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**Student Application Form**

Please read the notes at the end before completing this form. It is important that you type you answering using MS word or other word processing software. Please check the document checklist at the end to ensure you have everything before emailing it. Incomplete application forms submitted without ALL the supporting documents may delay the issuing of your offer.

# 1 Personal Details

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Miss/Ms etc)  | Male [ ]  Female [ ]  | Date of Birth (dd/mm/yyyy)  |
| First Name(s): |
| Family Name(s): |
| Previous family name (if changed): |
| Nationality: |
| Country of Permanent Residence: |
| Identity Card / Passport number and country of issue: |
| Correspondence Address: | Permanent/ Home Address (if different) |
|  |  |
|  |  |
|  |  |
| Postcode / Zipcode: |  |
| Telephone(including international code): |  |
| Mobile(including international code): |  |
| Email Address:  | Skype ID: |

Do you have any criminal convictions? Yes [ ]  / No [ ]

Have you received any other penalty in relation to a criminal offence, for example a caution, reprimand, or similar penalties in the UK or any other country? Yes [ ]  / No [ ]

# 2 Agent Details

|  |  |
| --- | --- |
| Agent Name: | Email: |
| Contact Name: | Telephone(including international code): |
| Agent Address: |
|  |
|  |
| Country: | Postcode / Zipcode: |

# 3 Details of Course for which you wish to Apply

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Course title, in order of preference | Undergraduate (UG) orPostgraduate (PG)?  | Part Time (PT) or Full Time (FT) | If you require UG Advanced Level Entry – please state Level 2 or 3 (complete Section 3a)  | Month/ Year of Entry |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

# 3a To be Completed for Entry on to Degree Level 3

Please include a transcript (detailed mark certificate) of all units of learning successfully studied, as well as detailed information which clearly states what curriculum was covered in each unit of learning. To confirm the units for your Albion Business School programme, please check the relevant course page on our website: www.AlbionBusinessSchool.com. Please tick which of the following you are including as evidence to support your claim (claims will not be considered without the required evidence):

|  |  |  |
| --- | --- | --- |
| official certificates and transcripts [ ]  | unit descriptor [ ]  | assessed coursework/project work [ ]  |
| unit outcomes/objectives [ ]   | unit syllabus [ ]  | marked examination papers [ ]  |

# 4 Full Academic History and Qualifications

Please list results, including those which are pending. Please attach photocopies of your certificate, transcripts, copies of previous CAS', enrolment letters, and student status letters. You **must** give details of **every** institution at which you have studied even if you did not receive an award from that institution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School / College / University Attended | Qualification / School Board | Grade / Results | Start date of Course | End date of Course |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 5 Work Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation / Post Held | Name of Employer | Location | Start date  | End date  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 6 Financial Support

It is important that you give full consideration to how you will be able to finance your studies. For internal purposes, it is useful for us to know how you intend to finance yourself. Please tick as many boxes as apply:

|  |  |  |
| --- | --- | --- |
| Self [ ]  | Family [ ]  | Employer [ ]  |
| Albion Bursary [ ]  (We shall email details of how to apply) | Scholarship [ ] (Please provide Details Below) | Other [ ] (Please provide Details Below)  |

Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# 6 English Language Requirement

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 [ ]  |  |
| Pearson Test [ ]  | GSCE [ ]  | None [ ]  |

|  |
| --- |
| Other (please give details) |
| Grade / Score | Date Achieved |

# 7 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 file)

# 8 How Did you hear about us?

|  |  |  |
| --- | --- | --- |
| Agents [ ]  | Website [ ]  | Social Media [ ]  |
| Exhibition [ ]  | Search Engine [ ]  | Career Fair / Exhibition [ ]  |
| Newspapers [ ]  | Television / Radio [ ]  | None [ ]  |

# 9 References

Names and addresses of two referees (the University may contact referees if required).

|  |  |
| --- | --- |
| Name: | Name |
| University/Company: | University/Company |
| Address: | Address |
|  |  |
|  |  |
| City: | City |
| Country: | Country |
| Postcode / Zipcode: | Postcode / Zipcode: |
| Telephone(including international code): | Telephone(including international code): |
| Mobile(including international code): | Mobile(including international code): |
| Email: | Email: |

# 10 Data protection and Declaration

I consent to the Albion Business School’s (ABS) use of my personal data, including sensitive data, to allow the University to fulfill its administrative obligations and to process my application. Albion Business School shall duly observe its obligations under the General Data Protection Regulations and any resulting legislation which arise from this application. The information I provide on the application form will be used for the following purposes, to:

* determine my eligibility for entry to the Albion Business School.
* provide me with relevant information to assist me in joining the ABS (including information about Open Days, scholarships/discounts and fees, enrollment at ABS, my course, my faculty and the ABS's facilities, the local area, accommodation providers engaged through the ABS's approved accommodation system, internships and career opportunities, visa advice and travel advice).
* enable the Albion Business School to compile statistical reports.
* enable the Albion Business School to initiate my student record.

I consent to the University sharing this information with:

* the relevant government departments. This includes: Higher Education Statistical Agency, UK Visas and Immigration, Higher Education Access Tracker (HEAT), Office for Fair Access and the Office for Students, Student Loan Company.
* Public Sector regulatory bodies such as The British Council and the Office for Standards in Education
* bodies which are responsible for professional accreditation of my course, if applicable
* the Police or other authority in relation to crime prevention or investigation, or in association with the Government's Prevent agenda
* accommodation providers (where applicable) who are engaged through the ABS's approved accommodation system
* UCAS (through the completion of a Record of Prior Acceptance (RPA) in compliance with the UCAS Undergraduate Application and Recruitment Policy), and
* NARIC (in order to establish the equivalent level and verify a qualification if applicable)
* any partner of the ABS which is delivering the programme or whose premises are used for the delivery of a programme, for which I have registered on with ABS
* my sponsor (if any) in order to confirm sponsorship and invoice for payment of fees
* my referees as listed in Section 10 of this application form
* my representative/agent in my home country (if applicable) as listed in Section 3 of this application form

In the event that I do not register as a student of the Albion Business School, they will retain my personal information for the rest of the academic year for which I have applied plus one further academic year. In the event that I do register, my data will be managed as per the student agreement which I will sign upon registration.

Signature:

Date:

I hereby certify that all of the above information is correct and complete, and I wish to apply for admission as a student of the University. I also declare that, if admitted I shall conform to all the Rules and Regulations of the Albion Business School. I understand that the submission of any misleading information during the admission process could lead to the immediate cancellation of my application and the withdrawal of any offer made. In the event that I register as a student of the Albion Business School, I hereby undertake to pay, as and when due, all University fees. I grant permission to the Albion Business School to request information pertaining to my current or previous visa status in the UK from the Home Office, if necessary.

Signature:

Date:

# 11 Personal Statement

Applicants are required to provide a personal statement of at least 500 words in support of your application. In the box below please state your reasons for choosing this course, give details of any relevant experience, your career plans and other relevant supporting information. **In order for your application to be processed your personal statement must explain why you want to study Albion Business School, why you have chosen your course, and how it will help you fulfil your career goals**.

|  |
| --- |
|  |

# 12 Document Checklist – Send ONLY Electronic Documents

**Please make sure you include the following documents with your application:**

[ ]  This Application Form and Data Protection/Declaration signature

[ ]  Copies of your Academic Certificates/Transcripts

[ ]  Copy of your English Language Examination Results

[ ]  Copy of current passport (photo/bio page)

**Please email the completed form to admissions@AlbionBusinessSchool.com**