

# Application Form

Please ensure that you complete all of the compulsory sections marked \* and all other questions relevant to you.

This form can be completed 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](mailto:study@uel.ac.uk) or call us on +44 (0) 20 8223 3333.

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

**Admissions Team, University of East London,  
University Way, London E16 2RD United Kingdom**

## 1. Course details (please tick ONE only)

### \* Level of study

Undergraduate

Taught Postgraduate

### \* Full course title

### \* Mode of study (Applicants requiring a student visa can only apply full-time)

Full-time

Part-time

### \* Start month

September

January

### \* Start year. (Please note that not all courses offer a January and September intake. Please refer to [uel.ac.uk](http://uel.ac.uk))

### \* Which entry year are you applying for (undergraduate only)

Foundation year

2<sup>nd</sup> year1<sup>st</sup> year3<sup>th</sup> year

## 2. Personal details (BLOCK CAPITALS)

### \* Title (e.g. Mr, Mrs, Miss, Dr)

### \* First / Given name

### \* Surname / Family name

### \* Date of birth (DD/MM/YY)

### \* Gender

Male

Female

Other

\*Have you previously applied to or studied at UEL? If yes please enter your 7-digit UEL reference number

Yes

No

If you are applying through an agent please give the company name

### 3. Current contact details (BLOCK CAPITALS)

\* Address line 1

\* Town

\* Address line 2

County (if applicable)

\* Country

\* Postcode/Zip (if applicable)

Home telephone number (+ country code)

Email address

Mobile number (+ country code)

### 4. Additional supporting information

\* Country of birth

\* Country that you normally live in

\* Nationality/dual nationality (as per your passport)

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

Day  Month  Year

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

Yes

No

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



## \*6. English Language and Mathematics Qualifications

Please provide details of any English Language or mathematics qualification(s) (e.g. GCSEs/Functional Skills/IELTS/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 (e.g. GCSE, AQA)	Subject (e.g. English/ Mathematics)	Results (all components)	Month / Year completed / expected to complete

## \*7. Personal Statement

The statement should be a minimum of 500 words (half a page of A4) 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 course?
- What you hope to achieve through studying this course?
- How you feel your past / current studies / experience support your application?
- How this course is relevant to your future career / academic goals
- If applying for a course 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 (i.e. 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 course specification which can be found at [uel.ac.uk](http://uel.ac.uk) as this contains details of course content, entry requirements and career opportunities on successful completion of the course.

## 8. Employment

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

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

## 9. 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. We will use these details to contact your referees. Please ensure that they are happy to be contacted by us before you give us their details.

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

## 10. Additional needs

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 Service who will contact you regarding any support needs that you may have. If you would like further information about the Disability and Dyslexia Service, please visit [uel.ac.uk/disability](http://uel.ac.uk/disability)

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

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

## \*11. Criminal convictions

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. 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

### \*Do you have a relevant criminal conviction?

Yes

No

## \*12. Submissions

Signature \_\_\_\_\_

Date \_\_\_\_\_

Familiarise yourself with the course summary at [uel.ac.uk](http://uel.ac.uk) and our Terms of Admittance ([uel.ac.uk/terms](http://uel.ac.uk/terms)) prior to submitting an application.

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.

## 13. Data Protection

For the purposes of the Data Protection Act (2018) UEL are the data controller for the personal data you provide to us. We use the data you provide on this form for processing your application on the basis that it is necessary for entering into a contract with us. We may also use this data for the purpose of fulfilling our public tasks as a University and where required as part of a legal obligation.

We will only share this information with third parties, (data processors), where we have a statutory, or legal obligation, or if the data processor is acting on our behalf.

You have rights associated with how we use your personal data including the right to complain to the Information Commissioners Office via [ico.org.uk](http://ico.org.uk) if you think we have done something wrong. For more information please see our fair processing notices on [uel.ac.uk](http://uel.ac.uk). For questions or queries relating to data protection, please email [dpo@uel.ac.uk](mailto:dpo@uel.ac.uk).