

# 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 1st 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

- 00 No Disability
- 51 You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- 58 You are blind or have a serious visual impairment uncorrected by glasses
- 57 You are deaf or have a serious hearing impairment
- 56 You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair, or crutches
- 55 You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- 54 You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- 08 You have two or more impairments and/or disabling medical conditions
- 96 You have a disability, impairment or medical condition that is not listed above
- 53 You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

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> <ul style="list-style-type: none"> <li>(a) you have always lived in the European Economic Area<sup>2</sup> since 1 September 2007, apart from temporary absences and will continue to do so until 1 September 2010; <b>and</b></li> <li>(b) your residence has always been for a purpose other than full-time education.</li> </ul>
<b>B</b>	You do not fulfil the conditions in category <b>A</b> above, <b>but</b> <ul style="list-style-type: none"> <li>(a) you have always lived in the UK<sup>3</sup> since 1 September 2007, apart from temporary absences and will continue to do so until 1 September 2010; <b>and</b></li> <li>(b) your residence has always been for a purpose other than full-time education <b>and</b></li> <li>(c) the length of your stay in the UK will not on 1 September 2010 be limited by UK immigration control<sup>4</sup>.</li> </ul>
<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 2010 apart from temporary absences.
<b>D</b>	You do not fulfil the conditions in category <b>A</b> 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> <ul style="list-style-type: none"> <li>(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></li> <li>(b) you have always lived since 1 September 2007 and will until 1 September 2010 continue to live in the European Economic Area<sup>2</sup>, apart from temporary absences; <b>and</b></li> <li>(c) your residence has always been for a purpose other than full-time education; <b>and</b></li> <li>(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.</li> </ul>
<b>E</b>	You do not fulfil any of the conditions above.

### Notes:

- 1 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).
- 2 The countries of the European Economic Area include the countries in Note <sup>1</sup> plus Iceland, Liechtenstein and Norway.
- 3 The United Kingdom includes for this purpose the Channel Islands and the Isle of Man.
- 4 Any restrictions on the period a person can remain in the United Kingdom will be endorsed in his or her passport or travel document.
- 5 Persons recognised by the UK authorities as refugees will have been issued with an official letter confirming their status by the Home Office.
- 6 For this category 'parent' includes your guardian, any other person having parental responsibility for you and any person having care of you.
- 7 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 student discount 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 Certificate, Diploma or First Degree award from the University.

The fee reduction will be 20% of the appropriate tuition fees, not including any other built-in additional costs, e.g. residentials, materials.

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

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

The scheme 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.

[http://www.uclan.ac.uk/information/international/entry\\_requirements/files/English\\_language\\_entry\\_requirements.pdf](http://www.uclan.ac.uk/information/international/entry_requirements/files/English_language_entry_requirements.pdf)

### 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.

### Section 10 Criminal convictions

To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

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 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 (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 bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Records Office Disclosure Service. The University will send you the appropriate documents to fill in. You may find the details below useful.

Course Location:	Agency:	Website Address:
England and Wales	Criminal Records Bureau	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
Scotland	Scottish Criminal Record Office Disclosure Service	<a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>

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

For these courses, you must enter **x** in the box if any of the following statements apply to you.

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

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

### All other courses

For these courses, you must enter **x** in 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 provide 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.

Applicants who enter **x** in the box will not be automatically excluded from the application process. However, the University may wish to consider the 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 then ask for more details.

### Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau.

If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this information.

### Note:

- Applicants or their advisers who wish to declare additional material information but do not wish to do so on the application form, should do so by writing direct to the admissions officers at this institution.
- False information will include any inaccurate or omitted examination results.
- Omissions of mandatory information will include failure to complete correctly the Box in Section 10 of the application form relating to criminal convictions or to declare any other information which might be significant to your ability to commence or complete a course of study.

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

### Section 11 Declaration

By signing this form you are confirming that the information you have provided is accurate and complete and that you have not omitted any mandatory information (see section (c) above). 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.

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.

You agree that the University may hold and use the information which you supply to it, for the purposes to which this form relates. Unless you tell us that you object, you also agree that the University may retain such information for marketing purposes and may contact you by post, telephone, email and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please enter an **x** in the box at the 'Declaration' section of the application form.

### Section 12 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 applications require **one** satisfactory reference, Postgraduate applications require **two** satisfactory references.

**If you require further information or wish to discuss your application do not hesitate to contact the International Admissions Office on +44 (0)1772 892424.**