

Please read the notes at the back before completing this form. It is important that you write neatly using **BLOCK CAPITALS** in black ink or typescript. If available, you must include a copy of the personal details page from your passport (the page that contains the passport number and your photo). **Incomplete application forms submitted without ALL the supporting documents may delay the issuing of your offer.**

1 Personal details as they appear on your passport (all sections must be completed)

Title (Mr/Mrs/Miss/Ms etc)	Male/Female	Date of birth* (dd/mm/yyyy)
First name(s)		
Family name		
Previous family name (if changed)		
Passport number (if available)		
Correspondence address		Permanent/Home address (if different)
Postcode		Postcode
Telephone (including international code)		Telephone (including international code)
Mobile (including international code)		Mobile (including international code)
Current email		
Have you previously studied in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick as appropriate)		
If you have previously studied in the UK what was the NQF Level (if known) of the qualification you were awarded? NQF Level:		
Have you previously had a visa to study in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick as appropriate)		

*Students must supply a date of birth otherwise online enrolment will not be possible. The student's personal email address must be supplied as all correspondence will be via e-mail

2 Fee status

Country of birth	Present nationality
Country of permanent residence (if UK/EU, please state date of entry)	
Who is expected to pay your fees? (eg Government, employer, self, family, others)	

3 Details of course(s) for which you wish to apply

Course title	Undergraduate (UG) or Postgraduate (PG)?	If applicable – UG Advanced Level Entry – please state Level 2 or 3 (complete Section 3a)	Month/year of entry
Choice 1:			
Choice 2:			
Choice 3:			

3a To be completed for entry on to degree Level 2 or 3

Please include a transcript (detailed mark certificate) of all modules of learning successfully studied, as well as detailed information which clearly states what curriculum was covered in each module of learning. To confirm the modules for your University of Bedfordshire programme, please check the handbook on the University website: www.beds.ac.uk/courses/modules.

Please tick which of the following you are including as evidence to support your claim (claims will not be considered without the required evidence):

- official certificates and transcripts
 module outcomes/objectives
 assessed coursework/project work
 module descriptor
 module syllabus
 marked examination papers

4 Academic qualifications

Please list results, including those pending. Please attach photocopies of your certificates or transcripts.

Programme of Study	Start Date (mm/yyyy)	End Date* (mm/yyyy)	Date of Award (if awarded) (mm/yyyy)	Name of Institution	Qualification and Result	Language of Study
Business	09/2003	07/2010	08/2010	University of Bedfordshire	BA 2:2 (65%)	English

* If course not yet completed please state expected end date.

5 English Language requirements

5a Are you currently, or have you previously, studied and taken examinations in English?

Yes

No

If yes, please state at what level and the result of your examination. For example the results of the English exam in your year 10 and 12:

5b Have you taken an official English Language exam?

		Result	Date
IELTS	<input type="checkbox"/>	_____	_____
TOEFL	<input type="checkbox"/>	_____	_____
Other (please state)	<input type="checkbox"/>	_____	_____
No	<input type="checkbox"/>		

6 Work experience

Please give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job title and nature of work/training	Name of Organisation	From (mm/yy)	To (mm/yy)	Full- or part-time

7 Personal statement

Please state your reasons for choosing the course, relevant experience, and career plans. If necessary, please attach on a separate piece of paper.

8 Physical or other disability or medical condition

Do you have a disability or any condition which might necessitate special arrangements or facilities?

Yes

No

If Yes please provide details on a separate sheet of paper.

9 References

Names and addresses of two referees (the University may contact referees if required).

Name	Name
University/Company	University/Company
Address	Address
City	City
Country	Country
Email	Email
Telephone	Telephone

10 Declaration

The University of Bedfordshire requires the information on this form for the purposes of processing your application. All personal information will be treated strictly in terms of the Data Protection Act 1998. We will contact you by email, phone and post with information relevant to your application and about the University. If you **DO NOT** wish to be contacted, please tick the box below. Otherwise, signing the form below denotes your consent for us to contact you.

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the Notes for Guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant _____ Date _____

IMPORTANT NOTE

The University of Bedfordshire will take all reasonable steps to provide the educational service set out in its prospectuses. Should industrial action or other circumstances beyond the control of the University of Bedfordshire interfere with its ability to provide such a service, the University of Bedfordshire will take reasonable steps to minimise the resultant disruption. The University of Bedfordshire does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Should you become a student of the University of Bedfordshire, this notice shall be a term of any contract between yourself and the University. Any offer of a place made to you by the University of Bedfordshire is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

Notes for guidance

General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current University of Bedfordshire literature relating to the course(s) in which you are interested.

The Data Protection Act 1998

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

- To determine your eligibility for entry to the University of Bedfordshire.
- To enable the University of Bedfordshire to compile statistical reports.
- To enable the University of Bedfordshire to initiate your student record.
- To share information with government departments (eg immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

Section 1 Personal details

Complete this section in BLOCK CAPITALS. **Passport Number** - If you do not have a current valid passport you will need to apply for one. Without a passport we will not be able to issue you with an Unconditional Offer nor will you be able to apply for a visa.

Section 2 Fee status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed course.

DOCUMENT CHECK LIST

DO NOT SEND ORIGINAL DOCUMENTS

Please ensure your application includes the following:

- a) Application Form
- b) Academic Certificates/Transcripts.
- c) Where relevant English Language Examination Results
- d) Copy of Current Passport
- e) Personal Statement

Section 3 Details of course(s) for which you wish to apply

Level of Entry – If you qualify for advanced entry to your chosen course of study please submit your current academic qualifications such as a transcript. Please also submit, where possible, the relevant modules syllabus. If you feel your professional experience makes you eligible for advanced entry please submit evidence. If you wish to indicate an order of preference for your course choices you may do so. If you do not indicate an order of preference then it will be assumed that you have none.

Section 4 Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education (eg School and Higher School Certificate, Apolytirion, Baccalaureat). Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form.

Section 8 Disability/special needs

Describe your condition and, where it is not obvious, indicate whether you have special needs.

Section 9 References

Please supply the name and contact details of an academic reference from your current or previous studies. This need not be related to the course you are applying for. We will contact referees if required.

If you are applying for an MBA you may need to submit a professional reference. Please see <http://www.beds.ac.uk/courses/bysubject/busfin/mba-exe> for more details.