

## Application Form for International Students Notes for Guidance

### **PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY.**

You should also read the current University literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

You will need to complete all of the required fields and send copies of your certificates for qualifications that you have already completed including proof of English Language qualifications, so please make sure that you have all of this information available before you begin to complete the form. If you are applying for an Arts course, for example Music or Graphic Design, you must send copies of your work for the course tutor to assess. (link to portfolio advice here?)

**It is important to note that we cannot process your application until all supporting documents are received.**

Documents and portfolios can be sent to the International Office either as hard copies along with the application form or scanned and sent to the International Office mailbox ([international.office@hud.ac.uk](mailto:international.office@hud.ac.uk)) as .pdf files.

For processing purposes, please complete your application neatly using black ink or typescript.

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### **Section 1      Personal details**

Complete this section in BLOCK CAPITALS.

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

Correspondence address: Enter the address to which you expect all correspondence to be sent. If this is an agent's address, it is very important that you provide your Home address in the next box.

Home address: If this is different to the correspondence address, you must complete this box.

Date of birth: This is mandatory information

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### **Section 2      Disability/special needs**

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in **Section 10** and where it is not obvious, i.e. with unseen disabilities, indicate whether you have special needs.

#### **Disabilities/support required:**

- 0 You do not have a disability nor are you aware of any additional support requirements for study or accommodation
  - 1 You have dyslexia
  - 2 You are blind/are partially sighted
  - 3 You are deaf/have a hearing impairment
  - 4 You are a wheelchair user/have mobility difficulties
  - 5 You need personal care support
  - 6 You have mental health difficulties
  - 7 You have an unseen disability, e.g. diabetes, epilepsy, asthma
  - 8 You have two or more of the above disabilities/special needs
  - 9 You have a disability not listed above
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### **Section 3      Fee Status**

**It is important to provide as much information as possible.**

If you live outside the UK, state the country (e.g. Libya) where you are living as your area of permanent residence. Where possible, please provide a passport number along with a copy of your passport/visa in your supporting documents. **This is especially important if you are an international student currently based in the United Kingdom.**

Please give details of who you expect to pay your fees for the proposed course, for example yourself or your Embassy.

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

Complete in full your course choice, the mode of study (eg, full time/sandwich etc) and the year of entry required.

If you do not indicate any order of preference, the University will assume that you wish to be considered for all the courses listed on the form at the same time. However please note that you will only be able to firmly accept one of your choices.

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### **Section 5      Work experience**

Please include all your work experience and training, paid or unpaid, full or part-time, in your home country or elsewhere. This is particularly helpful in enabling admissions staff to assess the information provided in Section 8.

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### **Section 8      Academic qualifications**

Enter the exact subject name used by the examining board, group, institution or university in the relevant column. Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education.

Applicants with qualifications obtained in a language other than English should attach a certified English translation to the form.

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### **Section 9      Further information**

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 4, your career aspirations, relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying.

If you have been out of education for sometime, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for doing so.

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### **Section 10      Physical or other disability or medical condition** including any which might necessitate special arrangements or facilities<sup>1</sup>. Please see notes under Section 2.

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<sup>1</sup> While the University will make every effort to ensure that the special needs of international students with disabilities are met, the individual may be expected to pay the additional costs of services over and above those which the University is reasonably expected to provide.

## **Section 11 Name and address of referee(s)**

Normally, your referee would be one of the following: the Head of your present or last school or a senior academic at your last place of study.

If you have been out of education for some time, you may wish to consider one of the following: your current or last employer; training officer; careers advisor; access course tutor. If you belong to a relevant organisation (voluntary or not), an officer of that organisation.

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## **Section 12 Declaration**

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 and by signing this form you are confirming your agreement to this.

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## **GENERAL INFORMATION**

### **Exclusions**

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

- DipHE and LIND courses - apply through UCAS.
- Postgraduate Certificate in Education - apply through GTTR.
- DipHE in Nursing Studies - apply through NMAS.
- Common Professional Examination (Postgraduate Diploma in Law) and Legal Practice (Postgraduate Diploma in Legal Practice) - apply through the Central Applications Board.

Further details on applying to the above National Clearing houses can be found in the University's webpages, prospectus and course literature.

### **Mature applicants**

The University welcomes mature students including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements.

### **The Data Protection Act 1984**

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

1. To enable your application for entry to be considered.
2. To enable the University 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 will be published.
3. To enable the University to initiate your student record.

### **Note**

Submission of an application to the University does not guarantee that an offer of a place will be made. The University reserves the right to change or withdraw courses for academic, staffing or other reasons.

## **NOTES FOR THE GUIDANCE OF REFEREES**

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

In order that the University 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 reference to any factors which may (in your opinion) have adversely influenced the results
  - 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

### **Mature applicants**

Referees may have difficulty in commenting 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 sections 5 and 9 above. Mature applicants are usually interviewed and may also be formally assessed by the University.