



Please return the completed form to: International Admissions
University of Bedfordshire
University Square, Luton, Bedfordshire LU1 3JU United Kingdom
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F: +44 (0)1582 743469
international@beds.ac.uk

Tier 4 Sponsor
Licence Number DA8AR2CH7

Please read the notes at the back before completing this form. It is important that you write neatly using BLOCK CAPITALS in black ink or typescript. If available, you must include a copy of the personal details page from your passport (the page that contains the passport number and your photo). Incomplete application forms submitted without ALL the supporting documents may delay the issuing of your offer.

Applicant signature*

Signing this box indicates you are giving your consent for us to store and process the information you supply on this application form, including all personal details in accordance with the Data Protection Act 1998. We cannot process your application without your informed consent which means that we will be unable to assess or respond to your application.

1 Personal details

Title (Mr/Mrs/Miss/Ms etc)	Male	Female	Date of birth* (dd/mm/yyyy)
First name(s)			
Family name(s)			
Previous family name (if changed)			
Passport number and country of issue			
Correspondence address	Permanent/Home address (if different)		
Postcode	Postcode		
Telephone (including international code)	Telephone (including international code)		
Mobile (including international code)	Mobile (including international code)		
Current email			
Skype ID			
Do you have any criminal convictions?	Yes	No	(please tick as appropriate)

2 Fee status and Visa History

Country of birth				Present nationality
Country of Domicile				
Are you currently resident in UK?*	Yes	No	If YES what visa do you currently hold?	
Have you studied in the UK?	Yes	No	If YES please provide full details in Section 5	
Current Visa Status:				Date current visa expires: (dd/mm/yy)
Work	Tier 4	Student Visit	Visitor	Diplomatic
Have you previously been refused a visa for any country ?	Yes	No		
(If yes refusal documents must be provided)				
Are you intending to bring family members/dependants to the UK?	Yes	No		
Have your family or your dependants been to the UK before ?	Yes	No		
(If yes please provide full details on separate sheet)				
How will you pay for your course?				

3 Agent details

Agent (Code)	Email
Contact name	Telephone (including international code)
Agent address	
Country	Postcode

4 Details of course(s) for which you wish to apply

Course title	Undergraduate (UG) or Postgraduate (PG)?	If you require UG Advanced Level Entry – please state Level 2 or 3 (complete Section 4a)	Month/year of entry
Choice 1:			
Choice 2:			
Choice 3:			

4a To be completed for entry on to degree Level 2 or 3

Please include a transcript (detailed mark certificate) of all modules of learning successfully studied, as well as detailed information which clearly states what curriculum was covered in each module of learning. To confirm the modules for your University of Bedfordshire programme, please check the handbook on the University website: www.beds.ac.uk/courses/modules.

Please tick which of the following you are including as evidence to support your claim (claims will not be considered without the required evidence):

official certificates and transcripts	module outcomes/objectives	assessed coursework/project work
module descriptor	module syllabus	marked examination papers

5 Academic qualifications

Please list results, including those which are pending. Please attach photocopies of your certificates or transcripts. You **must** give details of **every** institution at which you have studied even if you did not receive an award from that institution.

Programme of Study	Start Date (mm/yyyy)	End Date* (mm/yyyy)	Date of Award (if awarded) (mm/yyyy)	Name of Institution	Qualification and Result	Language of Study
Business	09/2009	07/2010	08/2010	University of Bedfordshire	BA 2:2 (65%)	English

6 English Language requirements

Please complete this section. It is very important to provide all the relevant details to enable us to assess your English level and determine whether you meet our entry level criteria in English. You will be required to provide evidence of your English level.

Do you have any of the English qualifications listed below? (please tick all that apply):

IELTS CAMBRIDGE GCSE PEARSON TEST NONE

Other (please give details)

Grade / score

Date achieved

7 Work experience

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

Job title and nature of work/training	Name of Organisation	From (mm/yy)	To (mm/yy)	Full- or part-time

8 Personal statement

Applicants are required to provide a personal statement in support of your application. On a separate piece of paper please state your reasons for choosing this course, give details of any relevant experience, your career plans and other relevant supporting information. **In order for your application to be processed your personal statement must explain why you want to study in the UK, why you wish to come to Bedfordshire, why you have chosen your course, and how it will help you fulfill your career goals.**

9 Physical or other disability or medical condition

Do you have a disability or any condition which might necessitate special arrangements or facilities?

Yes No

If Yes please provide details on a separate sheet of paper.

10 How did you hear about us?

Agent University website Exhibition Search engine

Website / Online directory listing (please specify)

Social Media website (please specify)

Other (please specify)

11 References

Names and addresses of two referees (the University may contact referees if required).

Name	Name
University/Company	University/Company
Address	Address
City	City
County	County
Postcode	Postcode
Telephone (including international code)	Telephone (including international code)
Mobile (including international code)	Mobile (including international code)
Email	Email

12 Declaration

The University of Bedfordshire requires the information on this form for the purposes of processing your application. All personal information will be treated strictly in terms of the Data Protection Act 1998. We will contact you by email, phone and post with information relevant to your application and about the University. If you **DO NOT** wish to be contacted, please tick this box.

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the Notes for Guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant _____

Notes for guidance

General

Before completing the form, please ensure that you read these notes carefully. You should also read the current University of Bedfordshire literature relating to the course(s) in which you are interested.

The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to the University of Bedfordshire.
- To enable the University of Bedfordshire to compile statistical reports.
- To enable the University of Bedfordshire to initiate your student record.
- To share information with government departments (eg immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

Section 1 Personal details

Complete this section in BLOCK CAPITALS. Passport Number - If you do not have a current valid passport you will need to apply for one. Without a passport we will not be able to issue you with an Unconditional Offer nor will you be able to apply for a visa.

Section 2 Fee status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed course.

Section 3 Details of course(s) for which you wish to apply

Level of Entry – If you qualify for advanced entry to your chosen course of study please submit your current academic qualifications such as a transcript. Please also submit, where possible, the relevant modules syllabus.

If you feel your professional experience makes you eligible for advanced entry please submit evidence.

If you wish to indicate an order of preference for your course choices you may do so. If you do not indicate an order of preference then it will be assumed that you have none.

Section 4 Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education (eg School and Higher School Certificate, Apolytirion, Baccalaureat). Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form.

Section 8 Disability/special needs

Describe your condition and, where it is not obvious, indicate whether you have special needs.

Section 9 References

Please supply the name and contact details of an academic reference from your current or previous studies. This need not be related to the course you are applying for. We will contact referees if required.

If you are applying for an MBA you may need to submit a professional reference.

Please see <http://www.beds.ac.uk/courses/bysubject/busfin/mba-exe> for more details.

DOCUMENT CHECKLIST - DO NOT SEND ORIGINAL DOCUMENTS

Please make sure you include the following documents with your application

Application Form



Copies of your Academic Certificates/Transcripts



Copy of your English Language Examination Results



Copy of current passport



Personal Statement including why you want to study in the UK, why you have chosen Bedfordshire, why you have chosen your course and how it will help fulfill your career goals



Previous visa and visa refusal documentation

