

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

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 No

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	

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 STATUS

UK Government legislation allows publicly funded educational institutions to charge 'overseas' student fees to international students unless they fulfil certain residence and immigration requirements. If you meet these requirements, you will be charged a lower 'home' student fee. Details of these requirements are given in the UKCOSA Guidance note Tuition Fees: Will I pay the home or overseas rate? You can obtain this from www.ukcosa.org.uk

Please answer the following questions which will help us assess your fee status.

If you have never lived outside the UK or Channel Islands, please tick No on the following statement and proceed to Section 14. If you have lived outside the UK or Channel Islands, please tick Yes and answer all parts of this question fully:

I have never lived outside the UK or Channel Islands Yes No

(a) Immigration Status

Please tick as many of the following as apply and provide us with the documentation requested

Status	Documentation Required
<input type="checkbox"/> British Citizen or holder of Certificate of Entitlement to the right of Abode in the UK	Copy of relevant page(s) of passport including page(s) confirming name and nationality
<input type="checkbox"/> Indefinite Leave to Enter/Remain	Copy of relevant page(s) of passport including page(s) confirming name and nationality
<input type="checkbox"/> Refugee status or if you are the child or spouse/civil partner of someone granted refugee status	Home Office letter and any relevant enclosures
<input type="checkbox"/> Humanitarian Protection or Discretionary Leave	Home Office letter and any relevant enclosures
<input type="checkbox"/> Time Limit on stay	Copy of relevant page(s) of passport including page(s) confirming name and nationality
<input type="checkbox"/> Indefinite Leave to Remain	Home Office letter and any relevant enclosures
<input type="checkbox"/> EEA national, other than UK or Swiss national	Copy of relevant page(s) of passport including page(s) confirming name and nationality

(b) Residence

Please give details of the country or countries in which you have been resident for the past three years:

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

(c) Temporary Residence

If you would have been ordinarily resident in the UK and Islands or EEA/Switzerland during the last three years but for the fact that you, your spouse/civil partner or your parent was temporarily working abroad, please give 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.

(d) EEA Nationals

If you are a non-British EEA national or a Swiss national or the spouse/civil partner or child of such a person, please complete the following:

Are you currently resident in the UK? Yes No
If 'yes' complete the rest of this section

Have you, your spouse/civil partner or your parent worked in the UK?
Please tick yes or no as appropriate and include documentary evidence.

Self Yes No
Details/Dates

Spouse/Civil Partner Yes No
Details/Dates

Parent Yes No
Details/Dates

PLANNING STATISTICS

The information you give in response to these questions is required only for statistical purposes, eg for monitoring application and admission rates, and for planning future provision of higher education. It is not available to institutions in the UCAS scheme until the selection process is completed.

Occupational background: If under 21, please enter the occupation of the parent, step-parent or guardian who has or had the highest income in the household in which you have been brought up. If he or she is retired or unemployed give the most recent occupation. If you are aged 21 or over, please enter your own occupation.

Occupational Background:

Ethnic origin: What do you consider your ethnic origin to be? Please tick box.

- | | | |
|--|--|---|
| <input type="checkbox"/> 10 White (Code) | <input type="checkbox"/> 31 Asian or Asian British - Indian | <input type="checkbox"/> 43 Mixed - White and Asian |
| <input type="checkbox"/> 11 White - British | <input type="checkbox"/> 32 Asian or Asian British - Pakistani | <input type="checkbox"/> 49 Other Mixed background |
| <input type="checkbox"/> 12 White - Irish | <input type="checkbox"/> 33 Asian or Asian British - Bangladeshi | <input type="checkbox"/> 80 Other Ethnic background |
| <input type="checkbox"/> 19 Other White background | <input type="checkbox"/> 34 Chinese or Other Ethnic background - Chinese | <input type="checkbox"/> 90 Not known |
| <input type="checkbox"/> 21 Black or Black British - Caribbean | <input type="checkbox"/> 39 Other Asian background | <input type="checkbox"/> 98 Information refused |
| <input type="checkbox"/> 22 Black or Black British - African | <input type="checkbox"/> 41 Mixed - White and Black Caribbean | |
| <input type="checkbox"/> 29 Other Black background | <input type="checkbox"/> 42 Mixed - White and Black African | |

NOTES FOR GUIDANCE

Exclusions

You should NOT normally use this form when applying for entry to the first year of courses leading to the following qualifications:

First Degree, DipHE and HND (Full-Time and Sandwich Courses).

Apply through UCAS. Tel 0870 112 2200 or see their website:

www.ucas.ac.uk

Mature Applications

The University of Westminster welcomes mature students including those who do not have conventional qualifications for admissions to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

In signing the declaration you are giving permission for information given on this Application Form to be used for the following purposes:

- To enable your application for entry to be considered
- To enable the University of Westminster to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information, which would identify you as a person is published
- To enable the University of Westminster to initiate your student record on electronic and manual file.

Release of Information

The University undertakes not to release the information provided by students to any other external agency or individual unless:

- the approval of such release is given in writing by the student, or;
- the student has released information themselves which the University is asked to confirm;
- the student is suspected of fraud against the University;
- the University is requested to provide information by HM Government departments, HM Police Force, the Universities and Colleges Admissions Service, Local Education Authorities or other sponsors.

Completing the Form

Please complete in BLOCK CAPITALS

Section 2 SPECIAL NEEDS

The University is very willing to help students with disabilities. In order to allow institutions to provide the best available support for you they need to know about the nature of your disability and how it might affect your studies. The information you provide does not affect judgements concerning your academic suitability for a course and is treated confidentially. It does, however, enable data to be collected from which the progress of equal opportunities for disabled students in higher education can be monitored.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation, please enter in the lefthand box the code from the list below that is most appropriate to you. If you are a registered disabled person, please enter "R" in addition to the code.

- You do not have a disability or special need
- You have a specific learning difficulty, eg dyslexia
- You are blind/partially sighted
- You are deaf/hard of hearing
- You are a wheelchair user/have mobility difficulties
- You need personal care support
- You have mental health difficulties
- You have an unseen disability, eg diabetes, epilepsy, asthma
- You have two or more of the above disabilities/special needs
- You have a disability or special need not listed above

If you have a disability or special need it is very helpful to all concerned if you contact the University at an early stage to discuss your special needs.

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. (but see the next paragraph).

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

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

Tel: 020 7911 5000

Email: admissions@westminster.ac.uk

www.wmin.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.