

Application No

Date Received

Fee Status

APPLICATION FORM

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses. For postgraduate courses, you can complete an online application through the UK Postgraduate Application and Statistical Service at www.ukpass.ac.uk

Please read the accompanying *Notes for Guidance* before completing this form. In signing the declaration you give permission for information given on this Application Form to be used for the purposes outlined in *Notes for Guidance*.

1. PERSONAL DETAILS

Title Mr / Ms / Miss / Mrs / Dr	Surname/family name
Previous surname, if changed	First name(s)
Correspondence address	

Postcode	
Main telephone no	Alternative telephone no
Email	Fax no
Gender M / F	Date of birth
Age on 31 December in year of entry	

2. DISABILITY/SPECIAL NEED

Do you have a disability? Yes No

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment (See *Notes for Guidance*)

Please provide full details in Section 9

3. NATIONALITY/DOMICILE

Country of domicile or area of permanent residence	Country of Birth
_____	_____
Nationality	

Have you ever lived outside the European Union (EU)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

4. WHERE DID YOU HEAR ABOUT THE COURSE(S)?

Advert Agent British Council Careers fair Course directory Library Open day Previous study at Westminster

Professional body Prospectus School or college UCAS Website Word of mouth

If advert, which publication?

5. DETAILS OF THE COURSES TO WHICH YOU WISH TO APPLY

Month (September or January) and year in which you wish to start

Course Title (and pathway if applicable)	Award (eg MA, MSc)	Mode of Study			Entry stage Yr 1/2/3
		Full Time	Part Time Day	Part Time Evening	

6. CURRENT COURSE(S) IF ATTENDING

Name, country and course of the school, college or university	Start date		Expected completion date	
	Month	Year	Month	Year

7. ACADEMIC AND PROFESSIONAL QUALIFICATIONS (Please list the most recent first)

You should list all subjects taken, whatever the result of your highest qualification. Please attach transcript of all results. Continue on a separate sheet if necessary or if you are unable to match your qualifications to this format.

Higher Education to Degree, HND/HNC, DipHE or equivalent

Level	Date of award MM YY	Subject	Place of study/Awarding body	Classification

Secondary Education to GCE A/AS level, SCE Highers, Irish Leaving Certificate GNVQIII, OND/ONC or equivalent. Please also include GCSE examinations if you are applying for an undergraduate course.

Name	Date of award MM YY	Subject	Place of study	Grade or classification

If you are a non-native speaker of English please give details of your highest English Language qualification (eg IELTS, TOEFL)

Name	Date of award MM YY	Subject	Place of study	Grade or classification

Please give details of membership of professional bodies

8. WORK EXPERIENCE

Please give details of your most recent work experience, training and employment. Continue on a separate sheet if necessary.

Job title Nature of work	Name and location of organisation	Full-time or part-time	From		To	
			Month	Year	Month	Year

9. PHYSICAL OR OTHER DISABILITIES OR MEDICAL CONDITIONS INCLUDING ANY WHICH MIGHT NECESSITATE SPECIAL ARRANGEMENTS OF FACILITIES

Please consult *Notes for Guidance*

10. TUITION FEES

Please let us know how you expect to pay your tuition fees: eg yourself, sponsor (please write the name of sponsor below); US loan etc.

11. CONFIDENTIAL STATEMENT BY REFEREE

Please include two references with your application form. It is your responsibility to ensure that relevant references are forwarded separately if not included with this application. No decision can be made on your application until references are received.

The references should be provided on headed paper and give your full name and the course for which you are applying as well as your relationship with your referee (eg manager/lecturer). Your referee's email address should be included for verification.

Personal friends or family members should not supply references. Your referees would normally be one of the following:

- Head of your present or last school
- Principal of your College of Further Education
- Course tutor of your present or last course of study
- Current or last employer
- Training officer
- Careers adviser.

12. CRIMINAL CONVICTIONS

Do you have any criminal convictions? (See *Notes for Guidance*) Yes No

13. FEE ASSESSMENT

This form is to help us make an assessment about which rate of fee we need to charge you. Certain categories of student must legally be charged a 'home' rate and if you do not fall in to one of these categories you will be charged an 'overseas' rate. If you would like to check how the University assesses fees you can look at the UKCOSA 'Guidance Note called Tuition Fees: Will I pay the home or overseas rate?' at www.ukcosa.org.uk

a) Residence in the UK or Channel Islands

Have you **ever** lived outside the UK or Channel Islands? Yes No

If you ticked **Yes** to this question, please go to **section b**

If you ticked **No** to this question, please go to **section 14** and complete the declaration at the end of the form.

b) European Union Nationals

Are you an EU or Swiss National? Yes No

If you ticked **Yes** to this question, please go to **section 15** and complete the declaration at the end of the form.

If you ticked **No** to this question, please go to **section 14** and complete the declaration at the end of the form.

Have you **ever** lived outside the European Economic Area or Switzerland? Yes No

If you ticked **Yes** to this question, please go to **section c) Residence** and then continue to the end of the form.

If you ticked **No** to this question, please go to **section 14** and complete the declaration at the end of the form.

Countries included in the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. **The European Economic Area (EEA)** includes Norway, Iceland and Lichtenstein.

c) Residence

Please give details of the country or countries in which you have been resident in the last three years.

Country	Date residence began	Main reason for residence (eg work, study)

If you need to add more information about your residency please attach an extra sheet.

Were you resident in the UK in the last three years? Yes No

Please give details:

Will you be resident in the UK on the first day of your course? Yes No

d) Temporary residence outside the UK

If you would have been resident in the UK and Islands or EEA/Switzerland during the last three years but for the fact that you, your husband/wife/civil partner or your parent were temporarily working abroad, please attach details including the length of time spent abroad and the nature of the work. Please provide evidence of this, for example, a letter from the employer confirming dates and the temporary nature of the work.

e) EEA nationals working in the UK

If you are a national of one of the European Economic Area countries (a list of EEA countries is above) or a Swiss national or the husband/wife /civil partner or child of such a person, please complete the following:

Are you working in the UK? Yes No

Is your husband/wife/civil partner or parent working in the UK? Yes No

f) Immigration Status

Your immigration status and your family's nationality and circumstances have an effect on the fee assessment. Please read these categories carefully and tick any that apply to you. You will need to provide us with the documentation requested. In the column headed 'yourself or relative' please say who has this status eg you, mother, father, grandparent, husband, wife, civil partner, child.

Status	Tick if status applies	Yourself or relative (please state)	Documentation required
British citizen or holder of Certificate of Entitlement to the right of abode in the UK			Copy of page(s) of passport showing name and nationality. Birth/naturalisation certificate for British citizenship
Time limit on stay e.g. student visa, holiday workers visa, workers visa			No Documentation
Indefinite leave to enter/remain			Copy of page(s) of passport showing name and nationality. Home Office letter confirming ILE/R
Refugee status (not asylum seeker)			Home Office letter and any relevant enclosures proof of identity
Humanitarian protection or discretionary leave or exceptional leave to remain			Home Office letter and any relevant enclosures proof of identity
EU national (other than British Citizens)			Copy of page(s) of passport showing name and nationality
You are not an EU national but have an EU national family member living in the UK			Evidence of relationship to EU family member and evidence that they live in the UK
National of Norway or Liechtenstein or Iceland working in the UK			Copy of page(s) of passport showing name and nationality. Evidence of work such as pay slips, P60 and letter from employer
Swiss national or child of Swiss national			Copy of page(s) of passport showing name and nationality
Child of a Turkish national who is ordinarily resident in the UK and lawfully employed in the UK			Copy of page(s) of passport showing name and nationality and work permit

NOTES FOR GUIDANCE CONTINUED

Section 12 CRIMINAL CONVICTIONS

To help the University reduce the risks of harm or injury to students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions an applicant has. Relevant criminal convictions for offences against a 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 to be relevant and you should not reveal them.

If you are applying for course in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Section 15 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.

CONTACT DETAILS

Please forward this form to the relevant Admissions and Marketing Office as given in the University prospectus or webpage. If you are unsure, then forward to:

Central Admissions
University of Westminster
35 Marylebone Road
London NW1 5LS

Tel: 020 7911 5000

Email: admissions@westminster.ac.uk

www.westminster.ac.uk

CHECKLIST:

Have you included:

- A transcript of your highest qualification
- Two references (or made arrangements to ensure that these will follow)
- Any course specific requirements which you have been asked to include eg questionnaire, essay, portfolio, proposal.