



Students applying for research degrees (MAD, MSD, MPhil, PhD) will need to fill in a separate application form available from: Dr Sifelani Chikunya, Research Coordinator  
Tel: +44 (0)1245 424200  
Email: sifelani.chikunya@writtle.ac.uk

Acknowledgement

Student number (office use only)

# Application for Postgraduate Admission

**i** Before completing this form, please refer to the section 'Your Information' on the reverse of this form.  
Please complete all sections of this form and return it to the address shown.

## STUDY DETAILS

Study Mode: Full-time  Part-time  Your Proposed Date of Entry Month:  Year:   
Programme of Study:  PG Cert  PG Dip  MA  MSc   
Course Title:

## PERSONAL DETAILS

Title:  Surname:  First name:   
(Mr/Mrs/Miss/Ms/Dr/Other)

Date of birth:         Male/Female:

1. Address for correspondence:	2. Permanent home address if different from address 1:
<input type="text"/>	<input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Telephone: <input type="text"/>	Telephone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>

If you are to change address, please state when we should begin writing to you at address 2:

## NATIONALITY

Nationality:  Country of permanent residence:

How long have you lived in the UK/EU?  Always  if you have ticked this box go to the finance section

When did you come to the UK/EU?   /   Total years in the UK/EU

Are you the partner or spouse of someone who has been a UK/EU resident for more than three years? Yes  No

Has full-time study been the main purpose of any part of your stay in the UK/EU? If yes, date study from:   /   to   /

Do you/your parent/guardian, partner/spouse have a Commonwealth passport and intend to permanently settle in the UK? Yes  No

Total years of study in the UK/EU   /   to   /

### If you have not always lived in the UK and where the purpose of stay was for full-time study

Are you in any of the following groups?

EU resident  An asylum seeker  A refugee overseas  Exceptional leave to remain

Do you have evidence of being an asylum seeker or refugee?

Home Office letter  Solicitors' letter  Third party letter  Leave to remain

What does the evidence relate to? You  Parent/guardian  Spouse/partner

## FINANCIAL DETAILS

Please state whether you will be self-funding or whether an employer or other body will sponsor your course. Details of sponsor (please supply a letter of confirmation).

Name of sponsor:

Address of sponsor:

Postcode:

Are you self-funding? Yes  No

## EDUCATIONAL HISTORY

### SCHOOL HIGHER / PROFESSIONAL / VOCATIONAL EDUCATION (including current studies).

If your qualification is not from a UK university, please enter the actual title of the award (not its equivalent to the UK classification), and enclose a complete transcript of your academic records.

Dates attended and whether full or part-time study	Name and address of institution	Subject(s) studied or degree title

Have you studied at Higher Education level in the UK before? (Please tick box) Yes  No

**ENGLISH LANGUAGE QUALIFICATIONS:** If English is not your first language, please give details of English language courses attended and qualifications attained. Please include, if available, some evidence of your English language ability. IELTS or TOEFL is acceptable.

Examining board/authority	Exam title	Result	Date

## REFERENCES

Please state below the names and addresses of referees (please include one academic reference).

Referee 1 Name:

Address:

Postcode:

Email:

Referee 2 Name:

Address:

Postcode:

Email:

## EQUAL OPPORTUNITIES MONITORING

In pursuit of the University College's Single Equality Scheme, 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.

1. Within the following categories, please describe yourself:

I am

### A. White

White  White – Scottish  Irish Traveller  Gypsy or Traveller

Other White background, please specify:

### B. Black or Black British

Black or Black British – Caribbean  Black or Black British – African

Other Black background, please specify:

### C. Asian or Asian British

Asian or Asian British – Indian  Asian or Asian British – Pakistani  Asian or Asian British – Bangladeshi  Chinese

Other Asian background, please specify:

### D. Mixed

Mixed – White and Black Caribbean  Mixed – White and Black African  Mixed – White and Asian

Other Mixed background, please specify:

### E. Arab

Arab

F. Other ethnic background:

G. Not known:

H. Information refused:

## Single Equality Scheme

### Purpose of Scheme

This scheme outlines how Writtle University College ensures and promotes equality and diversity in all of its work. It sets out how the University College works to eliminate discrimination and promote good relations between people of different groups. It also sets out the responsibilities of staff, students and others.

### Scheme Statement

Diversity at Writtle University College means recognising that everyone is different, respecting and encouraging these differences and valuing the benefits diversity brings. The College believes Equality and Diversity is central to achieving the goals set out in the University College's Strategic Plan and to fulfil its Mission statement.

**Complies with all current equalities and data protection legislation in employment and provision of teaching and services, including:**

Special Educational Needs and Disability Act 2001  
Human Rights Act 1998  
Data Protection Act 1998  
Equality Act 2010



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

### 1. Personal Details

All personal details will be held on a database and used to process your application. Personal details may also be disclosed to the Local Education Authority, Awarding Bodies, Funding Councils, Student Loan Company, 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.

### 2. HESA

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.

You may wish to note that your contact details will not be made available to HESA, your name will not be used or included in its statistical analysis and precautions are taken to minimise the risk that you will be able to be identified from the data. Neither statutory nor non-statutory users of the HESA data will be able to use the data to contact you.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please contact HESA at [www.hesa.ac.uk](http://www.hesa.ac.uk), or by writing to 18 Royal Crescent, Cheltenham, GL50 3DA.

### 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 University College staff, who may only use the information for official purposes. The only exception is if disclosure is required by law, e.g. to the Police or the Funding Bodies or their agents, or in the event of a real emergency.

### 5. Criminal Convictions

A motoring offence for which you received a fine or three penalty points or a spent conviction (as defined by the Rehabilitation of Offenders Act 1974) should not be disclosed.

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

### 6. Ethnic Origin

The ethnic origin data will be used by the University College for analysis in accordance with the University College's Equal Opportunities and Racial Equality Policies, and will be passed to HESA, the Higher Education Funding Council for England (HEFCE), EFA and the SFA.

### 7. Disability/Special Needs/Medical Conditions/Mental Health Difficulty

Any information relating to any individual student's medical history, mental health difficulty and/or 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 HESA, HEFCE, EFA and the SFA.

### 8. Information on other University College courses/events

We may contact you from time to time with information on other courses/events run by the University College which we feel may be of interest to you. If you do not wish to receive such information please tick this box.

### 9. 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 right of access to your personal records held by the University College. Requests should be made in writing to The University College Secretary, Writtle University College, Chelmsford, Essex CM13RR. 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.

## EMPLOYMENT HISTORY

Dates	Post	Organisation name and address	Brief description of duties

(if necessary, continue on a separate sheet)

## DISABILITY / SPECIFIC LEARNING DIFFICULTIES / MEDICAL CONDITIONS / MENTAL HEALTH DIFFICULTIES

We welcome applications from prospective students who have a learning difficulty, mental health difficulty, long-term medical condition or disability. Applications are considered on an academic basis but it is recognised that additional support may be required with your studies.

In order to help us ascertain your support needs, we need to have information about any issues, difficulty or disability you may have and how it might affect your studies. Please tick the relevant box below. A follow up letter requesting more information from you 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 01245 424200 ext 25742.

Do you have a learning difficulty or disability? Yes  No  If yes, please tick the appropriate box or boxes below

- 1. You have a specific disability or a 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. Use Personal Statement below to give details.
- 8. You have two or more of the above. Use Personal Statement below to give details.
- 9. You have a disability, specific learning difficulty or medical condition which is not listed above. Use Personal Statement below to give details.
- 10. You have Autistic Spectrum Disorder or Asperger Syndrome.

The information above will help us discuss your support needs with you. Please give more details below and indicate what support you have had in the past and/or what support you feel you might need.

**Confidentiality of Information:** Any information relating to any individual student's medical condition, mental health or disability is regarded as confidential. The University College policy is to allow only for necessary disclosure to those who need to know for teaching and assessment purposes and for reasons of health and safety.

## PERSONAL STATEMENT

Your Personal Statement is an important part of your application. You should include here relevant information in support of your application.

(continue overleaf)

(If necessary, continue on a separate sheet)

## CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes  No

(A Copy of the University College's Criminal Conviction policy is available upon request from Admissions)

Please provide copies of relevant academic qualifications e.g. BSc/degree

Signature of applicant: .....

Name: .....

Date: .....

Please return completed form to Admissions, Writtle University College, Writtle, Chelmsford, Essex CM1 3RR.

Tel: 01245 424200 Fax: 01245 420456 Email: [admissions@writtle.ac.uk](mailto:admissions@writtle.ac.uk)