



NOTTINGHAM TRENT INTERNATIONAL COLLEGE APPLICATION FORM

www.kic.org.uk/nottingham

Our global team of multilingual advisors are here to help you through the application process, with expert support at every stage.

HOW TO APPLY

ONLINE FORM

Apply online to receive the expert advice of one of our education advisers.

APPLICATION FORM

Complete all sections of the following application form.

Read and understand the terms and conditions available at:
www.kic.org.uk/pathways/terms

Sign the application form to confirm that you have provided the correct details and that you agree to the terms and conditions.

Scan in or photocopy the required additional documents. Please note, you can still apply if you do not have your academic transcripts or IELTS results. We can make you a conditional offer, the conditions of which you will need to satisfy before applying for a visa:

- Your IELTS (International English Language Testing System) results
- Your academic transcripts and exam results
- Certified translations if the originals are not in English

Attach additional documents to your application form.

Send your application and additional documents to one of the following. See to the right for contact details:

- Application and Admissions Centre
 - Your education adviser
 - Local KIC country office
- Your local Kaplan representative

You will receive an admissions decision by email within 48 hours of us receiving your application form and supporting documents.

CONTACT US

Application and Admissions Centre
Kaplan International Colleges
Second Floor, Warwick Building
Kensington Village, Avonmore Road
London W14 8HQ, United Kingdom
Tel: +44 (0)20 7045 4925
Email: ntic@kaplan.com
Web: www.kic.org.uk/nottingham

Or contact one of our KIC country offices:

- Abu Dhabi
- China
- Colombia
- Hong Kong
- India
- Korea
- Mexico
- Nigeria
- Singapore
- Venezuela
- Vietnam

For your local KIC office contact details, visit:
www.kic.org.uk/pathways/office

SECURE ENGLISH LANGUAGE TEST

As defined by UK Visas and Immigration (UKVI), IELTS results are needed for all students who are not a national of a majority English-speaking country. The IELTS test must be taken at a UKVI-approved IELTS test centre. For an official list of recognised SELTs and country exemptions, please visit:
www.gov.uk/ukvi

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APPLICATION FORM

A PERSONAL DETAILS	
First name:	Family name (surname):
Middle names:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (dd/mm/yyyy):
Country of birth:	Will you be under 18 when your course is due to start?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality:	Passport number:
Secondary nationality (if applicable):	Secondary passport number (if applicable):
Have you been granted a visa to study in the UK before?: <input type="checkbox"/> Yes (provide details) <input type="checkbox"/> No	Have you been refused a visa to study in any country?: <input type="checkbox"/> Yes (provide details) <input type="checkbox"/> No
Home address:	
Postcode:	Country:
Telephone:	Mobile:
Email:	

B EMERGENCY CONTACT (PARENT / GUARDIAN / NEXT OF KIN)	
Contact's name:	
Relationship to student (e.g. father):	Contact's gender:
Contact's address:	
Contact's postcode:	Contact's country:
Contact's telephone:	Contact's email:

C PATHWAY COURSE AND DEGREE CHOICES	
Choose your pathway course: <input type="checkbox"/> Foundation Certificate in Art and Design <input type="checkbox"/> Foundation Certificate in Business, Law and Social Sciences <input type="checkbox"/> Foundation Certificate in Computing <input type="checkbox"/> Foundation Certificate in Media and Communications <input type="checkbox"/> Foundation Certificate in Science and Engineering <input type="checkbox"/> International Year One in Business <input type="checkbox"/> International Year One in Computing <input type="checkbox"/> Pre-master's in Business <input type="checkbox"/> Pre-master's in Computing <input type="checkbox"/> Pre-master's in Gallery, Museum and Heritage Management <input type="checkbox"/> Pre-master's in International Relations <input type="checkbox"/> Pre-master's in Journalism, Media and Communications <input type="checkbox"/> Pre-master's in Legal Studies <input type="checkbox"/> Pre-master's in Psychology and Public Health	Preferred pathway course start date and year: <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July Year: Do you require College-arranged accommodation?: <input type="checkbox"/> Yes <input type="checkbox"/> No (you are not required to book accommodation at this stage)
Full title of your chosen degree at Nottingham Trent University:	

D ENGLISH LANGUAGE			
Have you taken an IELTS exam?: <input type="checkbox"/> Yes (fill in the remaining details) <input type="checkbox"/> No			
Full name of IELTS exam:		Date taken:	Overall score:
Speaking score:	Listening score:	Reading score:	Writing score:

E 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
Have you or an agent applied to the Nottingham Trent University directly?: <input type="checkbox"/> Yes <input type="checkbox"/> No		

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F 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:

G AGENT INFORMATION

Do you have an educational agent?: Yes No

Agent name:

City:

H DECLARATION OF CRIMINAL RECORD

Do you have any criminal convictions in any country – excluding spent convictions and minor motoring offences?: Yes (you may be required to provide details) No

I MEDICAL INFORMATION

Nottingham Trent 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?: 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 permission to trained staff first aiders or any licensed hospital or physician to administer first aid if required for you or for your child if he/she is under 18 years of age.

Do you consider yourself to have a disability? Specify below:

- 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, sickle-cell anaemia or allergies
- 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. Please note that some support mechanisms might take considerable time to organise, such as books in braille format or modifications to buildings. We ask therefore that you include as much information as possible. Failure to disclose relevant medical information might affect the validity of your insurance policy.

Nottingham Trent 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.

J INSURANCE

Do you have comprehensive travel and health insurance for your university pathways course?: 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.

K DECLARATION

I declare that the information I have supplied on and with this form is complete and correct. I understand that Nottingham Trent 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 United States 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 and fees of Nottingham Trent International College as outlined on the Nottingham Trent International College website. I undertake to pay the fees incurred as they are due and understand that Nottingham Trent International College fees may increase. I authorise Nottingham Trent International College to supply any relevant data to Nottingham Trent University and to supply information of my progress at Nottingham Trent International College to my parents, guardian, sponsor, agent or their nominee. I hereby consent to Nottingham Trent International College contacting any school or institution at which I have previously studied in order to verify the information I have provided in the application, and hereby authorise such school or institution to disclose such information.

I can confirm I have read, understood and agree to the declaration above:

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:

Name:

Date:

L CHECKLIST

Please check you have supplied all the required information in this check-list:

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 IELTS results: Yes
4. Send your application and copies of supporting documents to:
 - Your Kaplan representative; or
 - The Application and Admissions Centre; or
 - Your nearest Kaplan International Colleges country office.

See www.kic.org.uk/nottingham-trent/how-to-apply for more details.

WHAT HAPPENS NEXT?

These ten easy steps will guide you from your application, all the way to the classroom.

1: WE SEND YOU AN ADMISSIONS DECISION AND OFFER LETTER WITHIN 48 HOURS OF RECEIVING YOUR COMPLETE APPLICATION.

Unconditional offer: there are no conditions to fulfil or additional documents to submit.

Conditional offer: there are certain conditions to fulfil and relevant documents to submit before acceptance.

2: PLAN AHEAD BY ENSURING YOU HAVE SUFFICIENT FUNDS TO STUDY IN THE UK.

You must have evidence of holding at least £1,015 for each month of your College course, up to a maximum of nine months, plus any unpaid tuition fees. This must be held in a recognised bank account for at least 28 days before you apply for your Tier 4 visa.

3: ACCEPT YOUR OFFER BY PAYING A DEPOSIT OR SENDING A FINANCIAL GUARANTEE.

4: CONFIRM YOUR KAPLAN CARE INSURANCE POLICY. Please note, Kaplan Care will automatically be added to your tuition fees, unless you show us proof of a suitable alternative policy.

5: RECEIVE A CONFIRMATION OF ACCEPTANCE FOR STUDY (CAS) STATEMENT, PRE-ARRIVAL AND ACCOMMODATION GUIDES AND LINKS TO BOOKING FORMS.

For conditional offers, the CAS is sent once we receive proof that the conditions of the offer have been met.

6: SUBMIT THE COMPLETED ACCOMMODATION FORM ONLINE.

7: START THE VISA APPLICATION PROCESS.

Visit the UK Visas and Immigration website for the documents you need to submit to your local British Embassy or High Commission: www.gov.uk/ukvi and click on "study visas".

8: RECEIVE CONFIRMATION OF YOUR ACCOMMODATION ALLOCATION.

9: RECEIVE YOUR VISA, BOOK A FLIGHT AND SUBMIT YOUR ARRIVAL FORM ONLINE.

10: ARRIVE IN NOTTINGHAM FOR INDUCTION AND ENROLMENT.

