

International Office
University of Wolverhampton
Wulfruna Street
Wolverhampton
WV1 1SB
United Kingdom
Internet: (www.wlv.ac.uk)

INTERNATIONAL APPLICATION FORM NOTES FOR GUIDANCE

These guidance notes are provided to help you complete the University's International Application Form. It is very important that you read them before completing the form. You are advised to read the current University literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. It is also advisable to keep a copy of your application form for future reference.

Important Notes

1. The International Application Form should be used solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses/admissions agencies, i.e.

Universities & Colleges Admissions Service (UCAS)
Nursing & Midwifery Admissions Service (NMAS)
Graduate Teacher Training Registry (GTTR)
Social Work Admissions System (SWAS)

} Rosehill, New Barn Lane, Cheltenham, Gloucestershire GL52 3LZ, UK
Tel: 01242 227788 (UK)
44 1242 227788 (international)
www: <http://wwwucas.ac.uk>

Further details regarding applications to the above national clearing houses can be found in the University prospectus.

2. The University welcomes **mature students** including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements.
3. **Despatch Arrangements.** Many courses may have a deadline by which applications should be received. Please consult course literature. If you apply in good time before the deadline, please send the whole application form to your Referee for completion and forwarding to the University. It is preferable that the University receives your application complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to separate Part B of the application. You should, in these circumstances, send Part B to your Referee and request that s/he forward the completed section direct to the University. At the same time, send completed Part A to the University, recording in section 7 that reference is to follow.
4. **Data Protection Act**

When you sign the declaration on the application form, you agree that the University of Wolverhampton can process your information and keep a copy of your form to collect statistics and detect and prevent fraud. We reserve the right to or we may have to give outside organisations, including the police, the Home Office, Local Authorities, Examination Boards or awarding bodies, the Department for Work and Pensions and its agencies, information from your application form to prevent or detect fraud. The Data Protection Act allows you to ask for a copy of all the information we have about you. We charge £10 for this service to cover administrative costs. If you would like a copy of the information, please write to us giving your full name, address, course(s) applied for and application number, and send us a cheque or postal order for £10, payable to the **University of Wolverhampton**.

The information that you provide will be used for the purpose of processing your application and to compile your initial student record.

5. Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly and clearly using **black ball-point pen or black type**. Please print your name and address in **BLOCK CAPITALS**.

Completing the Application Form

Section 1 Personal Details

6. Please complete section 1 in **BLOCK CAPITALS**.
7. Enter your **surname/family name and then first/given names** followed by the **title** by which you wish to be addressed, e.g. Mr, Mrs, Miss, Ms.
8. Enter the **contact address** to which you want the University to send all correspondence.
9. If your contact address is different from your **home address**, please enter the home address where shown. Please note that you must inform the University if you later wish your correspondence to be sent to this or any other address.
10. Enter your main **contact telephone number**, including the international dialling code. This should be the telephone number on which you are most likely to be contacted in case of any query about your application.
11. Enter your home telephone number if different from your main contact telephone number.
12. Enter your E-mail address and Fax number if applicable.
13. **Sex:** enter (M) for male or (F) for female.
14. **Date of Birth:** enter day, month and year, e.g. 24.04.1977.
15. **Disability/Special Needs:** The University is very willing to help students with disabilities. In order to allow the University to provide the best available support for you, we need to know about the nature of your disability and how it might affect your studies. The information you provide will not affect judgements concerning your academic suitability for a course, and will be treated confidentially by the University.

If you have a disability and may require extra support in your study or accommodation, please enter in the right-hand box the code that is most appropriate to you from the list below. If more than one applies to you, please use code 8. We will also use this information to monitor progress in equal opportunities in the University.

- 1 You have a specific learning difficulty (for example dyslexia).
- 2 You are blind/partially sighted.
- 3 You are deaf/hard of hearing.
- 4 You are a wheelchair user/have mobility difficulties.
- 5 You have Austistic Spectrum Disorder or Asperger Syndrome.
- 6 You have mental health difficulties.
- 7 You have an unseen disability, e.g. diabetes, epilepsy, asthma, or a heart condition.
- 8 You have two or more of the above disabilities/special needs.
- 9 You have a disability, special need or medical condition that is not listed above.
- 0 You do not have a disability or are not aware of any additional support requirements in study or accommodation.

Please give details of any disability, special needs or medical condition and indicate clearly the help you may require or special facilities to assist you in your study, fieldwork or accommodation. You may also find useful information from Skill: National Bureau for Students with Disabilities, Chapter House, 18-20 Crucifix Lane, LONDON SE1 3JW, UK or visit the web site at www.skill.org.uk.

Section 2 Further Details

16. **Nationality** State your nationality (as given in your passport if you have one).
17. **Country of permanent residence** Enter the name of the country where your permanent home is.
18. **Country of birth** Enter the current name of the country in which you were born.
19. **Residential Category** You are required to identify your residential category to help the University correctly classify your fee status. Enter one code from the table below which best describes your residential category:

- A You are a UK or EU national, or live in the Channel Islands or Isle of Man, or are the child of a UK or EU national, and have lived in the EEA for three years, but not just for full-time education.
- B You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK for three years, but not just for full-time education.
- C You are a refugee, or have been granted Exceptional Leave to Enter or Remain in the UK following an application for asylum, and you have lived in the UK since status was recognised or granted, or you are such a person's husband, wife or child.
- D You are an EEA national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA for three years, but not just for full-time education.
- G You are a UK or EU national, or a child of a UK or EU national, and normally live in the EEA but have been living outside the EEA because you, your husband or wife, or your parent have been temporarily working outside the EEA.
- O Other.

Please note the code you choose is provisional. The fee status regulations are complex and the University may require additional information. If you are unsure which category to use, please see 'Residential Category - Note for Guidance'. The University will make the final decision on your residential category and has the right to change your code.

20. **Date of first entry to live in the UK** Please give the date you began living here permanently.
21. **Who will be paying your tuition fees?** Enter details (Name and address) of whom you expect to pay your fees for the proposed course. If you do not know who will pay your fees, please indicate this.

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

22. For further information please see the University's prospectus.
23. If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate any order of preference, the University will assume that you wish to be considered for all the courses listed on the form at the same time.
24. Write each entry on a separate line. Enter the required details from left to right:
 - a) *Course Title/Subject Name(s)*. (See the University prospectus), e.g. MSc Information Systems Engineering.
 - b) *Year/Month of Entry*. e.g. 2004 September.
 - c) *Point of Entry*. If you wish to be considered for entry other than to the first year of the course, then you should first contact the University to determine the entry criteria. If appropriate you should enter the required year e.g. year 2, 3, etc.
 - d) *Postgraduate/Undergraduate/Professional*. (See the University prospectus), e.g. For MSc Construction Law enter Postgraduate.
 - e) *Mode of Study*. (See the University prospectus), e.g. LLM Full time (day and evening attendance).
25. How you heard of the University of Wolverhampton course(s). In order to assist the University's Marketing and Publicity department, please enter how you heard of our courses. e.g. Prospectus, British Council, education fairs, source of advertisement, etc.

Section 4 Work Experience

26. Please include all your work experience, training and employment, paid or unpaid, full or part-time, in your home or outside. Weekend and vacation work may be included. Some applicants may find this space insufficient and therefore should continue on a separate sheet.
 - a) *Employer Name/Training Body*. Enter the name of your employer or the training body/institution.
 - b) *Type of Business*. Enter the type or nature of business.

- c) *Your job title.* Enter your job title or the nature of the work undertaken by yourself.
- d) *Full-time/Part-time.* Indicate whether the work/training was part-time (PT) or full-time (FT).
- e) *From (Month/year) To (Month/year).* Enter the length/duration of your employment or training undertaken. e.g. *From July 1997 To August 1998.*

Section 5 Qualifications

- 27. **It is important that you read the following instruction carefully before making any entry on this page**, which should be in BLOCK CAPITALS. Where necessary, applicants should use the available space in section 5A and 5B flexibly to maximise the amount of information provided. For example, use two lines or more if the title/subject(s) requires it, rather than attempting to squeeze too much into one line. A separate continuation sheet may also be used.
- 28. Section 5A QUALIFICATIONS GAINED is for all **completed qualifications** passed. You should also indicate any qualifications taken but failed for information
- 29. Section 5B QUALIFICATIONS FOR WHICH YOU ARE CURRENTLY STUDYING is for all **qualifications still to be completed** or where results are pending. The way you fill in the columns is similar for 5A and 5B except that you may have to leave the result column blank in 5B.
- 30. **English Language Qualification:** Several UK examining bodies, as well as others in the United States of America and Australia, administer tests in English Language for overseas students. Please indicate any English Language qualification that you have undertaken specifying the score achieved. e.g. TOEFL (Test of English as a Foreign Language)*, IELTS (British Council/University of Cambridge International English Language Testing Service), CPE (University of Cambridge Certificate of Proficiency in English), etc.
*Written or computer-based test.
- 31. Applicants should give full details of all qualifications. You should send a **copy** of all transcripts and certificates to the University. Please do not attempt to give a UK equivalent. These details should include:
 - a) *Name of Qualification.* Applicants with qualifications obtained in a language other than English should enter the title of the qualification in the original language and give a brief description, in English, of the type of examination (e.g. school-leaving examination) and the subjects studied.
 - b) *Duration.* Enter the number of months and years taken in order to gain the qualification. e.g. 18 months.
 - c) *Date.* Please also indicate the date on which the qualification was completed (section 5A) or is to be taken (section 5B).
 - d) *Mode of Study.* Enter mode of study e.g. Part-time (PT), Full-time (FT) Distance Learning (DL) etc.
 - e) *Subject(s).* Enter the individual subject(s) if appropriate with the results obtained (section 5A) or expected (section 5B) in each subject.
 - f) *Result.* Enter, if appropriate, the overall result of the examination obtained (section 5A) or expected (section 5B).
 - g) *Place of Study.* Enter the name of the place where the qualification was gained or is expected to be gained, including the address if possible.
- 32. In order to assist the University to maintain its student records and to track student progression, please indicate if you have **previously studied at the University of Wolverhampton**. If yes, please enter brief details e.g. dates of attendance, student registration number, course of study.

Section 6 Additional information in support of your application

- 33. **Personal statement.** In this space you can enter any further information you believe to be relevant and which is not given elsewhere on the form. It provides you with an invaluable opportunity to influence the Admissions Tutors and explain your motivation. *You may continue on a separate sheet if necessary.* Please include your name, signature and date on any continuation sheets.

There is no ideal or recommended way to structure your response to this section. However, you should consider using the paragraph headings outlined for the benefit of Admissions Tutors. Admissions Tutors will also be interested in your social, sporting or other interests and activities; any non-examined subjects you are studying; relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry, (i.e. a year beyond the next academic year), please give your reasons for so doing.

You are required to state whether or not you have any criminal convictions. Please tick the YES or NO box at the bottom of this section to indicate your situation. If YES, you may be required to provide details of any convictions to the University. See 41 below.

Section 7 Names and address(es) of referee(s)

- 34. All applicants are normally expected to provide an academic reference in support of their application. Please consult course literature to see if any particular type or number of referees is required.
- 35. Normally, your referee would be one of the following:
 - The Head or Principal of the school or college at which you last studied.
 - Course Tutor of your present or last course of study.

If you have been out of education for some time, you may wish to consider one of the following:

- Your current or last Employer, or Training Officer, or Careers Advisor;
- If you belong to a relevant organisation (voluntary or not), an officer of that organisation.

References provided by relatives or friends are not acceptable. It is important that the referee should be in a position to comment authoritatively on your abilities and potential. If you have any difficulty in identifying a suitable referee you should seek advice from the University.

- 36. Part B of the International Application Form should be sent to your referee(s) preferably with your application form. Both these forms should then be forwarded to the University for consideration. However, as outlined in Note 3 Despatch Arrangements it is acceptable to forward the International Application Form to the University, recording in Section 7 that the reference will follow. Please ensure that your referee has a copy of your application form for his/her information.

Section 8 Declaration

Before signing the application form please read the following paragraphs carefully. **You must sign it or we cannot process your application.** We will contact you to get your signature, but this will delay your application and you could miss deadlines. When you sign the form, you agree to follow these conditions. Please also see the University prospectus.

37. Any offer of a place you may receive is made on the understanding that information provided by you is accurate and complete and that in accepting the offer you agree to abide by the rules and regulations of the University, and by signing this form you are confirming your agreement to this.
38. If the University has reason to believe that you or any other person has given false information, omitted any information requested in the instructions or the application form, has made any misrepresentation therein or has omitted other material information, the University will take whatever steps it considers necessary to establish whether the information given in your application is correct. The University reserves the right at any stage to request that you provide further information relating to any aspect of your application form, e.g. proof of identification, status, academic qualifications or employment history etc. If such further information is not provided within the period stipulated by the University, then the University reserves the right to cancel your application.

In pursuance of the prevention of fraud, the University reserves the right to disclose information shown on your application to outside agencies, e.g. the Police, the Home Office, Local Authorities, Examining Boards, Department for Work and Pensions, the Inland Revenue, the Student Loans Company.

If any information on the application form changes after you have applied you are under a duty to disclose this information to the University.

39. We may use information from your application form to collect statistics. For this purpose we will not tell any other organisation or publish any information that could identify you.
40. You have the right to cancel your application. You can do this by writing to us within 10 working days of the date of our acknowledgement letter.
41. **Criminal Convictions**

The University asks you to say on your application whether you have any criminal convictions. This is to help us ensure a safe environment for all our students.

If you have been convicted of a criminal offence (excluding (a) a motoring offence for which a fine and/or maximum of three penalty points were imposed or (b) a spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except for certain courses – see below), you are required to tick the **YES** box in section 6 of your form. If you have not been convicted of a criminal offence you must complete the **NO** box. **If you do not tick either box, we will need to contact you to get this information and this will delay your application.**

You should be aware that for certain courses particularly related to Teaching, Health and Social Work programmes or courses involving work with children, any criminal conviction, including spent sentences and cautions, must be declared. You should also note, that for these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. If you have lived overseas for a substantial period of time, you may be asked to obtain equivalent information from overseas authorities. If you are in doubt you should contact the University and seek advice.

If you are not sure whether to tell us about a previous conviction, you should get more advice from a UK Citizens Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

If your circumstances change after you have applied (for example you are convicted of a criminal offence) you must declare this information to the University.

42. **Serving Prisoners**

If you are currently serving a prison sentence you must show the prison address for correspondence in section 1 of your application form, and in addition you must complete the YES box in section 6. You must provide supporting evidence from a Senior Prison Officer.

Additional Notes

43. The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the institution interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out therein.
44. Should you become a student of the University of Wolverhampton, this notice shall be a term of any contract between you and the institution. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.
45. For further information regarding becoming an international student at the University please refer to the International Student Handbook available from the University of Wolverhampton, Wulfruna Street, Wolverhampton, WV1 1SB. UK. Telephone number (44) (1902) 322463. Fax: (44) (1902) 322488. E-mail: international@wlv.ac.uk. The handbook, together with other useful information, is available on our web page. (<http://www.wlv.ac.uk/>). You may also find useful information on the British Council Education Information Service Website: www.britishcouncil.org/eis
46. Sometimes we may send you information on products and services that are relevant to higher education and that we think you may be interested in. We will never give your name or address to other companies. If you do not want to receive commercial information, please tick the box on the application form.

Please return your form to:
INTERNATIONAL OFFICE,
UNIVERSITY OF WOLVERHAMPTON,
WULFRUNA STREET, WOLVERHAMPTON, WV1 1SB, UNITED KINGDOM