

## International College Application Form

1. Fill out all sections of the application form in full.
2. Attach certified copies of academic transcripts and examination results (translated if not in English) and Secure English Language Test (SELT) results if you have them.
3. Send to Kaplan International Colleges (see section 11 for details)



University of the West of England

### 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/yy):	Have you previously been granted a visa to study in the UK? (please ✓): <input type="checkbox"/> Yes (please provide further details) <input type="checkbox"/> No
Will you be under 18 when your programme is due to start? (please ✓): <input type="checkbox"/> Yes <input type="checkbox"/> No	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
Email address (compulsory):	
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):
Telephone:	Email:

### 2. Programme and degree course choices

<b>International College programme choice (please ✓):</b> <input type="checkbox"/> Foundation Certificate in Business, Law and Social Sciences <input type="checkbox"/> Foundation Certificate in Science and Engineering <input type="checkbox"/> International Year One in Business <input type="checkbox"/> International Year One in Engineering <input type="checkbox"/> Pre-Masters in Business, Law and Social Sciences <input type="checkbox"/> Pre-Masters in Science and Engineering	<b>Do you need extra Preparatory English before your academic programme?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Academic programme start date (please check availability and ✓):</b> <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> May	<b>Academic programme length (not including Preparatory English) (please ✓):</b> <input type="checkbox"/> Two terms <input type="checkbox"/> Three terms For three-term programmes where language and enhancement options are offered (available for Foundation Certificate and International Year One only), please specify your chosen version: <input type="checkbox"/> Language <input type="checkbox"/> Enhancement
	<b>Do you require College-arranged accommodation? (please ✓):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (you are not required to book accommodation at this stage)
University of the West of England, Bristol degree choice:	

### 3. Education history

Please list all schools, colleges and universities attended (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 will be required, before enrolment, for all students who are not a national of a majority English-speaking country (a list of exempt countries is available on the UKVI website). 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 **red** boxes below and your **individual listening, reading, writing and speaking scores** in the relevant **grey** boxes, if applicable. If you have not taken a recognised English 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 (you might be required to provide details)  No

### 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? (please ✓):  Yes (give 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 full details of Kaplan Care insurance once your application has been accepted. 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

UWE Bristol's International College is committed to equality of opportunity and aims to provide an inclusive learning environment for students with special needs or disabilities. 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).

Completion and signing of this form gives UWE Bristol's 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 illness or disability and the support you would require. Please note that some support mechanisms may take considerable time to organise. We ask therefore that you include as much as information as possible. If a disability is not declared at the application stage, the International College may not be able to cater for the student's specific needs and the student's enrolment may be cancelled. Failure to disclose relevant medical information might affect the validity of your insurance policy.

The International College will ensure all personal data enclosed will be used only to plan appropriate support, and might need to disclose 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 the University of the West of England, Bristol's International College might 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 giving 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 and fees of the University of the West of England, Bristol's International College as outlined on the International College website. I undertake to pay the fees incurred as they are due and understand that International College fees may increase. I authorise the University of the West of England, Bristol's International College to supply any relevant official records of my progress at the International College to UWE Bristol, 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 applicant under 18 years of age:  
 I can confirm I have read, understood, and agree to the declaration above on behalf of the applicant (please ✓):  Yes  No  
 Name:  Date:

### 11. Final check-list

- Please check you have supplied all the required information and followed this check-list (please ✓):
1. Complete all sections of the application form  Yes
  2. Attach certified copies of academic transcripts and examination results (with certified translations if not in English) and SELT result  Yes
  3. Send your application and copies of supporting documents specified in part (3) to your Kaplan representative, the Application and Admissions Centre or your nearest Kaplan International Colleges country office. Contact details can be found on the next page.

# How to apply

Making an application to study at UWE Bristol's International College is easy! Just follow the instructions below and allow your KIC representative, our Application and Admissions Centre or your nearest KIC 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/uwe-bristol/how-to-apply](http://www.kic.org.uk/uwe-bristol/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 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: [internationalcollege@uwe.ac.uk](mailto:internationalcollege@uwe.ac.uk)

## 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](mailto: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](mailto: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](mailto:india@kaplan.com)

### Korea

Tel: +82 (0)10 6245 3788  
Email: [emily.yoon@kaplan.com](mailto: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](mailto:nigeria@kaplan.com)

### Vietnam

Tel: +84 4 3937 8120  
Email: [vietnam@kaplan.com](mailto:vietnam@kaplan.com)

### Singapore

Tel: +65 6309 7485  
Email: [sam.tam@kaplan.com](mailto:sam.tam@kaplan.com)

### Venezuela

Tel: +58 212- 991 91 35 ext 125  
Email: [renatto.coluccio@kaplan.com](mailto:renatto.coluccio@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](http://www.gov.uk/tier-4-general-visa/knowledge-of-english)

## International College Online

Join the UWE Bristol's International College online community. Follow us at [/UWEBICBristol](https://www.uwe.ac.uk/internationalcollege)

