

# International Application Form

Please complete the sections clearly using BLOCK CAPITALS.

Before completing this form, please refer to the section 'Your Information'.

## 1. Course details

Course title:

Level e.g. Level 3 Extended Diploma, Certificate of Continuing Education, BSc, MSc, PG Diploma

Please note that if you are applying for a Research Degree (Masters by Dissertation; MPhil; PhD), you will need to fill in a separate application form available from Admissions: admissions@writtle.ac.uk.

If you are applying for a PSEL course as well as an academic course, please also complete a PSEL application form, available at [www.writtle.ac.uk/EFL](http://www.writtle.ac.uk/EFL)

Proposed date of entry:   /

## 2. Personal details

Mr/Mrs/Miss/Ms/Dr/Other:

Surname:

First name:

Date of birth:

Gender:  Male  Female

Nationality:

Place of birth:

Address for correspondence:

Postcode:

Telephone number (including international dialling code where applicable):

Mobile (including international dialling code where applicable):

Email:

Permanent home address (if different from address for correspondence):

Postcode:

Telephone number (including international dialling code where applicable):

Mobile (including international dialling code where applicable):

Email:

Official use only

Date acknowledged:

Student reference no:

If you are to change address, please state when we should begin writing to you at your address for correspondence:

How did you hear about Writtle University College (WUC)?

WUC representative

Website

Social media

Agent

Friend studying at the WUC

If you were referred by an Agent, please give their name and address (or ask the Agent to stamp this section):

Name:

Address:

Postcode:

## 3. Essential documents

Along with your application form, please ensure you enclose the following documents:

a) Proof of qualifications and grades

These will need to be officially certified and translated copies. You will need to bring the original certificates when you arrive.

b) A personal statement or statement of purpose

This should be a minimum of 250 words and should include a summary of your previous education, any work experience you have, why you want to study at Writtle University College, and what you hope to do when you finish your studies.

c) Two references

These need to be on official headed paper, one of which should be an academic reference.

d) For Design courses, please supply samples of your work, preferably on CD or DVD

e) Proof of your level of English e.g. IELTS Certificate

f) A letter from your sponsor guaranteeing your financial support e.g. payment of WUC fees/living expenses

g) A copy of the photograph page from your passport

h) Details of your immigration status including a photocopy of your visa or Biometric Immigration Document if you are already in the UK

Please scan and send these documents by email to [international@writtle.ac.uk](mailto:international@writtle.ac.uk) or by fax to +44 (0)1245 420456.

## 4. Financial details

Are you self-funding? Yes  No

If no, please give the details of the employer or other body which will sponsor your course and supply a letter of confirmation with your application.

Name of sponsor:

Address of sponsor:

Postcode:

## 5. Education

### School, Further, Higher, professional and/or vocational education

Please provide details of your academic qualifications including any current studies, listing your current/most recent studies first. Please enter the actual title of the award (not its equivalent to the UK classification) and enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts).

Attendance dates		Name of institution	Title of qualification	Subject	Result/grade (if known)
From	To				

### Education in the UK

Have you studied in the UK before? Yes  No

If yes, please give details below and send a copy of the relevant visa.

Attendance dates		Name of institution	Title of qualification	Subject	Completed (yes/no)	Result/grade (if known)
From	To					

### English Language Qualifications

If English is not your first language, please give details of English language courses attended and qualifications attained. Please include with your application evidence of your English language ability. IELTS is acceptable.

Examining board/authority	Exam title	Result	Date

## 6. Experience

Please give details of relevant experience, if applicable.

Name of organisation	Type of work carried out	Date worked

## 7. Employment history

Dates	Post	Organisation name and address	Brief description of duties

(if necessary, continue on a separate sheet)

## 8. Disability / special learning difficulties / medical conditions

We welcome applications from prospective students who have a disability. Applications are considered on the same academic criteria as used with all students, but it is recognised that additional support may be required.

In order to help us provide the best support, we need to have information about any difficulty you may have and how it will affect your studies. Please tick the relevant box below; a letter from the Learner Services department will be sent to you in due course. If you have any queries or concerns in the meantime, please feel free to contact the Learner Services Department on +44 (0)1245 424254.

Do you have a disability?  YES  NO

If yes, please tick the appropriate box or boxes below

1. You have a specific learning difficulty, e.g. dyslexia.
2. You are blind or partially sighted.
3. You are deaf or hard of hearing.
4. You are a wheelchair user or have mobility difficulties.
5. You need personal care or assistance.
6. You have mental health difficulties.

7. You have an unseen disability, e.g. diabetes, epilepsy or a heart condition. Please state in white box below.
8. You have two or more of the above. Please specify in white box.
9. You have a disability, specific learning difficulty or medical condition which is not listed. Please provide details below.
10. You have Autistic Spectrum Disorder or Asperger Syndrome.

The information above will help us provide the best available support. Please give more details below and indicate how we can help:

### Confidentiality of information:

Any information relating to any individual student's disabilities is to be regarded as confidential. The WUC policy is to allow for necessary disclosure to those who need to know for teaching and assessment purposes and for reasons of health and safety.

## 9. Criminal Convictions

Do you have any criminal convictions?  YES  NO

(A copy of the Writtle University College Criminal Conviction policy is available at [www.writtle.ac.uk/Policies-&-Procedures](http://www.writtle.ac.uk/Policies-&-Procedures))

## 10. Next of kin / emergency contact details

Relationship to you:

Name:

Address:

Postcode:

Telephone number (including international dialling code where applicable):

Mobile (including international dialling code where applicable):

Email:

## 11. Signatures

### Disclaimer

Every attempt has been made to ensure the information contained is correct at the time of going to press, however the University College accepts no responsibility for any errors or omissions. New courses are continually being introduced and optional modules revised. At any point, courses may be subject to periodic review and the title may be subject to change or withdrawal. Readers are advised to contact Writtle University College for up-to-date course details.

Writtle University College reserves the right to withdraw courses or parts of courses where there is insufficient demand, to charge an administration fee to cover aspects such as study visits and learning materials and to vary modes of delivery. Our offer to you and your acceptance of a place at Writtle University College will be subject to this express condition.

The General University College Regulations and the Academic Regulations are contained in the Student Handbook, which is available on request.

Signature of applicant:

Date:

Please scan and email your completed application form and the supporting documents listed in section 3 to [international@writtle.ac.uk](mailto:international@writtle.ac.uk) or fax to +44 (0)1245 420456.



# Equal Opportunities Monitoring

In pursuit of the University College's Equal Opportunities Policy, applicants are asked to complete this questionnaire. Your responses will not be made known to any member of the recruitment staff and will be kept separately from the application. The information will be treated as strictly confidential and will be used for the purpose of equal opportunities monitoring only. Thank you for taking the time to complete this form.

Please tick boxes or supply information as appropriate:  
Course applied for:

Within the following categories please describe yourself:

I am

## A. White

English  Welsh  Scottish  Northern Irish

British  Irish  Gypsy or Irish Traveller

Any other White background

## B. Mixed / Multiple Ethnic Group

White and Black Caribbean  White and Black African

White and Asian

Any other Mixed / Multiple Ethnic background

## C. Asian / Asian British

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background

## D. Black / African / Caribbean / Black British

African  Caribbean

Any other Black / African / Caribbean / Black British background

E. Arab

G. Any other ethnic group

F. Not provided

## Single Equality Scheme

[http://www.writtle.ac.uk/pdfs/Equality\\_Policy.pdf](http://www.writtle.ac.uk/pdfs/Equality_Policy.pdf)

### Purpose of Scheme

To set out the University College's objectives and guidance in relation to Equality and Diversity in compliance with current legislation.

### Equality and Diversity at Writtle University College

Diversity at Writtle University College means recognising that everyone is different, respecting and encouraging these differences and valuing the benefits diversity brings.

Equality at Writtle University College means that everyone is treated fairly.

The University College believes Equality and Diversity is central to achieving the goals set out in the University College's Strategic Plan, whilst enhancing our cultural profile and labour demographic.

This Policy sets out how the University College will work to eliminate all forms of discrimination and promote good relations between people of different groups.

The Governing Body, the Academic Board and the Senior Management Team aim to ensure that places on courses at the University College are available to all who satisfy the stated entry requirements. The principle of equal opportunities shall apply to the recruitment and to all aspects of the treatment by the University College of its students. The University College monitors the composition of its student population using such data as applications and enrolments.

# Your Information

The University College will use the information you provide on this form as follows:

## " 2. Privacy Statement 2014/2015 – (Further Education)

All personal details will be held on a database and used to process your application. Personal details may also be disclosed to the Local Authority, Awarding Bodies, Funding Councils, Student Loan Company, the Higher Education Statistics Agency (HESA) and, if you are under 18 years of age, to your parents/guardian.

In signing this application, you consent to us holding and processing certain information in accordance with the principles set out in the Data Protection Act 1998, with which we fully abide and comply.

### How we use your personal information

The personal information you provide is passed to the Chief Executive of the Skills Funding Agency (SFA) and, where required, the Education Funding Agency (EFA) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The SFA funds adult Further Education and skills training, including Apprenticeships, in England. The EFA is responsible for arranging the provision of funding for the education and training of young people in England. The SFA processes learner data on behalf of the EFA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance, plus statistical and research purposes relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, the Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA, the EFA, or partners of those organisations.

The SFA also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available on the Skills Funding Agency website (<http://skillsfundingagency.bis.gov.uk/foi.htm>) and on the EFA website (<http://www.education.gov.uk/aboutdfe/executiveagencies/efa>)

At no time will your personal information be passed to organisations for marketing or sales purposes.

The EFA, the Chief Executive of the SFA and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone

Tick this box if you do not wish to be contacted about courses or learning opportunities by post

## HESA (Higher Education)

Some information on this form and other information held by the University College about you will be sent to the Higher Education Statistics Agency (HESA). Your record will be added to a database which will be passed to the central government departments and agencies and devolved administrations which require it to enable them to carry out their statutory functions under the Education Acts. It will also be used in anonymised form for statistical analysis by HESA and the above bodies resulting in publication and release of data to other approved non-statutory users. These may include academic researchers and commercial bodies.

More information is available on the HESA website: [www.hesa.ac.uk](http://www.hesa.ac.uk)

## 3. Referral

Occasionally, it may be useful to refer you to another provider of information, advice or guidance in order to help you make progress with learning or work goals. If this is the case, we will agree with you what happens on an individual basis. We will not release information about you to such a third party without your permission in each case.

## 4. Addresses

Student addresses are held and used for internal purposes only and will not be disclosed to anyone other than Writtle University College staff, who may only use the information for official purposes. The only exception is if disclosure is required by law, eg to the Police, UKVI or the Funding Bodies or their agents, or in the event of a real emergency.

## 5. Ethnic Origin

The ethnic origin data will be used by the University College for analysis in accordance with the University College's Single Equality Scheme and will be passed to the SFA, EFA, HESA and HEFCE.

## 6. Disability / special learning difficulties / medical conditions

Any information relating to any individual student's disabilities will be regarded as confidential. The University College policy is to allow for necessary disclosure to those who need to know for teaching and assessment purposes and for reasons of health and safety. This information is also passed to the SFA, EFA, HESA and HEFCE.

## 7. Criminal Convictions

If you answer 'Yes' to this question, your application for admission to the University College will be referred to the Admissions Committee. All information disclosed to the Admissions Committee will be considered confidential and held as such by the membership in accordance with the requirements of the Data Protection Act 1998.

## 8. More details and how to access your information

If you would like further information about the above, or have any concerns about, or objections to, the use of your data please contact the University College Secretary at the address below.

You have the right of access to your personal records held on file by the University College. Requests should be made in writing to The University College Secretary, Writtle University College, Chelmsford, Essex CM1 3RR. The University College reserves the right to charge a small fee (maximum £10.00) to cover administrative costs, which must be received before the information is released.