



### 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:    |  |  |                     |

Please include a transcript (detailed mark certificate) of all  $\text{\pounds}20$  of learning successfully studied, as well as detailed information which clearly states what curriculum was covered in each  $\text{\pounds}20$  of learning. To confirm the  $\text{\pounds}20$  for your University of Bedfordshire programme, please check the relevant course page on our website: [www.beds.ac.uk](http://www.beds.ac.uk)

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> official certificates and transcripts | <input type="checkbox"/> $\text{\pounds}20$ outcomes/objectives | <input type="checkbox"/> assessed coursework/project work |
| <input type="checkbox"/> $\text{\pounds}20$ descriptor         | <input type="checkbox"/> $\text{\pounds}20$ syllabus            | <input type="checkbox"/> marked examination papers        |

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

| Name of institution                           | QF Level  | Start Date of Course                | End Date of Course                  | Do you have a previous Visa refusal letter? If yes please provide copy of letter |                                     |
|---|---|-------------------------------------|-------------------------------------|--|-------------------------------------|
|   |   |                                     |                                     | YES  | NO                                  |
| <i>University of Oxford</i><br><b>EXAMPLE</b> | <i>Foundation course in English</i><br><b>EXAMPLE</b> | <i>15.01.2012</i><br><b>EXAMPLE</b> | <i>20.12.2012</i><br><b>EXAMPLE</b> | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |
|   |   |                                     |                                     | YES  | NO                                  |
|   |   |                                     |                                     | YES  | NO                                  |
|   |   |                                     |                                     | YES  | NO                                  |
|   |   |                                     |                                     | YES  | NO                                  |

## 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 Personal Statement and Work Experience

Applicants are required to provide a personal statement in support of their application. On a separate piece of paper please state your reasons for choosing this course. Include details of any relevant experience and your career plans. Please also attach any other relevant documents detailing your work experience, such as your CV. **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.**

## 8 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.

## 9 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) \_\_\_\_\_

## 10 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                                    |

## 11 Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I grant permission to the University of Bedfordshire to request information pertaining to my current or previous visa status in the UK from the Home Office if necessary

Student Name (please print): \_\_\_\_\_

Passport number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 4 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 unit's 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 5 Academic History

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 10 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 [unibeds.info/MBAAD](http://unibeds.info/MBAAD) 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

