

APPLICATION FORM

PLEASE NOTE:

For full-time undergraduate study starting in September you MUST apply via the UCAS website at www.ucas.com



NOTES FOR COMPLETING THIS APPLICATION FORM.

Please ensure that you complete all of the compulsory sections marked* and all other questions relevant to you. Please complete this form either electronically by typing in the boxes provided or by writing clearly in black ink. If you have any problems completing this form email study@uel.ac.uk or call +44 (0)20 8223 3333

1. Programme applied for

Please note applicants requiring a Student Visa can only study full-time.

* Level of study (please tick ONE only) Undergraduate Taught Postgraduate Other (Please specify)

* Full programme title e.g. MSc Toxicology, BA (Hons) Journalism

* Mode of study (Please tick ONE only) (Please double-clicking on the relevant box and select "CHECKED" in the default value option)	* Start month (Please tick ONE only)	* Start year (Please tick ONE only)	* Which entry year are you applying for? (Please tick ONE only)	
Full-time <input type="checkbox"/>	September <input type="checkbox"/>	2011 <input type="checkbox"/>	1 <input type="checkbox"/>	3 <input type="checkbox"/>
Part-time <input type="checkbox"/>	February <input type="checkbox"/>	2012 <input type="checkbox"/>	2 <input type="checkbox"/>	

2. Personal Details

* Title (e.g. Mr, Mrs, Miss, Ms, Dr etc)

* Have previously studied at or applied to UEL? (Tick only ONE)
Yes No

* Surname / Family Name (BLOCK CAPITALS)

If yes please enter your 7 digit UEL reference/ student number

* First / Given Name (BLOCK CAPITALS)

If you have been issued with a ten digit Unique Learner Number

(ULN) please enter it here

* Date of Birth (DD/MMM/YY - eg: 04/MAR/84)

If you are applying through a UEL Advisor please give the company name

* Gender (Tick ONE only) Male Female

3. Your current address

* Address Line 1 (BLOCK CAPITALS)

* Address Line 2

* Town

County (if applicable)

* Postcode / Zip code (if applicable)

* Country

Your contact details

Home Telephone number (including country dialling codes)

Mobile number (including country dialling codes)

Email address (please write clearly and in BLOCK CAPITALS)

4 Essential additional information. All applicants to complete.

* Country of Birth

* Nationality as it appears / would appear on your passport

* Country that you normally live in

If you are currently living in UK/European Union (EU) or European Economic Area (EAA) and this is not your country of residence, please state the date of your first entry to the UK/EU/EAA

D	D	M	M	Y	Y
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Please answer the questions below:

Have you been living in the UK/EU/EAA continuously since this date

Yes

No

What was your main purpose for coming to the UK/EU/EAA?

Did you require a student visa for entry to the UK? Yes

No

5. Employment

* Employment history (complete if applicable in date order starting with the most recent)

Employer and type business	Position held / Job title	Brief description of role / duties / responsibilities	Start date (Month MM / Year YY)	End date (Month MM/ Year YY)

6. References

Please provide details of two referees one, at least, must be an academic referee. If you are applying for an MBA you must include a work referee, normally your line manager. Please note references from family members will not be accepted.

Name	Company/ Organisation/ Educational institution	How do they know you?/	Address	Telephone number and e-mail (including country codes if not in UK)

7. English Language and Mathematics Qualifications

Please provide details of any English Language qualifications (e.g. GCSE/GCE 'O' level/IELTS/TOEFL/WAEC) that you have completed or expect to complete. Please note you will be asked to provide evidence of these qualifications. Please also provide details of your mathematics qualification(s).

Qualification and awarding body (eg GCSE, AQA)	Subject (eg English/ mathematics)	Results (all components)	Month MMM / Year YY completed / expected to complete

9. Personal Statement

The statement should be approximately 250 words and we will take into account your use of English including spelling, grammar, punctuation, sentence and paragraph structure.

Please give the following information in support of your application:

- Why you are applying for this particular programme
- What you hope to achieve through studying this programme
- How you feel your past / current studies / experience support your application
- How this programme is relevant to your future career / academic goals
- If applying for a programme that requires work experience, you must make reference to how you meet this requirement
- Any additional information that you feel is relevant
- If you are applying for advanced standing (ie to years 2 and 3) / entry please give details and attach transcripts.

When writing your personal statement, you are advised to refer to the full programme specification which can be found at www.uel.ac.uk/programmes as this contains details of programme content, entry requirements and career opportunities on successful completion of the programme.

***Statement.** Please enter your Personal Statement here

Please continue on a separate sheet if necessary

10. Additional Needs

As an inclusive university, we want to provide the best support possible to a wide range of applicants, including those with additional needs. Additional needs include any disabilities or supplementary educational needs that you may have such as physical or sensory impairments; mental health difficulties including depression; specific learning difficulties like dyslexia and aspergers; and health conditions such as HIV, epilepsy, arthritis and cancer.

The information that you provide here will not be used to assess your academic suitability for the programme but to ensure that, if you are made an offer to study at UEL, we are aware that you may need extra support. At the point of offer, your details will be passed to the Disability and Dyslexia Advice Centre who will contact you regarding any support needs that you may have and to ensure that you have access to any additional funding for which you are eligible or equipment/software that you may require from an early point in your studies. If you would like further information about the Disability and Dyslexia Advice Centre, please visit www.uel.ac.uk/disability or contact them on +44 (0)208 223 7611.

Do you have any disabilities or additional educational needs? Please tick ONE box only.

- | | | | | | | | |
|-----------------------|--------------------------|-----------------------|--------------------------|---------------------|--------------------------|----------------------|--------------------------|
| No disability | <input type="checkbox"/> | Learning difficulty | <input type="checkbox"/> | Blind/partial sight | <input type="checkbox"/> | Deaf/partial hearing | <input type="checkbox"/> |
| Wheelchair/mobility | <input type="checkbox"/> | Personal Care Support | <input type="checkbox"/> | Mental health | <input type="checkbox"/> | Unseen disability | <input type="checkbox"/> |
| Multiple disabilities | <input type="checkbox"/> | Autistic Disorder | <input type="checkbox"/> | Other disability | <input type="checkbox"/> | | |

11. Applicants who have been in care (full time undergraduate EU/UK applicants only to complete)

As an inclusive university we want to provide the best possible support to a wide range of applicants, including those who have spent time in local authority care. Being in care includes public care, living in one or more of foster homes, semi-independent living or residential care homes. If you consider that you have been in care, for even just one day, please answer the two questions below:

Have you been in care? Yes No

If you have answered 'Yes' to the above question please answer the question below and tell us how long you have been in care:

- I have been in care for a total of
- | | |
|-------------------|--------------------------|
| Less than 1 week | <input type="checkbox"/> |
| 1 week – 3 months | <input type="checkbox"/> |
| 3 months – 1 year | <input type="checkbox"/> |
| 1 year – 3 years | <input type="checkbox"/> |
| 3 years or more | <input type="checkbox"/> |

Please note that this information will not be used to determine your suitability for study at UEL and will be treated in the strictest confidence – we are asking so that we can provide you with the appropriate level of support to enable you to succeed at UEL if you commence a programme with us. It is essential that we know this information as soon as possible so that we can contact you for further details if we make you an offer for the programme. Support that is available to care leavers includes scholarships and assistance with accessing our student residences. For further information please visit www.uel.ac.uk/careleavers

12. Criminal Conviction

We need to know about criminal convictions in two situations:

1. In circumstances where that information may help us to reduce the risk of harm or injury to our students and staff:

A relevant criminal conviction in this context is one for offences against the person, whether of a violent or sexual nature, or for offences that concern 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 do not have to be revealed

If you do have a relevant criminal conviction that is not spent you must answer yes to this question

Your application will still be considered if you answer yes and we will send you our decision on your academic suitability for the programme. If an offer for the programme is made, we will then request further details of the offence in order to assess your suitability to register with the University. Please note that the declaration of a criminal conviction is not in itself a bar to registration. As an inclusive university, fair consideration will be given in tandem with the nature of the offence, the time of conviction and if any sentence has been spent.

If you are convicted of a relevant criminal offence after you have made your application, you must tell us and we may then ask you for further details.

2. Where it is a consideration because of the nature of the programme of study chosen:

Programmes involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects are exempt from the Rehabilitation of Offenders Act 1974. This means that any criminal convictions including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, must be declared and are never spent for this purpose

If you are applying for such a programme, we will require an enhanced disclosure certificate from Criminal Records Bureau or its equivalent if you are applying from outside the UK. The university will assess the information disclosed and determine whether or not it is relevant. The appropriate forms and instructions will be sent to you should you be offered a place on the programme.

If you wish to check whether your chosen programme requires a criminal records check or you would like confidential advice regarding this section, please call the Applicant Checks Officer on +44 (0) 20 8223 6271. If you are convicted of any criminal offence after you have made your application for one of these programmes you must tell us and we may then ask you for further details.

* Do you have a relevant criminal conviction?

(Please double-clicking on the relevant box and select "CHECKED" in the default value option)

YES

NO

13. Submission

We expect you to submit a complete and comprehensive application at the point of first submission. This will enable us to assess properly your suitability for the programme. It is therefore in your best interests to provide us with accurate information and to ensure that you are fully informed about the programme you are applying for and the commitments you would be making if you become a student here. **By signing / electronically submitting your application you are confirming that the information provided on this form is complete and correct. Omissions or false statements may lead to disciplinary action for students resulting in expulsion from the University.**

You will be asked to supply proof of the information submitted, or to otherwise confirm the details of this application, in person, at a later date. This will include providing proof of identity.

* Signature / Date

14. How we will use the information that you provide on this form

- We will not share this information with third parties unless required to do so by the Data Protection Act 1988
- We will use the information provided to make an academic judgement on your suitability for the programme
- We will contact you with information relevant to your application and studying at UEL only

Please return this form to the Admissions Office. You can send this form as an e-mail attachment, or you can print it out and send it by surface mail or fax. We aim to respond to all applications within four weeks of receipt.

General Admissions:

Admissions Office
University of East London
University Way
London E16 2RD
United Kingdom

E-mail: study@uel.ac.uk
Tel: +44 (0)20 8223 3333
Fax: +44 (0)20 8223 2978

International/Non-EU applicants only:

International Admissions Office
University of East London
University Way
London E16 2RD
United Kingdom

Email: admissions.international@uel.ac.uk
Tel: +44 (0)20 8223 3333
Fax: +44 (0)20 8223 2978