer of a place I may receive is made on the understanding that, in accepting it, I agree to abide by the rules and regulations of the University.

I understand that the University will use the information in this form to assess my application to study, as set out in the Applicant Privacy Notice, available on the UCLan website [uclan.ac.uk/data\\_protection/privacy\\_notices.php](http://uclan.ac.uk/data_protection/privacy_notices.php)

I understand that the University will use my information to communicate effectively with me throughout the admissions process until successful enrolment. This will be via email, post, text (SMS), social media or other methods as appropriate and will send information via these channels to keep me updated on a variety of things which will be helpful to consider whether or not to accept an offer of a place.

You can opt out of receiving communications which are considered marketing by contacting Course Enquiries: [cenquiries@uclan.ac.uk](mailto:cenquiries@uclan.ac.uk)  
Only some of the communications we send are marketing.

**Applicant's Signature:** ..... **Date:** .....

If you do not meet the entry requirements for a taught course at UCLan and you are eligible, we would like to forward your application to our Foundation Campus partner (Cambridge Education Group). For further information please visit [oncampus.global/uclan](http://oncampus.global/uclan)

If you would like us to forward your application to Cambridge Education Group, please enter an x in this box

## 11. References: Undergraduate and Postgraduate applications require ONE reference (unless otherwise stated)

In order to select those students who will benefit from their chosen programme of study, the University requires a supporting statement from a referee.

### Your reference should include the following:

- » Suitability for the course
- » Intellectual qualities including previous academic performance and any relevant subject experience through work/study
- » Personal characteristics including evidence of ability to sustain study at the level of their chosen course
- » Career aspirations

It is the applicant's responsibility to provide one reference for Undergraduate or Postgraduate applications.

References should be supplied on headed paper and be stamped and signed as appropriate.

Under the UK law (the Data Protection Act 1998) individuals have a right to see the information we hold about them and we may have to provide a copy of the reference on request even if they tell us it is confidential.

## Application Form: Checklist

### Please ensure that you include the following with your application form:

- » Personal Statement
- » Evidence of your academic transcripts from High School onwards
- » Evidence of your English language qualification
- » One reference for an Undergraduate application or Postgraduate application
- » Complete the application form fully
- » Sign and date the application form

**International Undergraduate or Postgraduate Taught Course Application**

**Planning Statistics**

Ethnic origin (this information will not be made available to Admissions Tutors for selection purposes)

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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If you have used the code (19), (29), (39), (49) or (80) please describe your ethnic origin using your own words in the space provided:

<b>11 White - British</b>
<b>12 White - Irish</b>
<b>19 Other White background</b>
<b>21 Black or Black British - Caribbean</b>
<b>22 Black or Black British - African</b>
<b>29 Other Black background</b>
<b>31 Asian or Asian British - Indian</b>
<b>32 Asian or Asian British - Pakistani</b>
<b>33 Asian or Asian British - Bangladeshi</b>
<b>34 Chinese or Other Ethnic background - Chinese</b>
<b>39 Other Asian background</b>
<b>41 Mixed - White and Black Caribbean</b>
<b>42 Mixed - White and Black African</b>
<b>43 Mixed - White and Asian</b>
<b>49 Other Mixed background</b>
<b>80 Other Ethnic background</b>
<b>90 Not known</b>
<b>98 Information refused</b>

As appropriate, we reserve the right to check your application for entry to the UK with the relevant British Government Office.

The information provided on this form will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud. See our Data Protection Policy for further details about how the University uses information about you [udan.ac.uk/data\\_protection/policy.php](http://udan.ac.uk/data_protection/policy.php)

<b>How did you hear about us? (Please mark with an 'x')</b>	
<b>Web pages</b>	
<b>Internet search</b>	
<b>Press Advertising</b>	
<b>Radio Advertising</b>	
<b>Prospectus</b>	
<b>Other</b>	

# International Application Form for Undergraduate and Postgraduate Taught Degree Programmes only



## Notes for Guidance

This form should only be used for Undergraduate and Postgraduate Taught University courses. Do not use this form for Research Degree programmes (eg MPhil, PhD).

### General

Please read these guidelines carefully before completing the form.

You should complete the form in black ink or type, ensuring that all sections are fully completed and legible.

All fields must be completed for your application to be considered.

### Section 1: Personal details

Complete this section in BLOCK CAPITALS.

Please note you should complete and sign the application form yourself.

**Home address:** Your permanent home address is required for your offer letter and must be provided even if you are also supplying a correspondence address.

**Passport number:** This is required for your visa offer letter. If you do not have a passport number at time of application you will be required to inform us of this as soon as it is available.

**Correspondence address:** This should be an address where you may be contacted throughout the period leading up to the start of the course. Please inform the University immediately if this changes.

### Section 2: Further details

**Date of Birth:** Please indicate this using the system of date/month/year, i.e. 01/02/1975 for 1 February 1975.

**Disability/Special Needs:** Information provided in this section will not be used as part of the selection process.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation please enter in the right-hand box the code from the list below that is most appropriate to you. If more than one applies to you, please use code 8. Then refer to Section 5. If you have no requirements arising from your disability or special need, eg. you are short-sighted but your vision is corrected by spectacles, use code 0. Applicants with no disabilities or special needs should also use code 0. **If you have used any code other than 0, use section 5 on page 1 of the form to describe your disability and indicate clearly what needs you have.**

#### Disabilities or special needs/support required

- |   |   |
|---|---|
| 0 | You do not have a disability or special need or are not aware of any additional support requirements in study or accommodation. |
| 1 | You have dyslexia.  |
| 2 | You are blind/partially sighted.  |
| 3 | You are deaf/hard of hearing.   |
| 4 | You are a wheelchair user/have mobility difficulties.   |
| 5 | You need personal care or assistance.   |
| 6 | You have mental health difficulties.  |
| 7 | You have an unseen disability, eg diabetes, epilepsy, asthma, heart condition.  |
| 8 | You have two or more of the above disabilities/special needs.   |
| 9 | You have a disability or special need not listed above.   |

If you have a disability or learning difficulty you are strongly advised to contact us at an early stage to discuss your needs.

**Date of first entry to live in the UK:** if you were born outside the United Kingdom, please insert the date when you first entered the UK to live here permanently.

**Residential category:** enter one code from the table below which best describes your residential category.

### Residential Category Table

Code to define residential category:	
<b>A</b>	You or one of your parents are British citizens or nationals of another European Union <sup>1</sup> country, <b>and</b> a. you have always lived in the European Economic Area <sup>2</sup> since 1 September 2016, apart from temporary absences and will continue to do so until 1 September 2019; and b. your residence has always been for a purpose other than full-time education.
<b>B</b>	You do not fulfil the conditions in category A above, <b>but</b> a. you have always lived in the UK <sup>3</sup> since 1 September 2016, apart from temporary absences and will continue to do so until 1 September 2019; <b>and</b> b. your residence has always been for a purpose other than full-time education <b>and</b> c. the length of your stay in the UK will not on 1 September 2019 be limited by UK immigration control <sup>4</sup> .
<b>C</b>	You, one of your parents or your spouse are recognised by the UK Government as a refugee <sup>5</sup> or have been granted Exceptional Leave to Enter or Remain as a result of an asylum application and have lived in the UK <sup>3</sup> since that status was granted and will continue to do so until 1 September 2019 apart from temporary absences.
<b>D</b>	You do not fulfil the conditions in category A above, <b>but</b> you, one of your parents <sup>6</sup> or your spouse is a British citizen or a national of another European Economic Area <sup>2</sup> country, <b>and</b> a. has entered the UK for the purpose of employment in the UK and, brief absences apart, has been employed since last entering the UK; <b>and</b> b. you have always lived since 1 September 2016 and will until 1 September 2019 continue to live in the European Economic Area <sup>2</sup> , apart from temporary absences; <b>and</b> c. your residence has always been for a purpose other than full-time education; <b>and</b> d. if you are the spouse of a person who meets the requirements of D(a), you are living in the UK with your spouse.
<b>E</b>	You do not fulfil any of the conditions above.

#### Notes:

- The European Union includes the following countries: Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark (excluding the Faroe Islands and Greenland); Estonia; Finland; France (including the overseas departments of Guadeloupe, Martinique, French Guiana, Reunion); Germany (including Heligoland); Greece; Hungary; Republic of Ireland; Italy; Latvia, Lithuania; Luxembourg; Malta, Netherlands; Poland; Portugal (including the Azores and Madeira but excluding Macao); Romania; Slovakia; Slovenia; Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries); Sweden; United Kingdom (with Gibraltar).
- The countries of the European Economic Area include the countries in Note 1 plus Iceland, Liechtenstein and Norway.
- The United Kingdom includes for this purpose the Channel Islands and the Isle of Man.
- Any restrictions on the period a person can remain in the United Kingdom will be endorsed in his or her passport or travel document.
- Persons recognised by the UK authorities as refugees will have been issued with an official letter confirming their status by the Home Office.
- For this category 'parent' includes your guardian, any other person having parental responsibility for you and any person having care of you.
- All British citizens and certain Commonwealth citizens are not subject to UK immigration control.

## Section 3

If you wish to apply for more than one course, you will be considered for your first choice and if an offer is made for that programme, your other choices will not be considered. If you are not suitable for your first choice, your application will be forwarded for consideration for your second choice of programme.

## Section 4: Fee payment

You should use this section to indicate the intended source of funding for tuition fee payment. Please ensure that at least one of the alternatives is indicated.

You will be expected to provide documentary evidence of all forms of official financial support at enrolment. This will include Government Scholarships and employer sponsorship. Alternatively, you will be expected to make satisfactory arrangements for personal payment of fees.

The University postgraduate Alumni Scholarship is only available to students enrolling on a postgraduate programme who have previously been enrolled with the University or its partner Institutions and obtained a First Degree award from the University.

The fee reduction will be £2,000 (Lower Second Class) or £3,000 (Upper Second Class or First Class), not including any other built-in additional costs, eg residentials, materials.

The Scholarship will cover full-time attendance and will be valid for all years of the postgraduate programme.

The Scholarship is available to students paying the overseas rate of tuition fees.

The Scholarship is not available to students in receipt of Research Council Scholarships, students in receipt of Overseas Agency or Government Scholarships or students in receipt of employer sponsorship.

## Section 6: Academic history

Please provide certificates and a full transcript of your current qualifications. A certified translation in English must be provided for a transcript of any qualification obtained outside of the United Kingdom.

Owing to UK Border Agency rules, it is vital that you declare **ALL** previous periods of study in the UK. Failure to do so could lead to your application being cancelled by the University and your enrolment terminated.

## Section 7: English language qualification

Please refer to the link below for a list of the English language qualifications accepted by UCLan. [uclan.ac.uk/findyourcountry](https://www.uclan.ac.uk/findyourcountry)

## Section 9: Personal statement

This section is very important and is your opportunity to explain why you are interested in the course applied for and why you wish to come to UCLan. Your application can not be assessed if this section is not completed.

**Before signing this form please read the following paragraphs carefully.**

## Section 10: Declaration

By signing this form you are confirming that any statement made on this form, including a report of all college and/or university work attempted or complete, is true and accurate and that you have not omitted any mandatory information. You are confirming that you have read the University's Terms and Conditions and agree to abide by them. Details can be found at [uclan.ac.uk/studentcontract](https://www.uclan.ac.uk/studentcontract)

You understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make you ineligible for admission to the University or subject to dismissal. You understand that any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the University.

You understand that the University will use the information in this form to assess your application to study, as set out in the Applicant Privacy Notice, available on the UCLan website [uclan.ac.uk/data\\_protection/privacy\\_notices.php](https://www.uclan.ac.uk/data_protection/privacy_notices.php)

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You can opt out of receiving communications which are considered marketing by contacting Course Enquiries on [cenquiries@uclan.ac.uk](mailto:cenquiries@uclan.ac.uk) Only some of the communications we send are marketing.

You agree that the University may hold and use the information which you supply to it, for the purposes to which this form relates.

The information provided on this form will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud. See our Data Protection Policy for further details about how the University uses information about you [uclan.ac.uk/data\\_protection/policy.php](https://www.uclan.ac.uk/data_protection/policy.php)

## Section 11: References

A referee should be somebody who has taught you or knows you in a professional capacity. Friends and family cannot be given as referees, nor can agents or representatives. Application forms received without a reference will not be processed until they are received. It is your responsibility to obtain and enclose the references with your application.

Undergraduate and Postgraduate applications require **one** satisfactory reference

If you require further information or wish to discuss your application do not hesitate to contact the Admissions Office on **+44 (0)1772 892444**.