

International College

Bournemouth University International College Application Form

1. Fill in all sections of the form.
2. Attach certified copies of academic transcripts and exam results (translated if not in English) and Secure English Language Test results if you have them.
3. Send to Kaplan International Colleges (see page three of this application form for details).

1. Contact details

Family name or surname (as on passport):	Nationality:
First name (as on passport):	Passport number:
Middle name(s):	Secondary nationality (if applicable):
Gender (please ✓): <input type="checkbox"/> Male <input type="checkbox"/> Female	Secondary passport number (if applicable):
Date of birth (dd/mm/yyyy):	Have you previously been granted a visa to study in the UK? (please ✓):
Will you be under the age of 18 when your programme is due to start? (please ✓):	<input type="checkbox"/> Yes (please provide further details) <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Email address (compulsory):	Have you previously been refused a visa to study in any country? (please ✓):
	<input type="checkbox"/> Yes (please provide further details) <input type="checkbox"/> No
Home address:	Address for correspondence (if different from your home address):
Postcode: Country:	Postcode: Country:
Telephone:	Telephone:
Mobile:	Mobile:
Parent/guardian/next of kin name:	Relationship to student (e.g. father):
Parent/guardian/next of kin telephone:	Parent/guardian/next of kin email:

2. BU International College and course and university degree choices

BU International College university preparation course choice (please ✓):	Do you need extra Preparatory English before your preparation course? (please ✓):
<input type="checkbox"/> Foundation Certificate in Business, Law and Finance	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Multi-Progression Foundation Certificate in Business, Law and Finance (Autumn 2014 only)	University preparation course length (not including Preparatory English) (please ✓):
<input type="checkbox"/> Foundation Certificate in Computing	<input type="checkbox"/> Two terms <input type="checkbox"/> Three terms
<input type="checkbox"/> Foundation Certificate in Media and Communications	For three-term courses where Language and Enhancement options are offered (available for Foundation Certificate only), please specify your chosen version (please ✓):
<input type="checkbox"/> Foundation Certificate in Tourism and Hospitality Management	<input type="checkbox"/> Language <input type="checkbox"/> Enhancement
<input type="checkbox"/> International Year One in Business	Do you require College-arranged accommodation? (please ✓):
<input type="checkbox"/> Pre-Master's in Business, Law and Finance	<input type="checkbox"/> Yes <input type="checkbox"/> No (you are not required to book accommodation at this stage)
<input type="checkbox"/> Pre-Master's in Media and Communications	
<input type="checkbox"/> Pre-Master's in Tourism and Hospitality Management	Please state your Bournemouth University degree choice:
University preparation course start date (please check availability and ✓):	
<input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> February:	

3. Education history

Please list all schools, colleges and universities attended, including any institutions in the UK (continue on a separate sheet if necessary):

Institution (name and country)	Dates attended (from—to)	Qualification awarded

4. English language proficiency

English proficiency test results are required, pre-enrolment, for all students who are not a national of a majority English-speaking country (see the UKVI website for details). Have you taken a recognised Secure English Language Test (IELTS, Pearson PTE Academic)? Please ✓: Yes No

If yes, please enter the test name and your overall score in the corresponding pink box below and your individual listening, reading, writing and speaking scores in the relevant orange boxes, if applicable. If you have not taken a recognised English language test, you can still apply and we will make you an offer with the condition that you have the result of a Secure English Language Test before you submit your visa application.

Name of test:	Overall score:
Speaking:	Listening:
	Reading:
	Writing:

5. Declaration of criminal record

Do you have any criminal convictions in any country – excluding spent convictions and minor motoring offences? (please ✓):

Yes No If you tick yes, you might be required to provide details.

6. Employment history

How many years of full-time work experience do you have?

Please describe the most recent full-time position you have had which lasted at least 12 months. Any previous work history should be included by attaching an extra sheet or CV to your application.

Employer: _____

Dates (from—to): _____

Main responsibilities: _____

7. Agent information

Do you have an educational agent? Yes (please provide details) No

Agent name: _____

City: _____

8. Insurance

Do you have comprehensive travel and health insurance? (please ✓):

Yes No If yes, please submit a copy of your insurance policy document.

If no, we will contact you with more information about Kaplan Care insurance once your application has been accepted (see 39 for a summary). Comprehensive insurance for the duration of your studies is compulsory. Failure to disclose relevant medical information might affect the validity of your insurance policy.

9. Medical information

Bournemouth University International College is committed to equality of opportunity and aims to provide an inclusive learning environment for students with special needs or disabilities. In order to help us best support you, please provide as much information as you can on your particular needs.

Do you have any medical conditions? (please ✓): Yes No

If yes, please give details of any medical conditions or allergies that require attention or notification and any prescribed medication taken regularly (this will not affect your application to Bournemouth University International College).

Completion and signing of this form gives Bournemouth University International College permission to administer first aid by trained staff first aiders if required.

Do you consider yourself to have a disability? Specify below (please ✓):

- No disability
- Physical impairment or mobility issues such as difficulty using your arms, or using a wheelchair or crutches
- Blindness or serious visual impairment uncorrected by glasses
- Deafness or serious hearing impairment
- Long-standing illness/health condition such as cancer, HIV, diabetes, chronic heart disease, epilepsy, asthma or sickle-cell anaemia
- Specific learning disability such as dyslexia, dyspraxia or ADHD
- Mental health condition such as depression, schizophrenia or anxiety disorder
- Social/communication impairment such as Asperger's syndrome or other autistic spectrum disorder
- Disability, impairment or medical condition that is not listed above

On a separate sheet please provide further details of the nature of your disability and the support you would require. We ask that you include as much as information as possible. Please note that failure to disclose relevant medical information might affect the validity of your insurance policy.

Bournemouth University International College will ensure all personal data enclosed will be used only to plan appropriate support, and might need to disclose appropriate and relevant details to partner universities to facilitate this process.

I agree to appropriate, relevant details being used in this way.

10. Declaration

I declare that the information I have supplied on and with this form is complete and correct. I understand that Bournemouth University International College may need to process and store my information in countries outside the UK (and not subject to UK Data Protection laws), such as the USA or other countries where we have offices or service providers. I consent to the transfer of my information to these other countries. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of my enrolment. I have read, understood and agreed to the terms and conditions of Bournemouth University International College, as outlined on the Bournemouth University International College website.

I undertake to pay the fees incurred as they are due and understand that the fees for Bournemouth University International College may increase. I authorise Bournemouth University International College to supply any relevant data to Bournemouth University and to supply official records of my progress at Bournemouth University International College to my parents, guardian, sponsor or their nominee.

I can confirm I have read, understood and agree to the declaration above (please ✓): Yes No

Name: _____ Date: _____

To be completed by the applicant's parent or guardian if the applicant is under 18 years of age:

I confirm I have read, understood and agree to the declaration above on behalf of the applicant (please ✓): Yes No

Name: _____ Date: _____

11. Final checklist

Please check you have supplied all the required information in this check-list (please ✓):

1. Complete all sections of the application form Yes
2. Confirm you agree to the declaration above Yes
3. Attach certified copies of academic transcripts and examination results (with certified translations if not in English) and Secure English Language Test results Yes
4. Send your application and copies of supporting documents specified in part (3) to your Kaplan representative, the Application and Admissions Centre, your Personal Education Planner or your nearest Kaplan International Colleges country office. Contact details can be found on page 41.

Bournemouth University International College is operated by Kaplan Bournemouth Limited, registered address 2nd Floor Warwick Building, Kensington Village, Avonmore Road, London W14 8HQ, UK.

How to apply

Making an application to study at Bournemouth University International College is easy! Just follow the instructions below and allow your Kaplan representative, or our friendly staff at the Application and Admissions Centre or your nearest Kaplan International Colleges office to guide you through the process.

Application procedure

There is no application deadline, but there are deadlines for guaranteed accommodation. We recommend, therefore, that you apply as early as possible. Also remember to account for the time it takes to be granted a student visa, which might take up to four weeks. Please contact your High Commission for further details of visa processing times.

You can either apply online at www.kic.org.uk/bournemouth/how-to-apply or by following these three simple steps:

Step 1

Complete fully and sign the application form on the previous two pages.

Step 2

Attach copies of the following supporting documents, if you have them:

- academic transcripts and exam results;
- Secure English Language Test results if applicable.

If your transcripts are in a language other than English you will need to include certified translations along with copies of the original transcripts. If you do not have any academic transcripts or English language test results you can still apply and we will look at making you a conditional offer, the conditions of which you will need to satisfy.

Step 3

Send your application and supporting documents to your KIC representative, your nearest KIC country office or the UK-based Application and Admissions Centre.

Application and Admissions Centre

Kaplan International Colleges
2nd Floor, Warwick Building
Kensington Village, Avonmore Road
London W14 8HQ, United Kingdom
Tel: +44 (0)20 7045 4925
Email: buinternationalcollege@kaplan.com

KIC Country Offices

China

Kaplan International Colleges
Office C313, Kempinski Hotel Beijing
Lufthansa Center, No. 50 Liangmaqiao Road
Chaoyang District, Beijing 100016
Tel: +86 (0)10 64608373
Email: pathways_china@kaplan.com

Hong Kong

Kaplan International Colleges
4/F Opulent Building
402-406 Hennessy Road, Wanchai
Tel: +852 3620 2008
Email: hongkong@kaplan.com

India

Kaplan International Colleges
E12/2, JVS Towers, First Floor
Sector 1, NOIDA – 201 301
Tel: +91 120 422 7800
Email: india@kaplan.com

Korea

Tel: +82 (0)10 6245 3788
Email: Emily.Yoon@kaplan.com

Nigeria

Kaplan International Colleges
Wing B, White Building, Sapetro Towers
1 Adeola Odeku Street
Victoria Island, Lagos
Tel: +234 (0)7401572 / 08052903660
Email: nigeria@kaplan.com

Singapore

Tel: +65 6309 7485
Email: Sam.Tam@kaplan.com

Venezuela

Tel: +58 212- 991 91 35 ext 125
Email: Renatto.Coluccio@kaplan.com

Vietnam

Tel: +84 4 3937 8120
Email: vietnam@kaplan.com

Other services available

As well as helping with your application, your KIC representative and our regional and UK-based staff will be very pleased to help in a range of other ways. For instance, they can:

- help you plan your journey to the United Kingdom;
- offer advice on which progression route is right for you;
- provide pre-departure sessions so that you are well prepared before leaving your home country;
- give support and advice to help you choose your accommodation option;
- offer support to parents who might have questions about their son or daughter studying overseas.

Recognised Secure English Language Tests (SELTs)

- IELTS
- Pearson PTE Academic

SELT results are required before you enrol for all students who are not a national of a majority English-speaking country as defined by UK Visas and Immigration (UKVI). A list of exempt countries is on the UKVI website.

For more detailed information, visit www.gov.uk/tier-4-general-visa/knowledge-of-english

What happens next?

After you apply, you will receive an admissions decision within 48 hours of us receiving a completed application form and supporting documents. If your application is successful, you will also receive an offer letter. Apply now and start your journey to university success!