

INTERNATIONAL APPLICATION FORM

IMPORTANT: PLEASE COMPLETE THIS APPLICATION IN FULL, REFERRING TO GUIDANCE NOTES (PAGES 6 & 7)
RESUMES AND CVs CANNOT BE ACCEPTED WITHOUT A FULL APPLICATION. PLEASE NOTE THAT THIS
APPLICATION FORM IS INTENDED FOR APPLICANTS FROM COUNTRIES OUTSIDE OF THE EU.

Please complete in BLOCK CAPITALS.

SECTION 1: PERSONAL DETAILS

Please enter the full course title and academic year in which you intend to study.

If you are applying for a preparation course (International Foundation Year or Pre-Sessional English) please also enter the degree programme that you intend to study.

Course title:	Choice 1:	
	Choice 2:	
	Choice 3:	

Month & year of entry:		Level of entry:	
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Have you previously studied in the UK?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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If yes, please give the full course title, length of study (months/years) and institution of study:

Have you ever been refused a visa for the UK or any other country? (If yes we will get in touch with you for further information)	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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			Day	Month	Year									
Title:	Mr:	<input type="checkbox"/>	Mrs:	<input type="checkbox"/>	Ms:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>	Date of Birth:	

Please give the applicant's names as they appear on their passport.

Family name/s:		First name/s:	
Passport number:		Nationality:	
Country of birth:		Country of permanent residence:	

Applications without the applicant's personal contact details will not be processed.

Permanent home address:			
			Postcode:
Home tel (inc. dialing codes):		Mobile (inc. dialing codes):	

Email:	
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<u>Leeds Beckett University International Office</u> Carnegie Stand, Headingley Carnegie Stadium, St Michael's Lane, Leeds, LS6 3BR, United Kingdom Email: internationaloffice@leedsbeckett.ac.uk Tel +44 (0) 113 81 21111	<u>Leeds Beckett India Office</u> M46 Second Floor Shopping Centre, Greater Kailash II New Delhi 110048, India Email: team@leedsbeckettindia.com Tel +91 011 41436580	<u>Leeds Beckett China Office</u> The British Centre Room 1001, China Life Tower 16 Chaoyangmenwai Avenue Beijing 100020, China Email: x.f.liu@leedsbeckett.ac.uk Tel +86 (0) 10 85251111
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Agency (if applicable):	
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Address for correspondence, if different from above (e.g. agent's address):	
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	Postcode:	
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Tel (inc dialing codes):		Fax (inc dialing codes):	
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Email:																					
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Fee Status – This section helps to identify your status for fees purposes, i.e. how much you will pay if you enrol onto a course at Leeds Beckett University. Please complete the Country of Birth and Nationality sections. If we need further information with regard to your fee status, we will contact you.

I am a permanent resident:	Outside the EU:		In the EU:		In the UK:	
Country of birth:						
Nationality:						
Country of permanent residence:						
Who is expected to pay your fees? (ie self, employer, sponsor etc)						

SECTION 2: PREVIOUS STUDY & QUALIFICATIONS

Please list in chronological order all academic studies completed, whatever the result, plus any studies currently being pursued. Please attach a certified copy of your certificates and transcripts of all qualifications obtained, in original language and translated versions (if applicable). Please note that FT and PT relate to whether you studied your course Full Time (FT) or Part Time (PT).

From Month/Year		To Month/Year		Qualification (to be) obtained and major subject	Institution of study	Country of study	FT	PT

YOU MUST INCLUDE CERTIFIED COPIES OF YOUR EXAMINATION CERTIFICATES AND TRANSCRIPTS WITH YOUR COMPLETED APPLICATION FORM.

WORK EXPERIENCE

Please list details of any work experience and attach a CV or summary providing more details if it is relevant to the course(s) you are applying to study. Please note that FT and PT relate to whether your work was Full Time (FT) or Part Time (PT).

From Month/Year		To Month/Year		Name of organisation	Position/job title	Type of work/duties	FT	PT

ENGLISH LANGUAGE QUALIFICATIONS

The level of English Language required will depend on the course you have chosen. Proof of English Language proficiency is also required by UK Visas and Immigration for Tier 4 visas. For further details on English Language qualifications and entry requirements, please check our online prospectus <http://courses.leedsbeckett.ac.uk>.

Please provide a copy of your English Language Certificate.

Type of Test eg IELTS, TOEFL	Date of Test	Result

SECTION 3: PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

Please ensure that you complete this section fully. Include reasons why you want to study at Leeds Beckett University, the reason for your choice of course and any future career plans. This information will be used by the University to assess your suitability for the course.

Continue on a separate sheet if necessary.

CRIMINAL CONVICTIONS

Do you have a relevant Criminal Conviction?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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Please tick Yes or No depending if you have or have not got a relevant criminal conviction. Relevant convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and you should not reveal them. If you tick yes, you will not be automatically excluded from the application process, however we may ask you for more information. You should be aware that for courses in teaching, health, social work, veterinary medicine, veterinary science or course involving work with children or vulnerable adults, any criminal convictions, including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974. If you are applying for these courses we will ask you to agree to have a criminal record check. If you are convicted of a relevant criminal offence after you have applied, you must tell Leeds Beckett University. Do not send any details of the offence, simply state that you have a relevant criminal conviction; we may then ask you more details.

GUIDE TO COMPLETING THE INTERNATIONAL STUDENT APPLICATION FORM

Thank you for applying to Leeds Beckett University. This form is divided into four sections (please make sure that you complete all sections). This form is available as a PDF. Alternatively, you can apply online at <https://applyonline.leedsbeckett.ac.uk>. Please note that as an international applicant, your eligibility to study a part-time or weekend course in the UK may depend on your immigration status. If you wish to apply for part-time or weekend study please check with your visa issuing authority before submitting your application. If you do wish to apply for part-time or weekend study please make this clear on your application form as we will process all international applications for full-time study unless instructed otherwise.

Section 1: PERSONAL DETAILS

COURSE TITLE: Please use the correct full name for the course as in our prospectus or on our website <http://courses.leedsbeckett.ac.uk>. You may choose 3 courses. All international students must study a full-time course in order to be eligible for a Tier 4 visa.

YEAR OF ENTRY: Please state clearly the calendar month and year in which you wish to begin your study. All courses begin in September, with some also starting in January and May (please check our prospectus).

LEVEL OF ENTRY: This would normally be Year 1. However, if you have qualifications or relevant experience that you think would enable you to enter into an alternative year or have completed your first or second year at another institution, you may indicate this by selecting a higher entry year. You should be guided by the information available on the Online Prospectus under Entry Requirements found on each individual course description.

ADDRESS: This must be your permanent home address but you may also specify an alternative address for correspondence (eg an agent). If you do this, we will send all mail to that address instead.

Section 2: PREVIOUS STUDY QUALIFICATIONS

EDUCATION: Please give details of all secondary education and any further studies completed or currently being pursued. Where you have the results, please supply them. If you have taken an examination and are waiting for results, please write 'results pending'. Please indicate whether study was full or part time.

Please send copies of certificates and transcripts for all examinations taken including English Language

Section 3: PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

PERSONAL STATEMENT: This section is to let us know of anything that you think may help your application, and for you to tell us of any information that you think we need to know about you. Please tell us why you would like to do the course you are applying for and how you think it will help you achieve your aims.

This part must be completed.

Section 4: EDUCATIONAL REFERENCE AND FURTHER EDUCATION

We require you to have at least one referee who can vouch for your academic abilities, personality and suitability for the course you have applied for. Your referee may be a teacher, head teacher, employer or anyone not related to you but in a position of professional authority.

Important Information for Applicants

- i) Your referees should be people **not** related to you by blood or marriage
- ii) Your referees should be qualified to comment on your **academic ability**
- iii) Reference letters must be submitted on **official headed paper** and must be **signed** by the referee
- iv) You should **include all reference letters with your application**

In providing Referees details, you confirm that you have the consent of the referees to use them as such, and that the University may contact them to obtain references about you.

Important Information for Referees

Reference letters must be submitted on **official headed paper** and must be **signed**

Please include the **name of the applicant and the programme** applied for

Please include your name, position/status, address, telephone number, fax and/or email address

Please use the following guidelines in completing a reference

- i) Please state **how long** and in **what capacity** you have known the applicant
- ii) What do you consider to be his/her **main strengths**
- iii) Please include detailed information on the **results** obtained by the applicant or prediction of likely results if the applicant has not yet completed their programme of study
- iv) Your assessment of the **suitability** of the applicant **for the particular programme** to which he/she is applying
- v) Please comment on the applicant's **English language proficiency** – ability to speak, write and comprehend English.

Important Notes

Certain courses have additional entry criteria which you should be aware of. You should check our prospectus or website for individual course requirements <http://courses.leedsbeckett.ac.uk>.

Once the form is completed it should be posted, emailed or faxed (with copies of all documents) to the International Office at the address on page 1. The application will then be assessed and all decisions will be communicated by the International Office.

We will send you one of three replies:

UNCONDITIONAL - You have been accepted and we enclose an acceptance form which you should return to us to accept your place on the course.

CONDITIONAL - You have been accepted provided that you meet certain conditions, for example you achieve an IELTS score of 6.0. Once you meet these conditions, you should contact us immediately with proof of meeting the conditions and we will then send you an unconditional offer letter.

REJECTION - We are sorry but we cannot accept you onto the course. Your application will go no further for this course. Occasionally we may reject you on a certain course, but offer you a place on an alternative course if we feel it is appropriate. Please ensure that you would be happy with this before accepting the offer.

If you have any questions regarding the application process, please contact the International Office at the address on page 1.

Important Notice for Non-UK Citizens

You should be aware that Leeds Beckett University co-operates fully with UK Visas and Immigration in the monitoring and control of non-UK citizens who enter the United Kingdom for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.

Declaration

In submitting an application to the University you are declaring that all the information you have provided is true, complete, and accurate in all respects. In processing your application, (including any decision by the University to make an offer to you), the University will rely on the information which you submit to the University being true, accurate and complete. After you have submitted your application, you will immediately notify the University if any information which you have submitted to the University ceases to be true, complete and accurate. If during the admission process or subsequent to registration, the University becomes aware that information you have provided is not true, complete, and accurate or contains any material omission, the University may terminate your application or student registration and contract, as applicable.

Personal Data

The personal data you supply will be used for the purpose of processing your application and, if you are offered a place at the University which you accept, will form part of your University student record. In the case of non-UK citizens requiring entry clearance to study in the UK, the University will disclose your personal data to UK Visas and Immigration for the purposes of facilitating the entry clearance process and complying with UK Visas and Immigration's rules and directives. All personal data shall be kept confidential (except as set out above), and is held and processed by the University in accordance with the requirements of the Data Protection Act 1998. A full statement of how the University processes your personal data is available at www.leedsbeckett.ac.uk/studentregs.

By submitting your personal data in this application you consent to us processing your personal data in this way.

Course Information

Course content and availability may change from time to time and, although the University makes reasonable efforts to ensure that the information presented in the online course finder is correct and up to date, the University does not represent or guarantee this to be the case and reserves the right to change the content and availability of courses at any time. If the course for which you have applied, has materially changed or is no longer available, the University will contact you to confirm how you wish to proceed.