University of Worcester

For office use only

Student No: ☐

Application form

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or UCAS Teacher Training (UTT).
Please read the accompanying Notes for Guidance before completing this form.

1 Personal details

Title (PLEASE TICK APPROPRIATE BOX) Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐	Surname / Family name (BLOCK CAPITALS)
First name (s)	Previous surname / Family name, if changed
Address	Correspondence address
Postcode	Postcode
Passport Number (for Overseas Applicants only) *(Please send photocopy of passport)*	Will you require details on campus accommodation? Yes ☐ No ☐
Have you studied at the University before? Yes ☐ No ☐	If yes, what is your Student Number?

Daytime telephone number	Evening telephone number	Mobile telephone number

Email Address
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Gender: Male (M) Female (F) ☐	Date of birth day ☐☐ month ☐☐ year ☐☐

2 Details of course to which you wish to apply

Course title	Mode of study full-time / part-time	Start date month / year

Do you wish to register for an award? Yes ☐ No ☐
Name of Award (*eg: BSc/IFD/GTP*) _____

If IFD/IPMD, please specify the course onto which you will be progressing: _____
FOR INTERNATIONAL STUDENTS ONLY: Year Abroad Yes ☐ No ☐ Semester Abroad Yes ☐ No ☐

For applicants for Education Programmes only:

Do you have qualified teacher status? Yes ☐ No ☐ DfES Number _____
If yes how much teaching experience (full-time equivalent) _____ Years _____ Months

Your current school or setting (please circle as appropriate):

Early Years / Primary / Middle / Secondary / 6th Form / Special School / Training School / Specialist College / FE College / Other……. Independent sector / State sector / Other:……

For applicants for Nursing/ Midwifery programmes only:

Are you a Registered Nurse? Yes ☐ No ☐

If yes, what is your NMC Pin Number: ☐☐☐☐☐☐☐☐

Will you require a Student Visa whilst studying nursing/midwifery in the UK? Yes ☐ No ☐

Are you eligible for an NHS bursary? Yes ☐ No ☐

3 Financial and residential details

Country of permanent residence	Nationality

Applicants not born in the European Union please state date of first entry into the EU/UK day month year

Name of person/organisation expected to pay your fees (eg the name of the LEA / TDA/ NHS /Employer/Sponsor or Yourself) IF NHS PLEASE STATE TRUST AND LOCATION OF WORK PLACE

4 Disabilities and Special needs

Please enter appropriate code here: (see notes for guidance)	Support required:

5 Work experience

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

Job title	Name of organisation	Full time/ part time	From	To

6 Last two educational establishments at which you studied

Name and address of establishment	From	To	Full time or part time

7 Qualifications *(GCSE and above)*

Recognised qualifications taken or results pending e.g. in professional examinations or overseas qualifications. For overseas qualifications please state UK equivalent, and include translations where possible. If you are applying for a Teacher Training course, please ensure that you list all GCSEs.

Please enclose copies of certificates and transcripts relating to the qualifications declared below.

Qualification	Subject	Date	Place of study	Results (Grades or bands)	CATS/ECTS points (if applicable)

8 English Language - **Please enclose certified copies of certificates**.

Is English your first language? Yes ☐ No ☐
Was English the language of instruction at school/college/university? Yes ☐ No ☐

If no, what is your first language?

IF no give details of English language course taken / to be taken (eg IELTS,TOEFL)

Qualification	Date taken and location	Overall score	Written score

9 Personal statement (please see Notes for Guidance)

Some courses may have additional application requirements. Please check the course entry in the prospectus or on the website.

10 Referees' names and addresses (please see Notes for Guidance)

Name		Name	
Address		Address	
Postcode	Telephone number	Postcode	Telephone number

11 Ethnic origin **(to be completed only if country of permanent residence is in the UK)**

This information is not used in the selection process and is used for statistical purposes only.

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please circle appropriate number:

White		*Black or Black British*		*Asian or Asian British*		*Mixed*	
White	10	Black Caribbean	21	Indian	31	White and Black Caribbean	41
Irish Traveller	14	Black African	22	Pakistani	32	White and Black African	42
Information refused	98	Other Black background	29	Bangladeshi	33	White and Asian	43
				Chinese	34	Other mixed background	49
				Other Asian	39	Other ethnic background	80

12 Disclosure of criminal convictions

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?
(*See notes for guidance for a definition of relevant criminal convictions, and information on DBS Disclosures*).

YES **NO** *Please circle appropriate response*

13 Declaration

I confirm that the information I have given on this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the Notes of Guidance, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. If I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.

day month year

Applicant's Signature…… ☐☐ ☐☐ ☐☐☐☐

PLEASE RETURN THE COMPLETED APPLICATION FORM, TOGETHER WITH ONE REFERENCE, RELEVANT PHOTOCOPIES OF CERTIFICATES AND EVIDENCE OF IDENTITY TO:

Admissions Office
Registry Services
University of Worcester
Henwick Grove
Worcester
WR2 6AJ
Tel: 01905 855111

Authorised Agents' Stamp and Signature

REFERENCE FORM

APPLICANT DETAILS *(TO BE COMPLETED BY THE APPLICANT)*	
Name of Applicant:	
Course Applied for:	
REFEREE DETAILS	
Name of referee	
Post/Occupation/Relationship	
Address	
Telephone	Fax.
Email address	
Should this reference be treated as confidential? Yes/No. If confidential please return direct to The Admissions Office, University of Worcester, Henwick Grove, Worcester WR2 6AJ. Tel 01905 855111 Fax 01905 857542	
Signature	**Date**

Advice for Referees

This advice is intended for all referees, including tutors, employers, careers advisers and other suitable persons. Please follow the guidance that is relevant to the applicant requesting the reference.

The University of Worcester uses references to assist the admissions process when assessing an applicant's suitability for further study. It is the only part of the application that the applicants do not write themselves. We are looking for the following key facts about a student:

- The student's academic performance in their post-16 education
- Their potential for academic success in higher education
- Why the course they have chosen is suited to them
- Any personal qualities which will benefit them at university, such as skills, aptitude, enthusiasm
- What they can bring to the university, such as extra-curricular activities and interests.

If you can, read the whole application so that you can understand the applicant's intended career direction, chosen courses and preferred places of study. When writing your reference, you do not need to repeat any of the information that the student has given, unless you want to comment on it.

If you are writing a reference for an international applicant, please write in English. If the applicant's first language is not English, please comment on their ability to write and speak in English, and indicate if any of their studies were taught in English.

If you teach the applicant now or taught them prior to their taking a break from education, please give details and describe how they compare with others in their class.

If the applicant is on an access course, foundation course or other one-year course, you may not have known them long enough to write a full reference. In this case, please say so and explain that you are providing a temporary reference (including as much detail as you can) and will provide a complete reference next spring. All supplementary references should be sent directly to the University.

When writing a reference for any applicant, including those outside the UK, please remember that, under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that we have about them.

If the application, including the reference, has any information missing, or has any false or misleading information, the university has the right to cancel the application and withdraw any offers without reimbursing any associated fees.

Notes for Guidance

These notes contain important information on how to make an application to the university. If these notes do not answer all your questions please contact us. **Please ensure that you read these notes for guidance carefully**. You should also read the current university prospectus for details about the course for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Your application may be photocopied before it is sent to admissions tutors and it is important that you either write neatly using black ink or type.

Section 1 - Personal details

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: enter the address to which you expect all correspondence to be sent.

Please enclose a photocopy of birth certificate or relevant page in passport.

Section 2 – Course details

If you wish to study a part-time undergraduate degree, you will need to indicate the subjects and the pathway for which you are applying. Further information on this, can be found in Part-time Information Pack.

Section 3 – Financial and residential details

The level of tuition fees you pay (home or overseas) depends on your residential category and your immigration status. If you live in the UK state your area of permanent residence. If you live on a permanent or settled basis outside the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Some candidates may be required to complete a Fee Status questionnaire in order for the University to assess the level of fees to be charged.

Please give details of who you expect to pay your fees for the proposed course. If all, or part, of your tuition fees will be paid by an award from another organisation (eg Training and Development Agency or an employer) please indicate this on the form.

Section 4 - Disability/Special Needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

Disabilities/support required:

0	You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
2	You are blind/are partially sighted.
3	You are deaf/have a hearing impairment.
4	You are a wheelchair user/have mobility difficulties.
5	Personal care support
6	You have mental health difficulties.
7	You have an unseen disability, e.g. diabetes, epilepsy, asthma.
8	Multiple disabilities
10	You have Autistic Spectrum Disorder
11	You have a specific learning difficulty e.g. dyslexia
96	A disability not listed above
97	Information refused
98	Information not sought
99	Not known

Section 5 - Work Experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside.

Section 6 - Last two educational establishments at which you studied

Please provide details in the space provided e.g. schools, college, universities

Section 7 - Qualifications

All qualifications including GCSEs, A levels, degree and relevant professional qualifications should be listed, and photocopies included with the application form.

Section 8 - English Language

Please enclose certified copies of certificates and transcripts awarded.

Section 9 - Personal Statement

Enter here any further information you may wish to offer in support of your application. You do not have to use all the space provided. Admissions Tutors will be interested in your reasons for choosing the course listed in Section 2, your career aspirations, any relevant experience and information concerning your intellectual, social or other interests. If you have been out of education for some time, please outline any relevant experience that may also be taken into account in lieu of formal qualifications, either at home, voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for the GTP, please state your reasons for choosing this route.

Section 10 - References

Your referee should know you well enough to write about you and your suitability for study. The referee should not be a family member, other relatives or friends. References are often provided by an employer or a tutor from higher education. The latter is particularly appropriate if you have studied in the last five years. Please attach your completed reference to your application form if possible. The University will contact the second referee directly should a further reference be required.

Section 11 - Ethnic origin

State your ethnic origin using the codes provided. Only applicants whose area of permanent residence is in the UK (see Section 3 of the application form) should complete this section. This information is not used in the selection process and is used for statistical purposes only.

Section 12 - Disclosure of criminal convictions

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you must inform us about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns 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 you should not reveal them unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

By entering an X in the box you will not be automatically excluded from the application process. However, we may

want to consider the application further or ask for more information before making a decision.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must enter X in the box if any of the following statements apply to you

(a) I have a criminal conviction
(b) I have a spent criminal conviction
(c) I have a caution (including a verbal caution)
(d) I have received a reprimand and/or final warning
(e) I have a bind-over order
(f) I am serving a prison sentence for a criminal conviction.

If statement (f) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. For these courses, you will need an 'enhanced disclosure document' from the **Criminal Records Bureau** (www.crb.gov.uk). We will send you the appropriate documents to complete.

All other courses

For these courses, you must enter X in the box if either of the following statements apply to you:

(a) I have a relevant criminal conviction that is not spent
(b) I am serving a prison sentence for a relevant criminal conviction.

If statement (b) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

Section 13 - Declaration

When you sign the form, you agree to the following conditions:

(a) The information you have given is complete and accurate. If we believe that you or your referee have left out any information or given false or misleading information we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
(b) The university may, at any time, ask you, your referee or your employer to provide more information abut your application (eg proof of identify or qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.
(c) The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays or if the university changes its decisions later.
(d) If you accept an offer of a place you agree to abide by the rules and regulations of the university.
(d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus.
If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
(f) 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 that the obligations set out herein.
(g) Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.
(h) If you become a student of the university, this notice shall be a term of any contract between you and the university. 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. The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

The Data Protection Act

When you sign your application form, you consent to the processing of your personal data (as defined by the Data Protection Act 1988) by the university. You accept that:

(a) We may keep a copy of your application and use the information to collect statistics or monitor equal opportunities (or both);
(b) We may use or disclose information on your application for research purposes, but no information that could identify you as an individual will be published.

We will take all reasonable steps to follow the terms of the Data Protection Act 1988.

We confirm that the information provided in your application will normally be confidential between:

(a) you
(b) your referees
(c) the appropriate staff at the university
(d) your exam board(s) or awarding body

However, 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 and the Department for Work and Pensions and its agencies, information from your application to prevent or detect fraud.

The university will use the information on your application to create a student record about you for the Higher Education Statistics Agency.

We confirm that, in line with the terms of the Data Protection Act, you are entitled to a copy of all your personal data that we hold. We will make a charge for this service to cover administrative costs.

Please return your completed application form to:

Admissions Office - Registry Services
University of Worcester
Henwick Grove
Worcester
WR2 6AJ