

**Edge Hill
University**

Application Form:

Overseas Provision Partner Name:

Please read the accompanying guidance notes before completing this form. These guidance notes explain all the codes you will need and give general explanations for each section. You must complete all sections. The guidance notes also set out the terms and conditions which you must agree to for processing your application. Please ensure you enclose copies of all documentation required

1 - Personal details

Surname/Family Name:

First Name(s):

Home Address

Contact number(s)
(inc. Country/Area
Code)

Home:

Mobile:

Email:

Correspondence Address (if different)

Contact number(s)
(inc. Country/Area
Code)

Home:

Mobile:

2 - Further Details

Male (M) or Female (F)

Age

Years:

Months:

Date of birth

Day

Month

Year

Residential Category

Country of permanent
residence

Country of birth

Nationality

Passport number

Place and date of issue

3 - Course(s) you are applying for

Please indicate:

Year / Month of Entry

4 a - Fee payment arrangements

Please tick

i) I will be paying my own tuition fees

YES NO

ii) I will be sponsored by my employer or other organisation

YES NO

4 b - Sponsor's details:

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**5 - Physical or other disability or medical condition needing special arrangements or facilities
– please give details**

Disability code (refer to guidance notes for relevant code)	
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Details

6 a - School/College Education (list all attended, with most recent first)

School/College attended	Qualification/Level	Subject	Grade/Result	Date

6 b - English Language Qualification(s) - i.e. IELTS, TOEFL, etc

Where taken (test ref if applicable)	Qualification/Level	Grade/Result	Date

7a - About you

Use the space below to tell us more about yourself and, in particular, why you want to undertake this course. Please note if the course requires you to have work experience you must include details here (use an additional sheet of paper if you need more space):

7b – Employment History – most recent first

Employer's name and address	Email	Telephone number	From	To

8 - Criminal Convictions

Please tick one box

Do you have any criminal convictions?

YES

NO

9 - Details of the person who will be providing a reference for you (refer to guidance notes for further details on who can provide a reference for you)

Title (eg Mr, Mrs, Dr, Prof):

Full Name:

Organisation Name:

Address:

Telephone Number:

Fax:

Email:

10 - Documentation Checklist:

Please ensure the following documentation is enclosed with this application by ticking the box provided

Passport (copy)

Certificates of qualifications (copy)

Reference

11 - Enrolment Information

Please ensure that you complete the following information

Term time accommodation:

Please tick the type of accommodation you will be living in during the 2010/11 academic session:

Private Halls:

Other Rented Accom:

Other:

Own Home:

Parental Home:

Not Known:

Previous education:

Do any of your parents (whether natural, adoptive, step-parents or guardians) have any Higher Education qualifications, such as degree, diploma, Certificate of Higher Education etc?

Yes:

No:

Don't know:

12 – Declaration

I confirm that the information and details I have given on this form are true, complete and accurate and that no information or other significant details requested have been omitted. I have read the guidance notes, understand what they say and agree to abide by the conditions set out therein, which I accept as the conditions of this application. I agree to Edge Hill University holding, processing and disclosing my information for the purposes outlined in the guidance notes. I agree to being contacted by Edge Hill University by post, telephone, email or fax in connection with this application.

I permit Edge Hill University, the UK Government, or their respective agents to check the accuracy of personal information provided by students against external data sources.

By signing this form I agree to abide by the policies and procedures of Edge Hill University and understand that the Institution may take action against individuals who contravene them.

Please tick this box if you do not wish to be contacted by Edge Hill University with any commercial information or details of other services or products not directly related to the course(s) applied for.

Please Tick this box if you have received, read and understood the Student Data Collection Notice:

Applicant's Signature: _____ Date: _____

13 - Planning Statistics

Ethnic origin

Please choose from the list of codes in the guidance notes which one you feel most closely describes your ethnic origin and write it in the box.

This information WILL NOT be made available to Admissions Tutors for selection purposes.

Please return this application & following referee statement to:

Edge Hill University
c/o Registrar, Shelton College International
229 Mountbatten Road
#02-36/37, Mountbatten Square
Singapore 398007
or via email to: registrar@myshelton.org

To be completed by a member of staff at the partner overseas college:

I confirm that the information relating to this student is correct and is as stated above:

Name: _____ Position: _____

Signature: _____ Date: _____

To be completed by a member of Edge Hill University staff:

Programme Code: _____ Year: _____ Instance code: _____ Full/Part
time: _____

13 - Reference		FOR COMPLETION BY YOUR NOMINATED REFEREE
Section 1: Who is this reference for?		
Full name of applicant:		
Applicant's date of birth:		
Course applied for:		
Section 2: Referee details		
Name:		
Post/Occupation/Relationship to Applicant:		
Tel. No. (including country/area code):		
Fax. No. (including country/area) :		
E-mail :		
How long have you known the applicant and in what connection?:		
Notes for the guidance of referees		
<p>In order to select those students who will benefit from their chosen programme of study, Edge Hill requires a supporting statement from a referee. No decision will be made until we are in receipt of a reference. Please complete the other side of this form. You may use separate official letterhead if you wish.</p> <p>Your reference about the applicant should, if possible, cover the following:</p> <ul style="list-style-type: none"> • Suitability for the course • Intellectual qualities including previous and present academic performance and any relevant subject experience through work/study • Personal characteristics including motivation, powers of analysis, communication skills, independence of thought and ability to sustain study at the level of their chosen course • Career aspirations • Health and other personal circumstances relevant to the applicant • Social and other interests 		
Data Protection Act		
<p>Please remember that, under the Data Protection Act, the applicant can ask for a copy of any personal information about them held by the Institution. This will include the reference you have provided.</p>		
Declaration		
<p>If the application form, including the reference, has any information missing or contains false or misleading information, Edge Hill has the right to cancel the application and withdraw any offers that have been made.</p>		

Section 3: Referee statement

Large empty rectangular area for the referee statement.

Signed

Date

Please affix official stamp, where appropriate, at the end of the statement.

Please return application & this reference to:

Edge Hill University
c/o Registrar, Shelton College International
229 Mountbatten Road
#02-36/37, Mountbatten Square
Singapore 398007

or via email to: registrar@myshelton.org