




Application for Admission

Please read this form and the notes on page 4 carefully before completion. Complete ALL sections in BLOCK CAPITALS in black ink or electronically for email and attach copies of certificates/other required documents. Where there is an asterisk (*) please place a cross in the box which is applicable to you.

APPLICANT DETAILS (See Note 1)			
Surname/Family name		Male <input type="checkbox"/> *	Female <input type="checkbox"/> *
Previous surname or family name		Title: Mr <input type="checkbox"/> * Mrs <input type="checkbox"/> *	Ms <input type="checkbox"/> * Other
First/Given name(s)			
Date of Birth (dd-mm-yyyy)		Nationality	
Permanent home address			
Street			
City/Town			
Postcode/Zipcode			
Country			
Email address. This will be the main method of contact for international applicants. Please ensure details are legible and accurate.		info@ieconline.de	
Telephone number		Mobile/cellphone	
Fax (inc. country code) if applicable)			
Correspondence address if different (e.g. - UK address if you are already living here). This is the address we will use for all correspondence regarding your application.			
Street	c/- IEC Online GmbH, Marienstrasse 19-20		
City/Town	Berlin		
Postcode	10117		
Country	Germany		
			
Tel (inc. country code)	+49-30-20458687	Fax (inc. country code)	+49-30-20458688
In which country do you have an unrestricted right to reside/live?			
Date of first entry to live in the UK (dd-mm-yyyy)		Passport No.	
For EU nationals only. Have you been living in your own country or another EU member state for the last 3 years?		Yes <input type="checkbox"/> *	No <input type="checkbox"/> *

COURSE OF STUDY APPLIED FOR			
Name of course			Award title (eg HND/ BA/BSc/LLB/MSc/MBA)
Mode of study	Full time <input type="checkbox"/> *	Part time <input type="checkbox"/> *	Distance learning <input type="checkbox"/> *
Location	Cambridge <input type="checkbox"/> *	Chelmsford <input type="checkbox"/> *	Proposed start date (mm/yyyy)
	Off Campus <input type="checkbox"/> *		
For undergraduate (BA/BSc/LLB) courses indicate year of entry applied for		Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/>

FEES INFORMATION (See Note 2)	
Who is expected to pay your fees?	Yourself <input type="checkbox"/> * Sponsor <input type="checkbox"/> *
Name and address to which invoice is to be sent:	

FOR OFFICE USE ONLY		SID	
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EDUCATION (See Note 3)		
Secondary Education/Further/Higher Education		
Name of Secondary School/High School/College/University	Address	Dates attended From (mm/yy) To (mm/yy)

EXAMINATION RESULTS (See Note 4)			
Secondary Education/Further/Higher Education			
Full title of qualification (eg Matura, International Baccalaureate, GCSE, A-level, AVCE, BA)	Subject (eg Maths, English)	Grade achieved	Date Taken (mm-yy)

Please ensure copies of your certificates are attached together with translations if appropriate (See Note 5)

EXAMINATIONS CURRENTLY BEING STUDIED			
Secondary Education/Further/Higher Education			
Full title of qualification (eg Matura, International Baccalaureate, GCSE, A-level, AVCE, BA)	Subject (eg Maths, English)	Grade predicted	Date to be taken (mm-yy)

EVIDENCE OF ENGLISH LANGUAGE LEVEL		
English Language qualification if non-native speaker (eg IELTS, TOEFL)	Title	Grade

PROFESSIONAL BODY MEMBERSHIP	
Title	Registration no

FURTHER DETAILS (See Note 9)		
Special learning needs or disability		
Do you have any disability which may affect your studies or necessitate special support	Yes <input type="checkbox"/> *	No <input type="checkbox"/> *
If 'Yes' please give further information:		
Further statement of special needs enclosed?	Yes <input type="checkbox"/> *	No <input type="checkbox"/> *
Do you have any criminal conviction in any country?	Yes <input type="checkbox"/> *	No <input type="checkbox"/> *
A Criminal Record Bureau disclosure will be required for successful applicants to courses which include placements where students work with children or vulnerable adults		

Data Protection Act 1998			
I agree to the University processing personal data contained in this form or other data which the University may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies.			
In addition, I agree to the University processing personal data described as Sensitive Data within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above			
Declaration			
I certify that, to the best of my belief, the information I have provided is complete and true.			
Signature of Applicant		Date	
Signature of Parent or Guardian if applicant is under 18 years		Date	

NOTES
1. Applicant details: Please complete all sections of the form in BLACK INK, writing clearly in BLOCK CAPITALS. You should give both your home address and your correspondence address if they are different. <i>Permanent home address:</i> This is legally defined as your 'country of domicile' and can be <u>either</u> your country of birth/nationality OR another country in which you have a legal right to remain permanently. Passport number is mandatory for non-UK or non-EEC applicants.
2. Fees Information: <i>You must give details of who will be paying your fees.</i> Please place a cross in the box applicable to you. Regardless of your nationality, if you have not permanently resided in the UK/EU for the last 3 years for other than educational purposes you may be liable to pay full overseas fees. If you are unsure of your status please contact Caroline Shanahan for advice. Email caroline.shanahan@anglia.ac.uk ; tel +44 1223 692029.
3. Education: Please give details of all Schools/Colleges/Universities attended since the age of 16 years together with dates.
4. Examination results: Please list your academic certificates in date order, specifying the subjects studied and the grades achieved and enclose copies. If your educational certificates were obtained outside the UK please send: (i) an official translation of the certificate. (ii) a certified copy of the original certificate. 'Certified' means that the copy of your original certificate has been confirmed as authentic by either the issuing educational institution or by a lawyer. (iii) an official transcript of your studies (translated if necessary) indicating the subjects studied and the grades achieved.
5. Certificates: Failure to enclose these documents will delay processing your application.
6. Employment: Please give details of current and previous employers, together with dates. If the course you are applying for requires professional/work experience as part of the entry criteria, please provide details of your employment on a separate sheet of paper.
7. Statement in Support of Application: <i>This section must be completed.</i> You should state why you want to undertake this course, any relevant experience and long term goals.
8. Reference: All applicants should provide a reference on the enclosed form.
9. Further Details: Please complete this section if you have any learning support/mobility requirements. If you require further advice please contact Student Services at Anglia Ruskin University. A criminal record will not necessarily be a bar to obtaining a place at Anglia Ruskin University.

IF YOU WISH TO STUDY AT CAMBRIDGE PLEASE RETURN THIS FORM, TOGETHER WITH ANY CERTIFICATES AND REFERENCES TO: ANGLIA RUSKIN UNIVERSITY, ADMISSIONS OFFICE, EAST ROAD, CAMBRIDGE, CBI IPT, ENGLAND. Fax: +44 (0)1223 695943, Email: admissions@anglia.ac.uk (ONLY USE THIS METHOD IF YOU ARE ABLE TO SCAN YOUR DOCUMENTS AND ATTACH THEM WITH THE FORM).

IF YOU WISH TO STUDY AT CHELMSFORD PLEASE RETURN THIS FORM, TOGETHER WITH ANY CERTIFICATES AND REFERENCES TO: ANGLIA RUSKIN UNIVERSITY, ADMISSIONS OFFICE, BISHOPS HALL LANE, CHELMSFORD, CM1 1SQ, ENGLAND. Fax: +44 (0)1245 607520, Email: admissions@anglia.ac.uk (ONLY USE THIS METHOD IF YOU ARE ABLE TO SCAN YOUR DOCUMENTS AND ATTACH THEM WITH THE FORM).



Reference Form

The applicant should complete Section 1 then pass this form to their referee to be completed in accordance with the guidelines overleaf. This form should then be returned to the appropriate Admissions Office at Anglia Ruskin University, together with the application form.

Section 1	Section 2
Name of Applicant:	Name of Referee:
Applicant's Date of Birth: _/_/___/___	Post/Occupation
Address:	Address:
Post Code: Tel:	Post Code: Tel:
Email:	Email:
Course:	
Campus:	
Reference: <i>(Please see guidelines for referees overleaf)</i>	

Referee's Signature:	Date: _/~/___/___
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NOTES OF GUIDANCE FOR REFEREES

The referee should be the applicant's course tutor if the applicant has been in education within the last two years, or the applicant's employer.

The referee should not be a friend or family member and their knowledge of the applicant should be current (the last two years).

The details in Section 2 should be completed by the referee.

The reference should be completed by the referee, not the applicant, and be signed and dated by the referee before being returned to the Admissions Office with the application form. The University may contact a referee to confirm any details.

The referee should comment on the following:

1. Academic Skills
2. Communication skills
3. Confidence
4. Health and Attendance
5. Motivation
6. Reliability
7. Other attributes

If a referee would prefer to send this reference form directly to the University they should address it to the campus at which the course is based, either Anglia Ruskin University, Admissions Office, East Road, Cambridge, CB1 1PT or Anglia Ruskin University, Admissions Office, Bishop Hall Lane, Chelmsford, Essex, CM1 1SQ.

If there are any queries regarding the completion of the reference please contact the Admissions Office at Anglia Ruskin University, tel: 0845 271 3333.