



APPLICATION FORM

FOR UNIVERSITY USE ONLY			
SITS Applicant No.		SITS AoS Code:	
Decision	Interview		Date:
	Reject		Conditions of offer:
	Offer		
Signed: (Admissions Tutor/Course Director)			

Please return to:
Birmingham City University,
Admissions,
University House,
15 Bartholomew Row,
Birmingham,
B5 5JU

This form requests a significant amount of personal information. This is required so that we can decide on your suitability for the course you are applying for. The information you provide will be used for this purpose and monitoring of equal opportunities only. It will be treated in confidence and will only be seen by those whose jobs require them to do so.

Please complete in BLOCK CAPITALS

1. Course Details

Course Title:

Proposed start date: Full-time Part-time

Proposed Year/Level of Entry: Year 1 Year 2 Year 3

2. Personal Details

Title: Mr/Ms/Miss/Mrs etc. Gender: Male Female Date of birth:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

First name(s):

Maiden or any other name(s) that you have been known by:

Surname/family name:

Permanent address:

Country: Postcode:

Correspondence address (if different):

Country: Postcode:

Daytime telephone: Evening telephone (if different): Mobile:

Email address: Nationality:

If not born in the UK please state date of arrival to UK: Area of permanent residence:

If you are a member of a Professional Body, please give its name and your Registration Number:

Have you ever studied in the UK before? (If yes, please include a copy of all visas) Yes No

What level was your previous study in the UK (please tick all that apply)? Foundation Degree Master's

Have you ever studied at Birmingham City University before? Yes No

5. Criminal Convictions

The University has a duty to ensure the safety and security of its students and staff. Please tick box if either of the following statements applies to you:

I have a relevant criminal conviction that is not spent:

I am serving a prison sentence for a relevant criminal conviction:

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and need not be disclosed. The definition of a relevant conviction is one for offences against the person, whether of a violent or sexual nature, or for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Such a disclosure does not automatically exclude you from the application process but the University reserves the right to ask for further information about the conviction.

6. International Students

Did you use an agent to help you find this course? Yes No

Agent's name:

Agent's email:

7. Referee(s)

Name and address of Referee(s):

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

Fax:

Fax:

Email:

Email:

8. Supporting Statement

Please enter here any further information in support of your application, for example, reasons for choosing the course, your professional career to date (if relevant) and your current career goals. Please continue on a separate page if required.

9. Declaration

I confirm that the information given on this form is true, complete and accurate and that none of the information requested or other material information has been omitted. I accept that if it is discovered that I have supplied false, inaccurate or misleading information, Birmingham City University reserves the right to cancel my application, withdraw its offer of a place or terminate attendance at the University and I shall have no claim against Birmingham City University in relation thereto.

Applicant's name:

Applicant's signature:

Date:

PLEASE INDICATE HOW YOU HEARD ABOUT THE COURSE (please tick relevant boxes):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Careers service | <input type="checkbox"/> Alumni | <input type="checkbox"/> Colleague/friend |
| <input type="checkbox"/> Education fair | <input type="checkbox"/> Employer | <input type="checkbox"/> Current student | <input type="checkbox"/> Internet (general) |
| <input type="checkbox"/> Previous student | <input type="checkbox"/> Professional association | <input type="checkbox"/> Direct mail | <input type="checkbox"/> Personal enquiry to Birmingham City University |
| <input type="checkbox"/> Birmingham City University Course Enquiries Team | <input type="checkbox"/> Birmingham City University website | | |

Other (please specify):



REPORT ON APPLICANT

Referees should note that the contents of this report may be shown to the applicant on request.

To the Candidate:

Please fill in your name and course details below, detach and forward this part of the form to your referee for completion.

Applicant's name: Date of birth:

Course applied for:

To the Referee:

I am applying for admission to the above course at Birmingham City University. The University would appreciate your personal impressions of my intellectual ability and professional skills.

Please comment on my character, quality of previous work, personal strengths and weaknesses, and potential.
(Please use a separate sheet if you prefer).

Signed (applicant): Date:

Name and position:

Institution:

Address:

Country: Postcode:

Telephone: Fax:

Email:

How long have you known the applicant and in what capacity?

Please comment on the applicant's suitability for the course with particular reference to his/her strengths.

How would you rate the applicant in relation to the following? (please tick appropriate boxes)

	Excellent	Very good	Average	Below average	Unable to comment
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambition and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision making skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any other comments you feel would be helpful in supporting their application to the University:

Name of referee:

Signature of referee:

Date:

Thank you for completing this form. Now please return it to:

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